



**DRAFT -- WMSWCD Diversity, Equity and Inclusion Committee Meeting Summary -- DRAFT
September 28, 2018, 11:30 am to 1:30 pm, WMSWCD Office**

Attending: Mary Logalbo, Susan Weedall (Co-Chairs); Terri Preeg Riggsby (Director); Michael Ahr, Jim Cathcart, Scott Gall, Randi Razalenti, Laura Taylor (Staff);

Welcome/Check-In/DEI Work Updates:

City Council Testimony for Portland's Office of Equity & Human Rights (Mary) – See attached written testimony. The original Council meeting, which Terri had planned to testify at, was cancelled at the last minute. Mary ended up giving verbal testimony on September 19th. Jim also attended this meeting. The Mayor and Council members expressed great praise and gratitude and commended Koffi's on his exemplary leadership while taking on the Interim Director position. The Council expressed a desire and commitment to increasing resources for the Office. Mary and Jim had the opportunity to meet the communications person, Jeff Selby, who created an impactful inhouse video shown to the Council on equity and the work of the office:

<https://www.youtube.com/watch?v=iTtkhCFCxRw>

Intertwine Blog Article (Mary) – Mary incorporated provided staff edits and worked with Renee to submit the completed article. This is scheduled to be posted by mid-October.

Demographic Data Collection Plan (Mary) – Mary hasn't received a response from staff at the Coalition of Communities of Color to help the District craft a data collection and review plan, so she has decided to seek out other partners to complete the next phase of the demographic data collection project. Mary has sent out requests for assistance to contacts at Portland State University as well as Koffi and Judith at the City's Office of Equity & Human Rights.

OWEB Collaborative Restoration Partnership (Jim) - Jim gave a summary of the most recent gathering for this effort which included staff from Verde, Portland Parks & Recreation, Forest Park Conservancy and WMSWCD (Jim, Mary and Michael were in attendance). The meeting was facilitated by skilled consultant Veronica Bañuelos. A lot of common ground and positive sentiment for moving forward was identified at this meeting.

White Alley Tool Kit (Susan) – Susan provided an abbreviated White Alley training to staff. Susan condensed a 3 hour training she had attended to an one hour overview for staff. Staff that attended affirmed it was a helpful training.

Approval of July 27, 2018 Meeting Summary: Approved with one typo correction.

Committee Make-up: The committee thanked Jim and Michael for their time and efforts as Michael steps down from the committee and Jim transitions out of the co-chair role. The committee also welcomed Laura to the committee.

Accountability Training Next Steps (Randi):

Randi attended a Results Based Accountability Training on August 9th per invitation from Koffi. Randi found it



interesting and passed out the handouts provided by the training. This spurred Randi to think about some other considerations for the committee.

Some key takeaways from the training included an emphasis on community involvement and accountability such as conducting data analysis in an open community setting and when something not found to be working to seek community input on how to proceed. The importance of sharing data with community regardless of the outcome was emphasized.

Additional Learnings & Tools Included:

- The presentation included 7 questions to work with partners on – One set was provided for population accountability. Another set was provided for performance accountability. (See handout)
- Data-informed transparent decision making is critical.
- Quantity and quality impacts should be included in performance measures – How much did we do? How well did we do it? Is anyone better off? Do we want to incorporate this framework in our DEI work?
- Root Cause Analysis – The need for continued self-analysis was highlighted as an important exercise. It requires one to keep asking oneself why, to better understand deeper down causes.
- Selecting meaningful partners to carry out one's work. Governments should be partnering with community leadership.
- Examples of What Not to Do were provided (See handout: Slides #1 - 16)

Generally, all these tools seem centered on slowing you down and getting you to think deeper about things.

The committee discussed how and to what we should we apply provided frameworks, questions and lessons? Mary denoted applicability to our demographic data collection plan and analysis. Jim highlighted how provided tools can help inform the development of SMART performance measures to show progress on racial equity.

Hiring Debrief Summary (Randi):

See meeting summary and demographic data results that Randi debriefed the committee on (attached). Key learnings from this past process included a need to slow down and ask if we are using an equity lens to vet the process and candidates. A hiring playbook that better outlines the process, including equity check-in times as well as expectations for hiring committee members, will be crafted as a result. The leadership committee will determine who should work on this project.

Terri expressed a concern about all the time it took for this past hire. She questioned how much staff time and costs does it really take to do an equitable hire? Can we put a cost figure to it? Those active in the process explained that the most extensive cost to this process is the opportunity cost of staff not doing their core work because they are putting this time into the hire. Some argued that a much bigger cost would be a "bad" and/or inequitable hire, if we don't take the time to do things well, when we hire so infrequently and are so small.

Annual Work Plan Review, Prioritization & Assigned Leads:

Mary facilitated the committee through a wall chart brainstorming exercise to draft SMART (Specific Measurable Achievable Relevant & Timebound) DEI workplan goals to create firmer accountability measures and set clear individual expectations for each task. The draft results from this exercise are attached in spreadsheet form.

There wasn't much time to discuss the results, however there was discussion of creating a policy around when to



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work with the equity lens into a decision process. Jim and Susan expressed a concern about spending time in the abstract to develop such a process. In order to remind staff and board of how this tool may be used and the value of doing so the group agreed that there should be standing time provided to the board and staff at regular meetings to share about using the lens. Jim explained that it's his expectation that for big projects, there is a need to explicitly define equity check ins and specific milestones to where the equity lens will apply. The integration of the lens will be tasked to the project leader to determine. There will be some instances, however, such as in the hiring playbook, that specific prompts may be provided in policy and/or process guidance.

In addition, there was discussion on upcoming needed trainings for the Board on our newly developed equity lens as well as staff related to questions on tokenism and affirmative action. Susan, Mary, Jim and Terri agreed to help plan the equity lens training and Randi agreed to take the initial lead in assessing potential trainings for staff.

Budget/Cost Center Report: See attached.

Action Items Review:

- Hiring playbook: Randi and Jim will inquire with the leadership committee regarding who they'd prefer work on the hiring playbook project.
- SMART workplan: Mary will craft the wall chart brainstorm exercise into spreadsheet form and vet a draft with staff prior to the next DEI meeting.
- Equity lens board training: Susan, Terri, Mary and Jim will work on securing Cliff Jones, or an alternative should he not be available, for an equity lens training for the board with an aim at scheduling the same by early next year (i.e. January – March 2019).
- Affirmative action and tokenism training: Randi will look into options with partners.

Next Meeting: Friday, November 30, 2018, 11:30am to 1:30 pm, WMSWCD Office.

West Multnomah Soil & Water Conservation District
DEI Detail Report
July through August 2018

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
08/31/2018	DM-Credit Card	Thai Bloom lunch with Koffi Dessou - DEI Committee meeting 7/27/18	Refreshments & Supplies	145.40
				<u>145.40</u>

2018-19 ANNUAL WORKPLAN (OVERALL DEI GOALS)

GOAL	Program Area(s)	STRATEGIES & ACTIONS	METRIC / OUTCOME	STAFF, BOARD AND/OR PARTNERS INVOLVED	TIMEFRAME
Goals 1-6	Training, New staff/board, ongoing	Develop a formal District capacity development plan to ensure all are grounded in equity and inclusion. This will also include a training plan for newer staff and hiring teams members recruited from outside the organization. Work with OEHR to assess partner training opportunities & train the trainer opportunities.	Develop and begin implementation of a plan that outlines continual training opportunities for staff and board as well as requirements for incoming staff and board is completed, approved and funded in full. New interns and staff/board are trained in Equity 101 w/ 1 year of onboarding.	All, Intern supervisor, OEHR, ?	Spring of 2019 or Defer to FY 2019-20 for funding? Ongoing
Goals 1-6	Training, Accountability	Pursue training opportunities to inform hiring decisions and newly forming hiring playbook outlining policies and procedures focused on better understanding tokenism, affirmative action and being accountability to equitable outcomes.	Staff working on hiring playbook to complete relevant training(s) prior to playbook completion.	Leadership committee to decide	Spring of 2019
Goals 1-6	Training, Equity Lens	Hold training for Board of Directors to ensure the Board is ready for applying the equity lens to development of the Financial Sustainability Plan this year and Long Range Business Plan next fiscal year.	Conduct a quality training with board members where they gain understanding and experience with the equity lens.	Susan and Terri	Late winter to early spring 2019
Goals 1-6	Partnership Development & Maintenance	Showup and participate at partner events and in partnership efforts in a value added way with those that value diversity, equity and inclusion. Thoughtfully include diverse partners that to strengthen projects and relationships. Build individual and organizational relationships with new and current partners representing underserved communities without an "ask."	Review partner log and make efforts to engage with partners in ways that clearly value the partner and aim to add value after hearing what partners may wish to work with us and how they'd like to do so. Upcoming examples include Wisdom of the Elders Sturgeon Lake Dedication Ceremony on April 27, 2019 and sponsorship of Friends of Tryon Creek's Indigenous Peoples Day.	All, Scott & Jim (Wisdom Example), Jim (Tryon Example)	Ongoing
Goals 1-6	Green Workforce Initiative	Continue to participate in OWEB, FPC and Verde Collaborative Restoration Partnership Agreement process. Support efforts in this realm that are being spearheaded (through a Meyer grant) with Ecotrust and Blueprint Foundation.	Attend scheduled meetings, respond to information requests and actively seek opportunities that are emphasized in this agreement - refinement coming soon to better direct efforts.	Jim, Michael & Mary	Ongoing
Goals 1-6	Youth Mentoring	Explore ways to best support diverse youth exposing them to the environmental field. Continue to participate in youth mentoring collaborative meetings.	Identify and plan for opportunities to best support youth mentoring.	Michael	Ongoing

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GOAL	Program Area(s)	STRATEGIES & ACTIONS	METRIC / OUTCOME	STAFF, BOARD AND/OR PARTNERS INVOLVED	TIMEFRAME
Goals 1-6	Hiring Practices	Develop a playbook outlining how to hold a more equitable and inclusive hiring process. Recommendations from the hiring review and debrief and related staff trainings needed will be incorporated.	Complete a playbook outlining concrete steps about how to hold a more equitable and inclusive hiring process by Spring of 2019. Identify and deliver a training related to this playbook for the next hiring team (most likely for interns).	Leadership committee to decide	Ongoing
Goals 1-6	Demographic Data Collection Plan & Gathering	Work with experts to develop a plan to collect, review and respond to demographic data and questions related to equity and inclusivity for those we serve and those that are currently represented in our	Solidify a plan and collect demographic data and related equity and inclusion responses of staff, board and residents served. Contractors and partners may or maynot also be included in this analysis at this time.	Mary, Shweta (CCC), Koffi (OEHR)?, PSU?	Ongoing
Goals 1-6	Communication & Outreach	Develop a plan to make website, electronic/video, print materials and events more accessable and address barriers where found. Creation of this plan will align with EO 13166: examine the services they provide, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide those services so LEP persons can have meaningful access to them.	Complete a plan to analyze and identify priority materials (print, video and web) to translate and in what languages. Review event and materials access and barrier issues and impliment changes where issues are presented to provide meaningful access. Provide translation services whenever reasonable requested.	Renee, Michelle Delepine, BHCP, EMSWCD	Ongoing