

**WMSWCD Diversity, Equity and Inclusion (DEI) Committee Meeting Summary**  
**January 22, 2020 Noon to 2:00 pm, WMSWCD Office**

**Attending:** Scott Gall (Co-Chair); Jim Cathcart, Mary Logalbo, Renee Magyar, Randi Razalenti, Laura Taylor.

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

- Scott: shared that the Organizational Diversity, Equity and Inclusion Guiding Principles were adopted by the Board at the January 21<sup>st</sup> meeting.
- Renee: presented her communications plan to the Board for the 2020 calendar year. Though we tailor messaging to the audience, there will need to be additional thought and planning about how to engage new groups that may not know us, particularly, in regards to the work we are doing with the Community Engagement Liaisons for the Long Range Business plan update. Would like to make some time to discuss this at the next DEI Committee meeting.
- Mary: Indi Keith and Mary met to talk about steps to publication of the *Whose Land is Our Land?* piece, but won't be able to focus on next steps until April Mary will see if this timeframe works for her professor that is going to help with connections for peer reviews of this.
- Laura: exploring Metro Nature in Neighborhoods education grant opportunity which led to partnering with Tryon Creek Watershed Council (TCWC). If the grant is awarded, the District and TCWC will work with HAKI Community Organization to get kids out into nature and integrate education for the youth within this group. They would primarily be working with the schools that these kids go to – Markham Elementary School and Jackson Middle School.
- Randi: the internship posting for 2020 has been completed and Laura and Randi may have results from surveys compiled in time to discuss at the March meeting, otherwise it will be at the June meeting.

**Approval of the November 27, 2019 Meeting Summary** – Scott had minor changes to the wording in the section of the summary of his update. Instead of 'A lot of these tribes are growing in capacity , and are becoming more active in becoming involved in areas outside of their tribal lands.' change to '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. The meeting summary was accepted with these changes.

**Financial Report-** Scott updated the financial chart of DEI program budget and funds moved to other programs based on input from Randi and Michele. The \$500 amount under 'Internship' for Indi Keith's work on *Whose Land is Our Land?* was put in as a placeholder, and Scott meant to follow up on this to find out what that amount should be. This has not been established. Jim would like Mary to develop a budget of the monies needed for this fiscal year and next fiscal year in this regard, also noting that Indi has benefit in this process as well, and perhaps some hours in the later stages would be unpaid. Mary is to check in with Michele about this. The benefit vs. cost of staff capacity tracking monies moved to other programs from the DEI budget for purposes that are DEI related was discussed, particularly in terms of how to handle this next fiscal year. Jim suggested tracking the accomplishments rather than monies spent when incorporated in other programs. A conclusion was not reached and future discussion may be needed.

**DEI Committee Structure** – The original co-chair set up of the DEI Committee was to have both board and staff to make it clear the DEI Committee was a Board/staff structure. Eventually it became unclear what the roles and responsibilities were of each co-chair. Scott, Terri and Jim discussed the structure, and still want to maintain a Board/staff committee, but have just one Chair that could be Board or staff. Susan decided to step down as Chair due to other outside time commitments and Scott is continuing on as Chair. A new position called Board Liaison (which may be Board or staff) for the DEI Committee was discussed. This position would report to the Board on behalf of the DEI Committee and vice versa. Terri is willing to serve in this capacity at this time. The group agreed to the new structure, with at least 1 Board and three other Committee members beside the Chair and Board Liaison with no maximum number to DEI Committee numbers. Another role of the Board Liaison will be as a resource for the Chair to bounce ideas off of/ensure that the agenda sounds consistent with what was discussed in the last meeting and any other timely needs. Scott would like to talk at the next meeting about the timing of the Board Liaison and Chair positions to open up for others to fill.

Renee is now officially on the DEI Committee. Mary is officially off of the DEI Committee for now, but will still be involved, particularly with the Long Range Business Plan update. Jim stepped down from the DEI Committee. One of the roles of the Chair will be to get Jim's input, keep him aware of what is going on in the DEI Committee, and encourage Jim to come to meetings as needed.

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**DEI Workplan for FY 2020-2021** - Scott handed out the Working Draft of the DEI Initiative 2019-20 Annual Workplan for the Committee to review in preparation of the upcoming 2020-21 fiscal year workplan. The goal was to simplify the number of tasks and integrate them into other programs as applicable. Each item was reviewed and some tasks were moved to other staff's workplans, some had the wording modified, and the task regarding the one-time 75<sup>th</sup> Anniversary event (aka Sauvie Island Jubilee) was removed. Scott will work on the changes and send out to the DEI Committee to review. Randi will work on getting vendors that are not vegetation contractors listed in the same spreadsheet on a separate tab in order to track woman, minority and emerging small business status of vendors that the District uses with the goal of trying to have this completed by March if possible.

**LRBP Feedback from Cliff Jones & Equity Lens Training Requests** - With limited time left in the meeting, Mary pointed out some of the feedback provided by Cliff Jones. Scott encouraged all to read the document with Cliff's feedback if they hadn't already done so.

As the Equity Lens will be used for different team conversations, a facilitator of the Equity Lens will be needed. Cliff will train those that are interested in how to facilitate an Equity Lens implementation. Laura, Randi, Renee and Scott are all interested in facilitating pending the time commitment with their other duties. Mary will know more about what the time commitment will look like after her meeting with Cliff scheduled for February 11<sup>th</sup>. At the March DEI Committee meeting, Mary will be coming to the DEI Committee to ask about DEI specific LRBP criteria.

**Action Item Review –**

- Mary to follow up with Michele about a budget for Indi and any cap there may be for this fiscal year; what's needed for next fiscal year and follow up with Scott on answers.
- Scott to reach out to Susan about how the conversation on the committee structure went and ask if she wants to stay on the Committee.
- Randi to work on non-vegetation contractor list for minority owned businesses with the goal to complete by March if possible.
- Randi and Laura follow up on internship hire process at March meeting; get feedback together from this year, but this may be deferred to June meeting depending on capacity to put this together and/or the availability of time at the March meeting for this topic.
- Scott follow up with Michael about the Youth Mentoring program in relation to the DEI Annual Workplan.
- Scott to make changes to the Annual work plan as discussed in the meeting and get it to the DEI Committee.
- All: those who have not read the LRBP Feedback from Cliff Jones are encouraged to read this.

**Next Meeting:** Noon to 2:00 pm, March 25th.

Notes taken by Randi Razalenti