



Diversity, Equity and Inclusion Committee

1 pm – 3 pm, Tuesday, February 9th, 2021

Any person may attend the meeting, which are held online via Microsoft Teams. A meeting ID and password will be required to access the meeting. Interested participants may request the ID and password by emailing scott@wmswcd.org with the subject line “Request for Conference ID” no later than February 8th, 2021. The meeting can be joined for free directly from the conference link provided. Meeting documents will be available for inspection on the District’s webpage (<https://wmswcd.org/people-places-things/the-west-multnomah-swcd/diversity-and-equity/>)

AGENDA

1:00 pm – Welcome/check-in/announcements – All

1:25 pm – Approval of January 12th, 2021 meeting summary – Scott/All

1:30 pm – 2021/2022 DEI Initiatives Tracking Document (formerly known as the work plan) – Scott

2:30 pm – Potential performance evaluation for DEI Activity in Employee Work Plans – All

2:45 pm – Future DEI committee meetings/times; – potential next meeting March 9th, 2021 – Scott

2:50 pm – Action items review – Scott/All

3 pm – Adjourn

DRAFT -- WMSWCD Diversity, Equity and Inclusion (DEI) Committee Meeting Summary – DRAFT
January 12, 2021 1:00pm to 3:00 pm, WMSWCD Zoom meeting

Attending: Scott Gall (Chair); Mary Logalbo, Renee Magyar, Randi Razalenti, Laura Taylor, Ari DeMarco, Jim Cathcart

Welcome/Check-In/Equity Shares – Jim mentioned how he has shared DEI readings on the District’s Slack DEI thread that Tryon Creek Watershed Council has been sharing regarding white supremacy culture, and encouraged staff to read these. Renee shared a list of ideas of updates she’d like to make as soon as possible to the District’s web page to update some of the policies and initiatives that the District is doing with DEI work. Partnerships was flagged as an area of concern as some of the groups listed may view us a client rather than a partner. This area needs to be examined more before it is posted to the website. Laura mentioned how two areas that staff have taken a lot of time to devote this work to that weren’t on the list is hiring practices and carefully choosing partner funding. Jim noted that the list was a mix of policies and measurements.

Action item: Laura will draft a blurb about hiring practices and partner funding in terms of DEI work and have Randi and Jim take a look before passing along to Renee. Renee will keep working on the updates overall taking in the various feedback and will reach out to people for links and input as needed.

Approval of the November 2020 Meeting Summary – Approved as written.

DEI Co-Chair Position – Candidate Selection – Scott reported that Laura has submitted interest in being a Co-Chair for the DEI Committee, and Laura’s submittal was shared with the group. There were no other candidates and Laura’s Co-Chair position will begin July 1st so as to be able to incorporate the duties in the annual workplan.

Review DEI related strategic directions, goals and tactics proposed in draft Long Range Business Plan (LRBP) – Mary presented specific goals and tactics for the LRBP update to the Committee for feedback. The goals and tactics were not in a priority order.

Strategic Direction 1 – goal 1: Mary notes that all tactics aren’t necessarily something that will happen. There are some tactics that are ‘need to dos’ and some are ‘nice to dos’. Jim’s input is to put ‘need to dos’ first and ‘nice to dos’ later. Scott mentions that tactic “d” about staff time devoted should get moved up- the other three items (c, e, f) could be put on hold if there was reason to, such as budget limitations. For the potential DEI internship, the DEI Committee will put together the goals of the internship workplan and there would be a specific supervisor assigned, likely recruiting for someone that is interested as we do for other internships.

Strategic Direction 1 – goal 2: wording on tactic C – whether or not to leave in ‘how to’- Jim sees this as a potential escape route. Jim felt this tactic should change to ‘diversify board and staff’ and that this could potentially be a goal instead of a tactic. It was revealed that this is captured in smart goal 5, and therefore tactic C is redundant and will be removed.

Jim would like to see the DEI Committee be more of the development team for a lot of the LRBP DEI initiatives and pass this along to the Board/Leadership Team for implementation. Examples of this are the Advisory Committee and Board member recruitment. Scott noted that the associate director recruitment process was looked at by the Committee, but one place where there is a snag is that the Board isn’t really supportive of the associates to take over their positions. Until the board is ready to have that be the case, we need to analyze what an Associate Director really is to the District and update materials as needed. The Board needs to decide to diversify itself.

One of the concerns that staff and certain Board members have is that there have been comments from certain Board members regarding the advisory committee that have been unsupportive of this ‘outside’ perspective, and not understanding the value. Jim would like the DEI Committee need to internalize and figure out how to address this. Trainings is one way to help encourage this, particularly finding the right training for this specific issue of diversifying. Facilitated discussions can also be helpful with sensitive topics like this. Randi suggested bringing this issue to the Board directly at the next board meeting when addressing the LRBP update and to discuss these concerns more directly with the Board.

Action item: Scott will take notes on these follow up items and incorporate this into the upcoming DEI Committee workplan and bring back to the DEI Committee for review.

Review 2020/21 Committee Annual Workplan and discuss 2021/22 workplan – Scott presented last fiscal year’s work plan and noted that most of the items would be continuing unless anyone had objections. Renee asked about adding job descriptions for Board members, and adding a DEI component to those job descriptions. Jim mentioned the policies and procedures document for Board members that was approved by the Board that spoke to creating

job descriptions, but this hasn't been completed yet.

Action item: Scott will review last year's work plan and make a recommendation to the Committee on whether or not to continue items for the 21/22 fiscal year. Additionally, the work plan may include the development of a DEI commitment section of the Board of Directors Job Description.

No other comments were given on this topic.

Leadership Team Feedback to DEI Committee on Desired Outcomes and Accountability for DEI Activity in Employee Work Plans – Leadership Team agreed to the terms that the DEI Committee suggested of a minimum of 1% [pro-rated for part-time employees] on all staff work plans to be devoted to DEI work outside of programmatic work, DEI Committee meetings, etc. Scott explained that Jim also wanted to have a performance measure included in employee evaluations and those ratings were developed by Jim and presented to the DEI Committee. The DEI Committee was in general agreement with the ratings. Laura suggested having some sort of self-evaluation tool involved in this. Randi flagged the word 'personal' may not be appropriate and that it's possible it's not the best idea to have a rating around this work as it invokes a lot of personal, self-reflective work that can have an emotional toll. Jim proposed the DEI Committee work on the wording of this performance evaluation a bit more. "Individual development" instead of "personal" was suggested as this was about getting at furthering your development beyond what is in program work.

Action Item: The DEI Committee will discuss this more at the next meeting.

Future DEI committee meetings/times; change month to alternate with TCWC meetings – potential next meeting Feb 9th, 2021- Scott explained the nuances about the timing of the DEI Committee meetings conflicting with Terri's commitment to Tryon Creek Watershed Council meetings, but that those meeting times may be changing. The DEI Committee will meet in February regardless to have more wiggle room to finalize the annual work plan and will discuss whether to move to every other month from there or not.

Action Items

See above.

Next Meeting: February 9, 1:00pm-3:00pm

Notes taken by Randi Razalenti

Red text - added or edited by SG

Grey fill - new line items

Strikethrough and yellow highlight - proposed deletion because it permanently embedded in other work plans

WORKING DRAFT Diversity Equity and Inclusion (DEI) Initiative 2021-22 ANNUAL WORKPLAN

Item #	DEI Initiative Program Area(s)	STRATEGIES & ACTIONS	Outcome	STAFF, BOARD AND/OR PARTNERS INVOLVED	TIMEFRAME	Budget Recommendation
1	Organizational Training	Seek out and develop DEI trainings so all are grounded in equity and inclusion.	New interns and staff/board are trained in Racial Equity 101 within 1 year of onboarding. Offering advanced trainings as they become available with partners or as requested by staff/board.	DEI Committee as lead, All Staff & Board, partners such as Office of Equity & Human Rights (OEHR) if available	Ongoing	\$6000 - for 2-3 trainings
2	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. 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.	Communications & Outreach Manager Leads, All Staff	Ongoing	
3	Organizational Diversity	Seek out partnership opportunities and steps that lead to diversifying the board and organizational leadership.	Recruitment and retention of diverse board and committee members. Create Associate Board Director Recruitment process that is equitable and inclusive. Provide recommendations to the board on Associate Director Recruitment	All Board & Staff	Ongoing	
4	Partnership Development & Maintenance	Build and strengthen individual and organizational relationships with new and current partners representing historically underserved communities.	-Grow network and increase engagement with partners representing diverse and historically marginalized communities emphasizing those that represent culturally specific organizations and/or communities. -Support related partner events and/or sponsor staff/board to attended such events.	All Staff & Board	Ongoing	\$1000 - for costs/fees associated with meeting with partners, sponsoring events, or attendance fees
5	Advisory Committee	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. Continue to engage community engagement liaison (CEL) advisory committee on outcomes from the Long Range Business Plan.	All Staff & Board Members, CELs	Ongoing	\$4000 - to pay compensation for community members, hire CELs
6	Equity Lens-Implementation	Apply the equity lens to decisions to help uncover assumptions, barriers, opportunities for equitable outcomes and engaging multiple perspectives.	Committee serves as a facilitator for equity lens exercise as requested. Capture and apply learnings from applying the lens.	All Staff & Board, Equity Consultant	Ongoing	
7	Organizational Self-Assessment	Review of the "Coalition of Communities of Color (CCC) Tool for Organizational Self-Assessment Related to Racial Equity 2014"	Review tool in it's current form and discuss revising to better meet the needs of WMSWCD specifically. Considering using results as on method of tracking DEI programs.	DEI Chair Lead, DEI Committee Assist	2021	

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WORKING DRAFT Diversity Equity and Inclusion (DEI) Initiative 2021-22 ANNUAL WORKPLAN

Item #	DEI Initiative Program Area(s)	STRATEGIES & ACTIONS	Outcome	STAFF, BOARD AND/OR PARTNERS INVOLVED	TIMEFRAME	Budget Recommendation
8	Data Collection Plan & Gathering	2020 Census Data Analysis	- Review options for establishing a baseline of demographic data and related appropriate qualitative data. - work with partners and/or consultants to choose the appropriate data, analytics, and	DEI Intern + supervisor; DEI committee	Ongoing	\$500 For possible data acquisition or software
9	<i>Whose Land is Our Land?</i> Report and follow up	Finalize and publish "Whose Land is Our Land? - Spatial exclusion, racial segregation, and the history of the lands of West Multnomah County" By Indi Keith	Peer review report completed	DEI Chair as lead, DEI committee assist; leadership team	Fall 2020	\$1000 for intern pay and other costs associated with completion
10	Organizational leadership	Provide leadership, policy recommendations, and feedback as needed or requested by WMSWCD Staff and Board for DEI related topics. This can include, but not limited to - hiring practices, personnel policies, board policies, etc.	Respond to requests or situations as they arrive	DEI Chair and committee members	Ongoing	
	Embedding equity and inclusion	Include inclusivity and equity topics or events delivered by the District or its partners	Hold or support at least 2 speaker topics or events	DEI Chair and committee members; communications coordinator	Ongoing	\$1000 -honorariums and other costs
	DEI Internship	Increase capacity to implement DEI work and	Host a DEI Internship to help assess and inform District equity initiatives including staff/board trainings, partnership development, workplan development, DEI committee meetings and analyzing 2020 census data.	Supervisor (yet to be determined); DEI committee assist with position description and workplan	Begin fall 2021	\$10,500 -intern pay
	Affinity Groups	Work within the organization and regionally with other SWCD's and partners to set up affinity groups for staff indentifying with minority and LGBTQ+ groups	-All staff are enabled to set up, join and participate affinity groups of their choosing -work regionally to provide a larger base of potential participants	Leadership Team with assist from DEI Committee	Ongoing	\$500 -for mileage and other potential costs

From: [Jim Cathcart](#)
To: [Scott Gall](#)
Cc: [Terri Preeg Riggsby](#); [Renee Magyar](#); [Randi Razalenti](#); [Laura Taylor](#); [Mary Logalbo](#); [Leadership Team](#)
Subject: Leadership Team Feedback to DEI Committee on Desired Outcomes and Accountability for DEI Activity in Employee Work Plans
Date: Monday, December 14, 2020 3:13:35 PM

Scott:

On behalf of the Diversity Equity and Inclusion (DEI) Committee, Renee Magyar – at the November 30, 2020 Leadership Team Meeting -- brought forward the Committee's need for feedback from the Leadership Team regarding desired outcomes and accountability for personal and professional diversity equity and inclusion activity in employee work plans. This message is based on the Leadership Teams discussion at the November 30th meeting and my review of the draft Diversity Equity and Inclusion Committee November 25, 2020 meeting summary. It also incorporates some additional feedback received from Randi Razalenti as Randi was not able to attend the November 30, 2020 discussion.

First off, the Leadership Team concurs with the Committee that the expected minimum amount of time employees should spent on personal and professional diversity equity and inclusion activity is 1 percent of a Full Time Equivalent (FTE) position (20 hours per fiscal year) – pro-rated for part-time employees based on their part-time FTE. Further, consistent with how the Committee seems to feel, this time does not have to be spread out evenly across each month and rather should be scheduled by the employee based on how the time best flows within their annual workflow. The Leadership Team envisions that the bulk of the diversity equity and inclusion activity would be personal and professional training and development including motivational speeches, stories and other medium for sharing about diversity equity and inclusion. The Leadership Team feels that it should be left to the employee to decide what activity would count toward this work plan expectation and for supervisors to monitor by simply being kept abreast of the diversity equity and inclusion activities employees are engaging in. Something not mentioned however is time spent developing relationships with new partners so as to bring diversity equity and inclusion to the District's work or mentoring existing partners so they grow in the realm of diversity equity and inclusion. In my mind this time would certainly count!

To emphasize, the Leadership Team feels this is a minimum expectation and employees should be encouraged to exceed the minimum time expected to the extent that priority work and program responsibilities can be fulfilled. Lastly, employees who wish to spend a considerable more amount of time on diversity equity and inclusion by serving on the Committee or through other professional development or leadership opportunity should develop these desires with their supervisor through their professional development plan so that the employee's work plan can be adjusted accordingly to carve out the time necessary.

Please also note that the Leadership Team encourages that the time allocated for programmatic diversity equity and inclusion work be in addition to the 1 percent expected for personal and professional development activity. The Leadership Team feels that each employee knows best the pace and scale of programmatic diversity equity and inclusion development so there really is no expectation here as long as employees are committed to development of diversity, equity and inclusion into their programs. As the Committee postulated, this commitment in my mind is best

illustrated if employees at least apply the District's equity lens to annual work plan and budget development.

I have read the Committee's list of desired outcomes from this diversity, equity and inclusion activity as stated in the November 25, 2020 Committee meeting summary such as fostering a more inclusive culture, developing shared language, continued evaluation of internal and external policies and procedures, sharing info and resources, removing bias in our hiring and being more socially aware and sensitive as we develop our programs.

As far as accountability goes, I do not favor quantifiable performance measures such as so many meetings, so many webinars, so many equity lens applications, etc. Rather, my proposal for accountability is the employee performance evaluation process where we would add a performance rating criterion for diversity, equity and inclusion as follows:

Successful Rating – The employee is meeting District expectations for personal and professional diversity equity and inclusion activity (1% FTE) and is committed to programmatic diversity equity and inclusion development by at least applying the District's equity lens to the employee's annual work plan and budget development.

Outstanding Rating -- The employee consistently exceeds the District expectations for personal and professional diversity equity and inclusion activity (1% FTE) and has implemented diversity equity and inclusion within program development and delivery and continues to evaluate program impacts to diversity equity and inclusion by applying the District equity lens to the annual work plan, budget development and other program areas.

Needs Improvement Rating -- The employee is not meeting District expectations for personal and professional diversity equity and inclusion activity (1% FTE) and has not demonstrated a commitment to programmatic diversity equity and inclusion development.

Please get back to me with any questions you or other Committee members may have.

Jim