

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

For February 2019 Board of Directors Meeting (covers December 2018 & January 2019 activity)

<p>Diversity, Equity & Inclusion Committee</p>	<ul style="list-style-type: none"> • January 25th DEI Committee was held w/ all committee members in attendance. • Susan compiled DEI Committee member responses and scoring of the first section of the Coalition of Communities of Color (CCC) Tool for Organizational Self-Assessment Related to Racial Equity The assessment was first scored in 2015 and is being scored biannually.” Results revealed minimal or no improvements in scoring results. This may be due to a deeper organizational understanding of the concepts being scored, despite DEI organizational policy changes and initiatives in process. Scoring this instrument is one tool to formally measure organizational progress over time. The next section of the assessment will be completed by the DEI committee prior to March 2019 DEI meeting. • Renee proposed recruiting diverse speakers for District events with Soil School as a quick approaching example and our fall 75th Anniversary Event as another. Group suggestions included review of partner log and outreach to staff and board for ideas and contacts for upcoming events. • Mary led an open discussion on use of gender pronouns in email signatures for WMSWCD communications. Plan is to further communicate with entire staff for input/feedback on this concept. • The DEI Committee discussed the need to further define the DEI draft work plan, establishing more definitive qualitative and quantitative goals and metrics when possible. Mary has met with with Ping Khaw of Community Engagement Liaison services (CEs) and Shweta Moorthy of Coalition of Communities of Color (CCC) who affirmed this approach. Mary shared that it is important that this process give marginalized communities a say in how to think about goals from the onset and also help determine what actual success might look like. An additional DEI meeting is being scheduled in February to further refine the work plan, with awareness that it should also be based on partner and community input.
<p>Equity Lens</p>	<ul style="list-style-type: none"> • Cliff Jones facilitated a Board session on 1/26/19, Renee and Jim also attended. Attendees practiced the Equity Lens, utilizing current statewide board candidacy requirements in a case study format. Susan, Terri, Randi and Jim organized the session, all elected board members attended. Susan and Jim will meet with Cliff Jones on February 13th to debrief on feedback from attendees and Cliff, and will explore recommendations for next steps.
<p>Hiring</p>	<ul style="list-style-type: none"> • The leadership team and Laura Taylor have continued work on the hiring playbook. • Laura requested feedback on steps she’s taking to increase equity outcomes for this spring’s internship hires. Steps include strategically scheduled “equity pauses” in the hiring process and adjusting qualifications.
<p>Board Activity</p>	<ul style="list-style-type: none"> • Terri and Susan coordinated the Equity Lens working session training for the Board with Cliff Jones on 1/26/19 from 10 am – 2 pm. • Susan initiated the biannual audit process through CCC’s Organizational Self-Assessment tool (see DEI committee report above)
<p>Staff Activity Highlights</p>	<ul style="list-style-type: none"> • Kammy researched & coordinated a discussion with the leadership team & tech. staff regarding contractor identification as “woman and/or minority-owned

	<p>businesses.” Kammy also initiated a conversation with a sister district regarding how we message about Native American use of native plants.</p> <ul style="list-style-type: none">• Laura and Michael tabled at the Youth Mentoring Collaborative. 258 job seekers attended, 72% where people of color and 20 languages spoken. Laura shared information about internship hiring opportunities.• Mary completed an equity review and related program recommendations as part of the Urban Program’s Development Initiative and completed a DEI focused Culture, Values, & Leadership course and paper through the PSU EMPA program.• Renee posted the DEI Committee public meeting announcement to media and shared our participation in Traditional Environmental Knowledge workshop and Youth Environmental Job fair targeted to minority youth on social media. Renee also coordinated contract arrangements with woman and minority-owned (self-ID’d) businesses for the 75th anniversary event branding and is planning for tribal involvement for the same.
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Prepared by Mary Logalbo and Susan Weedall, Co-Chairs, Diversity, Equity and Inclusion Committee, 2/5/19.

**WMSWCD Diversity, Equity and Inclusion Committee Meeting Summary
November 30, 2018, 11:30 am to 1:30 pm, WMSWCD Office**

Attending: Mary Logalbo, Susan Weedall (Co-Chairs); Jim Cathcart, Scott Gall, Renee Magyar, Randi Razalenti and Laura Taylor.

Welcome/Check-In/DEI Work Updates:

- Susan shared her perspectives from the book, *Thinking, Fast and Slow* by Daniel Kahneman. A lot of the author's points speak well to our equity work.
- Scott shared that he attended the Wisdom of the Elder's celebration event. Powerful circle ceremony used for attendees to express appreciation to outgoing Executive Director, Rose High Bear.
- Mary shared that she is currently taking a *Culture, Values and Leadership* class as part of her Executive Masters in Public Administration program at Portland State University. The class is using the book, *Culturally Intelligent Leadership – Leading through Intercultural Interactions* by Mai Moua. As part of the class, Mary interviewed Koffi Dessou, Interim Director, City of Portland Office of Equity and Human Rights on organizational leadership in diversity, equity and inclusion.

Approval of the September 28, 2018 Meeting Summary – Approved based on the track changed version distributed by Jim Cathcart prior to the meeting.

Oregon Watershed Enhancement Board/Verde/Forest Park Conservancy Restoration Partnership Update – Jim reported that Portland Parks and Recreation has joined the restoration partnership – which is key because the group's ability to provide year-round work for Verde crews anchors on Portland Parks and Recreation hosting the work as part of their Restore Forest Park campaign. The purpose of the project is to develop and adopt a Restoration Partnership Agreement that incorporates a new business model for securing restoration work for culturally responsive organizations such as Verde; as the traditional bid for services contractual model prevents the attainment of desired equity outcomes. Development of the Restoration Partnership Agreement is facilitated by consultant, Veronica Bañuelos and colleague Claudia Arana Colen. Funding for the project is provided through an Oregon Watershed Enhancement Board Capacity grant secured by the Forest Parks Conservancy. Topics to address are: (1) Professional Development and Training. (2) Provide Advocacy in the Field, (3) Multiple Year Project and (4) Destination Employers. The next meeting of the restoration partnership is Friday, December 14th.

Local Government Diversity Equity and Inclusion Coordination – Jim and Susan gave background on this meeting. The meeting is being instigated by Jay Udelhoven, Executive Director, East Multnomah Soil and Water Conservation District for the purpose of sharing local government agency activities with respect to diversity equity and inclusion. Besides West Multnomah SWCD, other invitees are: Port of Portland, Metro Regional Government, Multnomah County, Multnomah County Drainage District and the City of Portland's Office of Equity and Human Rights. Scott mentioned the opportunity of the group to serve as ready-made pool for bringing in outside perspective and participation to District diversity, equity and inclusion work.

Sauvie Island Cultural History Mapping Project – Jim passed out a one-page handout about this project prepared by the principal investigators, Eric Jones (Wilamit LLC) and Rebecca McLain (Portland State University) (**attached**). The project seeks to develop an on-line platform where folk could identify a geographic point of interest and log a story about their experience or relationship to that area. The project has received Oregon Cultural Trust funding. Eric and Rebecca are seeking to meet with West Multnomah SWCD, where West Multnomah would serve as a focus group for approaches to developing the project. The Committee expressed interest in serving as the West Multnomah focus group but felt that others from both the Board and staff should participate as well. Further, the Committee needs to get verification from Eric and Rebecca that they plan to conduct focus groups with a variety of interests and entities for Sauvie Island; especially the relevant tribal groups. **Action:** Jim to follow up with Eric and Rebecca to see if they can schedule the focus group on either Tuesday, January 15th or Tuesday, January 22nd.

Demographic Data Plan Update – Mary provided an update on her conversations with Shweta Moorthy, Coalition of Communities of Color, regarding the Scope of Work for this project. Their discussion centered on still not having a clear set of goals (outcomes) for this work. Mary will follow-up with Kammy regarding Kammy's suggestion to look at Metro's diversity equity and inclusion work regarding developing Specific, Measurable, Assignable, Realistic and Time-bound (SMART) tracking mechanisms for this work. Koffi Dessou and Judith Mowry (City of Portland, Office of Equity and Human Rights) have also been engaged to consult the District on this work. The Local

Government Diversity, Equity and Inclusion group could be an additional source for vetting our approach to this work.

Hiring Playbook Update – Laura and Randi reported. Phase I of the process for developing a hiring playbook was to update the timeline used for the Communication and Outreach Position into the “ideal” timeline based on the lesson’s learned from the Communication and Outreach hiring process. Providing the space for having “equity pauses” (i.e. application of the District’s equity lens or similar conversations) in the process was key. The Phase I timeline showed that realistically it will take 6 months to have to create the space needed to not unduly rush the hiring process. This means that future position vacancies will require workload trimmed back and reassigned or filled through a temporary mechanism so as not to rush the hiring process. The Phase I framework was reviewed and agreed upon by the Leadership Team. Laura (as Field/GIS Intern Supervisor) was tasked to further develop the Phase II framework -- organize the steps, identify roles and responsibilities (including gaining outside District perspective) as well as to define which steps would require a “equity pause” – meaning slowing down, making sure we are rested and apply the District’s equity lens – to confirm or modify key decisions in the hiring process (i.e., job announcement content, evaluation criteria, the selection of applicants for interview and the selection of the final candidate). Laura has also been tasked with developing a paired down version for use for the hiring of the 2019 Field/GIS Interns.

Training Update

- Board Equity Lens – Saturday, 10:00 am to 2:00 pm, January 26th (working lunch provided). Cliff Jones (formerly with Nonprofit Association of Oregon) will facilitate. The goal is to further develop the Board’s capacity to use the District’s equity lens. The lens will be applied to the eligibility requirements for Board Directors as part of a working meeting designed to help the Board gain better understanding of the requirements and perhaps develop recommendations for getting the requirements changed to encourage more equitable access to becoming a SWCD Board Director.
- Staff and Board Equity 101 Training – There is a need to repeat this training for new staff and the Field/GIS interns. Koffi and Judith are open to this – either for us directly or by allowing our new employees to attend other agency scheduled trainings – but nothing is yet confirmed. This also could be something that the Local Government Diversity, Equity and Inclusion group could consider developing. It was pointed out that there are some other sources of material (e.g., Metro diversity equity and inclusion training videos) than could be used to provide initial training for the Field/GIS Interns. This Committee could also develop a framework for having an initial diversity equity and inclusion conversation with the interns as part of their on-boarding – especially orienting the interns to the District’s organizational culture for diversity equity and inclusion.
- Affirmative Action/Tokenism – Mary is taking a pause on developing this after her interview with Koffi Dessou for her *Culture, Values and Leadership* class. The book *Uprooting Racism* by Paul Kivel has good material on this topic that Susan and Randi are researching and will share with the group. **Action:** Randi to purchase a copy of this book for the District.

Annual Work Plan Review – See **attached** copy of the District’s Annual Diversity Equity and Inclusion Work Plan.

Task leads gave an update on progress for each element. Highlights:

- New item – Biannual audit using the Coalition of Communities of Color Tool for Organizational Assessment with Respect to Racial Equity. Done in 2015, 2017 and now due in 2019. Susan willing to lead this effort. Group agreed to add this to the work plan.
- Renee indicated that the work on the website with respect to access to material by those with visual impairments as well as English language proficiency were to be deferred until an overall Communications Plan for the District is completed.
- The Committee repurposed \$1,500 originally set aside for hiring consulting resources to help with the Hiring Playbook to cover the costs of the Board Equity Lens training.

Website – Posting information about the DEI Meetings including posting the Agenda and perhaps posting the Meeting Summaries. Content included needs to be sensitive regarding materials and/or sensitive content in regards to any particular individual. The group should be deliberate about what we want to post as attachments. The meeting summaries are already available to the public via board report packets.

Next Meeting: Friday, January 25, 2019, 11:30am to 1:30 pm, WMSWCD Office.

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

Date	Memo	Account	Amount
12/31/2018	Powells Books: Uprooting Racism	Staff Development	24.99
11/30/2018	registration fee for Wisdom of the Elders Moving into the Next 25 Event for SG	Sponsor/Support Commun. Orgs	28.16
11/30/2018	lunch meeting prep with Cliff Jones for Equity Lens Workgroup for Board in January	Training Related Travel/Meals	47.50
08/31/2018	Thai Bloom lunch with Koffi Dessou - DEI Committee meeting 7/27/18	Refreshments & Supplies	145.40
Jul - Dec 18			<u>246.05</u>

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.

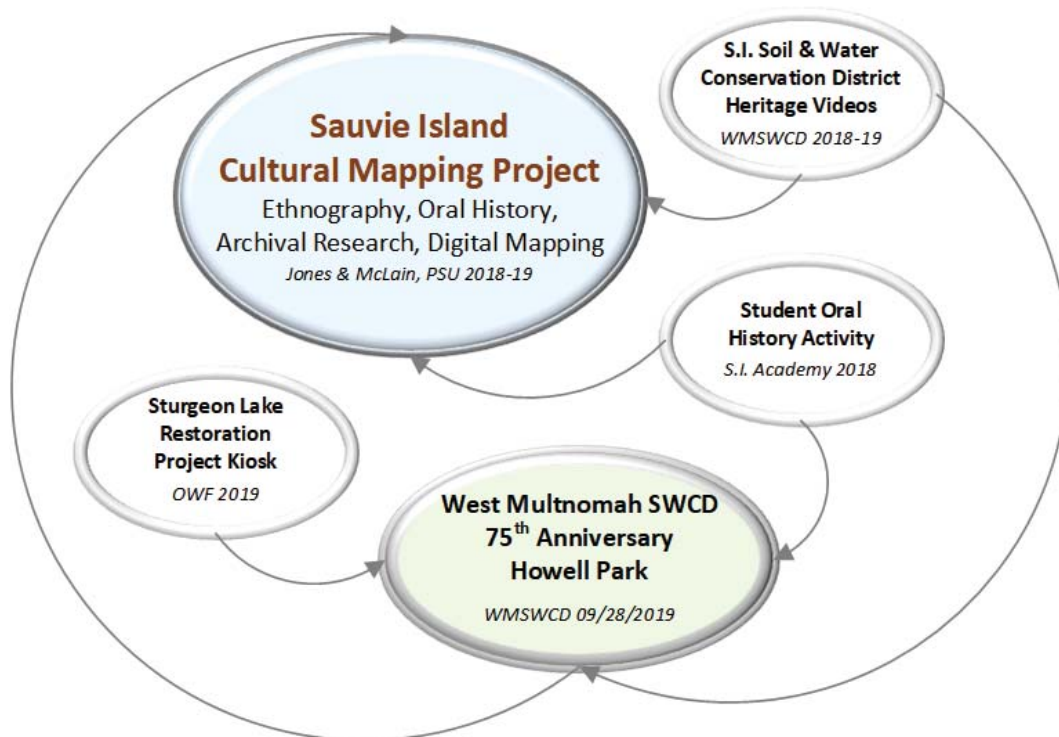
Research outcome objectives:

- 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.



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 competed. 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	Show up, 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
\$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

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
		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	Solidify a plan and collect demographic data and related equity and inclusion responses of staff, board and residents served. Contractors and partners may or may not 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 impairments. Provide translation services whenever reasonable requests are received.	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 implement changes where issues are presented to provide meaningful access.	Renee, DEI Committee Assist	Ongoing
		Equity Lens Implementation	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 Implementation	Set up mechanisms 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 work plan.	Susan, DEI Committee	Spring 2019