



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

10 am – 12 pm, Tuesday, April 11, 2023

**Minutes keeper:** Mary Logalbo

**Attendees:** Mary Logalbo, Scott Gall, Martina Avendano, Mara Halloran, Lynn Barlow

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

- Mary shared about an upcoming Indigenous Allyship, Land Care, Land Access, and Land Acknowledgement meeting and related efforts. She will share details via email with our newly onboarded interns.

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

- No changes, accepted as drafted.

### **10:20 am – Review updates to workplan and budget since last committee meeting – All**

- Some language was updated in the workplan and budget for clarity.
- There are some discrepancies between the budget and workplan amounts requested. Laura updated the committee workplan. Mary had updated the master budget spreadsheet and will correct workplan numbers that are out of alignment. The budget spreadsheet submitted and reviewed by Michele and Lynn should be used as the formal DEI budget ask.
  - **ACTION:** Mary will amend the workplan w/ updated budget numbers.

### **10:35 am – Discuss committee structure and purpose going forward – All**

- The group discussed the history of the committee. The committee has moved from crafting foundational policy and tools to more of a reviewing and vetting body. We are now at a point where we want to work towards “operationalizing” DEI in all we do.
- The group agreed it is now time to focus more broadly on incorporating and embodying DEI into our programs and operations.
- The committee can still help support staff as they work to incorporate this into their programming while also ensuring the general DEI workplan items are moving forward (such as trainings and upcoming demographic data analysis project).
- The group discussed the benefits of examining DEI at a programmatic level and at how we might also more broadly incorporate some findings District wide.

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- We currently have regularly scheduled meetings, co-chairs, and public held meetings. As we transition the committee’s role and focus it may be that we adopt a flat structure (w/o co-chairs) and share responsibilities of organizing meetings and tracking progress. Laura has started an agenda tracking spreadsheet that can be used by all to help craft future agendas and track progress. We have now already adopted rotating the minute taker role. Come next fiscal year we might reduce the frequency to quarterly or less as we deepen the “operationalizing” program work. As we consider amending our schedule, switching meeting dates could be an option moving forward including switching to Mondays mornings when we don’t have meetings to keep with “meeting Mondays” as we amend our schedule.
  - **ACTION:** We will stick to our next scheduled June meeting with our co-chairs leading the agenda creation and hold a discussion about future DEI Committee meeting frequency and a flatter shared leadership style moving forward. At this time, we will also consider changing the regular meeting dates. Lynn will check with Terri about availability on the mornings of the 3rd Monday of the month as an alternative to our Tuesday meeting dates.
  - **ACTION:** Laura has an agenda tracking spreadsheet that she will share with the group and invite folks to use to update discussion items for the DEI Committee.

**11:20 am** – Process and tracking operationalizing DEI into all programs – All

- How do we get everyone affected to participate and stay in the know as we “operationalize” DEI? Because the DEI Committee feels like we are a separate group off to the side we discussed needing to strategize about how to have greater participation across all our staff. Even though we are discussing largely focused on examining equity in our programs/services it seems important for all to engage and be “in the know” in this work moving forward. We discussed all staff meetings as an ideal place to do this so long as enough time can be allocated (we discussed a half hour per meeting). Lynn affirmed that this is a priority and that she can make time at these meetings.
  - **ACTION:** Lynn will make sure all-staff understand this is coming and carve out time in future staff meeting agendas (of a half hour). If needed staff meetings may extend out to a full 2 hours to accommodate this work.
- The following alternative models for “operationalizing” equity in our programming and services by applying an Equity Lens were discussed:
  - 1) Each program manager could run through an equity lens to examine the programs they manage and then share out to the group (one at a time per meeting) about what they learned and what actions they plan to take as a result.
  - 2) Each program manager could run through sections of the equity lens (i.e. questions 1-4, then 5-6, etc) examining their programs and then go over what they learned from that section as a group eventually coming to a final lens review.
  - 3) All program managers could run equity lenses to examine specific aspects of their programs and then we could collectively discuss learnings and share what District-wide program aspects could be taken to increase equitable outcomes and/or any specific program changes that we might make as a result. The group really liked how this



alternative increases potential of cross pollination. The following program elements (examined with a lens) were listed as potential topics to review: how we allocate our budgets (overall funding, partner funding, and cost-share models), how we choose who to work with (our projects, our partners, landowners/schools), how we outreach for our programs, how we allocate funding and time, and when we work with contractors and/or green workforce are all topics we may choose to examine. In general, the group was most in favor of this option (#3) moving forward, but wanted to seek further input from staff moving forward.

- **ACTION:** DEI Committee members will share this at a tech staff meeting for review and incorporate staff input prior to moving forward.
- In addition, outside of our services, Lynn brought up an interest in looking at how we outreach and recruit about our board and associate board positions. We did take an equity lens to the new board recruitment form and have discussed recruitment and outreach at the DEI Committee. There was a lot of discussion about associate directors as a potential pathway to being a voting member, but there was no clear pathway or guarantee that will occur. This process was stalled – the stall was partially because we wanted to ensure the newly hired on District Manager had a say in this process.
  - **ACTION:** Scott will share the materials reviewed with Lynn and Lynn will follow-up with Terri on next steps.
- How are we going to capture what we are examining and what the lens discussion results are? Which lens will we be using – there are three versions we might pull from including a full (& lengthy) lens, a shorter version used for the LRBP and a very small version used for urban program analysis. We discussed keeping some notes in DEI folder on these results and perhaps crafting a tracking tool for their implementation.
  - **ACTION:** Mary will share all versions of the equity lens with the group so that they can decide what would be best to use in this process – the smaller version used on the LRBP was discussed as likely the best tool for staff to run through these exercises with.
  - **ACTION:** Laura volunteered to help determine where to store findings and craft an email that guides staff to the appropriate places to save findings and the lens itself.

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

**12 pm** – Adjourn - Next meeting June 13, 2023

Next Minutes keeper: Shahbaz Kahn