



**WEST MULTNOMAH**  
Soil & Water Conservation District

## **Diversity, Equity and Inclusion Committee**

10 am – 12 pm, Tuesday, February 14, 2023

Any person may attend the meeting, which are held in person at the WMSWCD office and online via Zoom. A meeting ID and password will be required to access the meeting. Interested participants may request the ID and password by emailing [scott@wmswcd.org](mailto:scott@wmswcd.org) with the subject line “Request for Conference ID” no later than 24 hours before the start of the meeting. The meeting can be joined for free directly from the conference link provided. Meeting documents will be available for inspection on the District’s webpage (<https://wmswcd.org/people-places-things/the-west-multnomah-swcd/diversity-and-equity/>)

### **AGENDA**

**Minutes keeper: Mary**

**10:00 am** – Welcome/check-in/announcements – All

**10:15 am** –Review minutes from last meeting – All

**10:20 am** – DEI Committee Leadership update – Laura/Scott

**10:25 am** – Visioning the future purpose and format of the DEI Committee – Laura/Scott

**11:05 am** – DEI Committee Workplan for FY 2023-24 - Scott, Laura/All

**11:35 am** – Clarify meaning of a phrase in our land acknowledgement – Laura

**11:50 am** - DEI Internship Update – Scott/Mary

**11:55 am** – Action item review – Mary/All

**12 pm** – Adjourn - Next meeting April 11, 2023 – Time 10 AM. Next Minutes keeper: Shahbaz

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**DRAFT – WMSWCD Diversity, Equity and Inclusion (DEI) Committee Meeting Summary – DRAFT**

**December 13, 2022 10:00pm to 12:00pm, WMSWCD Zoom meeting**

**Attending:** Scott Gall & Laura Taylor (Co-Chairs); Shahbaz Khan, Mary Logalbo, Martina Avendano, Araon Sierras, Terri Preeg-Riggsby, Brian Lightcap

**Welcome/Check-In/Announcements** – Round of introductions were shared to introduce some of our newer staff to the board members in attendance. Terri provided an update on SWCD Zone Director eligibility requirements. The status quo was retained during a vote on the bill proposed to change this recently, but a working group is starting to discuss this further which includes representatives from both Eastern and Western Oregon. A new bill is also in the works that may satisfy both interests for land ownership and alternatives to this requirement. Brian recommended we check out Prince William’s Earth Shot Awards and is curious about how many of these projects received public funding support.

**Approval of October, 2022 Meeting Summary** – Add Terri to the attendance. Edit last sentence of Welcome/Check-in section to: “... and thus the need to ensure current and future Farm bill funding levels for conservation.” Mary will review the DEI website language for accuracy and amend as needed. Otherwise approved as corrected.

**Education partner funding updates and review of draft ranking rubric:** Mary gave a summary of our Education Partner Funding program and how we applied an Equity Lens to it. Education partner funding was treated separately because there are such diverse and numerous land-based education organizations out there. Two goals that emerged from the equity lens exercise and follow-up were 1) to make sure our Partner Funding opportunities and processes are more transparent, and 2) to make sure we’re responding to Education Niche Finding recommendations. Now the goal is to build all this into the rubric used to select awardees. Mary requested DEI committee input on the draft rubric which she walked us through. Brian was looking for some key-words: District visibility and marketing (ensure people know about us). Mary responded that those are intentionally not included because one thing we learned during our community outreach is that it doesn’t matter to community members who’s funding the services as much as making sure that our services are delivered effectively and same for the orgs that provide services to these communities. Several members expressed that they thought it is appropriate to require our grantees to acknowledge our contributions. There was a question about the meaning of the “+1:1+” category. Mary explained that this represents unique funding models, and that it’s fairly subjective how this is defined. Examples: Backyard Habitat CP, Watershed Councils. It was asked if the 50% allocated to Niche-finding 1 & 2 priorities is a departure from the past way of scoring applicants? Mary explained that last year, serving underserved communities was weighted at 20%. It was noted that it seems like a very steep shift to go from 20% to 50% in one year and that we might want to increase this a bit more gradually over the next two years. It was asked if the Board adopted the Education Niche Finding report or if they fully understood the funding implications of it. The board may want to make a deliberate choice to adopt recommendations from the report. This brought up a comment that it might be time to request approval from the board for new practices and initiatives more generally. However, it was also noted that there needs to be a balance between micro-managing staff and allowing for more board involvement and participation in the District’s operations. There was a suggestion to include the new District Manager, Lynn in this conversation. It was noted that the budget and workplan that mentions inclusion of the education niche finding recommendations were adopted by the board, and that the priority goals listed in the Partner Funding Application come directly from our Long-range Business Plan which was also adopted by the Board. Terri is wondering if we should allocate criteria weighting relative to our listed SDs? Another person asked if the two niche-finding criteria are scored on a yes/no basis, and if we want to make them a scale rather than Y/N to reflect different levels or abilities to fulfill these goals? One member suggested following the model that some other grant organizations such as OWEB use to announce a particular focus for the year and what gets higher ranking. They also noted that certain criteria determine feasibility of the whole project and are deal-

breakers if not met. Laura has more questions and suggestions for the rubric that she'll send to Mary since they weren't addressed during the meeting. Concluding questions: Decrease percentages for last two criteria? Terri says yes. Any further action needed with the board on this? Align the rubric with the announcement more closely, or at least make sure that it's clear that the new priorities apply to all partners, not just new partners. Being successful might take a few years.

**Actions** – Mary will make some adjustments to the weighting percentages in the rubric. Mary will focus her spring Board Meeting budget and workplan presentation time on this issue with input from Lynn incorporated to her presentation and recommendations.

**Update on DEI Intern in 23-24:** Scott set up a meeting to go through the job description more. We'll hopefully have a draft to share with the committee next meeting.

**Actions** – Let Scott know if you want to participate in that meeting if you're not signed up already.

**New Website Language regarding Invasive species and DEI webpages:** Renee wants to make sure she has info and follow-up from all of us on the current drafts of these webpages. Draft for text on DEI page was updated after the last meeting and sent to Renee. Renee sent some questions a while ago and she believes answers to those have been incorporated into this new draft. Committee members expressed that we haven't seen the most recent draft yet and would like an updated draft to review. The Invasives page has been updated and we're moving forward with this in a good way by clearly defining the term "invasive" and avoiding vilifying and combative language. There was a suggestion to use the term "target or focus invasive species" to distinguish species that we strategically chose to manage in our projects versus those that we don't/can't due to lack of resources. Renee confirmed that this concept is communicated in the webpage.

**Actions** – Renee will take a look at the Minutes from last meeting to make sure we covered everything, and will send an updated draft of the DEI webpage copy to committee members for review.

### **Action Items Review**

See above

**Next Meeting:** February 14, 2023 – Time 10 AM. Organized by Laura Taylor, with Mary taking notes.

Note taker: Laura Taylor, 12/13/2022

## Diversity Equity and Inclusion (DEI) Committee 2021-22 ANNUAL WORKPLAN

Item #	Strategic Direction	GOAL	TACTIC	PROJECT DETAILS	<u>METRIC / OUTCOME</u>	OTHER STAFF AND/OR PARTNERS INVOLVED	22-23 Budget ADOPTED	Notes for FY23-24 Planning
1	SD1 – Embed equity and inclusion in all that we are and all that we do.	1.1 Support, foster, and further grow staff, board, and partners' capacity to embed equity and inclusion	A. Support and uphold a <b>committee</b> comprised of staff and board directors devoted to diversity, equity and inclusion (DEI) who review our policies and actions, seek and encourage staff/board trainings, and work towards continued growth by all those within the organization and those with which we partner.		Leadership, policy recommendations, and feedback are provided as needed or requested by WMSWCD Staff and Board for DEI-related topics.	DEI Committee		Discuss future focus
2	SD1 - Embed equity and inclusion	1.1 Support, foster, and further grow staff, board, and partners' capacity to embed equity and inclusion	B. Provide annual <b>trainings</b> for board and staff on specific DEI topics. Ensure trainings are delivered and a DEI training plan for any new hires is developed.	Proposed staff training: <b>Trauma Informed Care</b> Proposed Board/Staff training: communications, openness and diversity in a health organization	New interns, staff, and board are trained in Racial Equity 101 within 1 year of onboarding. Offer advanced trainings as they become available to staff, board, and partners, or as further training is requested by staff or board. Some requested topics to consider: Trauma-informed care, Creating a more welcoming environment for people with disabilities and LGBTQ+ folks, Facilitated Board discussion on the benefits of diversity in our leadership and barriers to this.	Scott and Laura (Co-Chairs) with assist from Office Manager ; Internship Supervisor(s) of new staff	\$3,000.00	Ongoing for 23-24. What trainings are desired next FY
3	SD1 - Embed equity and inclusion	1.1 Support, foster, and further grow staff, board, and partners' capacity to embed equity and inclusion	C. Devote <b>staff time to DEI work</b> in annual work plans and all workplans are vetted for opportunities to support DEI through an <b>equity lens</b> review.	Tracked by supervisors	- staff actively and regularly devoting time to deepening their understanding of DEI topics and creating a work environment where these topics openly discussed and addressed.	All staff, DEI Committee assistance		Ongoing
4	SD1 - Embed equity and inclusion	1.1 Support, foster, and further grow staff, board, and partners' capacity to embed equity and inclusion	D. Build on the <b>"Whose Land is Our Land"</b> report through events that help share the history uncovered about race, place, and equity in Multnomah County. (New focus)		- <b>Sharing the report's stories</b> by working with those who have expertise/experiences in the same. - In partnership with PSU	Mary (Urban Conservationist); Renee (Communications & Outreach Manager)	\$0.00	Continue? What's happening on this?
5	SD1 - Embed equity and inclusion	1.1 Support, foster, and further grow staff, board, and partners' capacity to embed equity and inclusion	E. Host a <b>DEI internship</b> to help assess and inform our equity initiatives including staff/board trainings, partnership development, work plan development, DEI committee meetings, and analyzing 2020 census data.		- for FY 22-23, <b>create position description and workplan</b> with input from all staff with the intent to start internship in FY 23-24	Position Supervisor (TBD); DEI Committee		Target: hire in 23-24
6	SD1 - Embed equity and inclusion	1.1 Support, foster, and further grow staff, board, and partners' capacity to embed equity and inclusion	F. Integrate at least <b>two inclusivity and equity speaker topics</b> per year into existing district events.		- 1-2 Speakers that bring a perspective outside the dominant culture (e.g. TEK)	Renee (Communications & Outreach Manager) with support from all staff as needed	\$1,000.00	Ongoing

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7	SD1 - Embed equity and inclusion	1.2 Proactively implement decision-making strategies that lead to more equitable and inclusive outcomes.	A. Seek advice from diverse community leaders and members on how to best deliver our work by forming an <b>advisory committee</b> that provides biannual recommendations on our operations and workplans.		From LRBP: Relationships developed with potential advisory committee members; Advisory Committee Formed and functioning	Mary (Urban Conservationist) as lead; District manager, DEI Committee & Board, CELs & Community members	\$1,000.00	Resume effort in 23-24?
8	SD1 - Embed equity and inclusion	1.2 Proactively implement decision-making strategies that lead to more equitable and inclusive outcomes.	B. <b>Use Equity Lens prior to all key decision points</b> (i.e., policy change, hiring, hiring practices, employee wellness, organizational health, work plan and budget reviews, and delivery of conservation practices) in order to embed a system of checks and balances that incorporates DEI in every facet of the organization.		DEI Committee serves as a facilitator for equity lens exercise as requested. Capture and apply learnings from applying the lens.	DEI Committee, all staff		Ongoing. Focus on Conservation services?
9	SD1 - Embed equity and inclusion	1.2 Proactively implement decision-making strategies that lead to more equitable and inclusive outcomes.	D. Develop and use <b>land acknowledgements</b> to understand the longstanding and tragic history that has brought the opportunity for us to work on the land, and to seek to understand our place within that history including our commitment to address the history.		Research historical and current tribal demographics, interests, within WMSWCD's service area; <b>address what we are committing to with ACTION</b> ; Develop 1 or more versions of a land use acknowledgement, tailored for specific use at events, in presentations, on the website and in other key communications. Tailored as needed for a specific use, location of use, and/or audience. All versions are vetted by members or representatives of Tribal organizations.	(District manager) & Mary (Urban Conservationist) with review by committee, Tribal organizations  THIS MAY CHANGE	\$1,000.00	Mostly accomplished. Vet by Tribal orgs in 23-24?
10	SD1 - Embed equity and inclusion	1.3 Work to welcome, increase and maintain diversity within our board and staff, contractors we hire, and the people who benefit from our work to better reflect the diverse demographics of our service area.	A. Analyze results of the <b>2020 Census data</b> to better understand the demographics of the district and use that information to inform strategies that focus on producing more equitable outcomes in the delivery of our services.	<b>Contract with Metro</b> to complete analysis for WMSWCD Boundaries and vet through partner organization (e.g. CCC or other)	- Carried over from FY 21-22 - Better understanding of the racial make up of the district. - Demographic analysis completed to inform other DEI related goals	Mary (Urban Conservationist)	\$0.00	Shahbaz is working on this now. More data analysis provided by DEI Intern hopefully
11	SD1 - Embed equity and inclusion	1.3 Work to welcome, increase and maintain diversity within our board and staff, contractors we hire, and the people who benefit from our work to better reflect the diverse demographics of our service area.	B. <b>Set board and staff recruitment and retention goals around demographic data</b> findings to achieve a state where our board and staff, the contractors we hire, and the people who benefit from our work reflect the demographics of our service area.		- Use 2020 Census Data to provide recommendations to the Board as to how staff, board, and contractors may reflect the demographics of our service area.	DEI Committee; Board		DEI Intern will help. Will need consultation from staff, board, & community consultants to set goals.

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12	SD1 - Embed equity and inclusion	1.3 Work to welcome, increase and maintain diversity within our board and staff, contractors we hire, and the people who benefit from our work to better reflect the diverse demographics of our service area.	C. Set up mechanisms, including anonymous platforms, to <b>understand how those interacting with our organization feel about the interaction</b> , with an emphasis on ensuring a welcoming and safe environment.		Internal feedback thru Leadership Team/HR; DEI committee; External: Communications possibly thru website update, surveys?  Staff, board, and contractors feel the District is a welcome and safe environment.	Internal: Leadership Team/HR; DEI committee; External: Renee		Need update from Renee on how this is progressing
13	SD1 - Embed equity and inclusion	1.3 Work to welcome, increase and maintain diversity within our board and staff, contractors we hire, and the people who benefit from our work to better reflect the diverse demographics of our service area.	D. Evaluate the percentage of <b>contracts</b> and the amount of <b>purchases</b> from minority-owned business enterprises (MBE) and women-owned business enterprises (WBE) with which we contract.		- Review Data from FY 21-22, set percentage targets for contract #'s and/or funding amounts. District maintains or increases the diversity of contractors we hire	Leadership Team; DEI committee	\$0.00	DEI Intern will help. Need \$ for contractor for this part?
14	SD1 - Embed equity and inclusion	1.4 Ensure broader accessibility and remove barriers to access organizational resources and opportunities at every level of our organization.	D. Develop and incorporate <b>equitable funding/cost-share models</b> into the delivery of our programs.		-District-wide assessments of program benefits and access issues - Develop plans to address assessment findings.	Laura and Scott facilitate assessment with tech staff Program leads develop plans to address findings.		No progress so far. Propose initiating work on this soon.
15	SD2 - Ensure we are welcoming, adaptable, supportive, viable, effective, and sustainable in our practices.	2.3 Support and build on opportunities to foster a welcoming environment.	A. Develop and support <b>affinity groups</b> that meet our needs. Address affinity group best practices; how to get started and implement affinity groups as desired; how to incorporate regional partnership opportunities. (NEW)		work with partners to assess regional need/availability of affinity groups Work with those partners to set up and support affinity Groups.	Laura; DEI Committee		Laura did some research and polling on this. There's some general interest by staff, but questions about capacity to participate. It's recommended that groups are self-organized by members.
16	SD2 - Ensure we are welcoming, adaptable, supportive, viable, effective, and sustainable in our practices.	2.3 Support and build on opportunities to foster a welcoming environment.	B. Make time and space for <b>voluntary staff conversations</b> and check-ins (on equity or otherwise).		Host every other-month Voluntary DEI Discussions amongst Staff. -this will include discussions of relevant podcast, readings, training debriefs and other timely topics brought up by staff.	Scott and Laura (Co-Chairs), volunteers as available.		This has petered out due to lack of capacity to organize and low participation rates. Keep? Let go of? Organize only when there's a need?
17	SD2 - Ensure we are welcoming, adaptable, supportive, viable, effective, and sustainable in our practices.	2.3 Support and build on opportunities to foster a welcoming environment.	E. Develop and implement <b>welcoming recruitment and onboarding</b> procedures for those new to our organization (new Associate Directors, budget committee members, advisory committee members, volunteers, and staff		- Associate Board Director Recruitment process is inclusive and welcoming. - Recruit Associate Board Directors have skillsets that help the Board and mission of the district. - Diversity within the board and organization. Utilizing facilitation as necessary.	DEI Committee		Associate Board member and Board Member recruitment process on hold. Check in with Michele Levis on the status and future of this.

## **Introduction to topic on our Land Acknowledgement wording**

A staff member has brought up that the underlined/highlighted portion of our current land acknowledgement does not seem clear, especially through the lens of creating language that's accessible to the average reader. The staff person asked, "Do we mean we will lift up their voices? Tell history truthfully? or what?"

### **WMSWCD's current Land Acknowledgement**

The West Multnomah Soil & Water Conservation District acknowledges the original people whose land we are utilizing today; the Clackamas Chinook, the Willamette Tumwater, the Wasco-Wishram, the Watlata, the Multnomah, and other Chinookan peoples, as well as the Tualatin Kalapuya, the Cayuse, the Molalla, the Yakama, and other tribes and bands of the Columbia and Willamette Rivers. It is important to acknowledge these original inhabitants of the land that falls within our geographic service area now known as the City of Portland, Sauvie Island, and the Tualatin Mountains. We further recognize that we are here because of the land displacement, cultural erasure, and the other sacrifices that were forced upon them. We also remind ourselves that we are guests of this land and must do our best to honor the original peoples through **authentic cultural narratives** and continued caring of, and giving to, the air, water, plants, animals, and the ecosystems that make up this land community. To follow this acknowledgement with action, we will pursue impactful partnerships with Indigenous people, tribes and their sovereign governments, and inter-tribal organizations.

Here's Laura's take on the meaning of the phrase "authentic cultural narratives" (to kick off the conversation, and because she may not be present at the meeting)

When and where the opportunity arises and is appropriate, we are committing to tell truthful history including how Native Americans were involved in this history (instead of erasing them from historical narratives and/or misrepresenting their history), as well as describing their past and current culture in a way that is authentic (as informed by their own perspective) as opposed to reinforcing the inauthentic depictions of Native American culture (eg. idealized, caricaturized, no longer alive) which are unfortunately all too common throughout our society.

### **Goals for the DEI Committee meeting and follow-up**

1. Discuss what the intended meaning of the highlighted phrase is. Mary may have some added context since she worked closely with Friends of Tryon Creek to develop our land acknowledgement.
2. If needed, someone follow up with Friends of Tryon Creek's Gabe Sheoships to confirm the intent of the phrase.
3. Once we have a concise explanation for the phrase, send this to Renee who will help compose the final language edits for the land acknowledgement.