



**CITY OF SALEM
RACE EQUITY COMMISSION**

DOMINICK PANGALLO
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REGINA ZARAGOZA FREY, CHAIR
ALPHONSE WRIGHT, VICE CHAIR

**FINAL – Approved October 12, 2023
MINUTES OF THE RACE EQUITY COMMISSION
AUGUST 3, 2023**

A meeting of the Salem Race Equity Commission (REC) was held on August 3, 2023, at 5:30pm via ZOOM, an online video conference call system in accordance with Chapter 107 of the Act of 2022.

Present on the call were: Alphonse Wright (Vice Chair), Regina Zaragoza Frey (Chair), Shantel Alix, Paola Miranda, Tara Dhanraj Roden, Alexandra Ramos, Kenzie Chin, and Chief of Police, Lucas Miller.

**1. Approve previous meeting minutes.
a. July 6, 2023**

Chair Zaragoza entertained motions to approve the previous meeting's minutes. A motion was made, seconded, and minutes were approved.

2. Update on the “Discrimination Reporting Form”. Discussion on distribution of the Form and its “launch.”

Chair Zaragoza updated the REC on the status of the publication of the Discrimination Reporting Form. There has been a delay since the form needs to be translated into the four different languages the REC selected during a previous meeting- Spanish, Portuguese, French and Haitian Creole. The REC discussed whether they would like to publish the form in English only or wait until next month to publish it in all languages. The REC decided they would wait until the form was translated into all the chosen languages before publishing the Form. The REC also expressed a desire to have a press release about the Form. Chair Zaragoza said she would discuss creating a press release with the Mayor's Office and would follow up at the next meeting.

3. Update on the “Recruitment and Retention of a Diverse Workforce” project.

Chair Zaragoza shared the person the City was working with for the “Recruitment and Retention of a Diverse Workforce” project left the company, [HCH Enterprises](#), and thus there was been a delay in the project while HCH assigns a new team member to the work. Once HCH assigns

someone to continue the project, Chair Zaragoza will ask them to provide an update the REC on a regular basis on the scope of work they are completing for the City.

4. Update on the “Equity Audit” project.

Chair Zaragoza shared the City selected [Ready Set Solutions Co](#) through the City’s Request For Proposals process. Ready Set will be conducting an equity audit for the City of Salem and working alongside the DEI Department and the REC. The audit is an external equity audit focused on community engagement to identify barriers to fostering inclusion in government processes and to reveal the ways the City of Salem may or may not be inhibiting community participation and engagement. The goals of the project focus on the following: improving DEI efforts in Planning, improving DEI efforts in Purchasing and Procurement, conducting a Community Assessment, increasing Diversity on Boards and Commissions, and Language Justice.

Chair Zaragoza shared she requested ReadySet provide updates to the REC at certain milestones in the project.

5. New business.

- a. Shantel Alix shared North Shore CDC will be having a Block Party, otherwise known as “[Fiesta en la Calle](#)”, and invited the REC members. The REC discussed having a table there to do some outreach about the work the REC has conducted. Shantel Alix shared that if the REC provides a kids’ activity, there is no fee to have a table at the event.
- b. Tara Dhanraj Roden shared she would like the REC to submit questions to the League of Women’s Voters (LWV) on behalf of the Commission. Chair Zaragoza said she would contact the LWV to inquire about the process and would add the matter to the next agenda.

6. Adjournment.

The Chair entertained a motion to adjourn. The motion was seconded. A roll call vote was taken, and the motion was carried unanimously. The meeting adjourned at approximately 5:55pm.

Respectfully submitted,

Regina Zaragoza Frey