



Citywide Equity Committee

MEETING NOTES

Thursday, October 17, 2013 9-11am

WELCOMING AND CHECK IN

Kyle welcomed everyone. Round table introductions with a brief check in followed.

STEERING COMMITTEE UPDATE

- Carolina covered the Steering Committee (SC) update. She stated that the SC received a follow up email from Crossroads Antiracism Organizing and Training, the organization that conducted the 2 ½ day training for the CEC, with a proposal for continued trainings for CEC members. Carolina stated the SC is drafting a memo to bureau directors informing directors of the experience of the training, its benefit, the importance of continued training, and the need for funding for additional trainings for CEC members.
- Carolina stated that Dante James, OEHR director, had mentioned at the September meeting that the Mayor asked for equity suggestions and that CEC members could give their recommendations. A Trackit survey is currently being developed to solicit ideas and feedback from CEC members for the Mayor's request. There was an infrastructure question about where to post the survey. If it should be posted on the CEC website currently under OEHR or if should be posted on the larger portlandonline.gov page. Joe Wahl, OEHR assistant director, stated that he would take the lead on that.
- Carolina stated that the SC is working on establishing better communication and transparency and particularly as it relates to the assignments of the different work groups. One CEC member stated that the SC is not represented on the Accountability work group and that she was disappointed that the SC is not providing guidance on the work and that the work group has been drifting. This member stated that SC representation on all work groups will strengthen transparency. Patricia stated that Max, another SC member, is currently out on medical leave, and that she will join the Accountability work group as an SC member moving forward.
- Carolina informed CEC members that the SC had a discussion with Dante about who on the Executive Equity Team (EET) could serve as Equity Champions advocating for the Racial Equity Plan (REP) currently being developed by the CEC. The discussion also included how to get feedback and suggestions from CEC members to Dante so he can communicate them to the EET.
- Lastly, Carolina mentioned that there was still no representation from offices of the electeds. Dante stated that there was no specific and concrete expectation for Council member offices and that he is still working on it.

OEHR DIRECTOR UPDATE

- Dante informed CEC members that OEHR is working with the City of Seattle and San Francisco, Multnomah and King County on convening a Governing for Racial Equity Conference next year. The conference is tentatively scheduled for some in March 2014. The tentative venue is the Lloyd Center Double Tree Hotel. The registration fee will be \$125. A keynote speaker has not yet been identified. The conference will be open to the public and will be for practitioners of equity. Dante stated that a *Save The Date* notice will be sent to the CEC once the details are worked out.
- Dante stated he would like to know which CEC members have not yet met with their bureau directors. Dante expressed interest in facilitating communication between CEC members and their bureau directors. One member stated that she does not have a regular check in meeting with her director and that that would be helpful. A member suggested that perhaps bureau directors could send an invite to their CEC reps for a regular check in. Dante asked members to email him with any questions or concerns.
- Dante mentioned that the October monthly bureau directors' meeting had been cancelled due to the Annual Directors' Retreat in November. Dante stated that he would like to have an update from the work groups so he can share it with directors at the retreat.
- Dante informed the CEC that OEHR trainings would now available through Human Resources. He also stated that City staff can sign up for trainings and receive credit for attending.
- Dante stated that the Mayor's awareness on equity has increased and that OEHR had recently provided training to the Mayor and his staff. Dante also shared that the Mayor and his staff did a tour of N. Williams Avenue and heard from leaders in the African American community about the history of the community and lack of inclusion in development and planning. Dante stated that the Mayor is trying to learn more and do more.

ROLE OF ALTERNATES

- Patricia stated that an email had been sent out a few months ago regarding the role of alternate CEC members and that the SC wanted to recommend including alternates in CEC meetings. Patricia added that CEC members were not asked for feedback on this item either through a vote or by consensus.
- Patricia also stated that safety, transparency, and confidentiality might shift with the inclusion of alternates and asked if primary members to share if they felt unsafe or uncomfortable with this approach. One member stated that he was uncomfortable with the term alternates and asked if that could be changed.
- Emily raised the point that currently only the primary members have 10 hours per month to work on racial equity on the CEC and in their bureaus. She asked if it was possible to secure the same time allowance for alternates.
- One member stated that she felt uncomfortable that all members were not seated at the table and that some members were sitting outside the circle. She also stated that the issue of the role of alternates was dropped on CEC members without much planning. She added that this issue

something that the CEC should ramp up to and plan for and that having alternates at CEC meetings was clearly impacting the flow of things. She added that not all alternates have the flexibility to attend all CEC meeting.

- Another member stated that her bureau was small and that her director would probably not allow both CEC representatives to attend meetings. While another added that the trust level among CEC members currently is not where it needs to be after almost a year of working together. He asked how alternates will be incorporated into the fold.
- One member stated that the seating issue should be addressed and that the ground rules should be read at every meeting.
- Patricia stated that the SC was committed to having an open conversation. She acknowledged that the SC did not effectively facilitate the initial discussion of the role of alternates.
- Carolina stated that this conversation was not about whether alternates can attend; but, if the CEC can get consensus around attendance of alternates if they want to.
- Another member expressed concern that the ground rules were being ignored and that they need to be enforced and respected. She also stated her concern about unhealthy dynamics going on at larger CEC meetings and subcommittee meetings.
- Emily asked for a show of hands of primary members who were in favor of having alternates attend CEC meetings. The vote was unanimous in having alternates join meetings.
- Emily proposed that a discussion about how to better incorporate alternates into the CEC be put on the November meeting agenda.

ROADMAP

- Jennifer and Daire, the two co-project managers for the Roadmap subcommittee, introduced themselves, and other committee members. Daire started by giving an overview of the committee's work. He shared that the process over the last few months was long, complicated, and, at times challenging. He added that committee members spent a lot of time trying to get clarity on what was the purpose of the Racial Equity Plan (REP). Their committee has been meeting weekly for 1-2 hours at a time.
- Daire also informed the CEC the Roadmap subcommittee is working with the Title VI and Title II coordinator on streamlining reporting efforts. Questions for the baseline assessment would come from the All Hands Raised assessment tool with the Roadmap subcommittee identifying gaps and developing assessment questions addressing those gaps. The co-project managers also asked CEC members interested in helping with the assessment to contact them.
- Jennifer stated that the REP draft presented to the CEC was a preliminary draft, based largely on the Racial Equity Strategy Guide. It will be presented to City Council after a piloting process and eventually be used by all City bureaus to plan for and make progress on racial equity. Jennifer asked members to take ten minutes to review the draft and provide initial reactions.

- Jennifer and Daire stated the Roadmap subcommittee would like feedback from CEC members on the document; specifically, on potential gaps or problems, the flow of the overall document, and the questions in the Assessment section. Members were asked to email Daire at daire.elliott@portlandoregon.gov with feedback by 5pm Friday November 8th.
- Initial feedback from members included the following:
 - referencing the Portland Plan in the document how the REP fulfills some of those requirements,
 - process of REP submission,
 - role of City Council offices and bureau directors,
 - need for Council offices to establish a relationship with the CEC and take ownership of this process
 - process for resolving divergent views of racial equity within bureaus
 - identifying themes and patterns of areas that bureaus want to work on; e.g., if hiring is a theme, how does the CEC coordinate with the Bureau of Human Resources?
 - Some bureaus may feel overwhelmed and might not be ready to use the document
 - concern that bureaus might exaggerate progress on racial equity
 - recommendation that the Commissioner-in-Charge requires her/his bureau directors to implement the REP; no, ifs, ands, or buts.
 - need to strengthen the role of the CEC member and be clear that this work will require a partnership between the CEC reps and their bureau director
 - stating the purpose of the REP up front
 - how do bureaus move from Phase 1 (Assessment) to Phase 4 (Evaluation & Reporting)?
 - creating a section for qualitative responses to assessment questions
 - make it succinct and keep it simple
 - that bureaus would submit their Racial Equity Plans to the CEC or a subcommittee of the CEC and then report to City Council.

Updates from the Accountability and Marketing & Political Engagement Strategy subcommittees were not provided due to time constraints.

Meeting adjourned at 11am.

Meeting notes provided by Muna Idow with revisions from Jennifer Chang and Daire Elliott.