



WEST MULTNOMAH
Soil & Water Conservation District

Diversity, Equity and Inclusion Committee

1 pm – 3 pm, Tuesday, April 12, 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 April 11th, 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 2/1/2022 – All

1:20 pm - Diverse Suppliers update – Mary, Randi

1:25 pm – Future Board trainings Annual DEI Check-in – Terri

1:50 pm – Associate Board Director Recruitment process – Terri, Scott

2:20 pm – DEI Budget Update – Scott, Laura, Mary

2:30 – Staff training updates: May 26th – White Supremacy and Tokenism; FY22/23 – Trauma informed care – Randi, Laura, Scott

2:45 – New Date and time; in-person meetings - Scott

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

3 pm – Adjourn - Next meeting June – Date and Time TBD

DRAFT - WMSWCD Diversity, Equity and Inclusion (DEI) Committee Meeting Summary – DRAFT
February 1, 2022 1:00pm to 3:00 pm, WMSWCD Zoom meeting

Attending: Scott Gall & Laura Taylor (Co-Chairs); Mary Logalbo, Randi Razalenti

Welcome/Check-In/Announcements – Randi shared that Renee Magyar pulled the analytics that Terri Preeg Riggsby wanted to see for the District’s DEI page, and offered that it could be shared via email to the group. Scott shared that he attended a Changing Hands workshop helping farm owners and land managers connect, and there was a great introductory that was very welcoming of people of different backgrounds. Scott will share the welcome statement with the group via email.

Mary shared in the Zoom chat: I’ve helped the Portland Harbor Community Advisory Group (PHCAG) plan its next meeting centered on “The Place of Plants in the Restoration of the Lower Willamette.” I will be on a speakers panel alongside Greg Archuleta Cultural Policy Analyst with the Confederated Tribes of the Grand Ronde and Dom Maze of the City of Portland on February 9th at 6:30 pm. The PHCAG (Portland Harbor Community Advisory Group) provides on-going education and community support regarding the clean-up of the lower Willamette River – typically they have 65 people attending who represent industry, restoration companies, the community and government agencies.

Mary also shared that Mary reached out to Confluence Project regarding the Sturgeon Lake restoration project. Confluence Project will help us connect with Indigenous communities to find a way to share stories of the land that this area sits on through art and/or information such as a kiosk.

Action item: Randi forward the email to the DEI Committee that contains the District DEI webpage analytic data.

Approval of December 14, 2021 Meeting Summary – Randi noted that the agenda had the wrong date for the minutes, and that the minutes to approve are from December 14, 2021. The minutes were approved as written.

DEI Committee Work Plan check-in for 2021-22, and planning for 2022-23:

The group went through the annual work plan for the DEI Committee, checking in on the status of where things were at for the current fiscal year, as well as noting what items would be continuing into the following fiscal year. Below are some of the details discussed.

- Item #15 was redundant to other items above it (#3 & #8); these may be combined but still keep track of the strategic directions from the Long Range Business Plan (LRBP).
- Item #4 - Mary believes we are still finding ways to implement sharing stories of race, place and equity in ways other than just with the *Whose Land is Our Land?* document and that there are more opportunities outside of this specific publication to share these stories. It is unclear at this time if the original author Indi Namkoong, would have time to be engaged again on finalizing this draft work.
- Item #5 – The group agreed that the plan for this should be deferred by one year. There are too many changes taking place in the District coming up and not enough bandwidth for staff to take this on.
- Item #7 – The group agreed to defer forming the Advisory Committee (AC) this current fiscal year due to staff bandwidth. So far there is a team put together to put the AC together. The earliest time period this group will have to meet will be in May. Funds that were allocated for this will not all be used this fiscal year, and can be allocated for a 2nd trainer the staff and board’s upcoming equity training on white supremacy culture and tokenism.

Action Item: Available DEI Committee members form a working group for creating Associate Board Director recruitment materials, and invite Michele Levis. Meet in months that the DEI Committee doesn’t meet.

Laura and Scott will pull DEI items from staff’s individual workplans and will put in another tab in the DEI Committee work plans for the DEI Committee to reference as needed.

Affinity Groups planning – In looking over the annual workplan in preparation for this meeting, Laura and Scott noted that, to their knowledge, this item hadn’t been tackled yet, and in response Laura sent out an inquiry to staff

asking if they had interest in forming any affinity groups. Staff were to reply to Laura only, so that Laura could follow up with the DEI Committee.

There was some interest from staff for being involved in LBGTQ+ affinity group, potentially meeting with some other local groups to get other perspectives from other organizations. Laura can reach out to local partner soil and water conservation districts (SWCDs) to see if they have an affinity group in existence that could be joined as a starting place. There was also another idea of making a work/life balance affinity group.

Laura also had feedback of concern that a small group of people in an affinity group would make large change without having a bigger discussion with a larger group.

Randi brought up talking to partners that already have affinity groups to find out the pitfalls, process, etc., including if the group wants to change something in the organization, what steps do they take. Mary talked to East Multnomah SWCD about this, and they were interested in possibly teaming up with our District, and they worked with a consultant on forming affinity groups.

Action item: Mary to email East Multnomah SWCD to find out if we have staff that identify as BIPOC if they are welcome join affinity group (assuming that this group may exist, we believe it does) & cc Laura on the email.

Staff & Board trainings update: Randi noted that the DEI Committee needs to put training funds aside for next fiscal year, and shared some concerns that raise the need for trauma informed care training. Other Committee members also saw the need for this training. Mary noted Capacity Building Partnerships doesn't do this type of training. Randi suggested having a more open conversation about this with all staff during the DEI section of an all staff meeting to get thoughts on this. Laura suggested that using a poll on Teams is another method for getting input.

Action item: Randi to look up and get Scott the dollar amount for equity related trainings funded from the DEI Committee training funds this fiscal year to include in next year's budget. Randi will work on getting the white supremacy culture and tokenism training set up with Capacity Building Partnerships.

DEI Committee to follow up on discussing ideas for next fiscal year trainings with staff.

Action Items Review

See above

Next Meeting: April 12, 1:00pm-3:00pm

Notes taken by Randi Razalenti

Program Area	Total	Revised Total	Change
Fiscal	\$5,400.00	\$3,000.00	(2,400)
Communications	\$29,000.00	\$3,000.00	(26,000)
Administrative	\$5,000.00	\$0.00	(5,000)
Education	\$0.00	\$0.00	-
	\$39,400.00	\$6,000.00	(33,400)

Diversity Equity and Inclusion (DEI) Committee Budget - represents learning and awareness projects that will be coded to DEI class code; excludes implementation of projects already informed by DEI

Item #	Strategic Direction	TACTIC	PROJECT DETAILS	METRIC / OUTCOME	Project Lead	Program Budget Area	Budget Recommendation	Notes	Revisions	3/28/2022	4/1/2022
1	SD1 - 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.	Proposed staff training: Trauma Informed Care Proposed Board/Staff training: communications, openness and diversify in a health organization	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. Some requested topics to consider: Trauma-informed care, Creating a more welcoming environment for people with disabilities and LGBTQ+ folks, Facilitated Board discussion on the benefits of diversity in our leadership and barriers to this.	DEI Committee with assist from Office Manager	Fiscal	\$5,400		3,000	for new onboarding only; cut and staff and board together training; incorporate into existing budget	For one staff training (will likely be on trauma-informed care and not mandatory, just encouraged)
2	SD1 - Embed equity and inclusion	F. Integrate at least two inclusivity and equity speaker topics per year into existing district events.		- 1-2 Speakers that bring a outside perspective (e.g. TEK)	Renee	Communications	\$1,000		1,000	Included in Soil School budget	
3	SD1 - Embed equity and inclusion	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; Advisory Committee Formed and functioning	Mary (Urban Conservationist)	Communications	\$8,000		1,000	Implementing LRBP with equity approach	Postpone most work until FY24
4	SD1 - Embed equity and inclusion	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 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.	Mary (Urban Conservationist)	Communications	\$5,000		1,000	Use staff time, not contractors; some funds for vetting	
5	SD1 - Embed equity and inclusion	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.	Contract with Metro to complete analysis for WMSWCD Boundaries and vet through partner organization (e.g. CCC or other)	- 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 - added trends analysis, and CCC guidance on an internal disparities analysis of staff & board to accompany findings	Mary (Urban Conservationist)	Communications	\$15,000	\$10K to Metro, \$5K to CCC this is a \$2K and \$1K bump from 2018 for both inflation	0.00	Focus on board outreach and recruitment	Prioritize for June; try to restore
6	SD1 - Embed equity and inclusion	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	Randi & Mary; Leadership Team	Administrative	\$5,000	WBE & MBE Certification Disparities Analysis & Protocols Review/Legal Counsel	0.00	Continue to collect information in FY23 on WBE & MBE	
							\$39,400.00		\$6,000.00		