

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

For June 2019 Board of Directors Meeting (covers April & May 2019 activity)

Diversity, Equity & Inclusion Committee	<ul style="list-style-type: none"> • A DEI Committee meeting was held on May 14th. The DEI Committee meeting included review and approval of the March meeting’s summary (approved version attached), current and next year's budget, next fiscal year’s work plan and goals, a debrief of our intern hiring process (attached). A planned discussion on self-assessment results was tabled for a future DEI meeting in an interest to make space to discuss DEI goals and the hiring process in greater depth. The hiring debrief reported out on increased equity outcomes and follow-up action items. The goals and workplan discussion were focused on a need to engage with the Board to ensure understanding of their roles in the workplan and goals. • Jim, Susan & Mary worked together to recruit and select a new DEI co-chair. Scott submitted a compelling letter of interest and was selected. • Scott, Susan, Jim, Mary and Terri are working on upcoming June Board DEI updates and supporting materials. • Susan, Scott and Mary met to discuss the DEI co-chair transition. Mary created a DEI co-chair roles and responsibilities document to provide guidance on this.
Equity Lens	<ul style="list-style-type: none"> • Mary used the equity lens in crafting a DEI co-chair replacement process and in development of the Long-Range Business Plan (LRBP) Request for Proposals (RFP). This tool and intention of its use in reviewing the LRBP was shared in the RFP.
Hiring	<ul style="list-style-type: none"> • Upcoming meetings and actions to respond to follow-up items identified through the recent aforementioned hiring debrief are being coordinated by Randi and Laura. Items include a review of anonymous survey tools and diverse experience preferences best management practices.
Board Activity	<ul style="list-style-type: none"> • Susan completed and provided a written report of the second step to the biannual audit process through CCC’s Organizational Self-Assessment tool. • Terri is serving on a West Portland Town Center (WPTC) Plan advisory committee. The Bureau of Planning and Sustainability is working with a diverse group of partners and the broader SW community to create a WPTC plan. The plan will lay out a vision for a complete and inclusive community around “The Crossroads,” the intersection of Barbur Boulevard, I-5 and Capitol Highway.
Staff Activity Highlights	<ul style="list-style-type: none"> • Jim attended a Collaborative Workforce Development Meeting hosted by the Forest Park Conservancy. Participants were Portland Parks and Recreation, the Columbia Land Trust and the Blueprint Foundation (4/24). • Jim attended an Intertwine Alliance’s “Investing in Nature” Spring Summit (4/29). Keynote was Meera Bhat, Director of the North American Cities Network of The Nature Conservancy. • Laura took steps to help ensure the District is an inclusive workspace during intern orientation. • Michael assembled a list of job training programs in Portland Metro region and created a diagram of how WMSWCD might fit into an inclusive green workforce. • Mary worked with the City’s Office of Equity and Human Rights (OEHR), Metro and Meyer Memorial Trust on securing free equity trainings for Brian Lightcap, Ari DeMarco, Renee Magyar, Indi Keith, Sam Mularz, Scott Gall & Randi Razalenti.

	<ul style="list-style-type: none">• Mary facilitated discussion and process for the DEI 2019-20 workplan and budget that included review and input from all staff, DEI committee review and approval and a presentation to at the May Board Meeting.• Mary connected with Ping Khaw to discuss potential upcoming needs with the Community Engagement Liaison services (CELS).• Renee discussed the DEI plan for the 75th Anniversary with Metro’s Juan Carlos Ocaña-Chíu.• Mary, Jim, Michele and Renee worked to craft and refine a Request for Proposals (RFP) for respondents (i.e. consultants) to help design and facilitate a participatory process that will update and further develop our Long Range Business Plan (LRBP), ensuring alignment with the Government Finance Officer Association’s Financial Sustainability Index protocol, providing strategy to address and scope current and future conservation challenges, and imbedding equity and inclusion as a central principal and component of all that we do.
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Prepared by Mary Logalbo, Co-Chair, Diversity, Equity and Inclusion Committee, 6/6/19.

WMSWCD Diversity, Equity and Inclusion Committee Meeting Summary
March 22, 2019 11:30 am to 1:30 pm, WMSWCD Office

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

Welcome/Check-In/Equity Shares:

- Susan – Cultural Minority Affairs Committee. Chair of the Committee owns 40 acres of farmland in Yamhill County. African American owner. Shared out some historical perspective. Susan also had a question about Budget Committee member eligibility – is it required to be a registered voter. **Action:** *Susan will follow-up with Michele Levis.*
- Terri – House Bill 2959 (Eligibility for Zone Directors) update. Dropped. New committee to be convened by the Oregon Soil and Water Conservation Commission to work on the issue. The goal is to strengthen understanding of the pathways people can take to be able to run as a Zone Director for a soil and water conservation district and to remove barriers and disparities to being able to run. This bill was introduced when a person of color sought to run as a write in candidate for a Zone Director position for East Multnomah SWCD but was determined as being ineligible by the Oregon Department of Agriculture for not meeting the ownership, management or residence requirements for the Zone they wanted to run in.
- Jim – Attended Portland Audubon Nature Night featuring Teresa Baker, African American National Parks Event and the Outdoor Industry CEO Diversity Pledge on *Why Environmental Sustainability Depends on Diversity in Our Movement*. The program also included a panel: Mercy Shammah (Wild Diversity), Miché Lozano (Latino Outdoors, and Greg Smith (wildlife biologist). The panel was facilitated by Portland Audubon Board Member Mary Rose Navarro. Impactful. One take-a-way is the natural resource professionals of color simply want to be natural resource professionals. Just be nerdy about science and nature. They would much prefer to be invited to speak about nature, science, natural history, data and results than be on a diversity in the environmental movement panel. That would be a measure of success.

Approval of the January 25, 2019 Meeting Summary – Accepted with no corrections.

DEI Budget Review – Mary. See attached financial report for expenditures through February 2019. Upcoming costs is Capacity Building Partnerships fee for the Board Equity Lens training (\$1,280). Coalition of Communities of Color does not have the capacity to work with us on the demographic survey follow-up work. Looking for alternative organizations to work with us. One possibility is Ping Khaw Associates. Terri also mentioned Oregon’s Kitchen Table as a possible group to work with. With the Board Equity Training, the Committee has spent \$1,800 of the \$9,000 available. **Action** – *Committee needs to forecast expenditures through June 30, 2019 (i.e., for upcoming training sessions and how much of the remaining can be released to next fiscal year’s (FY 2019-20) budget development.*

Board Equity Lens Training Debrief -- Susan hit on some of the highlights from the January 26th session and the summary packet distributed to the Board as part of the March 13, 2019 Board Meeting packet. Susan’s takeaways: (1) make the lens more readable, (2) likes the long version of the lens, but there could be a role to tighten it up, (3) shorten the lens use to only an hour – what part would be kept, what part would be dropped, and (4) practice using the lens over 4 to 5 meetings for bigger issue decisions. The feeling was that using an external facilitator to guide the use of the lens was necessary and added value to the process. Perhaps there needs to be a formal plan that would guide the application of the equity lens throughout the Long-Range Business Plan update process.

Annual Work Plan & Overarching Goals – See attachment. The Committee approved asking for \$26,000 as the budget ask for FY 2019-20. Discussion on what is the first step is toward forming the Community Liaison Advisory Committee. The idea is to incorporate the use of Community Engagement Liaisons in the Long Range Business Plan update. Discussion around equity goals for the 75th Anniversary Celebration. What are the barriers that can be removed and incentives provided so that all the communities engaged in our work feel welcome to attend and participate meaningfully in the event. **Action:** *Renee to schedule a group (e.g., Jim, Mary, Eric Jones (our event planning consultant), Terri, Susan and any others) to apply the equity lens to this. Who is our audience? How do we engage with them to ensure their needs are met so they can attend?* **Action:** *Mary to revised the Annual Work Plan based on today’s discussion and provide Jim talking points to for use at the April 17th Budget Committee Meeting.*

Intern Hiring Update – Two interns hired. Changed eligibility requirements. Having only one position requiring GIS skills opened up the other position to more applicants. Also, dropped being in school or recent grad as an eligibility requirement. Gave preference to those with workforce development experience. Results of the demographic survey indicated greater applicant participation by people of color. Applications overall doubled (68 to 117). Twenty-one people of color responded to the demographic survey compared to last year (3 respondents).

Next Meeting: Tuesday, May 14th, 2019, 11:30am to 1:30 pm, WMSWCD Office.

West Multnomah Soil & Water Conservation District DEI Detail Report July 2018 through March 2019

Date	Name	Memo	Amount
03/21/2019	Capacity Building Partnerships, LLC	Equity Lens training, pre and post training meetings	1,280.00
02/28/2019	DM-Credit Card	Office Depot: notepads for Special Board meeting: Equity Lens training for Board	12.87
02/28/2019	DM-Credit Card	Industrial Cafe: Equity lens training debrief with Cliff Jones, Susan Weedall and Jim Cathcart	41.50
01/31/2019	DM-Credit Card	lunch for January 26h Special Board meeting (Equity Lens Training)	206.25
12/31/2018	DM-Credit Card	Powells Books: Uprooting Racism	24.99
11/30/2018	SG-Credit Card	registration fee for Wisdom of the Elders Moving into the Next 25 Event for SG	28.16
11/30/2018	Susan Weedall	lunch meeting prep with Cliff Jones for Equity Lens Workgroup for Board in January	47.50
08/31/2018	DM-Credit Card	Thai Bloom lunch with Koffi Dessou - DEI Committee meeting 7/27/18	145.40
			<u>1,786.67</u>

Jul '18 - Apr 19

Jul '18 - Apr 19

WORKING DRAFT Diversity Equity and Inclusion (DEI) Initiative 2019-20 ANNUAL WORKPLAN

DEI Cost Center	Other District Program Cost Centers	DEI Goal (*many items address more than one goal - most impacted goal shown)	DEI Initiative Program Area(s)	STRATEGIES & ACTIONS	OBJECTIVE (*some items are measured by implementation of specific strategies while others have metrics set. Planning for collecting additional information and setting metrics around remaining strategies is planned this year)	STAFF, BOARD AND/OR PARTNERS INVOLVED	TIMEFRAME
\$5,000		1.a. Inclusivity	Organizational Training	Develop and implement 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 team members recruited from outside the organization. Requested continuing education opportunities for staff and board to be offered annually.	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 Racial Equity 101 within 1 year of onboarding.	DEI Co-Chairs Lead, All Staff & Board, Potentially Office of Equity & Human Rights (OEHR) if available	Ongoing, new staff/board in Spring 2020
\$2500 (Communications Budget)		1.a. Inclusivity	Communication & Outreach	Develop a plan to make website, electronic/video, print materials and events more accessible and relevant - addressing barriers where found. Creation of this plan will include measures around language barriers as well as others such as vision impairments. The plan will engage members of communities of color in product design, implementation and evaluation. A plan to transition the website to one compliant with all relevant access laws (Section 508) will be included in this plan.	Complete a communication plan that welcomes and engages people of color from creation to implementation to evaluation. Review event and materials access and barrier issues and implement changes where issues are presented, whenever feasible, to provide meaningful access. Proactive recruitment for diverse presenters for District events will be tracked with our partners log. Website will be planned for Section 508 compliance to better assure access to those with disabilities	Communications & Outreach Manager Leads, DEI Committee Assist	Summer 2020
		1.a. Inclusivity	Communication & Outreach	Develop and implement a plan to welcome and encourage diverse participants' attendance and engagement at the District's 75th Anniversary Celebration. Planning and outreach input will be sought from culturally specific partners with an emphasis on including green workforce development staff (Verde & Wisdom of the Elders), Grande Ronde tribal representatives and community liaison leaders. Actions to address barriers, interests, cultural responsibility and engagement will be made a priority.	A culturally responsive and inclusive 75th District Anniversary Celebration that welcomes and engages historically marginalized community members and diverse partners will be delivered.	Communications & Outreach Manager, DEI Committee Assist, Verde, Wisdom of the Elders, The Confederated Tribes of the Grande Ronde, CELLS	Fall 2019
\$2,000		1.a. Inclusivity	Access	Provide translation services as requested to ensure access to program services and events. Actively advertise that reasonable request accommodations will be made and how to make said accommodations. Consider actively recruiting limited English proficiency program participants.	Track event translation services requested and provided for annual evaluation of needs to ensure these are met and to track what languages are being requested to inform communication strategies. Events that actively recruit limited English language participants will also be evaluated on outcomes including participant satisfaction.	Communications & Outreach Manager Leads, All Staff	Ongoing
	*Seeking ~\$45K Grant Funding (Urban Budget)	2.b. Diversity	Green Workforce Initiative	Refine and implement desired actions stemming from the 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, Blueprint Foundation and Wisdom of the Elders.	Deliver a pilot program that implements Verde monitoring and maintenance training and program implementation. Continue engagement with Wisdom of the Elders on WWRP project implementation.	District Manager, Urban Conservationist and Forest Conservationist Lead, WWRP, FPC, Verde, PP&R, Wisdom of the Elders	Ongoing

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		2.b. Diversity	Contracting Policy	Track and evaluate District's "Interim Policy on Woman, Minority and Emerging Small Businesses" through data collection with existing contractors.	Evaluate and report out on current percent of contractor resource allocation distributed to woman, minority and/or emerging small businesses (both declared and undeclared). Review interim policy along findings to assess if new policy is merited.	Leadership Committee Leads, All Staff	Ongoing
		2.b. Diversity	Hiring Practices	Evaluate and revise, as needed, a playbook outlining how to hold a more equitable and inclusive hiring process. Recommendations from the hiring review and debrief and related staff trainings will be incorporated. Laws and compliance review will be conducted with SDAO. Findings from this legal review will be incorporated in the playbook.	Revise a working draft playbook outlining how to hold a more equitable and inclusive hiring process that was piloted in December 2018. The workbook is to be used for permanent hires with a scaled back version created for internships.	Office Manager Leads, Intern Supervisors, All Staff Involved in Hires	Ongoing
		2.b. Diversity	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.	Forest Conservationist Leads	Ongoing
	\$2000 (Education Budget)	3.c. Equitable Engagement	Partnership Development & Maintenance	Build and strengthen individual and organizational relationships with new and current partners representing historically underserved communities. Identify and support activities where the District can be a value-added partner that helps address expressed community needs for these partners.	Review value-added outcomes produced for historically underserved partners - assess efficacy by directly inquiring with partners. Grow network and increase engagement with partners representing diverse and historically marginalized communities emphasizing those that represent culturally specific organizations and/or communities. Providing financial support and attending Friends of Tryon Creek's "Connecting Traditional Lands" event.	All Staff & Board	Ongoing
\$5,000		3.c. Equitable Engagement	Partnership Development & Maintenance	Representatives of communities of color are engaged in leadership capacities to shape District decision making, programs, policy and implementation. A committee of community leaders that serve as liaisons for racially and ethnically diverse communities found in our District will be hired to advise on District decisions.	A newly formed community liaison advisory committee will review and inform the Long Range Business Plan prior to completion. Committee recommendations and District leadership reactions to those recommendations will be reported out.	DEI Co-Chairs Lead, All Staff & Board Members, CELs	Ongoing
		3.c. Equitable Engagement	Partnership Development & Maintenance	Seek out partnership opportunities and steps that lead to diversifying the board and organizational leadership.	Recruitment and retention of diverse board and committee members.	DEI Board Co-Chair Leads, All Board & Staff	Ongoing
\$4,000		4.d. Equitable Accountability	Equity Lens Implementation	Apply the equity lens to decisions to help uncover assumptions, barriers, opportunities for equitable outcomes and engaging multiple perspectives. Work with a consultant with firm grounding in equity to facilitate conversations and decisions around equity.	Capture and apply learnings from applying the lens. Report out what was learned and applied at staff, board and partnership meetings. The creating and/or adapting of the Long Range Business Plan, new financial plan, contracting policy and communications strategy will apply the Equity Lens at key decision points and implement lens findings where feasible.	All Staff & Board, Equity Consultant	Ongoing

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		4.d. Equitable Accountability	Organizational Self-Assessment	Conduct and review a Biannual Review of "Coalition of Communities of Color (CCC) Tool for Organizational Self-Assessment Related to Racial Equity 2014" to compare results every odd year (i.e. 2015, 2017, 2019).	The aim will be to see tool rankings move from their current status upward at least one point in 4 years for all items being actively worked on. A review of any actions not being pursued as well as stagnant or decreasing scores will be evaluated and plans regarding readiness and/or corrective action will be reviewed.	DEI Co-Chairs Lead, DEI Committee Assist	2021
	\$6500 (Communications Budget)	4.d. Equity Accountability	Demographic Data Collection Plan & Gathering	Work with experts and community leaders to design and implement 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. This work will be closely coordinated with communication customer research efforts (i.e. "Audience Research")	A baseline of demographic data and related appropriate qualitative data will be consistently collected and regularly evaluated against indicator intentions with a written plan and policies to assess progress and inform strategy.	Urban Conservationist and Communications & Outreach Manager Leads, Equity Consultant, Community Engagement Liaison services (CELS), All Staff	2020, Ongoing
DEI Cost Center	Other Program Cost Center						
\$16,000	\$56,000	Total DEI Budget					



Debrief of Internship Hiring Process Meeting Summary

Date/Time of meeting: March 19, 2019 from 1:30-3:00p

Attendees: Laura Taylor, Randi Razalenti, Scott Gall, Renee Magyar, Kammy Kern-Korot, Mary Logalbo, Michael Ahr

1. Recruitment

- a. Started earlier and stayed open longer this year vs. last year.
 - i. 12/26/18 - 1/28/19 (5 weeks) vs. 1/29/18 – 2/16/18 (2.5 weeks)
- b. The two positions this year differed slightly: GIS & Field Conservationist Intern and Field Conservationist Intern; both requiring outdoor field work, but one focused more on GIS data and the other didn't require prior knowledge of GIS work. Applicants had the option of applying to both positions if they met the minimum requirements listed on the eligibility form.
- c. Current or recent student status was taken off of the requirements this year.
- d. Significant minimum requirements change from last year:
 - i. Application materials were submitted online for the first time. Applicants completed an eligibility checklist, which addressed minimum requirements, used as a self-screening tool as well as an easy checklist for reviewers, and were then prompted to upload their cover letter, resume, and if they requested Veteran's preference, had to check an agreement box to submit materials referenced in the District's Veteran's Preference policy in order for preference to be applied by the deadline for application materials via email.
- e. Youth Environmental Job Fair (72% of attendees were people of color)
 - i. 45 people visited the table & talked to the District
 - ii. Of the 18 people who signed our interest sheet or left a resume, 1 applied.
- f. 117 total applicants (increase from 68 applicants last year)
 - i. 101 in "Field" pool
 - ii. 68 in "GIS & Field" pool
 - iii. 52 applied to both positions, 49 applied to Field only, 16 applied to GIS & Field only

2. Demographic Survey Highlights

- a. 71 responses out of 117 applicants (approx. 61%; down from 70% last year)

FOLLOW UP FOR NEXT YEAR: experiment with the anonymous survey coming up after uploading resume & cover letter to see if we get a better response rate. Randi and Mary research anonymous survey options and follow up with web designer to incorporate.

- b. Question 1 - How did you find this job opportunity? – (all 71 respondents answered):
 - i. Job opportunity was found via the following (platform = amount of people):

- a. Handshake (this is an online platform that the District uses to post to all the local colleges)/school job board/advisors/professors = 16;
- b. vague responses such as 'online' / 'internet search' / 'website' = 12;
- c. friend/co-worker=10; (one notated the family friend works at Clackamas Watershed Council)
- d. Craigslist = 10;
- e. mailing list = 8 (breakdown: Environmental Education Association of Oregon – 2 people; Urban ERC – 3 people; PDX Ecologist – 1; Cristina Friedle's GIS blog (upon further search, found Christina is an instructor at Portland Community College) – 1; unspecified mailing list-1;
- f. Macslist = 5;
- g. Indeed = 3;
- h. 1 person each for: ODFW Career site, WMSWCD website, Idealist, Linked In

FOLLOW UP FOR NEXT YEAR: Re-word question to encourage candidates to be more specific than the responses received in 'b' above. For example, provide a list of specific websites to select from with an "other" option in case they heard from a website not listed.

- c. Question 2 – Please select the identity/identities that best represent your racial or ethnic identity/identities. You can select more than one. – (all 71 respondents answered):
 - a. American Indian or Alaska Native = 0
 - b. Asian or Asian American = 12.68% (9 people)
 - c. Black or African American = 1.41% (1 person)
 - d. Hispanic, Latino, or Spanish origin = 11.27% (8 people)
 - e. Middle Eastern or North African = 0
 - f. Native Hawaiian or other Pacific Islander = 1.41% (1 person)
 - g. White = 84.51% (60 people)
 - h. Describe identity if not listed (open comment box): one respondent answered Singaporean Indian; another respondent answered Asian Indian

Last year only 2 respondents identified with responses other than 'white'.

FOLLOW UP FOR NEXT YEAR: Consider including an additional identity for people of Indian Subcontinent origin.

- d. Question 3 - What Language(s) are you fluent in? – (70 out of 71 respondents answered):
 - a. English = 70
 - b. Conversational Spanish = 1
 - c. Korean = 1
 - d. Chinese Cantonese = 1

- e. Spanish = 3
- f. Portuguese = 1

Last year eight respondents answered with an additional response to 'English'.

- e. Question 4 - What was your experience with the application process and how could it have improved (68 out of 71 respondents answered):
 - a. What went well:
 - All responses include variations of these comments: Detailed announcement and instructions; accessible; good overview of positions and qualifications needed; straightforward and clear; easy process; enjoyed the easy questionnaire; liked seeing the recruitment schedule; no suggestions for improvement
 - b. What could have improved:
 - Would like to have been able to see the recruitment schedule dates again.
FOLLOW UP FOR NEXT YEAR: Include recruitment schedule in the 'received' email.
 - Would have liked an automated email to come through to ensure materials were received (*the process used this year was Randi sent responses manually to ensure materials were received, to follow up with the demographic survey, and to remind those that applied for veteran's preference to send materials by the deadline*).
FOLLOW UP FOR NEXT YEAR: Work with Renee & web designer to figure out if automated email responses are possible. Several people had this response. Include recruitment schedule in the email.
 - State who the cover letter should be addressed to (this came up quite a bit as a question in phone calls and emails this year).
FOLLOW UP FOR NEXT YEAR: Consider adding this to the application instructions if not too cumbersome.
 - Would have liked an option for testimonials or transcripts
 - More extensive questionnaire about an applicant's skill level or experience in tasks that are needed during the internship.
 - Clearer labeling of which link leads to the eligibility checklist.
 - Would like more requirements or ideal candidate attributes listed to better understand what is needed to showcase to be considered for a position.
 - Consider putting in a preferred name area for those that don't go by their legal name.

3. Resume Review Process

a. Reviewed calibration meeting & Decision meeting.

Two applicants' materials were scored by the entire review team, followed by a scoring calibration meeting for the reviewers to talk about their experience, for everyone to get on the same page, and address any concerns on the content or weighing of the scoring rubric. The review team found the calibration meeting very helpful and would recommend continuing to do this each year.

After the calibration meeting, each applicants' materials were reviewed by two staff. 25 top scoring applicants had their materials distributed to all reviewers to review and consider for interviewing at the interviewee decision meeting. This was a lot of applications for everyone to review leading up to the decision meeting. The volume of "top scoring applicants" could have been managed more. The interviewee decision meeting went very well, with GIS and plant ID skills weighing heavily on who was chosen to be interviewed as well as diversity, equity and inclusion experience. Often diversity, equity and inclusion experience would be the decision factor whether or not to add someone to the interview pool. The interviewee decision meeting was scheduled for two hours and needed to have that length for thoughtful discussion. Each applicant that made it to the top scoring chart was discussed and would be put in a yes, maybe, or no group at the end of the discussion.

FOLLOW UP FOR NEXT YEAR: Continue to have the calibration meeting, having all top scoring resumes reviewed by the whole team, and discussing each top scoring applicant at the interviewee decision meeting. However, assuming a similar amount of total candidates, strongly encourage each reviewer to only put forward their top two (instead of 3) candidates for each position to keep the total pool manageable. Continue to schedule these meetings for the same length that they were scheduled for this year. Consider having the two scorers meet to discuss their top picks to narrow down the amount of applications reviewed by the whole team.

b. Criteria

- i. Minimum qualifications - yes/no vs. score
- ii. Additional criteria? Benefit to applicant, others?
- iii. Clarify veterans preference system – points vs. %? Policy says points.

FOLLOW UP FOR NEXT YEAR:

- Consider putting more detail in the desired experience, abilities, and attributes section in the job announcement.
- Add to the job announcement and rubric: both 'lived' and 'worked' diversity, equity and inclusion experiences. Consult with Laura or Mary (see #7 Follow Up Equity Lens Meeting for more details).
- Consider including a reference to scoring criteria within the announcement – that to be considered for a score in any area, it must be demonstrated in the application materials.

- c. Staff time (Planting and Work plans also due at this time)
Staff time is always spread thin, but the group felt that the hiring processes used were the most equitable and worth the time.

FOLLOW UP FOR NEXT YEAR: In an effort to save staff time, consider having the teams that reviewed the same resumes have mini-meetings to put forth top scoring candidates as a team to reduce the number of top scoring applicants for the whole group to review.

4. Interview Process

- a. 10 applicants were invited for an interview.
- b. The interview question about field conditions & need for accommodation brought up the potential for disability discrimination issues. This question will be removed from future interviews, and only asked at job offer stage.
 - i. Revealed need for clearer message about field conditions in announcement & requirements.

FOLLOW UP FOR NEXT YEAR:

- Leadership team to determine who to assign to create a 'what to ask / what not to ask in an interview' resource for the Hiring playbook. **Follow up from subsequent Leadership Team meeting:** final questions are to be submitted to Jim and Michele for review. This step has been added to the permanent and intern hiring schedule templates.
 - Remove any questions regarding accommodations from interview questions.
 - Be clearer of physical requirements in the job announcement.
- c. Is it OK to ask a question about experience with DEI that may elicit applicant's self-identification within a protected class?
 - i. We value this experience implicitly in staff culture and as an organization
 - ii. Still want to hear people's stories in order to account for this value and goal
 - iii. Need to make explicit criteria to show this value and make it more transparent?
 - d. Need to have clear ranking of interviewees as a product of final decision meeting.
 - e. The interviewee pool was more diverse this year.

5. Post-interview survey highlights

- a. 8 out of 10 interviewees took the survey. All questions were answered by all respondents.
- b. Question 1 – What did you think of the eligibility form, and did it cause any hesitation in your applying?
 - i. (All responses were generally the same): It was clear, simple, and didn't cause hesitation in applying.
 - ii. Three respondents found the form to be helpful as to what the District was looking for.

FOLLOW UP FOR NEXT YEAR: Rephrase the question to be more meaningful or take out altogether. The current wording was recycled from the first time we used a form and the process wasn't as simple as it was for this process.

- c. Question 2- Did you fill out the demographics survey after submitting your application? Why or Why not?
- i. Two respondents were unsure if they filled it out, and one stated they did not due to lack of time.
 - ii. Some quotes as to why those that did fill it out did so:
 - "I think that it is important for any organization to have an idea of the demographics they are reaching through their job postings so that they can make appropriate efforts to improve if they are not reaching diverse people."
 - "I assume that they use this information to improve access to their job postings to groups that are, for whatever reason, not represented in the applicant pool initially."
 - "I think it is important to understand who is applying and if there needs to be changes to the hiring process to make it more equitable"

FOLLOW UP FOR NEXT YEAR: Consider having a link to the survey immediately after submitting the application that comes up on the screen. Mary and Randi to look at alternative survey platforms that further ensure anonymity to those taking the survey, and follow up with web designer/Renee re: how to incorporate in the submittal process.

- d. Question 3: How welcoming was the interview environment? (candidates given a four star rating system as well as a comments box; 1 star= unwelcoming, 2 stars= somewhat welcoming, 3 stars= welcoming, 4 stars= very welcoming)
- i. 3 stars (welcoming) = 37.5% (3 people)
 - ii. 4 stars (very welcoming) = 62.50% (5 people)
 - iii. Comments:
 - a. Everyone at the office was extremely kind and I felt they were truly invested in getting to know me and give me full consideration for the position.
 - b. All of the staff members were kind and relaxed, and that helped me feel relaxed in turn.
 - c. The interview was pleasant and all questions were answered thoughtfully.
 - d. I thought Randi at the front desk was very friendly and I was glad to be offered a beverage and was much more at ease have had the questions sent to me beforehand.

6. Open Discussion

- Confusion from many applicants about which position had which requirements. **FOLLOW UP FOR NEXT YEAR (first statement is from group meeting, see Leadership Team follow up meeting notes below):** Have two separate

announcements. This will likely mean a change to the eligibility form and will cost the District more money. Will need to plan in advance to give Randi, Renee and web developer time to implement. [Update from subsequent Leadership Team meeting](#): This will need to be one announcement to minimize staff time and District costs. The hiring team for the next internship will need to consider using more distinct position titles and clearer language about which requirements pertain to which position.

- [FOLLOW UP FOR NEXT YEAR](#): In the Essential Duties section of the job announcement, allude to job conditions.
- HR is fairly decentralized in our organization
- Tech staff often help with HR, but aren't professionals in this realm

7. Follow-Up Equity Lens Meeting

- A team of staff will have a follow up meeting to figure out next steps on how the District can best request and weigh in scoring of applications "lived" and/or "professional" diversity, equity and inclusion experience. Staff to meet on this are Laura, Ari, Michael, Mary and Scott. The Equity Lens will be incorporated in this process in later stages.

8. Next Steps

- Michael: follow up on future Jr. Internships from the list collected at the Youth Environmental job fair.
- Mary & Randi: meet to talk about survey monkey / alternative survey sites.
- Laura: take notes jotted down from interview questions about better wording suggestions and add to the electronic copy so it's noticed next year.
- Hiring team for next year see refer to "Follow Up" notes from this summary.
- Randi to [follow up next year](#) (not discussed at this meeting due to lack of time):
 - Consider an upload screen for Veteran's preference materials rather than submitting by email (will eliminate needing to remind them to turn in materials). Have clear instruction that they should self-redact social security numbers before uploading.
 - Follow up with DEI Committee regarding posting to Coalition of Communities of Color (CCC) for temporary employees (reserve for permanent hires only). It's a time consuming process and the postings take a long time to get up on the site – this year it wasn't posted until the day before the application deadline (approximately 1 month after submitting the required documentation). We haven't seen evidence from surveys so far stating that anyone found our posting through CCC.