



Bureau Advisory Committee Meeting Minutes

Date: June 17, 2015 **Time:** 5:30 p.m. – 7:30 p.m. **Location:** 421 SW 6th Avenue, Suite 500 Portland

Committee Attendees: Dana Ingram, Mercy Koffa, Janis McDonald, Joseph Santos-Lyons, Kyle Weismann-Yee, Edward Hill, Ranfis Villatoro, Sho Dozono, Alem Hagdu, Tamra Russell, Heather Heater, Steven Brown

Staff Attendees: Dante James, Judith Mowry, Jeff Selby

Gathering and welcome

- After some informal networking, Jeff Selby called the meeting to order at 5:50 p.m. and welcomed/thanked the committee members for attending and sharing their insights.
- Bureau Director, Dante James, also thanked the Bureau Advisory Committee (BAC) members for their time and participation. Since the Committee consists of so many new members, Dante gave a brief overview of the Office and Portland’s unique form of commission government.

The office focuses on equity, specifically with matters of race and disability. Dante said a goal of the Office of Equity and Human Rights (OEHR) is to let the community know what we’re doing and what our outcomes are, and to hear from BAC members so they can inform our work. He challenged the BAC to challenge staff with hard conversations and questions.

Dante asked Committee Members to engage their fellow community members to support bureaus who are doing equity work well.

Portland’s Commission form of government essentially means that the City Commissioners act as five mayors—the Mayor has no authority over the other Commissioners’ bureaus, so institutionalizing equity work across the City is challenging. The Office does have a “bully pulpit” in which we can affect change.

OEHR overview

- Dante gave a brief overview of OEHR’s mission and structure.
 1. Education and technical assistance make up the bulk of what OEHR does in its goal to institutionalize equity in the City of Portland’s processes, plans, and procedures.
 2. In a commission form of government where there are essentially five mayors, it can be a challenge to create broad change quickly across the City. Equity 101 training for City managers and supervisors is mandatory now and OEHR will go to City Council soon to ask that the training becomes mandatory for all City employees. To this date, the Office has trained over 15,000 City employees through mostly voluntary training registration.

3. Equity 101 training focuses on the history of racism in Oregon and the U.S., as well as concepts like implicit bias. **NOTE: BAC Members are encouraged to experience this training so we can receive your feedback and suggestions. Please contact Jeff Selby for information.**
4. OEHR offers technical assistance to City bureaus in regard to equity matters. Some of the issues the office has consulted on include:
 - Taxi/For-Hire Driver
 - Police training
 - Comprehensive Plan
 - Arts Tax
5. The Citywide Equity Committee consists of members from every City bureau who work in their organizations to advance equity in the City. They are working on the **Racial Equity Roadmap** which is an in-depth tool that leads each City bureau through the process of developing and implementing a Racial Equity Plan.

Each bureau is required to participate in the process, which initially includes a baseline assessment. The assessment will be used to determine the bureau's successes and challenges with racially equitable policies, practices, and procedures. Completed plans will be made openly available to the public.

Governing for Racial Equity Conference and Government Alliance on Race and Equity

- Senior Policy Advisor, Judith Mowry, explained the Office's involvement in two organizations: The Governing for Racial Equity Network and the National Government Alliance on Race and Equity, based at the Haas Institute in Berkeley, CA.
- Our involvement in these organizations allows us to share best practices in racial equity among government jurisdictions across the country.
- The Governing for Racial Equity Conference was held last week in Seattle, hosted by King County, and the Office hosted the conference last year here in Portland. Over 500 government equity practitioners from across the country attended and OEHR staff presented workshops and served on panel discussions.

Citywide Racial Equity Goals and Strategies (attached)

- The Office will present its Citywide Racial Equity Goals to City Council for adoption as a City expectation. This will give the community specific goals to hold City leadership accountable for. **We are asking Bureau Advisory Committee Members to show up in support of the goals and the Office, by:**
 1. **Attending the City Council Meeting on Wednesday, July 8 at 2:00 p.m. (City Hall, 1221 SW 4th Ave.)**
 2. **Signing a letter to City Council (Jeff will send in a separate email) as a member of the Bureau Advisory Committee**

Cross Conversation: How can we all assist each other?

- Dante led the discussion about how the Office staff and Advisory Committee members can assist each other. Several suggestions and comments were made:
 1. It's important for all of us to get to know each other so we can understand what's happening in everyone's communities.
 2. We should work as a group to form meeting agendas together.
 3. We need to form a culture of communication (answer emails in a timely manner, etc.)
 4. The Office can help interpret policy issues for Committee Members, so they can better advocate in the community for the Office's equity work.

Additional note(s)

- Food was catered by Hush Hush Mediterranean Café. OEHR strives to shop at locally-owned, preferably immigrant-owned restaurants for catering. Suggestions and feedback are always welcome.
- Our next meeting is tentatively scheduled for September.

ACTION ITEMS FOR THE OFFICE:

- Commit to responding to BAC member emails in a timely manner.
- Create and send draft letter for Bureau Advisory Committee (BAC) members to review and sign.
- Provide to the Committee a list of Bureaus who are doing equity work well.
- Continue to share information and engage BAC.

ACTION ITEMS FOR THE BUREAU ADVISORY COMMITTEE:

- Commit to responding to Office emails regarding BAC matters in a timely manner.
- Send short biography to Jeff by June 26, so all committee members can learn about each other.
- Review the support letter to Council (once received) and provide timely feedback.
- Attend City Council Meeting (if possible) to support OEHR's presentation of Citywide Racial Equity Goals: Wednesday, July 8 at 2:00 p.m.