



# DIVERSITY, EQUITY AND INCLUSION COMMITTEE AGENDA

January 14, 2025 at 6:00 PM

Wilsonville City Hall & Remote Video Conferencing

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## PARTICIPANTS MAY ATTEND THE MEETING AT:

City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon

Zoom: <https://us02web.zoom.us/j/83159324538>

## TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:

Register with Administration:

[DEI@ci.wilsonville.or.us](mailto:DEI@ci.wilsonville.or.us)

Individuals may submit comments by 12:00 PM on the day before the meeting date via email to the address above, or may mail written comments to:

Administration - Wilsonville City Hall  
29799 SW Town Center Loop East, Wilsonville, OR 97070

## CALL TO ORDER

1. Roll Call

## PUBLIC INPUT AND COMMUNITY ANNOUNCEMENTS

*This is an opportunity for visitors to address the Diversity, Equity, and Inclusion (DEI) Committee on any matter concerning the committee's business, items on the agenda or any matter over which the committee has control. Staff and the committee will make every effort to respond to questions raised during public input before tonight's meeting ends, or as quickly as possible thereafter. Please limit your comments to three (3) minutes.*

## CONSENT AGENDA

2. [DEI November 12, 2024 Minutes](#)

## COMMITTEE DISCUSSION & RECOMMENDATION

3. DEI & ACHC Joint Meeting Debrief
4. [Juneteenth Event Planning](#)
5. [Equity Lens Tool Project](#)

## ADMINISTRATIVE BUSINESS

6. Required Training

**ADJOURN**

**NEXT MEETING**

Tuesday, February 11, 2025 at 6:00 pm

*Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The City will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting the Assistant to the City Manager at 503-570-1503 or [DEI@ci.wilsonville.or.us](mailto:DEI@ci.wilsonville.or.us): assistive listening devices (ALD), sign language interpreter, and/or bilingual interpreter. Those who need accessibility assistance can contact the City by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.*

*Habr  interpretes disponibles para aqu llas personas que no hablan Ingl s, previo acuerdo. Comun quese al 503-570-1503.*



# DIVERSITY, EQUITY AND INCLUSION COMMITTEE MINUTES

November 12, 2024 at 6:00 PM

Wilsonville City Hall & Zoom: <https://us02web.zoom.us/j/83159324538>

**CALL TO ORDER** – Meeting was called to order at 6:00 pm

## 1. Roll Call

### IN ATTENDANCE

- Vice Chair Erika Pham
- Aasha Patel
- Diane Imel
- Elisabeth Garcia Davidson (6:09)
- Fay Gyapong-Porter
- George Luo
- Imran Haider
- Justin Brown
- Tracy Hester (6:09)

### EXCUSED

- Chair Karla Brashear
- Carolina Wilde
- Jay Edwards

### STAFF

- Dan Pauly
- Kerry Rappold
- Lyanna Hoang
- Sarah Pearlman
- Zoe Mombert

**PUBLIC INPUT AND COMMUNITY ANNOUNCEMENTS** – No public comments

**CONSENT AGENDA** - *Diane Imel made a motion to approve the September 10, 2024 Minutes. Elisabeth Garcia Davidson seconded the motion. Motion passed.*

## COMMITTEE DISCUSSION & RECOMMENDATION

2. **Annual Community Conversation on Housing Cost Burden** – Sarah Pearlman discussed the Community Conversation which is set for December 11. Outreach plans are in place. Will reach out to low-income families, apartments and other community outreach facilities, such as churches. A question was raised whether other groups will participate. The city is trying to reach as many people as possible.
  
3. **Natural Resources Living Classroom Letter of Support Request** – Kerry Rappold reminded the committee that the “letter of support” is important. Discussed the new grant opportunities:

- Tree Act Funding
- Community Green Infrastructure Projects – small grant under \$100,000
- Living Classroom at Park at Merryfield
- Previously applied for a Metro grant.

Elisabeth Garcia Davidson made a motion to provide a letter of support. Diane Imel seconded. Motion passed.

4. **Climate Smart Project Update** – 2023-2025 City Council goals to advance the plan. Project to address climate change. Looking at various aspects and how the City can identify actions. Discussed possible actions.
5. **Las Posadas Event** – Interested in:
  - 2 pinatas
  - Food
  - Hot chocolate (important)
  - Craft & music (less important)
  - Staff to finalize and meet with committee in early December to check in.
6. **Lunar New Year Event**
  - 2:00-3:15 pm with a traditional dance or traditional new year market
  - Chinese woodblock musical instruments (optional craft)
  - Paper lanterns (optional craft)
  - Wishing tree (optional craft)
  - Red envelopes
  - Traditional foods
7. **Speaker Series** – Update on the schedule. Need to cancel November’s event. April will be Stewardship of Our Earth to celebrate Native American Heritage Month (Elisabeth Garcia Davidson).
8. **DEI & ACHC Joint Meeting Debrief**
  - We will debrief in January.
  - January’s agenda will include Administrative Business.
  - Will send out a Doodle Poll to the committee for the December Las Posadas Event
  - Bus/hate crime info
  - Rep. Neron tentatively scheduled sometime between December 9 – 14 at the Library for a community discussion about bias and hate crimes.

**ADJOURN** – Meeting adjourned at 7:23 pm

**NEXT MEETING** - December 10<sup>th</sup> has been cancelled. January meeting scheduled for January 14, 2025.



## **Diversity, Equity and Inclusion Committee Staff Report**

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**Date:** January 7, 2025

**From:** Zoe Mombert, Assistant to the City Manager

**Subject:** Juneteenth 2025

### **Recommended Action:**

Provide directions to staff to advance the 2025 project planning process.

### **Background:**

Now a federal and state holiday, Juneteenth recognizes the emancipation of black Americans. Its origin dates to 1866, when Texans celebrated the first anniversary of the day word arrived in Galveston on June 19, 1865 – more than two years after President Lincoln’s Emancipation Proclamation – that slavery had been abolished.

In Wilsonville, since 2021, the City has formally celebrated Juneteenth with a free two-hour event to bring the community together to celebrate our shared humanity and acknowledge history that continues to influence society. The event is planned and executed by the City’s Diversity, Equity and Inclusion Committee and City staff.

The second annual event in 2022, featured live music from afro beat band Jujuba, food from Dar Essalam, a keynote address and remarks from the City’s mayor. Books and products from black-owned businesses were purchased and given away to approximately 200 participants. The event was funded by a \$7,500 Community Opportunity Grant from Wilsonville Parks and Recreation.

In 2023, an expanded three-hour event was made possible by local sponsorship from SWIRE Coca-Cola, Hilton Garden Inn, and the Oregon Institute of Technology. DeeJay Bryson Wallace provided music, and keynote speaker Pamela Slaughter shared the importance of interacting with nature. Miss’ipi Chef catered the free event, which also included book giveaways and family fun.

In 2024, local sponsorship from SWIRE Coca-Cola, Hilton Garden Inn, Oregon Institute of Technology, and Columbia Distribution made the event possible. An estimated 300 people attended the event which featured a keynote speaker, Kimberly Howard Wade, Executive Director of Caldera Arts, DJ Bryson Wallace with catering from Café Yumm. The event also included book giveaways and family fun.

The Wilsonville event, which grows annually in terms of scale and popularity each year, has featured a short program, giveaways, live music and educational materials.

### **Fiscal Implications:**

It is anticipated that \$8,000 will be available from three of the 2024 sponsors. Additional sponsorship will allow for additional event activities and programming.

**Following Steps:**

Juneteenth planning including speaker, music, food, giveaways, activities, theme (if needed), other

**Attachments:**

2025 Sponsorship Packet



# JUNETEENTH CELEBRATION

## 2025 SPONSORSHIP PACKAGE

The City of Wilsonville's annual Juneteenth Celebration is a community event planned and produced by the City's Diversity, Equity, and Inclusion Committee since its inception in 2021.

### 2025 *TENTATIVE* EVENT DETAILS

Thursday, June 19

Time: 5-8pm

Location: Town Center Park



Attendee shaking hands with Keynote Speaker Kimberly Howard Wade (2024 Event)

# about the **JUNETEENTH CELEBRATION**

The first Juneteenth celebration took place in Texas in 1866, on the first anniversary of the day word arrived in Galveston on June 19, 1865 – more than two years after President Lincoln’s Emancipation Proclamation – that slavery had been abolished.

Now a State and federal holiday, Juneteenth has been commemorated with a community celebration in Wilsonville since 2021. Planned and executed by the City’s Diversity, Equity and Inclusion (DEI) Committee and City staff, the event brings the community together to celebrate our shared humanity and acknowledge history that continues to influence society.

Wilsonville’s event, which has grown in scale and in popularity each year, has featured a short program, giveaways and educational materials. In 2024, about 300 people attended the event was made possible by local sponsorship from SWIRE Coca-Cola, Columbia Distribution, Hilton Garden Inn, and the Oregon Institute of Technology. DJ Bryson Wallace provided music, and keynote speaker Kimberly Howard Wade, Executive Director of Calder Arts, spoke about her lived experience and community. Café Yumm was available at the free event, which also included book giveaways, crafts and family fun!

We are hoping to build on this momentum, and to continue to offer free music, food and educational materials. To make this possible, we are seeking generous support from the Wilsonville community.



Wilsonville High’s Black Student Union at the 2024 Juneteenth Event.



# SPONSORSHIP OPPORTUNITIES

Participating sponsors are recognized at the event with their name and logo appearing on event signage and other promotional materials. Additional elements are included in each level of sponsorship, as described below. Table locations are assigned in this order: platinum, gold, silver, and non-profit.

## PLATINUM SPONSOR: \$5,000

- Logo sign at front of stage (sign provided by sponsor)
- Banner at Town Center Park with your logo the week before and after the event
- Sponsor recognition and sponsor information in the Boones Ferry Messenger
- Logo on event fliers including social media, Boones Ferry Messenger, Parks and Rec Activity Guide that has recognition as the platinum sponsor
- Verbal recognition during event announcements
- Table, with platinum level signage

## GOLD SPONSOR: \$2,500

- Sponsor recognition and sponsor information in the Boones Ferry Messenger
- Logo on event fliers including social media, Boones Ferry Messenger, Parks and Rec Activity Guide that has recognition as the gold sponsor
- Verbal recognition during event announcements
- Table, with gold sponsor signage

## SILVER SPONSOR: \$1,000

- Logo on event fliers including social media and Boones Ferry Messenger that has recognition as a silver sponsor
- Verbal recognition during event announcements
- Table, with silver sponsor signage

***To discuss sponsorship opportunities, contact Zoe Mombert, Assistant to the City Manager and staff liaison to the Diversity, Equity and Inclusion Committee. Call 503-570-1503 or e-mail [mombert@ci.wilsonville.or.us](mailto:mombert@ci.wilsonville.or.us).***



Attendees listening to 2024 Keynote address (left, middle) and enjoying book giveaways (right).

# Black Pioneers Across Oregon

Oregon Black Pioneers, founded in Salem in 1993, researches, recognizes, and commemorates the culture and heritage of African Americans in Oregon. We are the only organization in Oregon dedicated to preserving and presenting the experiences of African Americans statewide. We use the term pioneers to mean not only people who moved to Oregon in covered wagons, but also people who were pioneers in their communities or professions.



Oregon Black Pioneers Participation (2024 Event).



Attendees partaking in a bracelet-making activity (2024 Event).



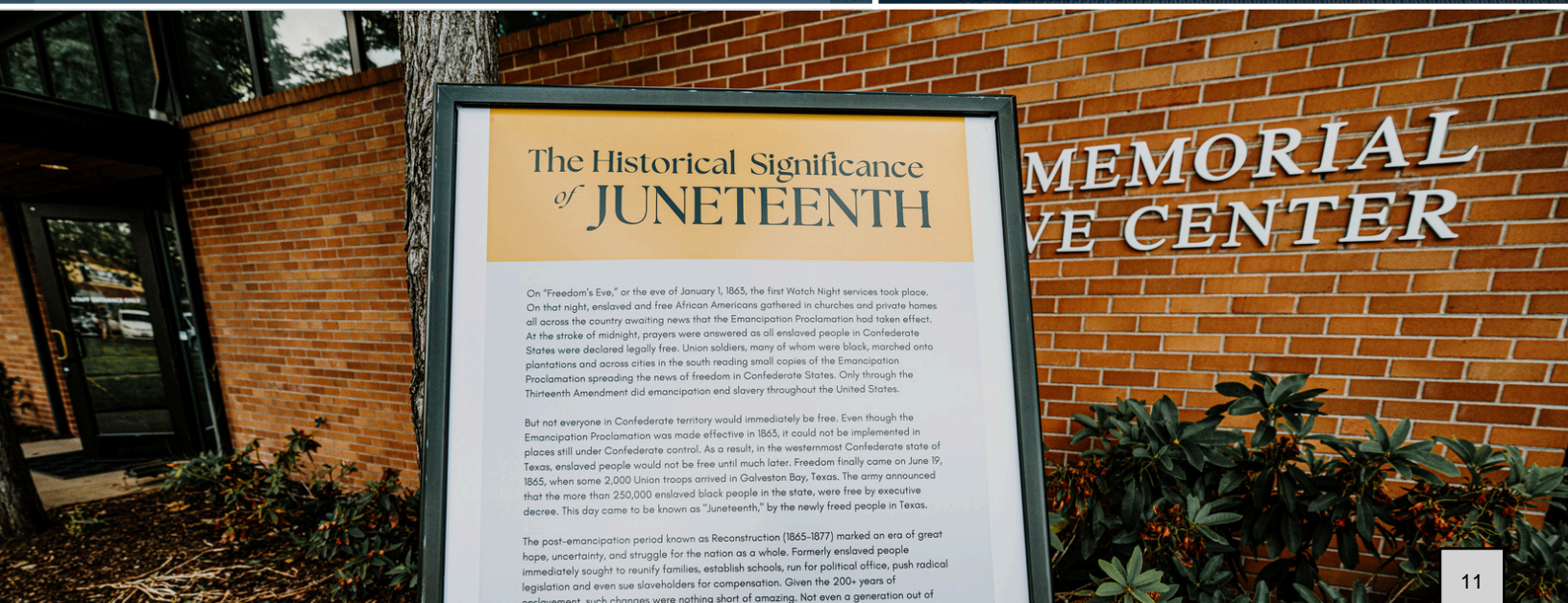
Attendees enjoying the 2024 Juneteenth Event.



Keynote Speaker Kimberly Howard Wade (2024 Event).



DJ Bryson Wallace (2024 Event).



The Historical Significance of Juneteenth Signage (2024 Event).



THE CITY OF WILSONVILLE'S DIVERSITY, EQUITY  
& INCLUSION COMMITTEE PRESENTS

# JUNETEENTH CELEBRATION

FREEDOM TO CREATE & CONTRIBUTE

PRESENTED BY OUR PLATINUM SPONSOR:



SWIRE COCA-COLA

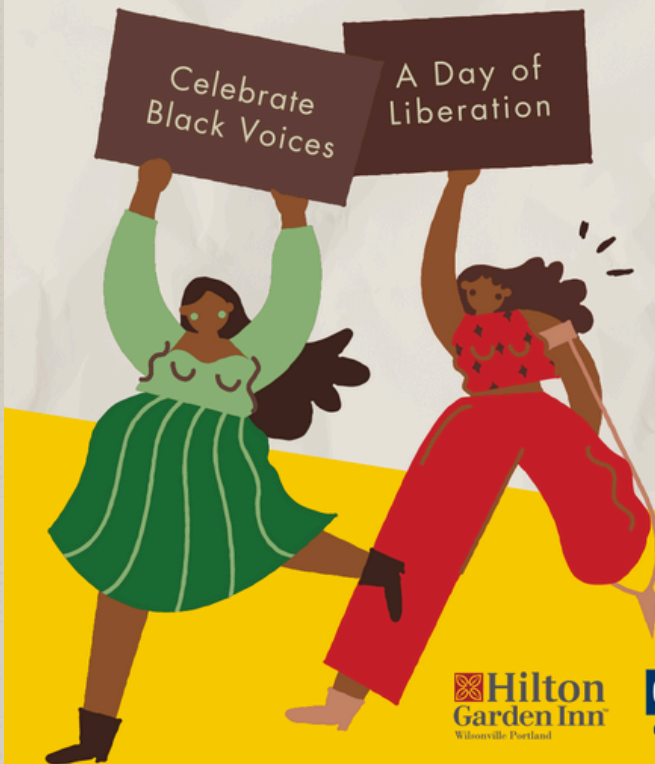
WEDNESDAY  
19 JUNE **5-7** PM  
TOWN CENTER PARK

FREE FAMILY FUN AND  
COMMUNITY CELEBRATION

KEYNOTE SPEAKER  
KIMBERLY HOWARD WADE  
EXECUTIVE DIRECTOR, CALDERA  
To begin at 5:15pm

MUSIC PROVIDED BY  
DJ BRYSON WALLACE

CAFÉ YUMM  
(While supplies last)



SILVER SPONSORS



2024 Event Poster.



## MEMO

**To:** Diversity, Equity and Inclusion Committee

**From:** Zoe Mombert, Assistant to the City Manager

**Date:** January 7, 2025

**RE:** Project Proposal - Equity Lens Tool

In September 2024, I started the one-year International City/County Managers Association (ICMA) Institute on Race, Equity, and Inclusion. The focus thus far has been foundational elements and time for the participants to get to know each other. There has been discussion about inclusion work and the terms used to discuss this work. There has also been a focus on the Capstone Project, which is this memo's focus.

### Capstone Project Proposal: Equity Lens Tool

To increase accessibility and consistency among city programs, I would like to work with the Diversity, Equity and Inclusion (DEI) Committee to develop an Equity or Accessibility Tool for staff to use as they develop new programs or improve existing programs. The tool's intent would be to make city programs more accessible to community members. The tool would aim to meet the four actions from the DEI Strategic Plan, listed below, which have not been implemented.

#### DEI Strategic Plan Actions:

- 1) Provide recommendations regarding existing programs, meetings, events, etc. to make them more inclusive to all community members
- 2) Provide recommendations on meeting and event accessibility
- 3) Identify and compile best practices among City departments; develop consistency.
- 4) Provide recommendations for producing bilingual materials

There are many elements that could be included in the tool, but the intent is to have staff think more broadly and consider ways to make their events more accessible. The exercise is intended to have staff consider accessibility and inclusion factors as they develop or plan for new events. The tool could also be used to identify improvements to existing programs.

The tool could be outlined to help staff think about what they are trying to achieve before considering the inclusion elements outline.

#### Event/ Meeting Purpose

- Target audience

#### Location

- Indoor/ outdoor
- Communication (PowerPoint, speaking, etc.)
  - o Closed captioning, hearing support, etc.
  - o Translation or interpretation

#### Promotion

- Font size on handouts and PowerPoint
- Online and/or hard copy

Support document- what is available at public facilities

By working through the tool staff could easily consider the following items as they develop their events:

- Description of surfaces
- Restroom availability
- Parking
- Transit availability
- Hearing devices
- Closed captioning
- Translation or interpretation
- Online vs. hardcopy surveys and support materials

The tool could include a good, better, best rating element as well.

To help staff determine which facility or meeting room might be best suited to hold their event a support tool could be developed to identify what is available at our facilities to help staff select a meeting or event location to meet the elements that are identified in the tool.

I would work with the DEI Committee to get their input and feedback as the tool is developed.

Project Timeline

January: Introduction to the DEI Committee

February: Analysis - Research and Background

March and April: Design – Planning \*

May and June: Implementation – Strategy and limitations\*

July: Conclusion\*

August and September: Presentation Preparation

October: Presentation at ICMA

\*Check in with DEI Committee

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