

Equity Committee Planning Group

Session 2

Date: Tuesday, July 12

Time: 6:00pm – 8:00pm

Location: Tualatin City Services or via Zoom

(<https://us02web.zoom.us/j/86258348964?pwd=Kzlpd2dLejlvSXJyVUZuenljTVh2UT09>)

*Arrive 15 minutes early to network, grab dinner, and settle in

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| 1. Welcome | 6:00 – 6:05pm |
| Co-Chair Sacco and Co-Chair Hillier | |
| 2. Ice Breaker | 6:05 - 6:18pm |
| Betsy Rodriguez Ruef | |
| Objectives: | |
| <ul style="list-style-type: none">• Get to know each other• Establish connections | |
| 3. Minutes | 6:18 – 6:20pm |
| Co-Chair Hiller and Co-Chair Sacco | |
| Objectives: | |
| <ul style="list-style-type: none">• Adopt minutes from the 6/7/2022 meeting | |
| 4. Ground Rules | 6:20 – 6:30pm |
| Betsy Rodriguez Ruef | |
| Objectives: | |
| <ul style="list-style-type: none">• Review draft and notes from the first meeting• Add, remove, or change draft ground rules• Adopt the ground rules | |
| 5. Presentation - Other Equity Committees | 6:30 - 6:55pm |
| Megan George | |
| Objectives: | |
| <ul style="list-style-type: none">• Review examples of other equity committees structure and code language | |
| 6. Guest Presentations | 7:05 – 7:45pm |
| <ul style="list-style-type: none">• City of Wilsonville• City of Lake Oswego• City of Beaverton | <ul style="list-style-type: none">Zoe MombartGuilian del RioAlexis Ball |
| Objectives: | |

- Hear advice on setting up a committee and an update on where the committees are now directly from Wilsonville, Lake Oswego, and Beaverton staff
- Ask questions (approximately 15-minutes available for Q&A)

7. Wrap Up

7:45 – 8:00pm

Betsy Rodriguez Ruef & Co-Chair Hillier

Objectives:

- Remind everyone of upcoming meeting schedule and locations
- Preview of next agenda
- Reflect on today's agenda and upcoming meetings



EQUITY COMMITTEE PLANNING GROUP MINUTES

JUNE 7, 2022

Present: Co-Chair Cyndy Hillier, Co-Chair Christen Sacco, Stacey Dolezal, Jennifer Eidson, Rio Espinosa, Rachel Greenough, Valerie Holt, Shannon Huggins, Mike Mata, Maria Nguyen, Sharon Noell, Bryan Ortiz, BJ Park, Isabella Raymond, and Shane Skinner

Absent: Glendora Claybrooks and Lusi Hong

Staff: City Manager Sherilyn Lombos, Community Engagement Coordinator Betsy Rodriguez Ruef, and Deputy City Manager Megan George

I. Welcome

Co-Chair Cyndy Hillier and Co-Chair Christen Sacco called the meeting to order at 6:00 p.m. and thanked group members for being there. The co-chairs introduced themselves as elected city councilors in Tualatin, and shared that they would be representing the City Council and chairing this group. Co-Chair Sacco reiterated the purpose of the Equity Committee Planning Group, which is to help build the structure of the permanent Equity Committee by reviewing data about the community and City Council initiatives, by sharing your lived experiences, and by participating in engaging discussions.

II. Getting to know you activity

Community Engagement Coordinator Betsy Rodriguez Ruef introduced the icebreaker activity and instructed group members to first answer six questions independently, then find a buddy to share one of your answers, then find another pair to share another answer. Finally, as a whole, group members introduced themselves and answered one of the questions.

III. Housekeeping

Rodriguez Ruef reviewed the agenda and asked group members to complete the volunteer agreement and meal order form.

IV. Ground Rules & Group Roles

Deputy City Manager Megan George reviewed the roles of the co-chairs, staff facilitators, and group members. The role of the co-chairs is to set and facilitate meeting agendas. They will also participate in these meetings as representatives of the City Council. They will encourage participation and monitor ground rules.

The role of staff facilitators is to help the group navigate the task set forth by the City Council by working with the group chairs to set and facilitate the meeting agendas, and by doing the “behind-the-scene work” in between meetings and ahead of meetings to coordinate with group members, set up the space, and more. They will also help encourage participation and monitor the group’s ground rules.

The City Council is asking group members to attend and participate in the meetings, and provide feedback and opinions on topics discussed in the meetings.

George asked group members to brainstorm possible ground rules. She shared that ground rules can help this group to operate procedurally and help to create a safe space where everyone feels comfortable. The group identified the following ground rules:

- Treat everyone with respect
- Listen with an open mind
- Be open to different ideas
- Turn name tent when ready to speak
- Step up/step back
- Thumbs vote, clarify voting process
- Speak up, even if you disagree with the majority
- Assume good intent
- Call someone in, not out
- Being curious
- Conflict is okay
- Respect people's boundaries and know your own

George shared that she would make minor adjustments to the language and bring the full list back to the next meeting for the group to review.

V. Why did you sign up for this committee?

Co-Chair Hillier and Co-Chair Sacco asked the group to reflect on why they applied to serve on the Planning Group and instructed group members to record one reason per sticky note. Staff collected the sticky notes and grouped by theme on chart paper. The themes included community; free food and no dishes; protect/improve futures; learn and help others to learn; Tualatin-specific; represent my community; taking action; and process. Photos of the sticky notes and themes are attached.

VI. Information on Tualatin

City Manager Sherilyn Lombos introduced herself and shared that she would be presenting information about the community derived from the Census and 2020 Tualatin Community Survey. She added that this presentation would include some information, but that there was much more available on the City's website and other locations for those that were interested.

Lombos presented three maps of the City including the City's Boundary Map, Planning Map, and the Census Tracts. Much of the western part of the city is dedicated to manufacturing, while northern, eastern, and southern parts are primarily residential. Commercial districts are in the downtown area (north central) and Bridgeport (north).

The Census has several products. This presentation pulls information from both the 2020 Decennial Census and the 2020 American Community Survey. Each slide includes a webpage link so you can access the materials directly following the meeting. Lombos reviewed data about the population, age, homeownership, education, disability, race, ethnicity, language, income, earnings, and poverty in Tualatin.

Sharon Noell asked for more information on the race/ethnicity table. George summarized that the Census categorizes race and ethnicity separately, which makes it challenging to assess the total percentage of the population that identifies as Hispanic or Latino. The table included in the presentation pulls information from several tables on the Census' website, which may include some duplication in numbers.

Finally, Lombos shared that the City has conducted the National Community Survey four times in the last ten years. This scientifically valid survey asks community members to rate factors of livability in Tualatin. Lombos shared that 88% of respondents said the overall quality of life in Tualatin was excellent or good. She also reviewed a variety of metrics related to inclusivity and engagement, including 62% that said the openness and acceptance of the community toward people of diverse backgrounds was excellent or good, and 70% that said valuing/respecting residents from diverse backgrounds was excellent or good. The full report is available on the City's website.

Sharon Noell asked what percent of the City's revenue is derived from residents as compared to businesses. Lombos said they would follow up with this information.

Mike Mata asked if there was information available on Tualatin's unhoused population. Lombos responded that Washington County completes a point-in-time count periodically to gather that type of information and that they would follow up with the specific information.

Co-Chair Hillier introduced her presentation about the City Council's 2030 Vision for the community. Each year, the City Council meets to discuss the vision and priorities for the City. It is aspirational and helps to direct how resources are allocated. There are seven interrelated statements:

- An inclusive community that promotes equity, diversity, and access in creating a meaningful quality of life for everyone
- A connected, informed, and civically engaged community that embraces our City's diversity
- A thriving and diversified economy that includes living wage jobs, increased tourism, and sustained financial stability for the whole City
- Safe, vibrant, and accessible gathering places throughout the City that build and celebrate our whole community
- An efficient, accessible, innovative, sustainable, and connected transportation system that effectively and safely meets the needs of our entire community
- Safe, desirable, welcoming, and sustainable neighborhoods with housing that is available to all
- An environmentally active, sustainable, responsible, and forward-thinking community that values and protects our natural resources, inhabitants, and habitat

Jennifer Eidson asked if the group could be provided a list of celebrations and events in the community related to various affinity groups. Lombos said they would follow up with this information.

VII. Wrap Up

Rodriguez Ruef reviewed the upcoming meeting dates, and clarified that one meeting date changed from October 11 to October 4.

- Tuesday, July 12, 6 – 8 p.m., Tualatin City Services (10699 SW Herman Rd)
- Tuesday, August 16, 6 – 8 p.m., Tualatin City Services (10699 SW Herman Rd)
- Tuesday, September 13, 6 – 8 p.m., Juanita Pohl Center (8513 SW Tualatin Rd)
- Tuesday, October 4, 6 – 8 p.m., Juanita Pohl Center (8513 SW Tualatin Rd)
- Monday, November 14 (City Council Meeting), 5 – 6 p.m., Tualatin City Services (10699 SW Herman Rd)

Rodriguez Ruef shared that the group will start to look at how other cities in Oregon have structured their equity committees at the next meeting. Finally, supplemental materials related to other City Council initiatives are provided in group members' binders for reference ahead of the next meeting.

Co-Chair Hillier asked the group to reflect on two questions:

1. What did you learn today?
2. What are you looking forward to?

Adjournment

Co-Chair Hillier adjourned the meeting at 8:00 p.m.

/ Betsy Rodriguez Ruef, Recording Secretary

Ground Rules

- Treat everyone with respect
- Listen with an open mind
- Be open to different ideas
- Take turns speaking and flip your name tent to signal you would like to speak
- Step up and step back
- Signal consensus with thumbs up/down vote
- Speak up, even if you disagree with the majority
- Assume good intent
- Call someone in... not out
- Be curious
- Remember conflict is okay
- Respect people's boundaries

