



Diversity, Equity and Inclusion Committee

1 pm – 3 pm, Tuesday, February 1, 2022

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 January 31st, 2022. 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

1:15 pm –Review minutes from 10/12/2021 – All

1:20 pm – DEI Committee Work Plan check-in for 2021-22, and planning for 2022-23 – Scott, Laura

2:20 pm – Affinity Groups planning - Laura

2:45 pm – Staff & Board trainings update – Randi, Laura

2:55 pm – Action items review – Scott, Laura/All

3 pm – Adjourn

Next meeting April 12th, 2022 1-3 PM

**DRAFT - WMSWCD Diversity, Equity and Inclusion (DEI) Committee Meeting Summary – DRAFT
December 14, 2021 1:00pm to 3:00 pm, WMSWCD Zoom meeting**

Attending: Scott Gall & Laura Taylor (Co-Chairs); Ari DeMarco, Jan Hamer, Mary Logalbo, Terri Preeg Riggsby, Randi Razalenti, Emma Russell

Welcome/Check-In/Announcements – Terri shared that at Oregon Association of Conservation Districts (OACD) they are starting to focus on climate change, and it would be great to get the District involved in some of the work that the District is doing in this effort.

Jan noted that he went to a Special Districts Association of Oregon (SDAO) training on microaggressions that was very helpful and had a handout that would be good for staff and board to have on hand for reference.

Action item: Randi will follow up to find a recording on the SDAO site to share with staff and will also check-in with Jim Cathcart regarding following up with the Board as Jim sees fit.

Approval of October 12, 2021 Meeting Summary – The minutes were approved as written.

Advisory Committee Forming Plan – Mary grounded the group in why the District is forming an advisory committee, and shared the following from the recent Long Range Business Plan (LRBP):

STRATEGIC DIRECTION 1: Embed equity and inclusion in all that we are and all that we do.

i. GOAL 1.2: Proactively implement decision-making strategies that lead to more equitable and inclusive outcomes.

1. 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. (top priority tactic)

In the LRBP, the goal is to find what an Advisory Committee (AC) would be centering on, who we should be recruiting and why. Jim Cathcart and Mary would like a “core group” which will be a planning group for the AC, and would like this to be comprised of: one DEI Co-Chair, Terri as Board Chair and the board representative from the DEI Committee, and Renee Magyar as a Leadership Team representative and Communications Manager. The planning for this will begin in January 2022.

Remaining DEI Committee members that aren’t in the core group will be asked to facilitate equity lens reviews for three pieces: What topic(s) we want to center the Advisory Committee on; Advisory Committee make up (what community members and/or leaders); recruitment plan.

The communications budget has \$2,000 devoted to facilitators, particularly for facilitating board discussions in the AC process which could include anything from plan finalization to facilitated conversations with AC members. We may not be ready in time by the end of the fiscal year to use these funds, so Mary let the group know that these monies may be available for other needs. Randi flagged we have identified that we would like more funds for an upcoming training so that we can afford two facilitators and will circle back around with the group outside of the meeting on this for sake of time limitations.

Action Items: Laura & Scott to discuss who can serve on the core group for the Advisory Committee and get back to Mary. Mary to be in touch with remaining DEI Committee members to serve as facilitators for equity lens review for the core group closer to the dates that these would occur.

Partner Funding Equity Lens Review Findings & Suggested Next Steps – Mary, Kammy, and Laura explored the partner funding program with the District’s equity lens. The overarching question was how to make access to the partner funding more inclusive. Mary opened up to the group to bring up anything that they wanted to discuss from the notes that were made available in this regard, but especially wanted to get input on suggested actions listed in the notes.

For this action item: Create a partner funding webpage that provides an overview of the program and a list of recent awardees and funding amounts; Randi mentioned putting this on Renee Magyar’s radar for the new website sooner than later would be good. Terri mentioned that remembering that some of the partners that we fund are very much a niche to the District, helping the District meet its goals in a partnership, and it’s important that we keep a portion of our partner funding to do on-the-ground work that these partners are able to support that the District does not have the capacity to handle, and to give the partners who have historically been funded a heads up before changes are implemented. Mary assured that this is part of the thinking while implementing the changes. Laura noted that specifying which fiscal year the District would plan to make any changes to the partner funding program would be helpful. The DEI Committee will be updated as the process moves along.

Diverse Supplier Certification Review and Tracking- Randi noted that there are many components to this topic (listed below), and suggested that due to lack of time to get into all the details at this meeting, it may be best to have a subcommittee to tackle this over the winter. Randi gave a brief overview of the list below, pointing out it would be best at this meeting to focus on creating the subcommittee, and if possible to begin to discuss guidance on how to apply preference to these categories for request for proposals.

Components to tackle:

- Look at our existing certification categories that we include on our contracts/RFPs and determine if any of them should be removed and/or if more research is needed. Other categories include:
 - o LGBTQ+ if available, Randi believes she previously found on COBID site, but cannot find it now. Does it matter if COBID isn't tracking but we want to track this?
 - o Certified B Corps (flagged by Mary previously but Randi was unable to find more info on the COBID site before the meeting)
- We will be reporting out monies spent in our annual report next year for women and minority owned businesses (this likely includes DBE – but needs more research); are there any other categories we are tracking that we want to propose to add to this report (such as veteran, etc.)?
- Recommendation from the Committee on guidance of how to apply preference to these categories that are tracked when it comes to requests for proposals (RFPs); can this same process be applied if the bidders aren't officially certified but have self-identified?
- Do we want to make any changes/additions to the language on the RFP/contracts in regards to how this information will be used?
- Work with Communications & Outreach Manager well in advance of the next Annual Report for best practices for reporting out this information.

The District currently has an optional section on contracts for those we contract with to self-identify under certain categories. The categories that we currently list on contracts come from the Certification Office for Business Inclusion and Diversity (COBID): Disadvantaged Business Enterprise (DBE), Emerging small business (ESB), Minority business enterprise (MBE), Women business enterprise (WBE), Service Disabled Veteran Certification (DSV). We let the contractor self-identify or check a box if they are certified on the COBID site as one of these entities.

Terri recommended that we look into bigger organizations that we partner with to see if they have something like this in place already to reduce burden on staff, but of course we can make changes to fit our own organization's needs.

Laura suggests using a scoring rubric to help with the RFP process. Regarding pitfalls/challenges other agencies face in doing this work, it would be good to have one on one conversations with those that have used the processes to make selections.

Jan noted that keeping tracking information about organizations, and particularly individuals that have identified confidential and to assure those filling it out understand that the information will be confidential.

Action items – Randi will circle back with Mary about next steps.

Updates-

Bias Awareness Facilitator's Guide: Randi gave a brief background to the group regarding Bias Awareness training that is in process of being incorporated into the District's hiring process and the background for the purpose of the facilitator's guide (this information can be accessed from the DEI Committee's October 2021 meeting minutes).

Randi shared the following comments: consider including a suggestion of who in the hiring process should be the facilitator and lead the process (is this the supervisor of the position or someone else?), and also for that person to consider the timing of these group discussions and who should be involved in those discussions. Examples would be the interview team discussing biases before interviews begin, or the scoring team discussing biases before scoring resumes and/or before deciding on the candidates to put forth in the interview pool, etc. I think being clearer on who should be involved in the group discussions would make sense. For example, those that are doing admin work only on the team may not make sense to have at one of these group discussions since their biases in theory should not affect any outcome of the hire. It also may be more beneficial for the interview team to have a

separate discussion from the larger group that includes the scoring team.

Laura noted that folks doing any evaluation of the candidates should participate in the training fully, so it may be best to not be the facilitator.

Mary flagged from the current draft guide: “This is a confidential space and identities and opinions shared here will not be discussed outside of this group meeting, nor will they affect the ability of a group member to participate in this or future hirings”; that if there is something blatantly racist or sexist that comes up, if this would still be protected and confidential. Terri noted that this would become a human resources issue if this gets to that level.

Ari asked if having action items to the facilitator’s guide of how to address the biases discussed could be helpful, and the group agreed this was a good step to include in the guide.

Action items – Ari will work on the language of the sentence that Mary flagged as concerning to soften it a bit and be clearer in respect to the concerns raised. Ari will also include an action item in the guide to solidify any steps that need to be taken before any biases can take place. Ari will include in the guide that the core hiring team can assign a facilitator to the bias discussions. Ari will share an updated version and follow up on feedback regarding separate discussions for interviews vs. resume scoring over email, as the group went well over allotted time on this discussion.

Openness at the Workplace Board/Staff Training Update: Terri is working with consultants HR Answers on getting this training for the staff and board. The timing will be good to have this coincide with the opening of the office, as this topic was flagged by SDAO as a watch-out for the office reopening. Terri will get back to the group on what the timing would look like for availability to conduct a training.

Demographic Mapping: Mary reported that we were unable to get the demographic data in time for Isa to work on before Isa’s internship ended. Adrianna from Tualatin SWCD let Mary know about a resource that we can use to help with this: <https://www.socialexplorer.com>, and Adrianna has offered to help with this as needed. Mary will circle back with the DEI Committee once Mary is able to look into this more.

Education Programming Niche Finding: The plan is going to be forming soon for this effort and Mary will be sharing more about this at the next Board meeting.

Action Items Review

See above

Next Meeting: February 1, 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	Status as of Jan '22
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	Always ongoing
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	Trainings are close to finalized and should be completed by end of FY
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.	Always ongoing
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)	On pause, might be differed indefinitely
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	Need to complete workplan - check with committee about need
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	I think we have speakers at Soil School that fit this description, also at Pull Together

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	Status as of Jan '22
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	Development of plan ongoing and should be completed by end of FY - Scott sits in as Co Chair
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	Always ongoing -partner funding -Forest hire
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	Not much progress. Was tightened up for Soil School 2021 (April 2021) and probably needs another review for Soil School 2022. Effort to continue in FY 22-23
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)	Mary may have update by next DEI committee Meeting but likely to just carry over till next FY

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	Status as of Jan '22
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	on pause until the above is completed, probably carry over as is next FY
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.	Internal: Leadership Team/HR; DEI committee; External: Renee possibly thru website update, surveys?	Always ongoing - Office Space survey - Microaggression survey - Internal - external
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	Unsure- tracking expenditures for MBE/WBE thru FY - Include in annual report Equity lens review of additional certifications/groups
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	Laura; DEI Committee	No progress, probably need to designate a lead; start with talking with other SWCD's

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	Status as of Jan '22
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	Voluntary conversations still happening, develop topics?
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	<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. 	Perhaps find individual staff lead with assist from DEI Committee; Board Chair	Probably need to make some progress; perhaps form sub committee to do some lifting on this

WORKING DRAFT Diversity Equity and Inclusion (DEI) Committee 2022-23 ANNUAL WORKPLAN

Item #	Strategic Direction	Goal	Tactic(s)	Outcome	STAFF, BOARD AND/OR PARTNERS INVOLVED	Comments
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	Always ongoing
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 Laura (Co-Chairs) with assist from Office Manager ; Internship Supervisor(s) of new staff	Develop new potential trainings based on staff and Board feedback.
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.	All staff, DEI Committee assistance	Always ongoing
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)	Remove from Workplan?
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, work plan development, DEI committee meetings, and analyzing 2020 census data. (NEW)	- based on needs assessment and potential work plan/job description developed in FY 21-22;	Position Supervisor (TBD); DEI Committee	Need to complete workplan - check with committee about need
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	Eg. Soil School, Pull Together

WORKING DRAFT Diversity Equity and Inclusion (DEI) Committee 2022-23 ANNUAL WORKPLAN

Item #	Strategic Direction	Goal	Tactic(s)	Outcome	STAFF, BOARD AND/OR PARTNERS INVOLVED	Comments
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.	From LRBP: Relationships developed with potential advisory committee members;	Mary (Urban Conservationist) as lead; District manager, DEI Committee & Board, CELs & Community members	
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 exercise as requested. Capture and apply learnings from applying the lens.	DEI Committee, all staff	Always ongoing
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.	Research historical and current tribal demographics, interests, within WMSWCD's service area; address what we are committing to with ACTION; 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. Tailored as needed for a specific use, location of use, and/or audience. All versions are vetted by members or representatives of Tribal organizations.	Jim (District manager) & Mary (Urban Conservationist) with review by committee, Tribal organizations THIS MAY CHANGE	Not much progress. Was tightened up for Soil School 2021 (April 2021) and probably needs another review for Soil School 2022. Effort to continue in FY 22-23
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)	- Carried over from FY 21-22 - Better understanding of the racial make up of the district. - Demographic analysis completed to inform other DEI related goals	Mary (Urban Conservationist)	Mary may have update by next DEI committee Meeting but likely to just carry over till next FY

WORKING DRAFT Diversity Equity and Inclusion (DEI) Committee 2022-23 ANNUAL WORKPLAN

Item #	Strategic Direction	Goal	Tactic(s)	Outcome	STAFF, BOARD AND/OR PARTNERS INVOLVED	Comments
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.	DEI Committee; Board	on pause until the above is completed, probably carry over as is next FY
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.	Internal feedback thru Leadership Team/HR; DEI committee; External: Communications possibly thru website update, surveys? Staff, board, and contractors feel the District is a welcome and safe environment.	Internal: Leadership Team/HR; DEI committee; External: Renee	
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.	- Review Data from FY 21-22, set percentage targets for contract #'s and/or funding amounts. District maintains or increases the diversity of contractors we hire	Leadership Team; DEI committee	
	SD1 - Embed equity and inclusion	1.4 Ensure broader accessibility and remove barriers to access organizational resources and opportunities at every level of our organization.	D. Develop and incorporate equitable funding/cost-share models into the delivery of our programs.	-District-wide assessments of program benefits and access issues - Develop plans to address assessment findings.	Laura and Scott facilitate assessment with tech staff Program leads develop plans to address findings.	NEW

WORKING DRAFT Diversity Equity and Inclusion (DEI) Committee 2022-23 ANNUAL WORKPLAN

Item #	Strategic Direction	Goal	Tactic(s)	Outcome	STAFF, BOARD AND/OR PARTNERS INVOLVED	Comments
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)	work with partners to assess regional need/availability of affinity groups Work with those partners to set up and support affinity Groups.	Laura; 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).	Host every other-month Voluntary DEI Discussions amongst Staff. -this will include discussions of relevant podcast, readings, training debriefs and other timely topics brought up by staff.	Scott and Laura (Co-Chairs), volunteers as available.	Voluntary conversations still happening, develop topics?
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	Probably need to make some progress; perhaps form sub committee to do some lifting on this