

EQUITY STEERING COMMITTEE

City Hall: Community Room

NOTES

April 25, 2024

- The meeting began at 6:04 p.m.
 - In attendance were Seyona Belai, Aneesa Turbovsky, Cameron Ruen, Elizabeth Start, Corey Hester, and Roberto Arreola Moreno.
 - Staff present included Gabriela Santoyo Gutierrez (Equity and Inclusion Coordinator), Emma Sagor (City manager), and Dan Harris (Events and Emergency Management Coordinator).
- Gabriela introduced herself, shared an overview of the night's agenda, and then transitioned to Dan to recap last month's ESC meeting where members reviewed, discussed, and decided which applicants to award Milwaukie Community Events Fund Sponsorships too. The applicants selected for this second round were Bing in the New Year, a Ukrainian Theater event, and Resilient Seed Healing Farm.
- Dan provided an update of [Milwaukie Fest 3-day celebration during the second week of July](#). Emma asked the committee about potentially tabling at the event and potentially distributing ESC swag/marketing materials.
- Gabriela transitioned the next agenda item covering how the new website relates to the committee's deliverables and the opportunity to give feedback to help increase digital accessibility. Discussion questions included:
 - How often do you visit the city's page?
 - What information were you looking for?
- Emma added additional context about how this aligns with city efforts towards working smarter together. The group was then asked to Consider user-friendliness for:
 - Navigation & Ease of Use
 - Content & Clarity
 - Search Function
 - Accessibility & Device Experience
 - Features & Services
- Committee comments:
 - There was a low response when asked about how often they have visited the website, but Aneesa and Cameron mentioned the current website was simple and easy for them to navigate.

- Some members mentioned looking for information about their NDA's. Another member mentioned easily finding community events, which led to follow-up questions about who in the city is responsible for updating the website and how many FTE are available to help.
- Staff then covered the current web team size and explained how content managers are trained in each department to support their team's community posting and updates.
- Roberto then shared some complimentary examples of intriguing and accessible city websites in California. The group spent a few minutes discussing its features and presentation.
- The committee asked staff to advocate for retaining similar buckets of categories for city functions into the new website structure.
- The committee then asked Emma and Gabriela to share their perspectives as an internal staff navigating the website
 - Emma shared a few main points including low accessibility features and minimal customization options. Emma also added that all employees' contact information is available on the web, and going forward would prefer management level and higher as main points of contact.
 - Gabriela also provided an example of how difficult it was to navigate and utilize the search function
 - Gabriela added how all personnel and union policies are available on the website. The committee was impressed and shared how this reflects transparency from their points of view.
 - Emma and Gabriela then shared an estimated timeline and how at our next meeting the group will get a demonstration of the new website before it goes public in June.
 - The meeting ended at 7:48pm