



WEST MULTNOMAH
Soil & Water Conservation District

Diversity, Equity and Inclusion Committee

1 pm – 3 pm, Tuesday, August 10th, 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 August 9th, 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 6/8/2021 – All

1:20 pm – 2021-2022 Fiscal Year DEI work plan review and planning session to cover new items missed on June 8th (See items highlighted yellow in attachment) – Laura/All

2:00 pm – Follow-up on Staff and Board Trainings – All

- Review results & discuss staff training survey & next-steps for the current Fiscal Year -Scott
- Share plan for microaggression training debrief at 9/21 Board Meeting – Laura/Scott/All

2:30 pm – Should the DEI committee financially support The Intertwine Alliances’ Regional Conservation Collaboratives’ incorporation of Justice, Equity, Diversity and Inclusion (JEDI) into their work? (\$500 has already been pledged from the Healthy Habitats Program Budget.)

2:45 pm – Next meeting (10/12/2021) – Scott/Laura

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

3 pm – Adjourn

Next meeting October 12th, 2021 1-3 PM

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Conserving soil and water resources for people, wildlife and the environment

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.	Scott and Larua (Co-Chairs) with assist from Office Manager ; Internship Supervisor(s) of new staff	\$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.	Renee (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	Mary (Urban Conservationist); Renee (Communications & Outreach Manager)	
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)	- for FY 21-22, create position description and workplan with input from all staff with the intent to start internship in FY 22-23	DEI Committee	
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)	Renee (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	Mary (Urban Conservationist) as lead; District manager, DEI Committee & Board, CELs & Community members	\$2000 - Facilitation; recruitment of committee members, hire CELs to review structure/process

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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 exercises as requested. Capture and apply learnings from applying the lens.	DEI Committee, all staff	
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.	Jim (District manager) & Mary (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	Mary (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	

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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	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.	D. Evaluate the percentage of contracts and the amount of purchases from minority-owned business enterprises (MBE) and women-owned business enterprises (WBE) with which we contract.	District maintains or increases the diversity of contractors we hire	Leadership Team; 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.	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	
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.	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.	Scott and Laura (Co-Chairs), Randi	
16	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

Funding Needs for Intertwine Regional Conservation Collaboratives: Oak-Prairie and Regional Habitat Connectivity

Last updated June 25, 2021

Oak Prairie Work Group

The Oak Prairie Work Group is in the midst of updating its 2018 strategic action plan utilizing the “Open Standards for the Practice of Conservation” standards. These standards have become common best practices for many conservation organizations. The current strategy update timeline includes completion of the Open Standards process by June 2021, after which a technical editor will integrate the new information into the existing strategy by December 2021. The Urban Greenspaces Institute is serving as fiscal sponsor for this work.

Currently, a committee of dedicated OPWG partners is developing an action prioritization approach and a voluntary governance framework with funding support from Oregon Watershed Enhancement Board (OWEB) and the assistance of consultants. We will need a technical editor for the newly integrated strategic action plan. We have secured partial funding for a technical editor from OWEB, but need additional funds.

We anticipate implementing the newly revised 10-year strategy starting in 2022. Where the OPWG goes next as a group depends on the outcome of the current action prioritization, but it is likely to include enhanced efforts around communication and messaging about oak conservation within the region, and enhanced coordination with the relatively new Oregon Statewide oak network (led by the Willamette Partnership). See the table below for our specific funding needs for the OPWG.

Regional Habitat Connectivity Work Group

The Regional Habitat Connectivity Working Group is developing its first strategic action plan, also using an Open Standards process. All of the work to date has been completed by the various partners, which has been organized and led by a steering committee. The main elements of the strategy are now in draft form, with several chapters remaining to be developed.

The RHCWG anticipates the need for a technical editor in spring 2022, with the goal of having a completed RHCWG strategy by fall 2022. The Urban Greenspaces Institute has agreed to serve as fiscal sponsor and is assisting in helping the group to raise funds for this work.

There may be opportunities for alignment with the OPWG strategy implementation work (particularly around habitat connectivity, communications, messaging and branding).

RHCWG and OPWG Justice, Equity, Diversity, and Inclusion Integration

Our work will not be adequate without incorporating justice, equity, diversity and inclusion (JEDI). To achieve this, it is necessary for us to work with diverse partners to incorporate the input and needs of BIPOC communities into our collective conservation goals. Beginning with the RHCWG, we will conduct an equity audit of our draft strategies and develop processes to

bring diverse voices to the table in meaningful ways. The results will ensure we are able to make the needed changes in the way we engage our communities and identify ways to supplement our efforts so that decisions are informed by and benefit a greater diversity of participants than are currently participating. To go with the equity audit, we need to fund community expert stipends to support participation in these conservation planning efforts and complete an equity training for the larger group of participants. After completion of the RHCWG JEDI process we will conduct a review of the OWPG planning and processes and make necessary adjustments.

The timing of this JEDI work is important because it must occur during the RHCWG strategy is finalized so that the learning and culture change it inspires can be integrated into the plans. The the OPWG strategy update is nearly complete so we anticipate making additional adjustments to it as necessary in 2022 or 2023 at the completion of its equity audit. The timing of this request is designed to enable partners to contribute during one or more fiscal years.

Budget

RHCWG and OPWG funding needs now through December 31, 2022):

<u>Need Description</u>	<u>Cash Need</u>	<u>Cash Raised</u>	<u>Total Cost</u>	<u>Match Source**</u>
RHCWG equity audit, training	\$49,743	\$46,057	\$95,800	Metro CWS USFWS
RHCWG strategy technical editor and layout	\$5,192	\$4,808	\$10,000	Metro USFWS SWCDs
Community expert stipends for RHCWG and OPWG	\$3,115	\$8,885	\$12,000	Metro USFWS OWEB
OPWG strategy update technical editor	\$0	\$5,000	\$5,000	OWEB
UGI 10% admin	\$5,805	\$6,475	\$12,280	
Totals	\$58,051	\$64,749	\$122,800	

** This funding proposal will be updated as OPWG and RHCWG partners sign on and agree to fund one or more of the identified needs listed above. Cash match sources are those confirmed at the time of this writing. To date, the following match sources and total contributions have been requested or confirmed. Only the confirmed contributions are reflected in the table above.

- OWEB \$20,900 (confirmed)
- Metro \$15,000 (confirmed for FY 21-22, distribution pending)
- Clean Water Services \$10,000 (confirmed, split between FY 20-21 and 21-22)
- USFWS \$15,780 (confirmed for FY 21-22)
- Tualatin SWCD \$3,169 (confirmed for FY 21-22, for technical editing)
- Clackamas SWCD \$1,000 (confirmed for FY 21-22, for technical editing)
- W Multnomah SWCD \$1,000 (requested for FY 21-22)
- E Multnomah SWCD \$2,000 (to be requested for FY 21-22)

For more information, contact Ted Labbe ted@urbangreenspaces.org or 503-758-9562, and
Lori Hennings lori.hennings@oregonmetro.gov or 503-329-5003