



*A place where families and businesses thrive.*

**City Council Work Session Minutes  
Diversity, Equity and Inclusion (DEI) Plan**

**Monday, December 14, 2020  
5:30 p.m., Webex Community Auditorium**

***Minutes are unofficial until approved by Council.  
Council approved minutes as presented January 11, 2021.***

**1. ROLL CALL:**

Mayor Peter Truax called the work session to order at 5:30 p.m. via Webex Video Conference.

**COVID-19:** Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the **City Council conducted the Work Session remotely by video conferencing.**

**ROLL CALL: COUNCIL PRESENT ATTENDED BY WEBEX REMOTELY:** Donna Gustafson; Kristy Kottkey; Timothy Rippe; Mariana Valenzuela; Malynda Wenzl, Council President; and Mayor Peter Truax. **COUNCIL ABSENT:** Elena Uhing, excused.

**STAFF PRESENT ATTENDED BY WEBEX REMOTELY:** Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Keith Hormann, Light and Power Director; Bryan Pohl, Community Development Director; Henry Riemann, Police Chief; Gregory Robertson, Public Works Director; Colleen Winters, Library Director; Eddie Littlefield, Power Services Manager; Brenda Camilli, Human Resources Manager; Elizabeth Stover, Program Coordinator; Jeff King, Economic Development Manager (in the Community Auditorium); and Anna Ruggles, City Recorder (in the Community Auditorium).

**2. WORK SESSION: DIVERSITY, EQUITY AND INCLUSION (DEI) PLAN**

VanderZanden facilitated the above-noted work session, noting the purpose of the work session was to present an overview of the DEI planning process, planned tasks and timeline. VanderZanden reported the City contracted with MIG and the DEI plan includes: 1) providing DEI training for City Council and staff, and 2) working with the City to develop a DEI Plan that the City can incorporate as part of its daily operations. The Council adopted Goal 1 as a top priority: Support diversity, equity, and inclusion in the delivery of City services and operations. VanderZanden reported the DEI Advisory Team is composed of representatives from every department. City staff has already made efforts towards the Council's DEI Goal that will inform the collaborative work between the City and MIG, including: forming an internal DEI team, creating a tentative inventory of DEI efforts, issuing collateral regarding these efforts, and publishing a DEI page on the City's website. In addition, VanderZanden introduced the two consultants from MIG who presented a PowerPoint presentation overview of their approach, the DEI planning process and timeline and key training concepts:

- Defining equity, inclusion, diversity and anti-racism

- Recognizing positions of advantage and disadvantage
- Equality vs. equity
- Comparing colorblindness, diversity, cultural competency, and anti-oppression
- Four levels of racism
- Transactional and transformational approaches and leadership

The consultants presented slides outlining the DEI Plan and Training Services: Phase I Understanding the Context, which includes inventory of policies, practices and protocols and an Engagement Summary, and Phase II: Developing the DEI Plan, which includes draft DEI Statement; Draft Goals and Strategies; Draft DEI Plan and Final DEI Plan.

### **Council Discussion:**

Mayor Truax opened the floor and roundtable interactive discussion ensued as Council reviewed the following questions with the consultants:

1. What are your **expectations and desired outcomes** for this process?
2. What are **Forest Grove's strengths and challenges** as it relates to diversity, equity and inclusion?
3. How would you **define success**?

The consultant's take away: *Shift hearts and mind prospective – start as individuals and be ambassadors in the community.* In conclusion of the above-noted Council discussion, VanderZanden advised the City's internal DEI Advisory Team will be working with MIG on the project and its process. The project completion timeline is in 2021 and may need to have some flexibility due to COVID.

Council took no formal action nor made any formal decisions during the work session.

### **3. ADJOURNMENT:**

Mayor Truax adjourned the work session at 6:47 p.m.

Respectfully submitted,



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Anna D. Ruggles, CMC, City Recorder

# Forest Grove City Council Workshop

December 14, 2020

## QUESTIONS AFTER PRESENTATION

- Councilor Valenzuela: technology is a barrier for some. How do you reach out in Focus Groups without technology?
  - Jamillah: We will work thru CBOs, trusted groups who can reach out and host a Focus Group.
  - Other in person activities are possible later, but fully safe events as well. Need to be creative during this time.
- Online survey? In Spanish?
  - We'll use similar questions across methods
  - Survey will be in English and Spanish, but we have not drafted the questions yet
- Third slide of protest and people with fists up, what does it mean to you?
  - Speaks to the spirit right now, captures the moment and the momentum around confronting racism
- Comfort zone graphic: not a linear process, and not everyone will be in the same place at one time
  - Agreed, it is an iterative process

## QUESTION 1: What are your expectations and desired outcomes for this process?

- Wenzl: Want us to be more intentional about having an equity lens in everything we do. Inequity is apparent on East side where not enough parks, etc. Lived here my whole life, and want services on both sides of town. More diversity in city staff. In Dept head positions
- Rippe: Hoping for a community that respects and accepts diversity in all residents, and that those residents feel included and safe and receive city services in an equitable way.
- Mayor agrees with Rippe's comment above: acceptance, respect, instead of doing the right thing by accident. Walk in the Mayor's office and see someone who looks like them instead of some old white guy. More vitality, more people wanting to serve. Representation matters, values and culture reflected in leadership.
- Donna Gustafson: help us with listening skills; to be able to really understand instead of just listening to respond. Self-reflect. What can I do to change me. Hope that someday this is a non-issue.
- Mayor: Crowning achievement: look to FG as the example, the model, the leader.
- Valenzuela: When we don't need DEI training anymore. People not asking for my receipt when I leave a store.... Not having to prove to people that I'm an okay person... people smile at you to be polite but would not invite you to dinner... you can sense it, feel it and it's hurtful. Do your neighbors talk to you at all?
- Kottkey: excited by work that the City will do. People in our community need to do the work too. Someone said they don't want to do the work, don't see a need... not even at the level of

willingness to get uncomfortable... how can we move everyone along in the journey. How to continue the work overtime... we are ready to get uncomfortable, but others may not be.

- o Changing hearts and minds...Be models and ambassadors, and embody the values and commitment

**QUESTION 2: what are FG's strengths and challenges...?**

- Strength: Diversity of our community, and 4 year degree-granting college is both strength and challenge
- Strength: People are generous and committed to helping each other, empathy.
- Strength: City Council is united to begin this process, passionate about our community.
- Challenge: Group that will take longer to join, more difficult and defensive, not listening
- Challenge: People who are attached with their work community, hard to engage
- Challenge: organizationally, people tend to work in their organization, when all of us should be working intentionally together.

**QUESTION 2: How would you define success?**

- Reduced or no complaints about inequity, increased diversity
- We don't take things personally
- Community-driven desire to continue the work; wanting to do more, on-going, tools and resources or framework for neighborhoods to do the work themselves
- More diversity in city staff, boards and commissions, and in groups we don't normally engage with. Working with and alongside in an ongoing way. Eg School district
- When no one needs DEI training anymore because we have learned.
- Change people's hearts
- More diversity in leadership positions and more people engaged in civic life
- City, school district, business community all working together