



Diversity, Equity and Inclusion Committee

1 pm – 3 pm, Tuesday, April 13th, 2021

Any person may attend the meeting, which are held online via Zoom. 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 April 12th, 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 February 9th, 2021 meeting summary – Scott/All
- 1:30 pm** – 2021/2022 work plan final review and discussion – Scott
- 1:45 pm** – Review and prioritize DEI budget – All
- 2:30 pm** – Juneteenth as a District Holiday – All
- 2:50 pm** – Action items review – Scott/All
- 3 pm** – Adjourn

Next meeting June 8th, 2021 1-3 PM

**DRAFT -- WMSWCD Diversity, Equity and Inclusion (DEI) Committee Meeting Summary – DRAFT
February 9, 2021 1:00pm to 3:00 pm, WMSWCD Zoom meeting**

Attending: Scott Gall (Chair); Jim Cathcart, Jan Hamer, Mary Logalbo, Renee Magyar, Terri Preeg Riggsby, Randi Razalenti, Laura Taylor

Welcome/Check-In/Announcements – Terri shared that she went to the NACD board meeting last week, and that there are resources around DEI work that they are doing that Terri has shared with the DEI Committee via email.

Laura shared that the intern interviewees have been chosen for the upcoming internship and appears to be a diverse pool of applicants to interview that are well qualified. Laura also shared that she went to a conference called Rewild and this was an eye-opening conference with a lot of social justice aspects.

Renee reported that an article was sent amongst staff about tear gas found in soil at Cottonwood School because of being located next to Immigration and Customs Enforcement & related protests around this area. Renee and other staff are thinking about the District's voice of how to respond to this because this is a broad and complicated issue.

Mary shared that Indi is making progress on the *Whose Land is Our Land?* 1-pager and Mary will have a review draft by this coming Monday from Indi that Mary will share after Jim, Renee and Mary have a look.

Approval of January 21, 2021 Meeting Summary – Laura had one clarifier in DEI Related Tactics, Goal 1, Section 1 - this had mentioned that a supervisor for a DEI internship would likely be assigned by recruiting someone. Laura mentioned that another option talked about at the meeting was to have the regular intern supervisor be the supervisor and that someone from the DEI Committee would be the point-person for the work plan for this intern. No final decision was made at the meeting, and therefore not all options discussed made it in the minutes. To make it clearer, for the final minutes Randi will add "No final decision was reached with how a supervisor would be selected." The minutes were approved with the amended changes.

2021/2022 DEI Initiatives Tracking Document (work plan) – Scott explained that as items have become ingrained in others' work plans, they have been moved off of the DEI work plan. This work plan is to track initiatives of the DEI Committee and items that require funding will be documented as such. Items that list responsible staff should also be included on the staff's individual work plans. Jim encouraged the group to look at the new Long Range Business Plan (LRBP) draft goals and tactics to ensure we put any items that are in it that we want to see initiated. DEI Committee members were encouraged to increase time in their annual work plans for DEI work due to new initiatives.

Jim mentioned that the Advisory Committee that we had for the LRBP update might have some of the individuals on the upcoming Community Advisory Committee, but it will have a different purpose. The purpose of the Community Advisory Committee needs to start with DEI Committee and Leadership Team, and then to be taken to the Board. This needs to be a slow and deliberate process to do it correctly. The work for the DEI Committee for the upcoming fiscal year is going to be figuring out what the process for this Community Advisory Committee should look like. Consider coming to the Board in the fall to propose how this will look. Jan mentioned in his experience that an Advisory Committee has been more of an 'approval' type of relationship and recommends taking time developing this so the Advisory Committee does have time to contribute more meaningfully. Mary wants to take some time to discuss and document what was learned from the last Advisory Committee that helped with the LRBP update. Terri is willing to reach out to colleagues about what they have done in terms of an Advisory Committee.

The DEI Committee went through line by line of the draft work plan. Scott will work with Randi to figure out the budget needed for training. Translation services was taken off of this work plan to be included in the Communications work plan. Terri and Jan agreed with Randi's recommendation with adding funding to item #3 (Seek out partnership opportunities and steps that lead to diversifying the board and organizational Leadership), to ensure we have funding for facilitation with Cliff Jones as needed for difficult discussions that may be needed with the board, and to also add the facilitation itself to tactics. Mary suggested adding budget for Community Engagement Liaisons (CELs) that might be able to help with recruitment.

For Item #4 (Build and strengthen individual and organizational relationships with new and current partners representing historically underserved communities), Laura mentioned that if there are certain partners that we want to invest in a relationship, we should make certain actions to support this and possibly add specific partners as we see. Renee brought up putting in job descriptions for board members and having a DEI component. Jim has this on his to-do list, though this is a back-burner item at this point. If the DEI Committee would like to see a component on this, they can ask for Jim to do this and he will work with Terri to develop this. Mary mentioned that

in the new LRBP draft there is an approach in the current strategic directions to implement this work. The group had to stop reviewing due to timing. If folks had comments on the rest of the draft work plan, they were instructed to email Scott.

Action item: Scott will get the DEI Committee annual work plan put into the new format that incorporates the new LRBP and will send to the DEI Committee to give feedback on as able.

Potential Performance Evaluation for DEI Activity in Employee Work Plans – Scott shared the proposal from the Leadership Team for DEI activity being part of staff’s performance evaluations. Laura and Randi felt comfortable with the level that this is asking for. Terri felt this should be more ‘binary’ than the proposal as this might be difficult to rate. Renee noted that if the District is putting DEI items as a part of our initiatives, this might not be enough to have this as a pass/fail type of rating.

Terri brought up the time tracking app that she had recommended so staff can record and know how long items actually take. If you go beyond the minimum requirement, you might be doing more than what was budgeted for. Terri wants to ensure that staff are not overburdened and are able to succeed.

The group concluded to keep the three tiers as a trial, and to drop the word ‘personal’ as stated previously.

Future DEI Committee Meetings/Times – The DEI Committee will keep the timing of these meetings to every other month on the 2nd Tuesday of the month from 1pm-3pm.

Action item: Next meeting the DEI Committee will finalize the work plan to include as part of the packet for the Budget Committee meeting as needed.

Action Items Review

See above.

Next Meeting: April 13, 1:00pm-3:00pm

Notes taken by Randi Razalenti

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

Item #	Strategic Direction	Goal	Tactic(s)	Outcome	STAFF, BOARD AND/OR PARTNERS INVOLVED	Budget Recommendation
1	SD1 – Embed equity and inclusion in all that we are and all that we do.	1.1 Support, foster, and further grow staff, board, and partners’ capacity to embed equity and inclusion	A. Support and uphold a committee comprised of staff and board directors devoted to diversity, equity and inclusion (DEI) who review our policies and actions, seek and encourage staff/board trainings, and work towards continued growth by all those within the organization and those with which we partner.	Leadership, policy recommendations, and feedback are provided as needed or requested by WMSWCD Staff and Board for DEI-related topics.	DEI Committee	
2	SD1 - Embed equity and inclusion	1.1 Support, foster, and further grow staff, board, and partners’ capacity to embed equity and inclusion	B. Provide annual trainings for board and staff on specific DEI topics. Ensure trainings are delivered and a DEI training plan for any new hires is developed.	New interns, staff, and board are trained in Racial Equity 101 within 1 year of onboarding. Offer advanced trainings as they become available to staff, board, and partners, or as further training is requested by staff or board.	Office Manager / Supervisor of new staff (as applicable) with help from DEI Committee; all staff and board	\$3000 - for 2-3 trainings
3	SD1 - Embed equity and inclusion	1.1 Support, foster, and further grow staff, board, and partners’ capacity to embed equity and inclusion	C. Devote staff time to DEI work in annual work plans and all workplans are vetted for opportunities to support DEI through an equity lens review. (NEW)	- staff actively and regularly devoting time to deepening their understanding of DEI topics and creating a work environment where these topics openly discussed and addressed.	Communications, assist from DEI comm.	
4	SD1 - Embed equity and inclusion	1.1 Support, foster, and further grow staff, board, and partners’ capacity to embed equity and inclusion	D. Build on the “Whose Land is Our Land” report through events that help share the history uncovered about race, place, and equity in Multnomah County. (New focus)	- Sharing the report's stories by working with those who have expertise/experiences in the same. - In partnership with PSU’s Hatfield School of Government	Urban Conservationist; Communications & Outreach Manager	\$3,000
5	SD1 - Embed equity and inclusion	1.1 Support, foster, and further grow staff, board, and partners’ capacity to embed equity and inclusion	E. Host a DEI internship to help assess and inform our equity initiatives including staff/board trainings, partnership development, workplan development, DEI committee meetings, and analyzing 2020 census data. (NEW)	- capacity to work on DEI initiatives, policings and advancements is increased and expedited.	Supervisor (yet to be determined); DEI Committee assist with position description and workplan with input from all staff	\$10,500 for intern pay
6	SD1 - Embed equity and inclusion	1.1 Support, foster, and further grow staff, board, and partners’ capacity to embed equity and inclusion	F. Integrate at least two inclusivity and equity speaker topics per year into existing district events. (NEW)	- 1-2 Speakers that bring a perspective outside the dominant culture (e.g. TEK) - 1-2 speakers that are self-identified as BIPOC	Communications & Outreach Manager with support from all staff as needed	\$1,000
7	SD1 - Embed equity and inclusion	1.2 Proactively implement decision-making strategies that lead to more equitable and inclusive outcomes.	A. Seek advice from diverse community leaders and members on how to best deliver our work by forming an advisory committee that provides biannual recommendations on our operations and workplans.	Plan in place for forming advisory committee	Urban Conservationist as lead; District manager, DEI Committee & Board, CELs & Community members	\$4200 - Facilitation; recruitment of committee members, hire CELs to review sturcture/process
8	SD1 - Embed equity and inclusion	1.2 Proactively implement decision-making strategies that lead to more equitable and inclusive outcomes.	B. Use Equity Lens prior to all key decision points (i.e., policy change, hiring, hiring practices, employee wellness, organizational health, work plan and budget reviews, and delivery of conservation practices) in order to embed a system of checks and balances that incorporates DEI in every facet of the organization.	DEI Committee serves as a facilitator for equity lens exerics as requested. Capture and apply learnings from applying the lens.	DEI Committee, all staff	

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

Item #	Strategic Direction	Goal	Tactic(s)	Outcome	STAFF, BOARD AND/OR PARTNERS INVOLVED	Budget Recommendation
9	SD1 - Embed equity and inclusion	1.2 Proactively implement decision-making strategies that lead to more equitable and inclusive outcomes.	D. Develop and use land acknowledgements to understand the longstanding and tragic history that has brought the opportunity for us to work on the land, and to seek to understand our place within that history including our commitment to address the history.	Develop 1 or more versions of a land use acknowledgement, tailored for specific use at events, in presentations, on the website and in other key communications. All versions are vetted by members or representatives of at least 3 different Tribal organizations, and further tailored as needed for a specific use, especially if the event or presentation involves Tribal participation.	District manager & Urban Conservationist with review by committee, Tribal organizations	\$1000 - for paying tribal members for their time
10	SD1 - Embed equity and inclusion	1.3 Work to welcome, increase and maintain diversity within our board and staff, contractors we hire, and the people who benefit from our work to better reflect the diverse demographics of our service area.	A. Analyze results of the 2020 Census data to better understand the demographics of the district and use that information to inform strategies that focus on producing more equitable outcomes in the delivery of our services. (NEW)	-Better understanding of the racial make up of the district. - Demographic analysis completed to inform other DEI related goals	DEI Intern & supervisor, Urban Conservationist	
11	SD1 - Embed equity and inclusion	1.3 Work to welcome, increase and maintain diversity within our board and staff, contractors we hire, and the people who benefit from our work to better reflect the diverse demographics of our service area.	B. Set board and staff recruitment and retention goals around demographic data findings to achieve a state where our board and staff, the contractors we hire, and the people who benefit from our work reflect the demographics of our service area. (NEW)	- Use 2020 Census Data to provide recommendations to the Board as to how staff, board, and contractors may reflect the demographics of our service area. - Finalize Associate Board Director recruitment process and actively recruit new Associate directors, per the above.	DEI Committee; Board	
12	SD1 - Embed equity and inclusion	1.3 Work to welcome, increase and maintain diversity within our board and staff, contractors we hire, and the people who benefit from our work to better reflect the diverse demographics of our service area.	C. Set up mechanisms, including anonymous platforms, to understand how those interacting with our organization feel about the interaction, with an emphasis on ensuring a welcoming and safe environment.	Staff, board, and contractors feel the District is a welcome and safe environment.	Leadership Team; DEI committee	
13	SD2 - Ensure we are welcoming, adaptable, supportive, viable, effective, and sustainable in our practices.	2.3 Support and build on opportunities to foster a welcoming environment.	A. Develop and support affinity groups that meet our needs. Address affinity group best practices; how to get started and implement affinity groups as desired; how to incorporate regional partnership opportunities. (NEW)	- staff are enabled to join affinity groups of their choice - working with regional partners to expand potential network for these groups	DEI Committee	
14	SD2 - Ensure we are welcoming, adaptable, supportive, viable, effective, and sustainable in our practices.	2.3 Support and build on opportunities to foster a welcoming environment.	B. Make time and space for voluntary staff conversations and check-ins (on equity or otherwise).	Staff feel supported, welcome, and have a platform to openly brainstorm together on concepts to improve District's goals related to DEI.	Co-Chairs, Randi	
15	SD2 - Ensure we are welcoming, adaptable, supportive, viable, effective, and sustainable in our practices.	2.3 Support and build on opportunities to foster a welcoming environment.	E. Develop and implement welcoming recruitment and onboarding procedures for those new to our organization (new Associate Directors, budget committee members, advisory committee members, volunteers, and staff	- Associate Board Director Recruitment process is inclusive and welcoming. - Recruit Associate Board Directors have skillsets that help the Board and mission of the district. - Diversity within the board and organization. Utilizing facilitation as necessary.	DEI Committee	\$1000 - Consultation/ Facilitation with Cliff Jones as needed

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

Item #	Strategic Direction	Goal	Tactic(s)	Outcome	DEI Committee Recommendation	Budget FY22	Program Budget Area	Notes
1	SD1 - Embed equity and inclusion	1.1 Support, foster, and further grow staff, board, and partners' capacity to embed equity and inclusion	B. Provide annual trainings for board and staff on specific DEI topics. Ensure trainings are delivered and a DEI training plan for any new hires is developed.	New interns, staff, and board are trained in Racial Equity 101 within 1 year of onboarding. Offer advanced trainings as they become available to staff, board, and partners, or as further training is requested by staff or board.	\$3,000	\$3,000	Fiscal	For 2-3 trainings
2	SD1 - Embed equity and inclusion	1.1 Support, foster, and further grow staff, board, and partners' capacity to embed equity and inclusion	D. Build on the "Whose Land is Our Land" report through events that help share the history uncovered about race, place, and equity in Multnomah County. (New focus)	- Sharing the report's stories by working with those who have expertise/experiences in the same. - In partnership with PSU's Hatfield School of Government	\$3,000		Communications	Would have to be new project under events; not in communications AWP or budget;
3	SD1 - Embed equity and inclusion	1.1 Support, foster, and further grow staff, board, and partners' capacity to embed equity and inclusion	E. Host a DEI internship to help assess and inform our equity initiatives including staff/board trainings, partnership development, workplan development, DEI committee meetings, and analyzing 2020 census data. (NEW)	- capacity to work on DEI initiatives, policies and advancements is increased and expedited.	\$5,250		Personnel	Postpone until FY23 (fall 2022); no ability to add staff
4	SD1 - Embed equity and inclusion	1.1 Support, foster, and further grow staff, board, and partners' capacity to embed equity and inclusion	F. Integrate at least two inclusivity and equity speaker topics per year into existing district events. (NEW)	- 1-2 Speakers that bring a perspective outside the dominant culture (e.g. TEK) - 1-2 speakers that are self-identified as BIPOC	\$1,000	\$1,000	Communications	Incorporate into Soil School existing budget of \$7,500
5	SD1 - Embed equity and inclusion	1.2 Proactively implement decision-making strategies that lead to more equitable and inclusive outcomes.	A. Seek advice from diverse community leaders and members on how to best deliver our work by forming an advisory committee that provides biannual recommendations on our operations and workplans.	Plan in place for forming advisory committee	\$4,200	\$2,000	Communications	Facilitation; recruitment of committee members, hire CELs to review structure/process; include in Long Range Business Plan Update/Implementation

6	SD1 - Embed equity and inclusion	1.2 Proactively implement decision-making strategies that lead to more equitable and inclusive outcomes.	D. Develop and use land acknowledgements to understand the longstanding and tragic history that has brought the opportunity for us to work on the land, and to seek to understand our place within that history including our commitment to address the history.	Develop 1 or more versions of a land use acknowledgement, tailored for specific use at events, in presentations, on the website and in other key communications. All versions are vetted by members or representatives of at least 3 different Tribal organizations, and further tailored as needed for a specific use, especially if the event or presentation involves Tribal participation.	\$1,000	\$1,000	Communications	For paying tribal members for their time
7	SD2 - Ensure we are welcoming, adaptable, supportive, viable, effective, and sustainable in our practices.	2.3 Support and build on opportunities to foster a welcoming environment.	E. Develop and implement welcoming recruitment and onboarding procedures for those new to our organization (new Associate Directors, budget committee members, advisory committee members, volunteers, and staff	<ul style="list-style-type: none"> - Associate Board Director Recruitment process is inclusive and welcoming. - Recruit Associate Board Directors have skillsets that help the Board and mission of the district. - Diversity within the board and organization. Utilizing facilitation as necessary. 	\$1,000	\$1,000	Communications	Consultation/ Facilitation with Cliff Jones as needed
BUDGET TOTAL					\$18,450	\$8,000		