

**SALEM AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS**

**DIVERSITY, EQUITY AND INCLUSION COMMITTEE**

***VIRTUAL MEETING***

Monday, January 11, 2020

4:35 – 5:35 p.m.

[Join with Google Meet](#)

[\*\*meet.google.com/rhs-rnnv-zex\*\*](https://meet.google.com/rhs-rnnv-zex)

**AGENDA**

**1. CALL TO ORDER**

- a. Note the Attendance
- b. Acknowledgement
- c. Safety Moment

**2. APPROVAL OF MINUTES**

- a. December 7, 2020 DEI Committee Meeting

**3. DISCUSSION ITEMS**

Long Range Committee Goal – Hire consultant to help the committee to develop and implement a plan and inclusion activities -

- a. Briefing on Procurement Process by Dan Knauss, Procurement/Contract Manager
- b. Schedule for Briefing on Internal District Programs related to DEI

**4. NEXT MEETING AGENDA**

**5. ADJOURN**

Pursuant to Governor Brown's Executive Orders issued in response to the COVID-19 pandemic, the DEI Committee meeting will be held online via Google Meet until further notice.

**Mission**

Connecting people with places  
through safe, friendly, and reliable public transportation services

**Values**

Safety – Service Excellence – Communication – Innovation – Accountability

This meeting is in a place that is ADA accessible. Auxiliary hearing aids and services, and alternate formats are available to individuals with limited English proficiency. Requests can be made directly to the Executive Assistant by phone at 503-588-2424 or with the assistance of TTY: Oregon Relay Services at 1-800-735-2900 (or 711). Please allow for a 48 hour notice. Cherriots administration office hours are Monday-Friday from 8:00 AM to 5:00 PM. For an electronic copy of the Committee's agenda packet, go to <https://www.cherriots.org/meetings/>.

~ ~ ~ ~ ~

Esta reunión pública se lleva a cabo en un lugar accesible a la ADA. Los audífonos y servicios auxiliares y formatos alternativos están disponibles para personas con dominio limitado del inglés. Las solicitudes se pueden hacer directamente al Secretario de la Junta por teléfono al 503-588-2424 o con la ayuda de TTY: Oregon Relay Services al 1-800-735-2900 (o 711). Permita un aviso de 48 horas. El horario de oficina de la administración de Cherriots es de lunes a viernes de 8:00 a. M. A 5:00 p. M. Para obtener una copia electrónica del paquete de la agenda del Comité, visite <https://www.cherriots.org/meetings/>.

**SALEM AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS  
DIVERSITY, EQUITY AND INCLUSION COMMITTEE  
VIRTUAL MEETING**

Monday, December 7, 2020  
4:33 – 5:24 p.m.

**Google Meet I.D:** [meet.google.com/kkz-ywux-ame](https://meet.google.com/kkz-ywux-ame)

**MINUTES**

**PRESENT:**

Committee Members: Chi Nguyen, Chair; Members Ian Davidson and Maria Hinojos Pressey  
Staff: Paula Dixon, Director of Human Resources and Labor Relations, Allan Pollock, General Manager, and Linda Galeazzi, Executive Assistant

**1. CALL TO ORDER**

Chair Nguyen called the virtual meeting to order at 4:33 p.m.

- a. Note the Attendance: A quorum was present.
- b. Land Acknowledgement: Chair Nguyen opened the meeting with the Land Acknowledgement initiated by the Native American Programs at Willamette University.
  - [<https://willamette.edu/offices/native-american/land-acknowledgement/index.html>].
- c. Safety Moment: Ms. Dixon shared a Safety Moment on the traditional use of candles during the holiday season and ways to stay safe from potential fire hazards.

**2. APPROVAL OF MINUTES**

Moved to approve the Minutes of the November 27, 2020 DEI Committee Meeting.

Committee Report: Minutes are on pages 3-4 of the agenda  
**Motion by: Director Maria Hinojos Pressey**  
**Second: President Ian Davidson**  
**Vote: Motion passed: Nguyen, Davidson, Hinojos Pressey**

### 3. DISCUSSION ITEMS

Long Range Committee Goal - Hire consultant to help the committee develop and implement a Diversity, Equity and Inclusion Plan and inclusion activities –

a. Finalize the Scope of Work and Evaluation Criteria

Committee Report: Draft of Request for Proposal (RFP) on page 8 of the agenda.  
Evaluation Criteria on pages 5-9.

The Committee reviewed the final draft Scope of Work and evaluation criteria. They had no further questions or recommendations for changes, and were ready to move forward with the solicitation process.

Ms. Dixon provided a recap of the procurement process. The Committee discussed the timeline for solicitation to begin in early January to the contract award potentially in April or May.

The Committee considered the pros and cons of a more lengthy process of six weeks versus the expediency of a four week solicitation to meet the goal set by the Board for the DEI Committee; and wanting the process to be equitable and transparent. Staff will confer with procurement staff about the timeline and scheduling a pre-proposal meeting if needed, the evaluation committee meetings, a kick-off meeting, and a board briefing on the committee's progress. The solicitation goes out on the District's website, on the Cherriots' Facebook page, and on the State's ORPIN site where the District can also identify firms, agencies or people to send the solicitation to, The Committee discussed the composition of the evaluation committee and will enlist staff's help in that selection process.

b. Schedule for Training on District Programs

Report: Verbal

Chair Nguyen expressed interest in programmed DEI education being offered in the community or through the District that the committee could participate in. Ms. Dixon identified three program areas –Employee Equal Opportunity and Affirmative Action, Title VI, and Civil Rights. President Davidson recommended [Cherriots.org/equity](http://Cherriots.org/equity). Mr. Pollock suggested programs that are offered on the web for self-education, and that time will need to be scheduled for training with staff.

c. Next Meeting Agenda

The next meeting for the DEI Committee will be Monday, January 11, 2021 at 4:30 p.m. President Davidson said he was still interested in creating stipends for board members, dependent on legal counsel, especially with upcoming Board vacancies to fill in 2021.

4. **ADJOURN** The meeting adjourned at 5:23 p.m.