

**WMSWCD Diversity, Equity and Inclusion (DEI) Committee Meeting Summary – APPROVED**  
**October 23, 2019 Noon to 2:00 pm, WMSWCD Office**

**Attending:** Scott Gall (Co-Chair); Michele Levis, Mary Logalbo, Renee Magyar, Terri Preeg Riggsby, Randi Razalenti, Laura Taylor.

**Welcome/Check-In/Equity Shares** - The following announcements were shared.

Mary announced that on November 7<sup>th</sup> the Community Engagement Liaisons (CELS) orientation for the Long Range Business Plan (LRBP) will be taking place. On November 14<sup>th</sup> Mary will be having a planning meeting with Cliff Jones on his feedback about the equity lens pauses in the LRBP Community Outreach & Engagement Plan and having him implement a train the trainer for each key member that will facilitate the pauses throughout the process.

Laura announced that she sent an invite to staff regarding an equity lens meeting on the District's internship job announcements regarding lived and professional experience. She also shared the District's last internship job announcement with Verde, Wisdom of the Elders, and Environmental Professionals of Color to get feedback regarding any unintended consequences, pitfalls of the announcement and the potential change regarding lived experience. Verde responded quickly with the recommendation of limiting the number of qualifications and making the job announcement shorter. Laura also shared a link with staff and the DEI Committee of the American Dream Score from MovingUp. It's a way to reflect on your own personal advantages and challenges in life and how that relates to others.

**Action Item** - Michele announced wanting to check in on the status of further DEI trainings, and volunteered to connect with Juan Carlos at Metro regarding any trainings that Metro may be a part of that the District can join as well as any online trainings that Juan recommends.

**Approval of the September 25, 2019 Meeting Summary & Financials Review** – Mary, Renee, and Laura all had several small spelling changes throughout the document and provided those to Randi to update the final version of the summary. Mary had additional content to add and changes in existing content throughout the document and went over those changes with the group and provided Randi with a tracked changes version in which to create an approved version. The changes are too numerable to list here and can be made available as requested. The group approved the summary with the associated changes.

To keep the DEI budget on the agenda as a regular check-in item, Scott pulled the DEI budget from the regular District budget as a reminder to the group of what the DEI Committee is working with for this fiscal year. There had not yet been any monies spent for DEI work this fiscal year, and therefore an expense report was not provided. If this report were to be shown again some changes that would be incorporated to make it less confusing are to take out the prior years, take out the rows where there are zero dollar amounts, and either take off Program Cuts or have an explanation. The explanation regarding this column was that the monies were moved to communications related to the CELs for the LRBP update, which is imbedded in DEI work.

**Community Outreach & Engagement Plan Brainstorm** – Mary brought the group's attention to the Community Outreach & Engagement Plan document and reviewed the tools that will be used to engage with communities and the phased timeline. She asked the group for thoughts regarding going to other community meetings to solicit feedback and how to pair-down our list of partners to get feedback that will inform the LRBP update. The feedback from the group included the following:

- It may be a more accessible to change the word "barrier" to "hesitation" when asking folks that are new to the District what would cause pause for them to reach out for services.
- Giving folks that are new to the District information about specific projects that the District has worked on in addition to a general overview may help them better understand what the District does.
- Be very cautious of the time commitment that folks will need to spend in providing feedback. Incorporate asking follow-up questions within the first interview rather than going back to an answer on a later date and asking more about it. Consider going off-script to get more information as appropriate.
- Being really up front about time commitment and the purpose of the time commitment can be helpful.
- Consider combining phase 1 and phase 2 when possible. Streamline time commitment wherever possible for partners and community.
- Ask folks in phase 1 if they are willing to participate in phase 2.
- Final feedback survey link distribution: CELs, put in public places such as libraries, post in local newspapers *Southwest Neighborhoods* *SW News* and *NW Examiner*, and potentially send to private property owners a

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- postcard with a link to the survey.
- Consider having an offline version of the survey for those without internet access.
- If we were to engage in an open house, think about the location and timing to try to engage new people.
- Take advantage of Montgomery Park’s tenant fair next year to engage a diverse group of folks who work in the District and the timing may work out well.
- Create a table for each phase that includes a list of participants or potential participants, and how much time is expected to spend on the phase.

**Action Items:**

- *Renee is creating a general info sheet and can incorporate specific projects that the District has worked on to convey what it is the District does for folks that are new to the District.*
- *Mary to send the revised community outreach questions that the tech staff massaged to the rest of the DEI Committee. Others need to provide feedback prior to Monday, October 28<sup>th</sup>.*
- *Mary will take a look at modifying the Community Outreach & Engagement Plan based on feedback at the meeting and will label the document with a version number and/or date.*
- *All: Send Mary any additional feedback as soon as possible.*

**Equity Lens Plan Feedback** – The group took a look at the equity pauses in the Community Outreach & Engagement Plan.

The following feedback was given:

The first equity pause should be moved before phase 2.1 & 2.2 begin. The best equity pause for the Board to be involved in would be the final one if they are only going to be involved in one. The equity pause after Phase 2.4 will be with CELs. Staff can make changes based on that feedback and then participate in a final equity pause that includes all staff and board and is facilitated.

**Long Range Business Plan (LRBP) Response to the “Whose Land” Narrative** – Due to time constraints, this agenda item will be deferred to a general DEI Committee meeting.

**Action Item Review** – no time for review; see noted action items throughout document.

**Next Meeting:** Next regular meeting is Noon to 2:00 pm, November 27<sup>th</sup> (day before the Thanksgiving Holiday). The December meeting is December 18<sup>th</sup> (LRBP focus).