



DRAFT -- WMSWCD Diversity, Equity and Inclusion Committee Meeting Summary -- DRAFT
January 26, 2018, 10:00 am to 12:00 pm, WMSWCD Office

Attending: Jim Cathcart, District Manager, Susan Weedall, Associate Director (Co-Chairs); Michael Ahr, Scott Gall, Mary Logalbo, and Randi Razalenti (Staff); Alexis Millet (Nonprofit Association of Oregon)

December 1st Meeting Summary: Jim proposed changing the summary to eliminate notes that were actually from the December 5th Equity Lens Workgroup meeting. The deleted information was captured as part of the Diversity, Equity, and Inclusion staff report included in the January Board meeting packet. The changes were accepted by all.

Equity Lens Working Group Report Out: The Equity Lens Workgroup consisting of Jim Cathcart, Mary Logalbo, Terri Preeg Riggsby, and Susan Weedall, met January 9th and used the Nonprofit Association of Oregon's (NAO) draft equity lens – as modified by the Workgroup for use by the District -- to review event planning for the Connect SW PDX project. The Workgroup met with Alexis Millet (NAO) on January 19th to discuss further revision to the equity lens based on that exercise and the lens was updated accordingly. The Committee gave the updated equity lens another test run; this time with respect to the District's hiring process used for the 2017 Field & GIS Interns as well as the permanent Seasonal Conservation Technician. Alexis Millet coached the group in this testing. Jim captured the Committee's discussion and edits to the equity lens. Jim will finalize the edits for further review by the Workgroup. After the Workgroup settles on the next version, the lens will be provided to the full Committee for further application and testing. The Committee agreed that we should use the balance of Alexis' coaching time for the District on the equity lens work. Alexis will help the Committee roll out the recommended equity lens by developing a training on the use of the lens for staff and Board; tentatively scheduled for April 25th.

Hiring Process Update: Randi presented a draft of the demographic questionnaire form to be used to collect demographic information about job applicants. The content of the form will be sent to applicants via a link on a 3rd party survey website in a response email when application materials are received. This will enable those filling out the survey to have their information remain anonymous and separated from their application materials. The form originated from the form developed for the Connect SW PDX project, in which Mary pulled from Metro's demographic forms and Coalition of Communities of Color (CCC) provided input. Mary and Randi made adjustments to the questions in order to make it more applicable to the hiring process. The draft was given to Alexis Millet of NAO and Danielle Brooks of City of Portland's Office of Equity and Human Rights for input. Based on their feedback, Mary and Randi refined the form to be more concise and driven to receive input that is focused on racial equity. The Committee agreed to some slight changes to the questionnaire.

Debrief on Common Ground Equity Initiative's January 10th Implementation Cohort Training: The Committee discussed some of the takeaways from this training. One thing that resonated with the group was Cliff Jones' (NAO) reference that it is standard operating procedure for organizations to adhere to financial accountability standards and to have financial performance audited with respect to those standards. Why isn't this the case for equity and inclusion? In general, policies provide an organization structure that when consistently followed should lead to the intended outcomes sought by the policy. Hence the need to have clearly stated and measurable equity and inclusion policies. The Peer Cohort group will have 3 more two hour meeting sessions; dates to be determined.

Diversity, Equity and Inclusion Cost Center Financial Report: Copy attached. The budget for the 2017-2018 fiscal year was reviewed for purposes of work plan development and budget forecasting for 2018/2019 Fiscal year.

Fiscal Year 2018-19 Annual Work Plan and Budget Development Process: At the March 30th Committee meeting the group will develop the annual work plan and budget for the upcoming fiscal year.

Check Out/Assignments: (1) The Equity Lens Workgroup will make changes to District's equity lens beginning with the version to be provided by Jim based on the Committee's discussion at this meeting; (2) all Committee members are to try out the Workgroup's revised equity lens on their own prior to March 30th meeting; (3) Randi will make revisions to the demographic questionnaire form as discussed for use in the Field and GIS Intern recruitment.

Next Meeting: Friday, March 30, 2018, 10:00am to 12:00 pm, WMSWCD Office.