



Diversity, Equity and Inclusion Committee

1 pm – 3 pm, Tuesday, June 8th, 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 June 7th, 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

1:20 pm – Review minutes from 4/13/2021 – All

1:20 pm – Project Updates – Mary

- LRBP Adjustments to the DEI workplan
- Whose Land is Our Land?” Paper
- Census mapping project

1:40 pm – 2021-2022 Fiscal Year DEI work plan review and planning session – Scott/All

2:15 pm – Two Part Training Discussion – All

- Trainings (1-2) for upcoming Fiscal Year
- Board DEI Training Debriefs – Jim/Randi/All
 - (potential) September 2021 - debrief on the microaggression training

2:45 pm – Next meeting (8/10/21) – assisting Scott with coordination - Scott

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

3 pm – Adjourn

Next meeting August 10th, 2021 1-3 PM

DRAFT -- WMSWCD Diversity, Equity and Inclusion (DEI) Committee Meeting Summary – DRAFT
April 13, 2021 1:00pm to 3:00 pm, WMSWCD Zoom meeting

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

Welcome/Check-In/Announcements – Scott shared that yet another recent police shooting of an unarmed person of color in Minnesota recently occurred. Isa introduced themselves as the new GIS & Field Conservation Intern, and Board members introduced themselves to Isa. Mary reported that she has not gotten the 1-pager back from Indi of *Whose Land is Our Land?* report, and this is delayed for now.

Approval of February 9, 2021 Meeting Summary – Approved by acclimation.

2021/2022 work plan final review and discussion – Scott gave background on the origins of the development of the work plan, noting a lot of it came directly from the updated Long Range Business Plan. One item that got cut from the budget is the DEI intern, but the DEI Committee discussed keeping pieces of this in the work plan for leverage of this to be funded next fiscal year as well as begin the process of developing a work plan for this position and identifying a supervisor for this position.

Review and prioritize DEI Budget – Scott reviewed all the proposed budget, and highlighted items that were cut out completely or cut down. Items with funding cut out completely included: *Whose Land is Our Land?* report speaker series and hosting a DEI internship; the item that had funding cut back was the Advisory Committee formation. Mary shared that PSU may support the speaker series without the funding. Scott asked the Committee if they felt that any monies should be moved around before finalizing. Mary mentioned affinity groups as an item that we may want to add monies to. The DEI Committee decided to leave off funding in this category, noting that we aren't sure what associated costs there may be, whether or not staff feel the need for affinity groups, and that the DEI Committee Co-Chairs will have flexibility to move designated DEI funding that isn't being used in other categories for these associated costs should they arise.

Action item: Discuss upcoming trainings for next fiscal year, including following up with Board training for gender awareness training.

Juneteenth as District Holiday – Scott reminded folks that last year Juneteenth was observed by the District, but was not signed on as an official District holiday, and that the Board was to follow up on making this an official holiday. The Board will be considering this at their next Board meeting. Terri and Jim discussed keeping the same number of paid holidays, swapping the Juneteenth holiday out for Presidents' Day. Oregon is currently considering making Juneteenth a paid state holiday. Mary brought up that at the staff meeting we talked about considering having Juneteenth be a day of service vs. having this as a paid holiday day of rest. There was a lot of discussion around this, with no clear conclusion. Randi (with her human resources hat on) was very adamant that the District cannot require service work of any staff on any paid holiday, but rather if someone wants to encourage voluntary group celebration or service associated with a holiday, they should feel free to do so. The DEI Committee felt best about swapping the Juneteenth holiday out for Presidents' Day rather than adding an additional holiday so as to not feel as though we are taking advantage of a holiday primarily celebrated by African Americans with the District being predominately white. The DEI Committee saw the importance of commemorating this holiday to highlight and celebrate the end of slavery. One item that was discussed was that personal days are given to Regular staff and can be used for holidays that are not observed by the District, but it was flagged that interns (temporary employees) are not given personal days.

Action Item: Terri requested that Ari (as intern supervisor) email Terri, Jim and Michele regarding personal days for interns, so that they can follow up about this.

Action Items Review

See above.

Next Meeting: June 8, 1:00pm-3:00pm

Notes taken by Randi Razalenti

**West Multnomah Soil & Water Conservation District
Long Range Business Plan, 2021-2025**

Final Board Review Draft – May 10, 2021

Measures of Success **Green text:** Already covered in workplan; **Red text:** Consider committee role, if any

STRATEGIC DIRECTION 1 – Embed equity and inclusion in all that we are and all that we do.					
Success Criteria	Measures of Success				
	LRBP Year 1	LRBP Year 2	LRBP Year 3	LRBP Year 4	LRBP Year 5
<i>Internal staff and board diversification and capacity development</i>	Plan developed for a diverse advisory committee; Capacity developed with trainings and facilitated discussions	Relationships developed with potential advisory committee members; Analysis of 2020 census and District demographic data completed	Form & convene a diverse standing advisory committee; Set board & staff diversification goals	Convene formed advisory committee	Convene formed advisory committee
<i>Service benefits are increased for historically underserved communities</i>	District-wide assessments of program benefits and access issues	Develop plans to address assessment findings. Complete website accessibility and other updates	Annually evaluate the distribution and receipt of benefits with advisory committee		
<i>Favor the award of contracts for hired services and other purchases from Minority Business Enterprises (MBE) and Women Business Enterprises (WBE)</i>	Evaluate the % of contracts and purchases from MBE & WBE with respect to number and value awarded	Maintain or increase % contacts and purchases from MBE & WBE			

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STRATEGIC DIRECTION 2 – Ensure we are welcoming, adaptable, supportive, viable, effective, and sustainable in our practices.					
Success Criteria	Measures of Success				
	LRBP Year 1	LRBP Year 2	LRBP Year 3	LRBP Year 4	LRBP Year 5
<i>Staff work-life balance</i>	Staff surveys show they feel healthy about work-life balance; Create and evaluate realistic annual work plan; Ensure regular communication-feedback processes.	Create and evaluate realistic annual work plan; Ensure regular communication-feedback processes.	Staff surveys show they feel healthy about work-life balance; Create and evaluate realistic annual work plan; Ensure regular communication-feedback processes.	Create and evaluate realistic annual work plan; Ensure regular communication-feedback processes.	Staff surveys show they feel healthy about work-life balance, Create and evaluate realistic annual work plan; Ensure regular communication-feedback processes.
<i>Safety</i>	All incidents are reported in a timely manner with corrective and preventative action taken				
<i>Efficiency and effectiveness</i>	Maintain detailed job descriptions; Identify and implement workflow auditing; Complete annual performance evaluations	Maintain detailed job descriptions; Identify and implement workflow auditing; Complete annual performance evaluations	Maintain detailed job descriptions; Respond to workflow auditing; Complete annual performance evaluations	Maintain detailed job descriptions; complete annual performance evaluations	Maintain detailed job descriptions; Complete annual performance evaluations; Develop Business Continuity Plan in the event of a disaster
<i>Staff and board feel welcomed</i>	Exit interviews & new staff interviews/surveys report out a welcoming environment	Affinity group needs and potential partners are identified.	Develop and support affinity groups that meet our needs. Website updates show a wider diversity of perspectives.	Develop and support affinity groups that meet our needs.	Develop and support affinity groups that meet our needs.

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STRATEGIC DIRECTION 4 – Share conservation information so people have the knowledge and confidence to take action.					
Success Criteria	Measures of Success				
	LRBP Year 1	LRBP Year 2	LRBP Year 3	LRBP Year 4	LRBP Year 5
<i>Understandable & culturally accessible</i>	Work with Community Engagement Liaisons (CELS) to develop communications plan	Complete CELS-guided communications plan	District website redesign is complete; Translate materials according to communications plan	Deliver a CELS-vetted and -guided communication plan that reaches broader audiences	
<i>Science-based credible information that includes other, non-dominant culture ways of knowing</i>	10 conservation plans completed; Technical staff participate in at least one training or opportunity that involves learning about Traditional Ecological Knowledge (TEK).	10 conservation plans completed; Review feasibility of tribal liaison for board and/or staff	10 conservation plans completed; Technical staff participate in at least one training or opportunity that involves learning about TEK; Pursue tribal liaison for board and/or staff	10 conservation plans completed	10 conservation plans completed; Evaluate invasive species priorities, tactics, and messaging with increased indigenous cultural perspectives gained through regional dialogue.

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

Item #	Strategic Direction	Goal	Tactic(s)	Outcome	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	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		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	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	Communications	Incorporate into Soil School existing budget of \$7,500
4	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	\$2,000	Communications	Facilitation; recruitment of committee members, hire CELs to review structure/process; include in Long Range Business Plan Update/Implementation Reduce by 2,200 per Jim
5	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	Communications	For paying tribal members for their time
6	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. <u>Utilizing facilitation as necessary.</u>	\$1,000	Communications	Consultation/ Facilitation with Cliff Jones as needed
BUDGET TOTAL					\$8,000		