



Diversity, Equity and Inclusion Committee

12:00 pm – 2:00 pm, Wednesday, July 17, 2019

West Multnomah Soil & Water Conservation District Office, Conference Room
2701 NW Vaughn Street – Suite 450, Portland, Oregon 97210

AGENDA

12:00 pm – Welcome/Check-In/Announcements – Susan/Scott/All

12:20 pm – Approval of May 14th Meeting Summary – Susan/Scott/All

12:25 pm – Long Range Business Plan update on RFP and DEI committee involvement with LRBP going forward. Mary/Jim/All

1:05 pm – Partnership Log – Check In on use and Susan’s proposal for Use by the Board (non LRBP related)

1:20 pm - CCC Self-Assessment Findings group exercise to understand variance in responses questions.

1:45 pm – meeting days. Currently the new DEI Committee meeting day is the morning after the new Board meeting night. This won’t be a conflict until September since there won’t be a Board meeting in July Randi

1:55 pm – Action Items Review – Scott/Susan/All

2:00 pm – Adjourn

DRAFT -- WMSWCD Diversity, Equity and Inclusion Committee Meeting Summary -- DRAFT
May 14, 2019 11:30 am to 1:30 pm, WMSWCD Office

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

Welcome/Check-In/Equity Shares: The following announcements were shared.

- Susan – Recognized Mary Logalbo and her service as Co-Chair over the past year. Susan announced Scott Gall as the incoming staff Co-Chair beginning in July 2019.
- Terri – Advisory committee for West Multnomah Town Center Plan. Dovetails with Tri-Mets Southwest Corridor project. Need for affordable housing, transportation. Terri representing the environmental perspective such as stormwater. But, location centers on the community we learned about through the Connect SW PDX project. Immigrant community. Many from West Africa. Many voices – access to services, transportation, and housing. A lot of groups that serve under represented communities are on the advisory committee. Good to see everyone represented at this table.
- Jim – Intertwine summit. Keynote speaker – Meera Bhat, Director of the North America Cities Network of The Nature Conservancy. Compelling. Meera talked about the struggle of working with a large, corporate non-profit – dominant culture if you will – and the need to do things so differently in order to achieve equity and inclusion in the Conservancy’s urban programs. Take risks, work for those who stand to benefit. Challenge your organization. Lead boldly from within.
- Randi – Jordan Peele. Directed the movie *Get Out*, a couple of years ago. Peele directed a more recent movie, *Us*. Psychological thrillers. Full of social commentary about disparities.
- Renée – Renée and our 75th Anniversary Event planner, Eric Jones (Willamit LLC) had a good meeting with Juan Carlos Ocana-Chiu, Metro's Equity Strategy Program Manager. The meeting centered on how to incorporate diverse participation in our 75th Anniversary. Juan’s take home message is that in order to be impactful, you need to building relationships. It is deeper than only caring about the numbers that show up. Relationships come first. Juan Carlos offered their availability to help the District out.
- Laura – Ecology in the Classroom (ECO). Due to budget cuts, the Education Program partner funding for ECO was cut. That decision is now starting to hit home and ECO provides access to environmental education to many underserved or under representative groups.
- Mary – Conversation about historical disparities about landownership and how soil and water conservation district work could be trapped in this. Field Intern Indi Keith wants to research this topic. Equity 101 training is moving forward – July and August dates seem to be the most promising for most staff. Marion Soil and Water Conservation District is working on equity. Sara Hamilton reached out to us to learn of our experiences. Would like to shadow a future diversity, equity and inclusion committee
- Sam – Interested in working with our partners such as Verde.

Approval of the March 22, 2019 Meeting Summary – Accepted with Mary Logalbo’s edits.

Current DEI Budget Review – See attached financial report. Not much new to report. Equity 101 training is not going to cost us as we are able to use City of Portland, Office of Equity and Human Rights offerings. The other big cost not spent this year was the demographic data planning process due to the Coalition of Communities of Color not being available for this work as we had hoped. The task is to track, talk, share and collect information about demographic data about who we serve. Tricky. Need to be authentic. But, this is sensitive info. Mary will be reaching out to Cliff Jones, Alexis Millet (Capacity Partnerships).

Approved FY 19-20 Budget, Workplan and Goals Review –

FY 2019-2020 Budget. Asked for \$26,000. Reduced to \$16,000 in the staff recommended budget that was approved by the Budget Committee. The demographic data planning process was eliminated due to fiscal constraints in available revenue. Some activity shifted to other program areas – translation services, use of community engagement liaisons (CELs). (The use of CELs was collapsed with audience research ideas in the Communications Budget with a focus of this work supporting event planning for the 75th anniversary).

FY 2019-2020 Work Plan. Developed by a working group comprised of Committee staff. Board and staff have had a “quick minute” to review. Ideally, more substantive review and adoption is needed. **Discussion** – *Susan is interested in how we spend the 10 minutes of the DEI component for Board meetings with the Board. Time spent should go deeper than just receiving information about what the Committee is up to. We want the Board to be more participatory in approving and molding the annual work plan. Need understanding and accountability to this*

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*work. Make sure staff and Board are all on the same page. Need to focus back on the goals and make sure there is deeper understanding, acceptance and support for them. Interactive process. First, focus on the context and overall package of goals to ground them to the bigger organizational picture and then go back and drill through individual goals at future meeting. **Action** – Carve out time at the June 12th Board meeting for this. Separate agenda item from the Committee update. Begin with the goals and broad organizational vision. Terri, Scott and Susan to convene to prepare for this.*

Intern Hiring Debrief – Randi. Very successful recruitment. Documenting what worked this year and where improvements could be made for future hiring processes. Posting on Coalition of Communities of Colors site is time consuming because they have to vet us as an organization – approval process takes time. Took so long this year that the actual posting did not occur until the day of closing. Perhaps this is an avenue for permanent jobs, but not temporary jobs. The idea of given applicants the option of identifying their preferred name (as opposed to their legal name) might be a good addition to the process. Not being able to go by their preferred name can be a stressor for some applicants. Inviting outside partners to join the hiring process needs to be encouraged and funds available to facilitate that. Goal is to diversify the interview panel. Invite them into the process, not just the interview panel. Good opportunity for past interns to participate. **Action:** Randi to follow-up with CCC to discuss how we can better utilize their system. **Action:** Jim to make sure the announcement or recruitment for the next Intern Supervisor begins coincident with the exit interviews for the current intern employees so there is more space for this person to affirm the hiring process and key decisions regarding the hiring process team. **Action:** Randi to revise the hiring schedule to allow for a longer more thoughtful discussion about the hiring team composition.

CCC Self-Assessment Results – Deferred.

Next Meeting: Moving to the third Wednesday of the month, 12:00 to 2:00 pm beginning to **July 17th, 2019, 12:00 pm to 2:00 pm WMSWCD Office.**

Initial compilation by by Jim Cathcart, May 14, 2019. Further review and editing by Jim Cathcart, July 1, 2019.

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

Date	Num	Name	Memo	Account	Amount
Jul '18 - Jun 19					
06/11/2019		Jim Cathcart	notebooks used for Board Equity workshop 1/25/19	Office Supplies & Equipment	1.16
06/11/2019		Jim Cathcart	mileage for Portland Audubon Nature Night 3/17/19	Program Related Travel/Prk/Meal	0.58
03/21/2019	103	Capacity Building Partnerships, LLC	Equity Lens training, pre and post training meetings	Board Development	1,280.00
02/28/2019		DM-Credit Card	Office Depot: notepads for Special Board meeting: Equity Lens training for Board	Office Supplies & Equipment	12.87
02/28/2019		DM-Credit Card	Industrial Cafe: Equity lens training debrief with Cliff Jones, Susan Weedall and Jim Cathcart	Program Meeting Refreshments	41.50
01/31/2019		DM-Credit Card	lunch for January 26h Special Board meeting (Equity Lens Training)	Refreshments & Supplies	206.25
12/31/2018		DM-Credit Card	Powells Books: Uprooting Racism	Staff Development	24.99
11/30/2018		SG-Credit Card	registration fee for Wisdom of the Elders Moving into the Next 25 Event for SG	Sponsor/Support Commun. Orgs	28.16
11/30/2018		Susan Weedall	lunch meeting prep with Cliff Jones for Equity Lens Workgroup for Board in January	Training Related Travel/Meals	47.50
08/31/2018		DM-Credit Card	Thai Bloom lunch with Koffi Dessou - DEI Committee meeting 7/27/18	Refreshments & Supplies	145.40
Jul '18 - Jun 19					<u>1,788.41</u>



WEST MULTNOMAH
Soil & Water Conservation District

Long Range Business Plan: Background, Themes & Draft Framework

Project Summary:

Over fiscal year 2019-2020, the West Multnomah Soil & Water Conservation District (WMSWCD) will design and facilitate a participatory planning 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 (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.

Background:

Recently, WMSWCD has experienced a slower growth in property tax revenues compared to our growth in personnel costs; for the first time, our growth in property tax revenues will not even cover necessary cost of living increases in salaries. This trend has resulted in reduced spending on core priority conservation program projects and services and the need for more outside funding through grants and other sources of revenue. We are in the process of strategically evaluating and prioritizing the breadth of conservation programs and services we can provide and the level of staffing the District can financially sustain over the long run.

The LRBP identifies what WMSWCD services, activities, resources, staffing, and finances are necessary to carry out the District's mission, vision and goals. The LRBP also contains general information about WMSWCD and guides the development of WMSWCD's annual work plans and budget. This most recent plan, adopted in 2015, was prepared with input from staff, board members, community members and partners. As part of the process we identified visions for the future, current and potential clients, geographic attributes, constituent needs, partner agencies and non-profit organizations, and strategies to achieve our goals and objectives with the goal of ensuring socially equitable access to our services. This plan intends to serve WMSWCD's residents and visitors of our District, funders, legislators, and partner agencies. It will be a useful document for District constituents, partners, stakeholders, and others who seek to understand the WMSWCD's work. It's also intended to be a living document to guide District staff and board in their day-to-day operations and to help ensure that policies, programs, services and decisions are beneficial to the District. The current plan will be extended through 12/31/2020.

Primary Themes & Desired Outcomes:

We want this project to chart our path forward with an updated LRBP that evaluates and integrates the following "Primary Themes":

- Scope of Our Conservation Work
- Financial Sustainability
- Diversity, Equity & Inclusion
- Organizational Development & Health

A successful delivery of this project will yield a LRBP that achieves the following:

- Affirms or modifies our mission, vision and values as an organization
- Identifies the framework for a financial sustainable organization defined as:
 - o Readily available financial resources to implement annual work plans
 - o Sufficient reserves to ensure resiliency to economic downturns
 - o Capital savings to take on large projects that exceed annual appropriation limits
- Examines and integrates the WMSWCD's diversity, equity and inclusion goals and strategies into the LRBP with a process that:
 - o Engages and is advised by diverse community members, community-based organizations, existing and new potential partners, staff and board
 - o Takes intentional measures to ensure equity and inclusion considerations are centered throughout with implementation of WMSWCD's Equity Lens and equity pauses
 - o Advances diversity, equity and inclusion outcomes
- Incorporates an organization development review, evaluation and strategy that:
 - o Defines WMSWCD's current structural and procedural makeup and reviews its strengths and weaknesses in context to organizational health outcomes
 - o Provides prioritized opportunities to improve capacity and alignment in organizational structure, processes, and leadership strategies to improve organizational health outcomes
 - o Presents strategies for any recommended organizational development transitions
 - o Incorporates key findings into the LRBP

Draft Framework:

A co-production planning process that incorporates the perspectives of staff, board, partners, and community liaisons to produce an updated 5-year LRBP that incorporates the Index protocol in envisioned. The following represents the draft framework of the planning process. Modifications and alternative frameworks may be proposed and selected as stakeholder and consultant input is received:

1) An initial examination and framing conducted by staff with an intent to frame the conversation with those closest to the work for all project participants to engage with.

2) Hold 3 concurrent conversations on:

- a. Conservation Scope
- b. Financial Sustainability
- c. Organizational Structure

3) Equity and inclusion is imbedded and foundational to each aspect of the plan. Conversations need to be accessible with meaningful input and feedback mechanisms in place. They need to involve traditional constituents and existing partners – those who know us – and new constituents and needed partners – those who do not know us. Each will have its own framework. Equity pauses and lens examinations will be incorporated throughout. The application of an equity lens is intended to help us examine assumptions, anticipated equity outcomes, engagement of multiple perspectives and barriers presented.

- a. Engaging with and incorporating input from racially and ethnically diverse communities that reside in WMSWCD service area is expected. The respondent may elect to lead, co5 lead or delegate leadership of this effort to another participating entity. A prospective resource that WMSWCD has identified is further explained in the Identified Resources section (VIII) below. Respondents may elect to work through this identified resource (i.e. "Community Engagement Liaisons services (CELs)") or suggest a different path forward. Cultural competence will be expected throughout the process.

4) Synthesize the Conversations – Finalize the Plan

5) Check the Final Plan – Are the Themes Addressed, Outcomes Achieved

Please direct questions and/or concerns to project manager, Mary Logalbo, at mary@wmswcd.org or 503.238.4775 x 103.

CCC Organizational Readiness Reflection

Blue = 2019 results (7 of 8 DEI Committee Members Responded, 87.5% Response Rate)

Red = 2017 results (Mary Rated)

Green = 2015 results (Introductory DEI Intertwine Cohort Members Rated)

STEP 2 THE FIRST 20 QUESTIONS

Directions: Please answer the questions below. Put a "Y," "N" or "?" in the blank to indicate yes, no, I don't know.

Organizational Commitment, Leadership & Governance:

1. ___ Has your organization made a public commitment to racial equity?

Yes: 7, No: 0 Yes Yes

2. ___ Does your organization have a mission statement that incorporates racial equity?

Yes: 3, No: 4 No No Comments: Not in our overall mission statement, but in our Racial Equity Statement

3. ___ Does your organization have an internal structure whose goal is to address issues of racial equity, for example an equity committee?

Yes: 7, No: 0 Yes Yes

4. ___ Do you collect the racial, ethnic and linguistic makeup of your board?

Yes: 1, No: 4, ? : 2 No No

Racial Equity Policies & Implementation Practices

5. ___ Does your organization have a racial equity policy?

Yes: 6, No: 1 Yes No Comments: N - we did draft one at one point

6. ___ Does your organization have a written racial equity plan with clear actions, timelines, people responsible for each action, indicators of progress and processes for monitoring and evaluation? **Yes: 2, No: 3, ? : 2 No No Comments: 1) ? (draft work plan), 2) Y to most, but not all of this**

Organizational Climate, Culture & Communications

7. ___ Does your organization visibly post materials in languages other than English?

Yes: 1, No: 4, ? : 1, Y/N: 1 No No

Service-Based Equity

8. ___ Do you collect racial, ethnic and linguistic data on your clients or constituents?

Yes: 1, No: 3, ? : 1, Y/N: 2 No No

9. ___ Do you provide language interpreter/translator services for people who speak languages other than English?

Yes: 5, No: 1, ? : 1 Yes No Comments: yes, upon request

Service-User Voice & Influence

10. ___ Do you collect data on service-user or constituent satisfaction with your organization regarding racial equity?

Yes: 0, No: 6, Unanswered: 1 No No

Workforce Composition & Quality

11. ___ Do you collect the racial, ethnic and linguistic makeup of your workforce?

Yes: 2, No: 4, ? : 1 No No

12. ___ Does your organization have written procedures to increase the recruitment, retention and promotion of people of color?

Yes: 5, No: 2 No No Comments: Yes hiring playbook

13. ___ Does your organization have an internal structure or position dedicated to promoting workforce diversity?

Yes: 5, No: 2 No No Comments: N, but starting to include DEI & define what that means for staff position expectations

14. ___ Are racial equity and cultural competency training and capacity building made available to your workforce?

Yes: 7 Yes Yes

Community Collaboration

15. ___ Does your organization have formal partnerships with organizations of color?

Yes: 7 Yes Yes Comments: yes - level of formality unknown

16. ___ Does your organization allocate resources for engagement and outreach in communities of color?

Yes: 6, No/? : 1 Yes No Comments: specific budget line unknown; intention to provided services to COC, yes

Resource Allocation & Contracting Practices

17. ___ Does your organization have a Minority, Women & Emerging Small Business (MWESB) policy?

Yes: 4, No: 1, ? : 1, Yes?: 1 No No Comments: 1) written policy unknown, active practice and encouragement for contracting with MWESB, 2) Y, interim

18. ___ Does your organization routinely collect data on MWESB utilization?

Yes: 4, No: 1, No?: 1 No No Comments: Y, but just starting

Data, Metrics & Continuous Quality Improvement

19. ___ Does your organization have a written policy or formal practice regarding the collection of race and ethnicity data?

Yes: 1, No: 6 No No

20. ___ Does your organization meet regularly with leaders from communities of color specifically to discuss racial equity within your organization?

Yes: 3, No: 1, ? : 2, No?: 1 No No