

# LGBTQ & Friends Affinity Group | MINUTES

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Meeting date | time 8/22/2016 12:00 PM | Meeting location City Hall, Rose Room

Meeting called by Debbie Caselton  
Type of meeting General  
Facilitator Debbie Caselton  
Note taker Debbie Caselton

Attendees  
Jack Kostylo, PP&R  
Jill Hutchinson, PP&R  
Melissa Brown, BES  
Crystal Place, PP&R  
Stacy Brewster, Saltzman  
Caryn Brooks, Fire  
Zan Gibbs, PBOT  
Tracy Reeve, CA  
Shannon Carney, CBO  
Debbie Caselton, BES

## AGENDA TOPICS

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Agenda topic **Leadership Team** | Presenter *Debbie*

Other affinity groups are using the leadership team model vs. just one person leading the group. This helps share responsibilities and is more proactive.

Conclusion: Caryn Brooks, Zan Gibbs, Jack Kostylo, Tracy Reeve and Crystal Place all volunteered to be on the Leadership Team with Debbie.

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Agenda topic **Gender Neutral Language** | Presenter *Zan*

Concern came up that the City Attorney's office and BHR was moving too fast or not taking the extra steps needed for the requirement for gender neutrality in city policies and documents. Zan and Caryn want to know specifically if there will be representation from trans or gender non-conforming employees represented at the trainings, and if the LGBTQ & Friends Affinity Group (an approved affiliation of the Diverse and Empowered Employees of Portland [DEEP]) will have input.

In the Council Resolution 37175 sponsored by Commissioner Fish's office, it was assigned that *within one year of passage of this Resolution [adopted December 17, 2015], the Office of the City Attorney and BHR shall work with all City bureaus to examine their policies and procedures, including but not limited to policy documents, rules and regulations, applications, permits, and contracts, to assess whether gender-specific language in the documents should be eliminated and replaced with gender-neutral language.*

Tracy Reeve, City Attorney's office, explained that the intent was for bureaus to review the language and then assess what their plan was (even if it was that they would do changes in the next five years, for example). The process was to talk about intent.

There are two trainings (which should be more of a discussion?), scheduled for representatives from bureaus (Caryn is representing Fire and will be at the Wednesday training). The other training is Tuesday (tomorrow).

Pat Rowan at the Office of the City Attorney is the one gathering who the contacts for the bureaus are for the trainings, and Judy Prosper, Linh Vu and Linda Law are the trainers.

Conclusion: The City Attorney's office has honorable intentions and would love to work with the LGBTQ employees and affinity group to get more input. This process is an assessment only.

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Agenda topic *Trans 101 Training* | Presenter *Zan and Jack*

Zan has some trainings/panel discussions for Trans 101 at PBOT and Jack is working on some training for PP&R. The All User Restroom resolution didn't have any plans for training and competency. The group felt that BHR should really take on this training since they mandate the citywide trainings and cultural competency. The question arose about why are we expected to take on the training? DEEP is a volunteer organization at the city but are willing to pay for some of the trainings for citywide staff and for PP&R (they have the most restrooms and more field employees).

Conclusion: Training still needs to be resolved

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Agenda topic *Meeting with new Mayor* | Presenter *All*

The group would like to meet with the new mayor, Ted Wheeler before he takes office to fill him in, etc.

Conclusion: The group will meet in September to talk about specific items to talk to Mr. Wheeler about. Hopefully we can schedule him in October to meet.

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**Action items**

**Person responsible**

Ted Wheeler contact information to Debbie

Stacy Brewster

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