



Diverse and Empowered Employees of Portland (DEEP)

2007 Annual Report



Prepared by Debbie Caselton
January 2008

Letter from the Executive Committee Chair



It is my pleasure to present to you the first Annual Report for the Diverse and Empowered Employees of Portland (DEEP).

The report highlights the many achievements of the DEEP Executive Committee during the year and the substantial progress that has been made in achieving our vision of creating and enhancing a supportive and inclusive environment for City of Portland employees.

In particular, the report demonstrates the group's many achievements in 2007. DEEP's Executive Committee members demonstrated tremendous dedication this past year to establish DEEP and its goals. The committee convened almost every week, met with almost every bureau director and chief, promoted DEEP to their peers and the community, and presented the resolution to City Council on August 1, 2007, which was sponsored and unanimously passed by all five City Council members; Erik Sten, Randy Leonard, Sam Adams, Dan Saltzman, and Mayor Tom Potter.

I am excited to report that we have established the first affinity group for the City of Portland in 2007. The Filipino American City Employees (FACE) Group has 35 members with 15 participating in meetings. Look for many more affinity groups to start forming, as well as several activities and programs planned for 2008.

I encourage you to take a moment from your busy schedule to look over the report. I welcome your questions or comments. You can contact me at debbiec@bes.ci.portland.or.us or 503-823-2831.

Sincerely,

A handwritten signature in black ink that reads "Debbie Caselton". The signature is written in a cursive style.

Debbie Caselton
DEEP Executive Committee Chair

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Purpose

The purpose of the Diverse and Empowered Employees of Portland (DEEP) is to support the City of Portland's diverse workforce and their allies ensuring fair and equitable treatment of staff and the wider community in all their dealings with the City.

Mission Statement

The Mission of the Diverse and Empowered Employees of Portland (DEEP) is to assist the City of Portland in creating or enhancing a supportive and inclusive environment, which encourages mentoring and networking opportunities to our diverse workforce. DEEP is open to *all* City employees who support the shared mission of facilitating positive changes across the City.

Achievements in 2007

- * Photo shoot of DEEP Executive Committee.
- * Finalized concept paper.
- * Meeting with Mayor Tom Potter regarding DEEP, budget request, and plans
- * Followed-up with request from Mayor Potter with a list of ten (10) recruitment and retention recommendations from DEEP.
- * DEEP Executive Committee members met with almost all of the Bureau Directors and Chiefs to brief them about DEEP and the program goals.
- * Drafted and finalized brochure, affinity group guidelines and application.
- * Met with City Attorney's Office to finalize documents.
- * Executive Committee members met one-on-one with Bureau Directors and Chiefs to give a personal explanation of DEEP and its goals (see table 1).
- * Letter drafted by DEEP sent by Mayor Potter to City of Portland Bureau Directors and Chiefs.
- * Retreat on May 12, 2007 at the Historic Kenton Firehouse
- * Presented Resolution to City Council on August 1, 2007, which was sponsored and passed unanimously by all five City Council members; Erik Sten, Randy Leonard, Sam Adams, Dan Saltzman, and Mayor Potter.
- * Sent thank you cards and newly printed brochures to all of the Bureau Directors and Chiefs.
- * Created DEEP website at www.portlandonline.com/deep.

- * Created phone number (voicemail) and email account.
- * Sent email to all city staff regarding upcoming brown bag sessions and reception at City Hall.
- * Designed and printed DEEP banner for events.
- * Held a reception at City Hall for City employees to meet DEEP members, get free coffee, and ask questions.
- * Scheduled and presented five (5) "brown bag" sessions in October 2007, held in City Hall, the Portland Building, and the 1900 Building to explain to City employees what DEEP is, future plans, and how to join an affinity group.
- * Drafted bylaws.
- * Met with City Attorney's Office to answer more questions regarding religious-affiliated affinity groups.
- * Sent press releases to local newspapers.
- * Received coverage in the Asian Reporter and Willamette Week.
- * DEEP was represented and promoted at the following events in 2007:
 - o Media Conference in Las Vegas
 - o University of Portland Job Fair
 - o Kwanzaa celebration at the Interstate Firehouse Cultural Center
 - o A couple committee members appeared on the Portland Cable Access show, "Developments in Diversity" to talk about DEEP
 - o Attended 14th Annual City/County Diversity Conference and had two members of the Executive Committee as panel members for one of the workshops titled, "Affinity Groups in the Workplace – Do they add value or not?"
 - o Presented to OMF's Diversity Committee
- * Informed that Multnomah County's Affinity Network would like to meet with DEEP to model their newly revamped program after ours.
- * DEEP has been added to OMF's Affirmative Action/Diversity Plan as a resource for city employees.
- * Several committee members have their role with DEEP as part of their job description.
- * The executive committee has promoted DEEP in their general outreach, as well as briefed individual bureau employees.
- * Start up of the first affinity group, the Filipino American City Employee (FACE) Group with 35 members on the distribution list and 15 committed members participating in meetings.
- * LGBT and United States Veterans in the beginning stages of development for forming affinity groups.

Table 1 – Meetings with Bureau Directors and Chiefs

Bureau	Director	Commissioner	DEEP Member
Cable Communications & Franchise Mgmt	David C. Olson	Dan Saltzman	Michelle
Office of Sustainable Development	Susan Anderson	Dan Saltzman	Greg
Parks & Recreation	Zari Santner	Dan Saltzman	Michelle/Carolyn
Fire, Rescue, & Emergency Services	Dave Sprando	Erik Sten	Debbie
Housing & Community Development	William White	Erik Sten	Danilo
City Attorney's Office	Linda Meng	Mayor Tom Potter	Delphine
Emergency Management	Carmen Merlo	Mayor Tom Potter	Karl
Financial Services	Jennifer Sims	Mayor Tom Potter	Debbie
Fire & Police Disability & Retirement Fund	Linda Jefferson	Mayor Tom Potter	Debbie
General Services	Tom Feeley	Mayor Tom Potter	Deena
Government Relations	Dan Bates	Mayor Tom Potter	Nickole
Human Resources	Yvonne Deckard	Mayor Tom Potter	Debbie
Management & Finance	Ken Rust	Mayor Tom Potter	Danilo
Neighborhood Involvement	Amalia Alarcon	Mayor Tom Potter	Nickole
PDC	Bruce Warner	Mayor Tom Potter	Jared
Planning	Gil Kelley	Mayor Tom Potter	Karl or Mikal
Portland Police Bureau	Rosie Sizer	Mayor Tom Potter	Debbie
Purchasing	Jeff Baer	Mayor Tom Potter	Greg
Revenue Bureau	Sue Klobertanz	Mayor Tom Potter	Nickole/Danilo
Technology Services	Matthew Lampe	Mayor Tom Potter	Danilo
Development Services	Paul L. Scarlett	Randy Leonard	Mikal
Emergency Communications	Lisa Turley	Randy Leonard	Carolyn
Portland Water Bureau	David G. Shaff	Randy Leonard	Danilo
Environmental Services	Dean Marriott	Sam Adams	Debbie
Portland Transportation	Sue Keil	Sam Adams	Debbie
Commissioner	DEEP Member		
Sam Adams	Debbie		
Randy Leonard	Mikal		
Erik Sten	Angie		
Dan Saltzman	Michelle		

Finances

- * Mayor Tom Potter allocated \$44,000 to DEEP in 2006.
- * \$500 was allocated for fiscal year 2006/2007.
 - o \$270 to Sue Bednarz Photography for photo shoot
 - o \$100 petty cash to Debbie for reimbursement for food at May retreat
- * \$43,500 has been bumped for fiscal year 2007/2008. Approximately, \$2500 has been spent, leaving \$41,000 in the budget for remainder of fiscal year 07/08.
 - o \$30 to Jupiter Coffee for reception at City Hall
 - o \$2,223 for 10,000 4/4, bleeds, 1/3 fold brochures
 - o unknown cost for banner
- * \$100 petty cash to Danilo for reimbursement for food at FACE meeting

DEEP Executive Committee

Debbie Caselton, Chair, Bureau of Environmental Services
Mikal Shabazz, Vice Chair, Bureau of Development Services
Greg Wolley, Treasurer, Bureau of Purchasing
Danilo Del Rosario, Secretary, Bureau of Technology Services
Delphine Kennedy-Walker, Historian, City Attorney's Office
Nickole Cheron, Office of Neighborhood Involvement
Karl Harn, Bureau of Development Services
Michelle Harper, Portland Parks & Recreation
Angie Harris, Commissioner Sten's Office
Carolyn Quan Lee, Portland Parks & Recreation
Carmen Rubio, Mayor Tom Potter's Office
Jared Spencer, Mayor Tom Potter's Office
Jeri Williams, Office of Neighborhood Involvement

Retired from group in 2007:

Deena Pierott, Sean Murray, and Alex Bejarano