

**DRAFT -- WMSWCD Diversity, Equity and Inclusion (DEI) Committee Meeting Summary – DRAFT
March 25, 2020 Noon to 2:00 pm, WMSWCD Conference Call**

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

Welcome/Check-In/Equity Shares

Approval of the January 22, 2020 Meeting Summary – Approved with no changes. Terri is happy to serve as the Board liaison (she wasn't there for the last meeting where this was proposed).

Financial Report- Scott updated the financial chart of DEI program budget. The expense for Center for Diversity and the Environment (CDE) listed on the chart has come in as an invoice and needs Scott's approval. Scott gave clarification on the origin of the format of the budget – last year there were many changes to the DEI Budget in which the monies were moved into other program areas for DEI related items (such as monies going to Communications program for translation services or Long Range Business Plan (LRBP) update for Community Engagement Liaisons). Certain members of the DEI Committee wanted to track how these monies that were moved were being spent. The concern was raised of how confusing this has been to track and report on. The group came to a consensus that DEI program budget monies are the only monies that will be tracked for the DEI Committee.

Finalize DEI Committee roles and discuss term lengths – Scott described a need for more clarification from the staff and board on the role of the DEI committee and how to interact with it. The original role of the DEI Committee was to develop policies and buy-in that didn't originally exist. Now these are developed, and the LRBP plays this main role. The group discussed their interpretation of the role the DEI Committee plays for the District, and where they see it potentially going. **Action:** Scott will develop a proposal, and pass along to Terri (they can discuss together), and it can be iterative as it is shown to board, DEI Committee, and staff. If each Committee member can send a snippet of what our vision for the DEI Committee is to Scott, that will help get him started.

Finalize DEI Workplan and Create Budget for FY 2020-2021 -

Contracted services for additional demographics data planning and collection were discussed. The census data that the District has available is ten years old, and the intent of the monies was to look at new census data and/or how to work with gathering internal (staff and board) census data while being sensitive to this data with such a small group of people. Terri would like to see the District to be more focused on constituents' demographics data for the purpose of program delivery, and suggested that the District use data that's already been collected through local school districts. An intern could potentially help. **Action:** Scott to follow up with Laura on intern assignments in relation to this suggestion. Other budget items: Keep training amount at \$5,000, or even increase. RR: trainings being planned: 2 at 3000 ea. Mary: Indi's work on *Whose Land* paper: 55 hours for Indi x 16.50 = ~ \$1000. Michele: her hours need to go in the personnel budget, not in DEI budget. We should track this here as well as in personnel. Michele: Show all the DEI money that the committee is recommending that we spend this year, and then show where that money will be kept (eg in admin, communications, networking with partners (communications), LRBP. Terri: yes, include the training money in the budget, this could be a good time to have these trainings remotely if the trainers are open and willing to do this. Other budget items were discussed. It was agreed upon to keep the \$5,000 in the training area for next fiscal year. Future trainings estimated to cost \$3,000, and noted to complete them before this fiscal year is over. **Timing and update of micro-aggression and gender/pronoun trainings for staff and board -**

The timing for these two trainings were discussed in terms of availability for staff and board and how to deliver the trainings during the current COVID-19 pandemic while not all have internet access or other technical/childcare issues. The DEI Committee would like to make both trainings mandatory for all staff, and would like to encourage the Board to do the same. Action: Randi to check in with trainers on training delivery, look into a toll-free/local number for Zoom meetings for those that can't participate via internet, and arrange timing with Staff and Board.

LRBP – DEI Evolving Success Criteria for decision making -

Mary asked everyone to email her their feedback on these. We'll be taking an equity lens look at each planning teams' success criteria. We want to make sure the DEI principles are reflected in the success criteria.

Action: Mary assigned each person to a criteria category. She'll send out an email summarizing this with a

deadline.

Michele, Mary, Terri – financial success criteria

Scott, Laura, Renee – Conservation scope success criteria

Randi, Jan – Organizational health success criteria

Action Item Review –

- Scott needs to approve the CDE invoice that Laura forwarded to him.
- Scott will develop a proposal of the purpose and work of the DEI committee, and pass along to Terri (they can discuss together). It can then be shown to board, DEI committee, and staff for feedback and approval.
- Each committee member can send a snippet of what our vision for the committee is to Scott to help get him started with the above action.
- Scott will follow up with Laura on intern assignments to collect demographic data from school data online.
- Budget structure: Show all the DEI expenses that the DEI committee is recommending that we spend this year, and then show where that money will be kept (eg in admin, communications, networking with partners (communications), LRBP, Education, etc.
- Trainings: Look into organizing these trainings this fiscal year , and look into upgrading Zoom so we have a local or toll-free call-in number. Need to think about weekend vs weekday training. Need to figure out Susan's and other's availability. Terri will check in with the board and let Randi know.
- UERC debrief: Scott to work with the folks who were there to get an outline, and then scheduled to have a discussion. Goal: what lessons-learned can we apply to how we do our business.
- Evolving success criteria feedback from each committee member should be sent to Mary by her deadline. She will email to give guidelines.

Next Meeting: Noon to 2:00 pm, May 27, 2002.

Notes taken by Laura Taylor, edited for efficient reading by Randi Razalenti & Scott Gall