

**Diversity, Equity & Inclusion (DEI) Initiative Report to WMSWCD Board of Directors  
For August Reporting (covers July 2018 activity)**

<b>General</b>	Change is good and it is a coming! Effective July 27 <sup>th</sup> , Mary Logalbo takes over for Jim Cathcart as the staff Co-Chair of the Diversity, Equity and Inclusion Committee. Jim will stay on the Committee and will lift from Randi Razalenti the responsibility to take notes at Committee meetings. Michael Ahr is ending his tour with the Committee. Laura Taylor will be joining. Also, beginning with the September Board meeting packet, diversity equity and inclusion activity will be in individual staff reports. The Board will also receive a bi-monthly stand-alone Diversity Equity and Inclusion report coincident with Committee meetings as the means to disseminate to the Board the Committee meeting summaries. The bi-monthly report will also summarized Board member activity in the diversity, equity and inclusion realm.
<b>Diversity, Equity and Inclusion Committee</b>	<ul style="list-style-type: none"> <li>• The Committee met Friday, July 27, 2018, 10:00 am to Noon. We were joined by Koffi Dessou, Interim Director, City of Portland, Office of Equity and Human Rights. Lunch with Koffi followed. See attached meeting summary. The next meeting of the Committee is Friday, September 28<sup>th</sup>.</li> </ul>
<b>Hiring Practices</b>	<ul style="list-style-type: none"> <li>• Randi Razalenti set up and executed redaction process for the 55 applications that self-certified they met the minimum qualifications for the position.</li> <li>• Randi also sent out the voluntary demographic survey to all candidates as well as the post-interview survey to those candidates interviewed in the first round.</li> <li>• Diversity, Equity and Inclusion Committee representatives will meet with the Communication &amp; Outreach Manager hiring team to debrief on what worked and opportunities for improvement.</li> </ul>
<b>Outreach to Regional American Indian Tribes</b>	<ul style="list-style-type: none"> <li>• Terri Preeg Riggsby, Board Chair, sent outreach and engagement letters to the Chairs of the following tribal governments: Chinook Nation, Confederated Tribes of Grand Ronde, Confederated Tribes of Siletz Indians. The purpose of the letter was to solicit engagement in the following: <ul style="list-style-type: none"> <li>○ The Sauvie Island Cultural History Project being conducted by Dr. Eric Jones, Wilamit LLC.</li> <li>○ Per the request of a principal private donor, the naming of the Reeder Road bridge that is being constructed as part of the Sturgeon Lake Restoration Project.</li> <li>○ Description of the cultural significance of the fish and wildlife benefits for the Sturgeon Lake Restoration Project – narrative to be used in the post project information kiosk.</li> </ul> </li> <li>• Scott Gall engaged Wisdom of the Elders to participate in the Sturgeon Lake Restoration Project’s Ground Breaking Ceremony held on July 2<sup>nd</sup>. This was in follow-up to the Wisdom of Elders conducting a wapato salvage harvest from the project area in October 2017. The Wisdom of the Elder ceremony proceeded the groundbreaking conducted by Dick Springer and Director Brian Lightcap.</li> </ul>
<b>Staff &amp; Board Activity</b>	<ul style="list-style-type: none"> <li>• Michael Ahr and Jim Cathcart attended the World Forest Institute’s, <i>Postcards from the Front Lines of International Forestry</i> which featured this year’s class of International Fellows from China, Thailand, Taiwan, The Netherlands and Vietnam (July 18<sup>th</sup>).</li> <li>• Jim Cathcart met w/ Eric Jones (Wilamit LLC) on the Sauvie Island Cultural History Project (7/20)</li> <li>• Mary Logalbo reached out to Shweta Moorthy PHD (Coalition of Communities of Color Researcher) to refine a scope of work for our demographic data collection and disparity analysis work.</li> <li>• Mary Logalbo met with Lauren Stoneburner, Master of Environmental Management Candidate (Class of 2019), Yale School of Forestry &amp; Environmental Studies. Lauren is interning with Jenny de la Hoz’s (Urban Community Specialist, US Fish and Wildlife, Tualatin River National Wildlife Refuge). Mary share with Lauren results of the Connect SW PDX project’s listening survey and the District’s planned demographic data analysis.</li> <li>• Mary Logalbo is working with Wisdom of the Elders as well as the Pacific Northwest College of the Arts staff on a panel discussion – scheduled for the fall -- related to communicating about habitat restoration work through language, signage and traditional environmental knowledge (TEK).</li> <li>• Susan Weedall listened to the Nonprofit Association of Oregon Webinar: <i>The Challenge of Restoring Trust in Civil Society: The Rural Context</i> with Dan Cardinali, President and CEO of Independent Sector - a nationwide membership organization that brings together a diverse set of nonprofits, foundations, and corporations to advance the common good. The webinar was helpful for Susan to reflect on how equity work might be approached in rural settings.</li> </ul>



**DRAFT -- WMSWCD Diversity, Equity and Inclusion Committee Meeting Summary -- DRAFT  
July 27, 2018, 10:00 am to 12:00 pm, WMSWCD Office**

**Attending:** Jim Cathcart, District Manager, Susan Weedall, Associate Director (Co-Chairs); Terri Preeg Riggsby (Director); Michael Ahr, Ari DeMarco, Scott Gall, Mary Logalbo, Randi Razalenti (Staff); Koffi Dessou, City of Portland Office of Equity and Human Rights (Guest)

**May 18th Meeting Summary:** Correction - Under Demographic Data Analysis Update change wording to: CCC (Coalition of Communities of Color) was unable to craft a scope of work for a disparities analysis (as opposed to not being able to conduct the analysis itself) for the District this fiscal year.

**Committee Make-up:** Jim gave a summary of the current Committee make-up, and noted that Susan and Mary completed the Peer-to-Peer leadership training through The Intertwine Alliance's *Common Ground Equity Initiative*. As a means to provide leadership opportunities to other staff, Jim asked Mary to take over as the staff Co-Chair. Mary was the logical choice given one goal of the Peer-to-Peer training was to enable participants to lead their organizations in equity and inclusion. Mary did not want to accept the opportunity without first hearing if other staff may be interested in it. (None of the staff present expressed interest). Michael announced that he will be stepping off of the Committee to free up a spot for another staff member to participate. Michael will keep his youth mentoring responsibilities. The group agreed to check in at same time next year to reassess respective roles.

**Coalition of Communities of Color's (CCC) Disparity Analysis Update:** Mary spoke with Shweta Moorthy who recently finished serving as Interim Executive Director for CCC and is currently onboarding the new Executive Director. AS such, Shweta has been unable to develop the scope of work for West Multnomah's disparity analysis. Mary reminded the Committee that \$5,000 was carried over from last fiscal year to this fiscal year. The Committee may look to an alternative source for the analysis in order to complete the work in this current fiscal year.

**The Intertwine Alliance's Outside Voice Blog Opportunity:** The Intertwine Alliance asked Mary and another Peer-to-Peer cohort member to create an article that is either personal or organizational that speaks to their equity journey. Mary has begun to consult with Jim and Carolyn about article content. The group shared ideas for the article. Growth, partnership, and examination are the three pillars that Mary is considering for the article.

**Support Testimony to Portland City Council – Office of Equity and Human Rights:** The District was asked by the City of Portland's Office of Equity and Human Rights to provide support testimony for the Office to the Portland City Council. (The date was later confirmed to be August 22<sup>nd</sup>). Koffi, who is currently serving as the Office's Interim Director, will be presenting to the Council a report on the work of the Office and what the Office has accomplished. A key message is that it not only matters what the Office is doing for city government; but also what the Office is doing for the City as a community. Koffi has asked partners to testify on the value that they have received from their Office. This testimony will help City Council support continuation and expansion of the Office's work.

**Review of Fiscal Year 2018-19 Annual Work Plan & Prioritization of Tasks:** Training -- Koffi offered the District a spot to participate in a City of Portland sponsored Results Based Accountability training being put on by Equity Results LLC (a New York based group) on August 9<sup>th</sup>. The offer was much appreciated. (Update – Randi will attend.) The group is considering the best approach to provide the Board with equity lens training before sending Directors out to solicit feedback on the District's update to the Long-Range Business Plan in 2019. Prioritization of other items on the Work Plan for the current fiscal year (copy attached) was deferred due to lack of time.

**Budget/Cost Center Report:** See attached.

**Check Out/Assignments:** Jim will announce to staff that Michael is leaving the Committee and welcomes any staff who are interested in joining the Committee. Mary will draft written testimony in support of the City of Portland's Office of Equity and Human Rights that will be signed by Terri as Board Chair based on the Committee's review. Mary will provide the verbal testimony in front of the Portland City Council on August 22<sup>nd</sup>. Terri and Susan will come up with an approach to provide for the Board's equity lens training.

**Next Meeting:** Friday, September 28, 2018, 11:30am to 1:30 pm, WMSWCD Office.



**Diversity, Equity and Inclusion, FY 2018-19 Annual Work Plan and Budget**  
**Updated Based on Adopted FY 2018-19 Budget**

Component	Description	FY 2017-18 Work	FY 2018-19 DRAFT	Comments
Training	As opportunities arise	\$500	\$1,000	Develop a formal District capacity development plan to ensure all are grounded in equity and inclusion.
Racial Equity	Develop an Equity Lens	-----	\$1,000	Alexis Millet (Nonprofit Association of Oregon) providing coaching through the Intertwine Alliance's <i>Common Ground Equity Initiative</i> . Diversity Equity and Inclusion Committee formed working group. Conduct Board training. Develop an equity lens use policy that synthesizes equity throughout District and Long Range Business Plan.
Racial Equity	Develop specific, measurable accountability measures.	-----	-----	Necessary to implement the District's Racial Equity Statement.
Racial Equity	Board recruitment.	-----	-----	Evaluate and modify current policies through use of District equity lens.
Racial Equity	Investigate using a Community Engagement Advisory Committee as a way to connect with underserved communities and communities of color.	-----	<b>Defer to FY 2019-20</b>	Creates a structure for making the District's work and decisions relevant to communities of color and historically-underserved communities.
Racial Equity	Development of hiring practices that negate implicit biases and remove barriers and disparities.		\$1,500	Secure consulting expertise to continue to evaluate and modify hiring practices given failure to achieve racial diversity
Racial Equity	<i>Demographic Mapping &amp; Analysis</i> Overlay where projects and services delivered and analyze for disparities. Back collect this information from those who we have worked with. Analyze for disparities. Use survey form to collect staff, board, and partner data.	\$5,000	\$5,000	The initial work by Metro stimulated good discussion about how to talk about race and ethnicity (i.e., Coalition of Communities of Color's (CCC) politics (whiteness) of data policy paper). FY 2017-18 work centered on consultations with the CCC regarding next steps in our use of the data. Finalized demographic information collection form. Next steps to be identified through FY 2017-18 recommendations from CCC.

**Diversity, Equity and Inclusion, FY 2018-19 Annual Work Plan and Budget**

<b>Component</b>	<b>Description</b>	<b>FY 2017-18 Work</b>	<b>FY 2018-19 DRAFT</b>	<b>Comments</b>
Racial Equity	Youth Mentorship Program -- Job shadowing opportunities for high school youth,	<b>\$1,000</b>	<b>\$500</b>	Work with Partners to host field days with youth. Funds to provide lunch and offset transportation costs.
Racial Equity	Partnership Development	-----	-----	Build both organizational and individual relationships with new, underserved partners without an “ask”.
Racial Equity	Support Green Workforce Development Initiatives	-----	-----	Compliments conservation work that supports environmental work force capacity through organizations like Verde and Wisdom of the Elders.  In kind support to Ecotrust’s work in this area with Wisdom of the Elders and the Oregon Watershed Enhancement Board Capacity funding administered by the Forest Park Conservancy for developing a peer-to-peer restoration partnership with Verde as part of the Greater Forest Park Conservation Initiative.
Cultural Responsiveness	Sponsorship of Friends of Tryon Creek’s Indigenous Peoples Day.		-----	\$1,500 In Education Budget
Communication and Outreach	Translation services for District program materials.		-----	In Communications Budget as part of the \$8,500 budgeted for District program materials.
<b>TOTAL</b>		<b>\$6,500</b>	<b>\$9,000</b>	Total does not include items included in program budgets.

**West Multnomah Soil & Water Conservation District**  
**DEI Detail Report**  
July 2017 through June 2018

	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
<b>Jul '17 - Jun 18</b>					
	06/30/2018	ML-Credit Card	Coalition of Communities of Color Summer Soiree	Sponsor/Support Commun. Orgs	500.00
	06/30/2018	MA-Credit Card	DEI meeting 5/30/18	Program Related Travel/Prk/Meal	3.50
	06/26/2018	Mary Logalbo	mileage for Intertwine Cohort meeting (Street Trust Office) 5/11/18	Program Related Travel/Prk/Meal	2.40
	05/31/2018	ML-Credit Card	food for Equity lens training	Refreshments & Supplies	34.95
	04/30/2018	Mary Logalbo	mileage for Equity Cohort Meeting (NAO office) 4/27/18	Program Related Travel/Prk/Meal	1.26
	02/28/2018	Eric T. Jones	mileage for travel from Corvallis to Sauvie Island to attend 'First Peoples of Sauvie Island' event	Cultural History Project	109.00
	02/14/2018	Jim Cathcart	mileage: 11/29/17 Implementation Cohort Training - Hiring Practices	Training Related Travel/Meals	2.14
	01/31/2018	Randi Razalenti	milk for Equity Cohort training hosted by District 1/10/18	Training Related Travel/Meals	3.78
	01/31/2018	Randi Razalenti	snacks for Equity Cohort training hosted by District 1/10/18	Training Related Travel/Meals	40.63
	12/31/2017	Kammy Kern Korot	Mileage: Equity Cohort training on 11/29/17	Training Related Travel/Meals	6.42
	12/31/2017	MA-Credit Card	parking for Equity Cohort training 11/29/17	Training Related Travel/Meals	4.00
	12/31/2017	MA-Credit Card	parking for Equity Cohort training 11/29/17 (afternoon)	Training Related Travel/Meals	6.00
	12/31/2017	KK-Credit Card	parking for Equity Cohort training 11/29/17	Training Related Travel/Meals	12.00
	12/31/2017	LT - credit card	MaiPhai Thai - lunch with Judith Mowry and Alexis Millet	Program Meeting Refreshments	100.00
	11/30/2017	MA-Credit Card	parking for Latinx funding meeting	Program Related Travel/Prk/Meal	4.00
	10/31/2017	MA-Credit Card	Youth Mentoring Collaborative Meeting	Program Meeting Refreshments	38.79
	10/31/2017	Jim Cathcart	mileage: 9/8/17 Implementation Cohort Training	Training Related Travel/Meals	1.61
	10/31/2017	ML-Credit Card	lunch meeting with Coalition of Communities of Color	Program Meeting Refreshments	56.40
	10/12/2017	Friends of Tryon Creek State Park	Indigenous Culture Day Sponsorship [Oct. 14, 2017]	Sponsor/Support Commun. Orgs	750.00
	09/30/2017	DM-Credit Card	parking for Common Ground Equity Training 9/9/17	Training Related Travel/Meals	10.00
	08/28/2017	Ecumenical Ministries of Oregon	2017 Collins Lecture Sponsorship	Sponsor/Support Commun. Orgs	100.00
<b>Jul '17 - Jun 18</b>					<b><u>1,786.88</u></b>