

**Diversity, Equity & Inclusion (DEI) Initiative Report to WMSWCD Board of Directors**

**For December 2018 Board of Directors Meeting (covers October & November 2018 activity)**

<p><b>Diversity, Equity &amp; Inclusion Committee</b></p>	<ul style="list-style-type: none"> <li>• November 30<sup>th</sup> DEI Committee was held w/ all committee members in attendance. Topics covered include those highlighted below.</li> <li>• The OWEB Restoration Partnership Agreement project that included Verde and Forest Park Conservancy now also includes Portland Parks &amp; Recreation. The purpose of the project is to develop and adopt a new business model for securing restoration work for culturally responsive organizations, such as Verde.</li> <li>• Jay Udelhoven of East Multnomah SWCD is coordinating a local government gathering on February 1<sup>st</sup> to explore opportunities to collaborate on DEI work. Jim, Mary and Susan plan to participate.</li> <li>• A “Sauvie Island Cultural History Mapping” project was proposed to the committee by Jim. The Committee agreed to hold a special meeting for the same this January with a request that we invite additional staff and board intimate with Sauvie Island and an assurance that project leaders will indeed be seeking and incorporating diverse perspectives, especially those of Native American tribal representatives, as part of this project. Handout provided on this is included.</li> <li>• A training for interns, new staff and board members that were unable to attend the Equity 101 training is being planned for this spring. Discussion of the need for continued 101 level training for anyone new to our organization was discussed.</li> <li>• Shweta Moorthy, PhD of Coalition of Communities of Color (CCC) and Mary have met to discuss creation of a demographic data collection plan. Mary drafted a scope after their meeting and is uncertain if CCC will have capacity to work with us in our desired timeframe. Mary is reaching out to additional partners and resources to move this forward while hoping to continuing to include CCC.</li> <li>• The DEI Committee and staff have further refined this year’s work plan to better ensure we make progress and understand individual and team expectations. Recent additions include an organizational self-assessment review and contracting policy implementation steps.</li> <li>• Randi, Mary and Renee met to discuss posting committee materials and public meeting notices for our regular meetings. Renee is now coordinating this for us.</li> </ul>
<p><b>Equity Lens</b></p>	<ul style="list-style-type: none"> <li>• Upcoming expectations to use the equity lens on the creation of upcoming work plans and review of the upcoming long-range plan were discussed by staff.</li> </ul>
<p><b>Hiring</b></p>	<ul style="list-style-type: none"> <li>• The leadership team and Laura Taylor has begun work on the hiring playbook. As a first step, a working draft of the hiring schedule has been created.</li> <li>• Michael has met with Randi and Laura to discuss internship recommendations focused on improving outcomes in the hiring process.</li> <li>• Laura reported out and requested feedback on steps she’s taking to increase equity outcomes for this spring’s internship. Steps include strategically scheduled “equity pauses” in the hiring process and adjusting qualifications.</li> </ul>
<p><b>Board Activity</b></p>	<ul style="list-style-type: none"> <li>• Terri and Susan are planning an Equity Lens working session training for the Board with Cliff Jones on 1/26/19 from 10 am – 2 pm.</li> <li>• Susan has begun to lead an audit process through CCC’s Organizational Self-Assessment tool to help our organization understand the progress we’ve made and how to better prioritize the upcoming year’s plan.</li> </ul>

<b>Staff Activity Highlights</b>	<ul style="list-style-type: none"><li>• Kammy connected with Wisdom of the Elders staff and provided them with Sauvie Island Conservation Resource and participated in a Sauvie Island nature walk led by a Grande Ronde tribe member.</li><li>• Laura attended the Friends of Tryon Creek’s Indigenous Places Celebration (which we help support through Education Partner Funding).</li><li>• Michael Participated in a Metro Nature in Neighborhoods grant discussion largely focused on how to incorporate equity into restoration efforts.</li><li>• Mary was on a panel discussion with Wisdom of the Elders and Portland Parks and Recreation staff at Pacific NW College of the Arts (PNCA) to discuss restoration work and traditional environmental knowledge (TEK) on November 26<sup>th</sup>. Michelle, Michael and Scott attended this event along with students, faculty and partners in the audience. Renee posted about this on our social media.</li><li>• District equity work is spotlighted on The Intertwine Alliance’s Outside Voice Blog: <a href="https://www.theintertwine.org/outside-voice/seeing-through-clearer-lens">https://www.theintertwine.org/outside-voice/seeing-through-clearer-lens</a></li></ul>
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**Prepared by Mary Logalbo and Susan Weedall, Co-Chairs, Diversity, Equity and Inclusion Committee, 12/4/18.**



## **WMSWCD Diversity, Equity and Inclusion Committee Meeting Summary 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:**

- Letter of Support and Testimony for Portland's Office of Equity & Human Rights (Mary) – The City of Portland's Office of Equity & Human Rights (Koffi Dessou, Interim Director) presented its Annual Report to the City Council on September 19<sup>th</sup>. The District provided a Letter of Support (copy attached). Mary also provided verbal testimony. Jim also attended this meeting. The Mayor and Council members expressed great praise and gratitude and commented on Koffi's exemplary leadership while taking on the Interim Director position. The Council expressed a desire and commitment to increasing resources for the Office. Afterwards, Mary and Jim had the opportunity to meet the communications person, Jeff Selby, who created an impactful in house video shown to the Council on equity and the work of the office: <https://www.youtube.com/watch?v=iTtkhCFCxRw>.
- Intertwine Outside Voice 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 Dessou and Judith Mowry at the City of Portland's Office of Equity & Human Rights.
- Oregon Watershed Enhancement Board Collaborative Restoration Partnership Grant Project (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 Ally Tool Kit (Susan) – Susan provided an abbreviated White Ally training to staff. Susan condensed a 3 hour training she had attended to one hour overview. 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 moves out of the Co-Chair role. The Committee also welcomed Laura to the group.

### **Accountability Training Next Steps:**

Randi attended a Results Based Accountability Training on August 9<sup>th</sup> per invitation from Koffi Dessou. Randi found it interesting and offered some key takeaways from the training. One key message was including 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 also 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.
- 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. Governments should be partnering with community leadership.

Examples of What Not to Do were provided. 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 (Specific, Measurable, Achievable, Relevant and Time-bound) performance measures to show progress on racial equity.

#### **Communications and Outreach Manager Hiring Debrief Summary:**

Randi presented the takeaways from staff's debriefing on the process used to hire the Communications and Outreach Manager. Key learnings from this past process included a need to slow down – especially when it came down to selecting candidates for the first and second round interviews. In hindsight, formal use of the equity lens at these key junctures in the process would have accomplished that. 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 Team 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 DEI work plan goals to create firmer accountability measures and set clear individual expectations for each task. The draft results from this exercise are attached.

There wasn't much time to discuss the results, however there was discussion of creating policy around when to 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 Team regarding who they'd prefer work on the hiring playbook project.
- Annual Work Plan: 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

August 28, 2018

Portland City Council, C/o Council Clerk  
1221 SW Fourth Ave., Room 130  
Portland, OR 97204

Re: Office of Equity and Human Rights

Dear City Council Members:

The West Multnomah Soil & Water Conservation District (WMSWCD) is a public service district dedicated to the conservation of soil and water resources for people, wildlife and the environment. As such, our work benefits Portland's overall health and livability. Our work is conducted in close partnership with numerous agencies, organizations and residents including many City of Portland bureaus.

Our Board of Directors has declared that the strength and vibrancy of the District's work rests on principles of diversity, equity and inclusion. Without this commitment to diversity, equity and inclusion the District will be unable to succeed in its mission. In adopting the District's Racial Equity Statement, the Board affirmed that gaining the perspective of many will increase our organization's overall strength and that by working proactively and deliberately to be equitable and inclusive, the District will be more successful in our work.

Our Board of Directors would not have gotten to this point had it not been for the Equity 101 Training provided to us by the Office of Equity and Human Rights, specifically, Koffi Dessou and Judith Mowry. They were instrumental in grounding us in the importance of this work though our recognition and understanding of how the effects of institutional racism and unconscious bias may prevent access to our work and the public benefits that arise from it. I remember one key message that Koffi clearly delivered. "It is about performance." One Board member characterized the training provided as transformative. The effectiveness of the training ties back to the effort invested in developing it. Koffi met with our staff a series of times, with additional communications in-between, to ensure that the training he and Judith delivered would be relevant and impactful. In recognition of these significant contributions to moving our equity work forward we awarded the City of Portland's Office of Equity and Human Rights our *2017 Government Partner of the Year Award*.

We commend the Council's vision in establishing the Office of Equity and Human Rights. It is truly about building community, a welcoming sense of place and belonging in the greater Portland area. We are grateful that the Office of Equity and Human Rights has the license to extend its services outside of city government and look forward to a lasting collaboration. Please accept our deepest gratitude. We ask the Council for continued and expansive support of the Office of Equity and Human Rights so other organizations and communities can benefit from the Office's work in a manner similar to our experience.

Sincerely,

  
Terri Preeg Riggsby, WMSWCD Board Chair

**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>

**Diversity Equity and Inclusion (DEI) Initiative 2018-19 ANNUAL WORKPLAN**

DEI Cost Center	Other Program Cost Center	Program Area(s)	STRATEGIES & ACTIONS	METRIC / OUTCOME	STAFF, BOARD AND/OR PARTNERS INVOLVED	TIMEFRAME
\$500		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 Office of Equity and Human Rights (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. New interns and staff/board are trained in Equity 101 w/ 1 year of onboarding.	All, Laura (Intern supervisor), Office of Equity & Human Rights (OEHR)	Spring of 2019 or Defer to FY 2019-20 for funding? Ongoing
\$500		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 Team, Laura	Spring of 2019
\$1,500		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
		Partnership Development & Maintenance	Build individual and organizational relationships with new and current partners representing underserved communities without an "ask." Seek out partnership opportunities that may lead to diversifying the board and organizational leadership.	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.	Susan, All Board Members	Ongoing
	\$1500 Education Budget	Partnership Development & Maintenance	Showup, support and participate at partner events and in partnership efforts in a genuine way with those that value diversity, equity and inclusion. Thoughtfully include diverse partners to strengthen projects and relationships. Build individual and organizational relationships with new and current partners representing underserved communities without an "ask." Discuss equity and inclusion with existing partners to learn what they each other are doing and explore partnership opportunities.	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.	Mary, All Staff	Ongoing
		Green Workforce Initiative	Continue to participate in Oregon Watershed Enhancement Board (OWEB), Forest Park Conservancy (FPC) and Verde Collaborative Restoration Partnership Agreement process. Support current efforts that are being led by 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

Diversity Equity and Inclusion (DEI) Initiative 2018-19 ANNUAL WORKPLAN						
DEI Cost Center	Other Program Cost Center	Program Area(s)	STRATEGIES & ACTIONS	METRIC / OUTCOME	STAFF, BOARD AND/OR PARTNERS INVOLVED	TIMEFRAME
\$500		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
		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.	Develop a working draft playbook outlining concrete steps about how to hold a more equitable and inclusive hiring process by Spring of 2019. The workbook to be used for permanent hires and a scaled back version created for internships.	Leadership Team, Laura	Ongoing
\$5,000		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 organization (staff and board). A review of those we contract with and partners may also be incorporated.	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, Coalition of Communities of Color (CCC)	Ongoing
	\$8500? Communications Budget	Communication & Outreach	Develop a plan to make website, electronic/video, print materials and events more accessible and address barriers where found. Creation of this plan will include measures around language barriers as well as others such as vision imparments. Provide translation services whenever reasonable requests are recieved.	Complete a plan to analyze and identify priority materials (print, video and web) to translate and in what languages or formats (i.e. infographics). Review event and materials access and barrier issues and impliment changes where issues are presented to provide meaningful access.	Renee, DEI Committee Assist	Ongoing
		Equity Lens Implimentation	Apply the equity lens to decisions to help uncover assumptions, barriers, opportunities for equitable outcomes and engaging multiple perspectives.	Capture and apply learnings from applying the lens. Report out what was learned and applied at staff, board and partnership meetings.	All, report out use at Staff & Board Meetings	
		Contracting Policy Implimentation	Set up mechnisms to ensure the District's "Interim Policy on Woman, Minority and Emerging Small Businesses" is followed by staff and contractors we work with and that it's results are being tracked.	Report out on metrics (regarding percentage of contractors both self-identifying and certified) in the categories identified by the policy by the end of this fiscal year. Plan to gather feedback and review policy after the report is compiled (likely FY 2019-2020).	Kammy, Mary, Randi, All	Ongoing
		Organizational Self-Assessment Related to Racial Equity (2 Year Review)	Complete the Coalition of Communities of Color (CCC) "Tool for Organizational Self-Assessment Related to Racial Equity" to gather a holistic snapshot of our organizations' practices and policies as they relate to racial equity. This tool was utilized in 2015 and 2017 to do the same and has helped inform us on progress and directives moving forward.	This assessment was conducted in 2015 and 2017. An assessment in 2019 would help inform our organization on progress it's made and in prioritizing efforts moving forward. The results will feed into the following DEI committee workplan.	Susan, DEI Committee	Spring 2019



# Sauvie Island Cultural Mapping Project Overview & Meeting Request

**Principal Investigators:** Eric T. Jones (Wilamit LLC, UO, OSU, LCC) and Rebecca McLain (ISS, PSU).

**Funders:** Oregon Cultural Trust. Administration: PSU Foundation, Institute for Sustainable Solutions

**Request:** A focus group session with WMSWCD Diversity Equity and Inclusion Committee to solicit feedback on how/what specific qualitative ecological knowledge data/information can help the organization, and to see examples of how such knowledge can be presented through the cultural map format.

**Project background:** In August 2018 the Oregon Cultural Trust awarded our team a \$27,000 grant to work with the Sauvie Island community to collect ecological knowledge through oral and written stories, photographs, art, and other materials that can be digitized and included as mappable and searchable information. This pilot study is based on 25 years of research on participatory science and knowledge systems that has led the investigators to conclude that qualitative methods and data can be important tools for government agencies, watershed councils, and other conservation organizations to expand their constituencies to be more diverse, equitable and inclusive.

**Research outcome objectives:**

- Capture, organize and utilize local ecological knowledge in systematic, efficient, and lasting ways;
- Create ongoing opportunities for island residents and visitors of all ages to share and preserve historical and contemporary ecological knowledge for current and future generations;
- Demonstrate the value of quality, robust qualitative information in science-based planning and management.

**Examples of ecological knowledge include:**

- A story handed down through a family about how Multnomah Indians harvested wapato;
- Who built a particular revetment, why, when, how, and what were the effects;
- How the 1964 flood impacted the Multnomah Channel from a user’s perspective;
- A birder's observations about nesting and migration changes on the island.

The following diagram illustrates a number of current, interrelated initiatives that complement the project. The OCT funded phase of the project will complete October 2019.

