

**WMSWCD Diversity, Equity and Inclusion (DEI) Committee Meeting Summary  
November 27, 2019 Noon to 2:00 pm, WMSWCD Office**

**Attending:** Scott Gall, Susan Weedall (Co-Chairs); Michele Levis, Mary Logalbo, Renee Magyar, Randi Razalenti, Laura Taylor.

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

- Randi: Had a Long Range Business Plan Update feedback interview with Koffi Dessou from Office of Equity and Human Rights. He answered the questions mostly from the perspective of the local African community and was very beneficial to have this perspective.
- Scott: Went to training called Working effectively with Native Indian Tribes put on by Natural Resources Conservation Service. Scott, Michael and Jim attended the training. A lot of these tribes are growing in capacity, and are becoming more active in becoming involved in their ceded and “usual and accustomed” lands which are typically areas outside of their tribally owned lands.
- Renee: There will be a session on Traditional Ecological Knowledge at Soil School in 2020.
- Laura: Attended an interesting training called Foundations for Cultural Ecology that was geared toward environmental educators to help teach Native American youth and incorporate Native American world view teaching to others.
- Michele: Got in touch with Juan Carlos from Metro regarding ongoing equity trainings for District staff. Juan is no longer in charge of the program but connected Michele with a couple of people that will be in touch regarding this.
- Mary: Indi Keith is submitting the “Whose Land is Our Land?” piece that she wrote during her internship at the District to Urban Ecosystem Research Consortium (UERC) annual symposium; the abstract is being worked on by Indi with help from Mary.

**Approval of the October 23, 2019 Meeting Summary** – Change the end of the sentence regarding sending the feedback survey link postcard to: potentially send a postcard with the link to private property owners, a postcard with a link to the survey. The minutes were approved with the amended changes.

**Financial Report/Possible Funding Request/DEI Work Plan check-in** – The financial spreadsheet in the meeting packet showed the budget for this fiscal year and actual spending as well as areas where monies are earmarked for DEI purposes but were allocated to different programs. There were some discrepancies about the information on this spreadsheet, such as the \$45,000 in urban funds no longer being part of this budget. Scott pieced the spreadsheet together from a few different documents and not all of the documents had been updated to reflect the current budget. It would be best to have group discussion on whether or not DEI monies should be classified under other programs in future fiscal years to eliminate confusion. The DEI Committee felt that it would be best to see the spending in all of these programs that are related to DEI. Randi will send out a message to staff about putting ‘DEI’ on applicable invoices and credit card receipts. Michele will look to find any monies that were previously recorded to another program area and code it to DEI for the purposes of reporting to the DEI Committee. The account that expenditures are classified to will still depict which program the monies were spent within. Michele will get a QuickBooks report together that she and Randi will look over and have at the January DEI Committee meeting. Laura reported that the Center for Diversity and the Environment (CDE) had agreed to examine the upcoming internship job announcement and meet with Laura in this regard, with particular emphasis on lived experience. The DEI Committee agreed to transfer up to \$1,050 of the DEI funds from organizational development and training for this purpose.

**“Whose Land Report”**- This subject is regarding the paper titled “Whose Land is Our Land?” written by District intern Indi Keith. Mary’s former professor will hopefully meet with Mary soon regarding a peer review on this paper. She is hoping to vet the paper through Portland State University equity teams which would potentially help guide us through who and how we would want to share this information. The DEI Committee agreed that it would be best to discuss this topic further when Terri Preeg Riggsby and Jim Cathcart are able to attend at a future meeting. Mary can fit in discussion about this at the next DEI Committee meeting in December which was intended to be focused on the Long Range Business Plan (LRBP) update.

**DEI Goals:** Scott added a fifth goal in the document titled *WMSWCD Organizational Diversity, Equity and Inclusion Goals* (draft date: November 2019). The DEI Committee discussed this document and considered the Board’s adoption of it. Scott wants it to be clear that these are the organization’s goals and not just the DEI Committee.

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The original full document included strategies, outcomes and objectives. It was generally agreed upon that the document that would go to the Board for adoption wouldn't contain that level of detail as that was to be used more as a guide for staff and may need more refining and changes as the LRBP is updated. There was much discussion regarding the use of the word 'goals' in this document as these are more broad visions and not SMART goals (specific, measurable, achievable, relevant and time-based). Scott will incorporate feedback from this meeting and present to the staff at the December staff meeting for feedback and bring to the January Board meeting for approval.

**Long Range Business Plan** – Mary pointed out revisions that she made to the Community Outreach & Engagement Plan based on feedback from a prior DEI Committee review of the document. More of the Community Engagement Liaisons (CELs) feedback about their work has also been incorporated into the latest version of this document. A flowchart for decision making had been created and shown to the Leadership Committee who provided feedback to make the document easier to digest. That DEI Committee will be shown that document once it has been revised. Mary would like the DEI Committee to think about what the criteria would look like when making hard decisions in the LRBP update.

**Action Item Review –**

- The “Whose Land is Our Land?” discussion will be deferred for the next general DEI Committee meeting.
- Scott will rework the DEI goals document and bring to a staff meeting.
- Mary will work on the LRBP decision making flowchart and give to DEI Committee to review.
- Michele will put together a revised QuickBooks report that incorporates any previous expenditures this fiscal year that were coded to other programs; she and Randi will review before giving to the DEI Committee at the January meeting.
- Randi will communicate with staff about marking “DEI” on expenses when applicable.
- Scott and Susan will schedule more time to discuss response to Indi’s “Whose Land is Our Land?” piece.
  
- **Next Meeting:** The next LRBP focus DEI Committee meeting is on December 18, 2019. The next regular DEI Committee meeting is January 22, 2020. Both meetings are scheduled from noon-2pm.

Initial notes taken by Randi Razalenti, on November 27, and finalized for draft review on December 6, 2019.