



**CITY OF SALEM
RACE EQUITY COMMISSION**

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REGINA ZARAGOZA FREY, CHAIR
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**FINAL – Approved July 6, 2023
MINUTES OF THE RACE EQUITY COMMISSION
JUNE 1, 2023**

A meeting of the Salem Race Equity Commission (REC) was held on June 1, 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), Rosa Alvarado, Tara Dhanraj Roden, Alexandra Ramos, Kenzie Chin, Nicole McLaughlin, Lisa Cammarata and Chief of Police, Lucas Miller.

**1. Approve previous meeting minutes.
a. May 4, 2023**

Chair Zaragoza entertained motions to approve the previous meeting's minutes. Motion was made by Nicole McLaughlin, seconded, and minutes were approved.

**2. Continuation of Discrimination/Bias Form discussion.
a. Discuss race/ethnicity fields.
b. Review and discuss updated fields on draft form from previous meeting.
c. Discuss updated title of the form.
d. Review example language.**

The REC continued the discussion regarding the Discrimination Reporting Form. The Commission made several additional changes, which can be summarized as follows: the name of the form will be changed to either "Discriminatory Action Reporting Form" or "Discrimination Reporting Form" depending on what works best for a phone view (most people filling out the form will be viewing the form through a phone rather than a computer). Some changes were made to the language on the "Submitter Race / Ethnicity" section, including adding a "Native Hawaiian / Pacific Islander" option.

McLaughlin mentioned the census bureau is currently making some changes to the way they ask populations for demographic information, so Chair Zaragoza said she would conduct some research to see if the Form can align its demographics language to the updated bureau language.

In addition, the Commission discussed the language of the examples of “discrimination types” on the Form, and made some changes to the examples to make them shorter and more concise. The Commission agreed the examples should be the “lowest level” of discrimination possible, rather than more severe examples. Further, the Commission requested that the examples be added somewhere the submitter can view them if they need to, but not necessarily on the Form itself. Chair Zaragoza will inquire with City of Salem’s IT Department to see what the options are.

The Commission discussed re-arranging some of the questions to make the Form easier to read. Chair Zaragoza will go back to IT and incorporate all requested changes.

3. Discuss outreach efforts for Discrimination/Bias Form.

The Commission discussed various ways to disseminate the Form in the community and conduct outreach efforts. The Commission discussed sharing the Form on the following platforms:

- City of Salem’s social media
- Local nonprofits
- Local places of worship
- The Commission’s personal networks
- Salem City Council newsletters
- Media package with state legislators
- Create a form with a QR code to disseminate in various City Departments, including the Community Life Center and the Police Department.

4. Approve Discrimination/Bias Form for publishing on the City of Salem’s website.

Vice Chair Wright continued this item to the meeting in July, requesting that the Commission be sent a final draft of the Form to review prior to the next meeting.

5. Continued discussion and review of [Race Equity Task Force Action Plan](#).

a. Community Culture.

The Commission discussed the Community Culture on the Race Equity Action Plan. Several members shared they did not have a chance to review the document. Other members shared they did not have any changes.

6. New business.

Chair Zaragoza shared on behalf of Superintendent Zrike an invitation with REC members to participate in the process for creation for the design of the new High School. He is looking for community members from diverse backgrounds to be involved in the process. Alexandra Ramos and Kenzie Chin both indicated they are interested in participating but would like to learn more about the time commitment.

Alphonse reminded everyone of the Human Rights Coalition and Race Equity Commission gathering on June 17 from 11am-3pm at Palmer Cove Park.

7. Adjournment.

The Chair entertained a motion to adjourn. The motion was seconded. A roll call vote was taken, and the motion was carried unanimously. Meeting adjourned at 6:26pm.

Respectfully submitted,

Regina Zaragoza Frey