



DIVERSITY, EQUITY AND INCLUSION COMMITTEE AGENDA

November 14, 2023 at 6:00 PM

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

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:

Register with Zoe Mombert:

Mombert@ci.wilsonville.or.us or 503-570-1503

Zoe Mombert - Wilsonville City Hall

29799 SW Town Center Loop East, Wilsonville, OR 97070

CALL TO ORDER

1. Roll Call

CONSENT AGENDA

2. [DEI Meeting Minutes - 10/10/2023](#)
3. [DEI Lecture Series Minutes - 9/12/2023](#)

COMMITTEE DISCUSSION & RECOMMENDATION

4. [West Linn-Wilsonville School District Presentation](#)
5. [Street Naming Convention Project](#)
6. [Attendance](#)
7. Latino Outreach

ADMINISTRATIVE BUSINESS

ADJOURN

NEXT MEETING - December 12, 2023 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 Zoe Mombert, Assistant to the City Manager at 503-570-1503 or Mombert@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

October 10, 2023 at 6:00 PM

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

CALL TO ORDER - Meeting was called to order at 6:03 pm

- | | |
|---|--|
| <p>1. PRESENT
 Chair Erika Pham
 Vice-Chair Karla Brashear
 Member Imran Haider
 Member Jay Edwards
 Member Tracy Hester
 Member Diane Imel
 Student Member George Luo</p> | <p>STAFF
 Bill Evans
 Kim Rybold
 Lyanna Hoang
 Zoe Mombert</p> |
|---|--|

- ABSENT**
Member Luis Gonzalez
Member Fay Gyapong-Porter
Member David Siha

Bill Evans introduced Lyanna Hoang to the Committee. Lyanne is the City’s Communications and Marketing Coordinator.

CONSENT AGENDA

2. **DEI Minutes - September 12, 2023** - Diane Imel made a motion to approve the September 12, 2023 Minutes. Karla Brashear seconded the motion. Motion passed.

Karla Brashear made a motion to add public comments to the agenda. Jay Edwards seconded the motion. Motion passed.

There were no public comments.

COMMITTEE DISCUSSION & RECOMMENDATION

3. **Housing Our Future Update Provided by Kim Rybold**
- Let’s Talk Wilsonville pages (English and Spanish)
 - Rent burden – public engagement
 - Cost burden
 - 30% income = cost burden
 - 52% of Wilsonville renters are cost burdened
 - 50% of income on housing is severely cost burdened
 - 21% are Wilsonville homeowners
 - Online meeting is set to occur on November 8 at 6:00 pm with the Planning Commission to discuss causes and solutions
 - Invite DEI Committee members and their neighbors. A meeting notification to come next week.
 - Suggestions of people to reach or invite would be of interest from the staff

- There has been no response to a Spanish Let's Talk
- Some response to a Party in the Park with a showing of Coco. Will have a flier at the Library.
- Looking to different approaches
- Acknowledge that many Let's Talk Wilsonville users are homeowners
- Goal is to look at different housing types
- Check in later on the process

4. **Street Naming Convention Project**

- Continued discussion and possible brainstorming session. Suggestions included:
 - Oregon natural scenery
 - Native fish/wildlife
 - Words that capture the vision
 - Indigenous groups or themes
 - Names of important people
 - A connection or bridge what the community speaks

5. **DEI Letter of Support - LWCF Grant**

Karla Brashear made a motion to send the LWCF Grant letter of support. Diane Imel seconded the motion. Motion passed.

6. **Juneteenth Event - Juneteenth 2024 Sponsorship Packet**

Jay Edwards made a motion to approve Juneteenth Sponsorship packet. Diane Imel seconded the motion. Motion passed.

7. **Latino Outreach**

- Dia de Muertos celebration is Wednesday, November 1 at Wilsonville High School.
- What does the Latino community want to see and what are their needs?
- The movie *Coco* will be shown on October 14 at 3:30 pm at the Library (Oak Room).

8. **Speaker Series**

- Speakers and titles are confirmed
- 6:30 pm
- Check with the Community College - Wilsonville

9. **Attendance Discussed.** Generally, committee members thought missing up to 4 meetings a year was acceptable. Committee is interested in reviewing each situation. Will be brought back to the committee for additional review. Attendance requested prior to meeting.

ADMINISTRATIVE BUSINESS – The Lecture Series Subcommittee is complete.

ADJOURN

Meeting adjourned at 7:10 pm.

NEXT MEETING - November 14, 2023 @ 6:00 pm



DIVERSITY, EQUITY AND INCLUSION LECTURE SERIES SUBCOMMITTEE MINUTES

September 12, 2023 at 6:00 PM

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

CALL TO ORDER – Meeting was called to order at 8:03 p.m.

1. **ROLL CALL**

PRESENT

Chair Erika Pham
Vice-Chair Karla Brashear
Member Diane Imel
Student Member Aasha Patel

STAFF

Bill Evans
Zoe Mombert

ABSENT

Imran Haider

2. **CONSENT AGENDA**

DEI Lecture Series Subcommittee Minutes - 8/22/2023 - Vice-Chair Karla Brashear made a motion to approve the 8/22/2023 DEI Lecture Series Subcommittee Minutes. Diane Imel seconded the motion. Motion passed.

3. **COMMITTEE DISCUSSION & RECOMMENDATION**

Topics, Speakers, Location, etc.

Need input on future topics. Possible dates include:

December 6th

March 6th

April 4th

May 2nd

May 30th

Decision was made to combine the Lecture Series Subcommittee meetings with the regular Diversity, Equity and Inclusion Committee meetings. This will take place immediately moving forward.

The Committee requested that QR Code be made for event attendees to provide feedback and topic ideas.

ADJOURN - 8:25 pm

NEXT MEETING - Tuesday, October 10, 2023 6:00 pm

Diversity, Equity and Inclusion Lecture Series Subcommittee

September 12, 2023



Equity Work in West Linn-Wilsonville

Board Goal No. 1

1. Grow student achievement through the use of high leverage instructional and engagement strategies to raise rigor, disrupt systems of racism and generate equitable outcomes for all students while eliminating opportunity and achievement gaps.

Equity Action Plan

Purpose of a District Equity Action Plan

For the West Linn-Wilsonville School District, the purpose of a district Equity Action Plan is to articulate and make public our equity-related priorities and actions in alignment with our District Goals, School Goals, Equity Teams and overall mission of the district, “How do we create learning communities for the greatest thinkers and most thoughtful people...for the world?”

Equity Action Plan

Commitment 1: Develop our understanding and leadership capacity around equity through learning, listening, and self reflection.

Commitment 2: Implement culturally responsive curriculum and teaching practices within an inclusive climate in classrooms and schools.

Commitment 3: Recruit, retain, and promote staff — including staff members of color — with strong equity and anti-racist commitments, understanding and skills.

Commitment 4: Collaborate with the community at large to examine and promote systems of equity and inclusion.

Equity Teams

District Equity Team: The district has utilized a District-wide Equity Team for the past several years, made up of district administrators, school principals, teacher leaders, and certified staff leaders. The District Equity Team meets 3-4 times per year, with school representatives taking information and initiatives back to School Equity Teams.

School Equity Teams: Every school has its own School Equity Team, made up of the principal, other school administration if applicable, teacher leaders, and certified staff leaders. Groups meet at least monthly to discuss issues and initiatives of equity and inclusion at their school level.

District Equity Committee (New in 2023-24): In 2021, the Oregon Legislature passed Senate Bill 732, which requires school districts to establish what the law calls an Educational Equity Advisory Committee. This committee is intended to help school leaders identify what helps or hinders the success of students who have historically been excluded, impacted, marginalized, or underserved, as well as advise school boards and superintendents. This committee will include parent voice. School districts are required to implement these committees by 2025, but WLWV is in a position to implement this now, consolidating the district's Superintendent's Advisory Committee (SACRE) with the District Equity Team.



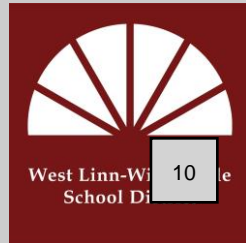
Affinity Groups

In recent years, our secondary schools have prioritized creating Affinity Groups at the student and staff level. We have several affinity groups for BIPOC students. These groups are often self-organized by students and supported by appropriate staff members. Affinity Group meetings are typically held during lunch, with administration creating safe and welcoming time and space for students to engage with one another.

At the high school level, it's common for Affinity Groups to lead workshops or share information with the larger student body.

Examples include:

- Black Student Union
- Indian Sub-Continent and Middle East Student Affinity Group
- Indigenous Student Union
- [MEChA](#)
- Pacific East Asian Affinity Group



Full Inclusion Model

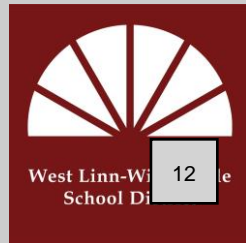
West Linn-Wilsonville is one of the only districts in the country that practices a full inclusion model. This means that all students learn in the general education classroom, including students with and without disabilities. Students with an Individualized Education Plan (IEP) and require additional supports or services receive care within the general education setting.

This work is challenging, but it's the right work. It requires incredible educators who collaborate with one another across specialities to provide all students with the individual supports that they need.

Unified Sports, inclusive playgrounds, and community events geared around inclusion are examples of recent equity work in this area.

Family Empowerment Center

- 1) The West Linn-Wilsonville launched the Family Empowerment Center in 2020 during the pandemic. The Center's vision is to empower families to become active advocates in their children's education through a culturally responsive and holistic approach.
- 1) We believe that the empowerment of families' fundamental rights and needs contributes to students' maximized success in school and in life. Each of our schools and the WLWV Family Empowerment Center promote equity, strengthen community partnerships, support students' emotional and mental well-being and work to eliminate barriers to student success.
- 1) Providing access and avenues for authentic engagement for families is a critical goal of the district's. With more than 60 languages spoken across our schools, communication can be a real barrier. The District invested in a communication system called ParentSquare this past spring, which has allowed staff to better interact with parent-guardians.



Equity Summit

The West Linn-Wilsonville School District hosts an annual Equity Summit, inviting community leaders to take part in important conversations around diversity, equity, and inclusion. The District will again host this annual Equity Summit in March 2024. The Summit serves as an opportunity to network with community leaders, share about equity work, and collaborate to further efforts across our communities.

MEMO – Community Development

DATE: September 1, 2023

TO: Diversity, Equity and Inclusion (DEI) Committee

FROM: Miranda Bateschell, Planning Director
Amy Pepper, PE, Development Engineering Manager

RE: *Town Center Plan Street Naming*

In May 2019 (and later amended in October 2021), the City adopted the Wilsonville Town Center Plan. The Wilsonville Town Center Plan is a long-range plan for how the Town Center area can better serve the interests and needs of residents, visitors, businesses and local employees. The approximate 100-acre project area encompasses the properties north of Wilsonville Road, within and adjacent to Town Center Loop, including Town Center shopping center, Fry’s Electronics, and Regal Cinemas Theater. The Town Center Plan (the Plan) was a community-driven project, developed with the input from a broad cross-section of Wilsonville residents, business owners, and employees through a variety of public engagement opportunities. Surveys, focus groups, neighborhood meetings, and outreach events resulted in thousands of touchpoints with the community. Community members expressed a specific desire for the future of Town Center as a vibrant, walkable destination that inspires people to come together and socialize, shop, live, and work. Town Center is the heart of Wilsonville. It is home to active parks, civic spaces, and amenities that provide year-round, compelling experiences. Wilsonville residents and visitors come to Town Center for shopping, dining, culture, and entertainment.

One outcome of the Plan is it converts privately owned accessways to public streets. The first application for redevelopment, as recently approved by the City Development Review Board Panel B, replaces the existing Shari’s restaurant with a five-story 114-unit mixed-use apartment building with 3,700 square feet of ground floor commercial improvements and associated improvements, including the construction of a new public street. The Developer approached the City to inquire about possible street names for the new street. The Town Center Plan does not identify a specific street naming convention outside of the City’s adopted policy.

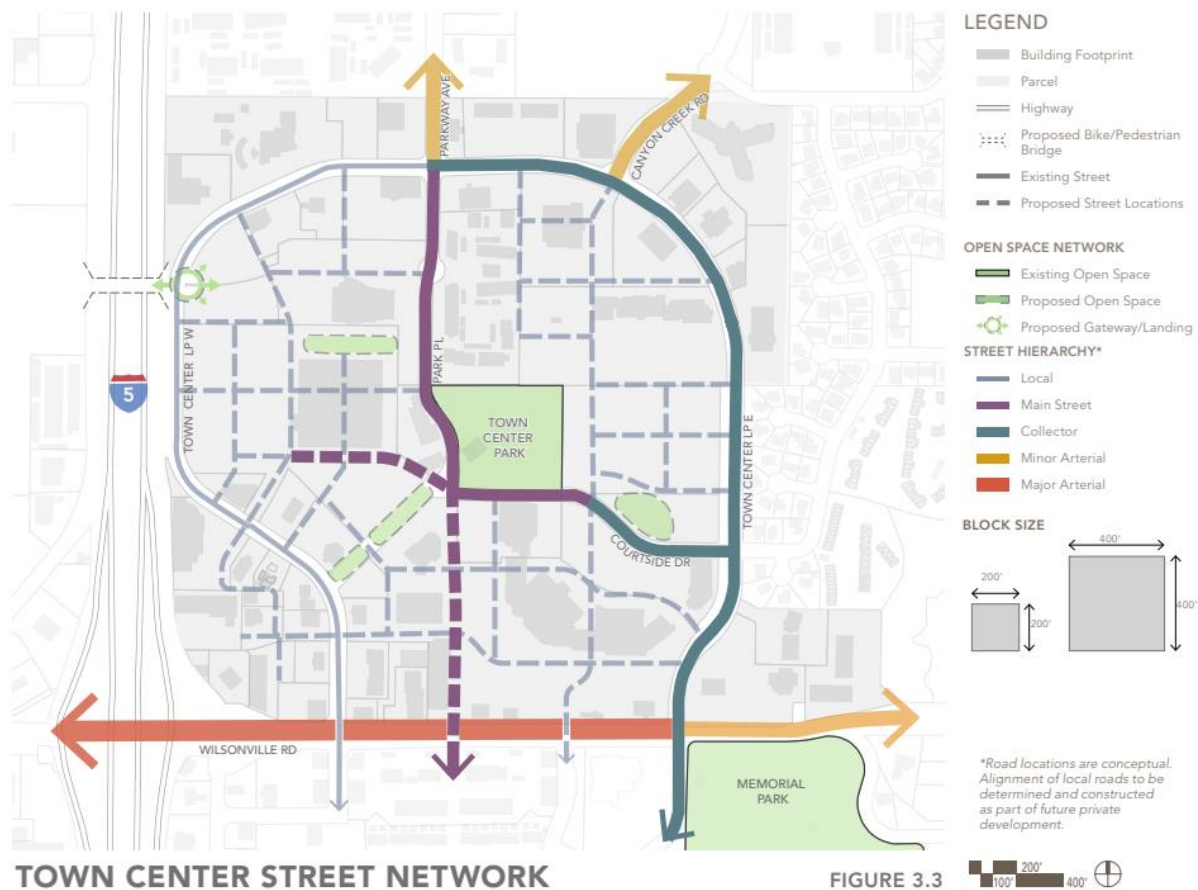
The City’s pre-existing street naming policy states that streets shall be named using historic surnames or names reflecting Oregon geography, natural features or native plants and animals. Attached is a list of adopted names available for new streets.

Staff is interested in pursuing adoption of a theme or naming convention for streets in Town Center that helps to honor the bold vision of the Town Center Plan to create an accessible, diverse, connected and thriving place for all people to gather. To continue the inclusive, community-driven planning effort established by the Town Center Plan, rather than have staff lead or strategize on a

naming convention for this area, staff would like to ask the DEI committee to provide recommendations for street names and/or a street naming theme that is inclusive for all residents.

The desired timeline is to have a recommendation by the beginning of 2024 for implementation with the approved mixed-use development. Staff will be available to answer questions at the September DEI meeting that will help the Committee undertake this task. At the October or November DEI meeting, specific themes/naming conventions can be prioritized or a singular one selected, and then a list of names can be generated, reviewed, and finalized at following meetings.

For reference, here is the ultimate street layout desired in this area:



Attachments:

- Resolution 1924
- Approved Street Name List

Reference:

The Story of the Wilsonville Town Center Plan:
<https://wilsonville.maps.arcgis.com/apps/Cascade/index.html?appid=f6c8a240d00f4c0ba9b393d670f2d4de>

Wilsonville Town Center Plan:

https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/planning/page/5101/wilsonville_plan_050919_web_amended101821.pdf

City of Wilsonville Diversity, Equity and Inclusion Committee Charter

April 2021

The Diversity, Equity and Inclusion Committee is hereby created as a deliberative and recommending body of the City Manager's Office, subject to the following:

Section 1. Name of Committee: Diversity, Equity and Inclusion Committee ("Committee").

Section 2. Purpose: To create a culture of acceptance and mutual respect that acknowledges differences and strives for equitable outcomes of opportunity, access and inclusion by:

A. Advising the Wilsonville City Council ("Council") on policy decisions related to diversity, equitable outcomes, and inclusion;

B. Making recommendations to the Council on public engagement strategies and methods by which all Wilsonville residents have the opportunity to better participate in the decision-making process;

C. Advising the City on culturally responsive service delivery, programming, and communication strategies;

D. Creating, updating and overseeing progress on the City's Diversity, Equity and Inclusion Plan;

E. Identifying local community leaders and building more leadership capacity in Wilsonville's diverse communities.

Section 3. Appointment: The Mayor appoints and the City Council confirms Committee members, who serve at the pleasure of the Council.

Section 4. Membership:

A. *Number of Members.* The Diversity, Equity and Inclusion Committee shall be composed of eleven (11) to thirteen (13) members.

B. *Residency.* Members must reside, own a business, or attend school within the City of Wilsonville city limits. A majority of members appointed must reside within the City limits. The

Council can appoint a member or members to the Diversity, Equity and Inclusion Committee who does not meet any of these residency criteria if it is determined that the member brings significant value to the Committee.

C. Appointments. The Council will appoint the committee members. The Council will strive to appoint members to the Diversity, Equity and Inclusion Committee who bring their lived experiences regardless of their immutable traits including but not limited to race, ethnicity, LGBTQ+, gender, socio-economic status/history, differently abled, age amongst other identities. Appointed members will be expected to think broadly in terms of how issues of racism, sexism, ableism, and other discriminatory and prejudicial biases impact all residents in Wilsonville.

D. Terms. Except as otherwise provided below, Committee Terms are for three years, commencing with January of each year. All members may serve two consecutive three-year terms. Members who have served two full terms may be reappointed to the Diversity, Equity and Inclusion Committee after a one-year hiatus from the Committee.

E. Removal. A Committee member may be removed ~~by the Council~~ for misconduct or, nonperformance of duty, ~~or three successive unexcused absences from regular meetings.~~ Committee members may, by motion, requesting that a member be removed by the Council. After four (4) absences in one (1) calendar year a committee member will automatically be removed from the committee.

F. Youth Members. The Council will appoint up to two (2) Wilsonville-area high school student(s) to serve up to (2) two one (1) year term on the Committee. The youth member(s) will be a voting member(s).

Section 5. Term of Voting-Member Appointments: To begin, members will be appointed for staggered three-year terms based on the fiscal year, scheduled so that four (4) or five (5) members are appointed or reappointed each year. A vacancy in a position may be appointed to fulfill the remainder of any term. Terms of appointment for less than three (3) years shall not count towards the maximum time of service, including partial term appointments to fill vacancies and the initial appointment of Positions 1 – 9.

At the outset of the Committee, voting positions will be staggered as follows: five (5) positions

are one-year or slightly less in duration and four (4) positions are a two-year duration or slightly

less in duration, and four (4) positions are full three-year appointments or slightly less in duration; assuming appointment by June 1, 2021:

Position #1 – 1-year term: 6/1/21 – 12/31/22 next term: 1/1/22-12/31/25

Position #2 – 1-year term: 6/1/21 – 12/31/22; next term: 1/1/22-12/31/25

Position #3 – 1-year term: 6/1/21 – 12/31/22; next term: 1/1/22-12/31/25

Position #4 – 1-year term: 6/1/21 – 12/31/22; next term: 1/1/22-12/31/25

Position #5 – 1-year term: 6/1/21 – 12/31/22; next term: 1/1/22-12/31/25

Position #6 – 2-year term: 6/1/21 – 12/31/23; next term: 1/1/23-12/31/26

Position #7– 2-year term: 6/1/21 – 12/31/23; next term: 1/1/23-12/31/26

Position #8– 2-year term: 6/1/21 – 12/31/23; next term: 1/1/23-12/31/26

Position #9– 2-year term: 6/1/21 – 12/31/23; next term: 1/1/23-12/31/26

Position #10 – 3-year term: 6/1/21 – 12/31/24; next term: 1/1/24-12/31/27

Position #11 – 3-year term: 6/1/21 – 12/31/24; next term: 1/1/24-12/31/27

Position #12 – 3-year term: 6/1/21 – 12/31/24; next term: 1/1/24-12/31/27

Position #13 – 3-year term: 6/1/21 – 12/31/24; next term: 1/1/24-12/31/27

Section 6. Organization: At the first meeting of each fiscal year, the Committee will elect a chair and vice-chair from the voting members.

The Chair (Vice Chair in the absence of the Chair) will preside over all meetings.

An appointed City staff person or outside contractor will serve as secretary to keep notes of each public meeting and assist with administrative tasks.

The Committee will meet on an agreed-upon schedule at least four (4) times per year. The Chair may also call a special meeting with one week's advance notice. Such meeting notice may be given by email or regular mail.

A meeting may be held without a quorum; however, to vote on a matter the committee must have a quorum present which will consist of a simple majority of appointed voting members.

Committee members may participate in a meeting by telephone or videoconference.

Unless falling under an exemption to public meetings laws, all meetings will otherwise be public meetings, announced and conducted in accordance with public meeting requirements.

Except as provided under Oregon Public Meetings Law, the Rules of Parliamentary Law and Practice as in Roberts Rules of Order Revised Edition (“Roberts Rules”) shall govern each committee meeting. In the event of a conflict between Oregon Public Meetings Law and Roberts Rules, Oregon Public Meetings Law shall control.

Section 7. Voting: All members are entitled to vote in person (including by telephone or video conference) at a meeting. Proxies are not allowed. A majority vote of the members voting on the question will be required to carry any matters submitted. A member who abstains from a vote shall be counted as present for purposes of the quorum but not counted as having voted on the question.

Section 8. Amendments: Recommendations to amend this Charter may be made at a regular or special board meeting and approved by a vote of at least two-thirds of the entire Committee. Such recommendations shall be reviewed by the City Attorney for legal compliance and conformance to City Code, and thereafter be presented to City Council for approval.