

Women's Empowerment (WE) Leadership Team Meet and Greet Kickoff Minutes

Wednesday, September 18, 2019, 2:00 pm – 3:30 pm, Pioneer Room, 888 SW 5th Ave

Attendees: Zuleyma Figueroa (PBOT Streetcar), Anastasia Howard (BDS Senior Housing Inspector), Natalie Luttrell (BDS Inspector), Arielle Bradford (BES Water Quality), Sadie Atwell (Arleta School Program Manager), Ana Brophy (BES Capital Manager II), Kawana Bullock Clayton (PP&R Event Producer), Anne Phillip (BES Extra Strength Program), Lolita Broadous (PP&R)

SC members not present: Bridgette Coleman (PBOT), Emily Volpert (BDS), Janis McDonald (), Melissa (on maternity leave)

Meeting started with quick introductions and what each WE member interests are in relation to the work. WE is reforming and many members are new. WE has the following committees. Members are listed. Responsibilities may change as we grow.

Steering Committee (SC) – Arielle, Kawana, Anastasia, Ana, Anne

SC meets monthly, every 3rd Wednesday. Responsibilities are to assist other WE committees and coordinate with DEEP. SC manages the inbox, administrative items, and the budget.

Events Committee (EC) – Kawana, Ana

EC meets quarterly. Interests are professional development, equity; focus on transferrable skills and helping with events

Outreach – Ana, Zuleyma, Lolita

Outreach interests are reaching out to new hires, presenting opportunities in the City, connecting with employees, affinity groups, and community.

Policy Committee (PC) – Lolita, Ana, Natalie, Emily, Sadie, Melissa, Arielle

PC is interested on changes that can improve the lives of women and developing or improving policy that affects all workers in the City.

After the committee discussion, the focus shifted to reviewing the WE Work Plan 2017, the results of the 2017 survey polling, the goals for WE and the planning of the year's events.

Professional Development was a strong theme throughout our discussion. We discussed ways we could offer opportunities to newly hired women across the City as well as women who have been working for the City for a while. We are aware that the City offers many programs but not everyone knows about them. It was emphasized that some resources are presented to some of the bureaus or in some areas of the City, while women who work in other areas do not find out about those same resources. The thought was that it takes women too long to get to a better position. It would also be good to consider temporary and contract women workers since many of us started this way. Ideally we could form a group that can interact with the bureaus and have opportunities to job shadow or collaborate with a Mayor's initiative. Conclusion was that the change needs to come from BHR. Our goals are to figure out how to get in, have connections to inside information and development plans, have an overview of how the City works, and training opportunities.

Welcoming new hires was discussed as another area of focus. This could be achieved during the new hire orientation, offering resources for new employees. The Outreach committee was decided to be the best home for those efforts. Work will involve working with BHR. We can create a panel or group where other women can contact and talk. We can be the support for new women employees who need someone to talk to about their work experience. We can start tracking what is missing at the orientations, who made contact, create a resource binder, have coffee with person to go over expectations, work on helping employees be happy and fit in. We are stronger together.

Cross-bureau training opportunities, job shadowing, and mentorship opportunities were also discussed as central to creating resources for women in the City. It was discussed that the City Mentorship program manager could be invited to speak at a WE meeting or a larger meeting so that WE members or other affinity groups can find out about the City Mentorship program.

Networking was another important goal that will allow WE to share experiences, resources, and support. BHR focus is on recruitment and retention. We can partner with them. We can help new women hires figure out their union contract and what to expect from their manager. Another important component of networking is reaching out to the affinity groups and exploring how to collaborate within the bureaus.

WE Lead discussed organizing our next month's meeting as a WE member-wide networking opportunity, a way to recruit new members, and solicit ideas and commitment for Women's History Month. Two days were selected to conduct the meetings. One morning meeting and an afternoon meeting so that we can accommodate different members' work schedules. One meeting will be schedule Downtown and the other in North Portland. The format will be Open House where members can walk around to view past WHM schedules, sign up to work on a subcommittee, add to a shared resource list, and get to meet each other. We will have nametags, snacks, and posters. Arielle will lead this event with the help from Anne and Ana. October 17 is the tentative date.

Kawana gave us an update on the future option to bill our affinity hours to a time sheet code. She said that Cathy Bless and City Council are working on this and it will be an Administrative Rule. Change is sponsored by Amanda Fritz and the Mayor. The decision will be within a month. People will have 5 weeks.

Kawana said that WE budget is \$1,000. Every affinity group has the same amount. Debi tracks the budget. She has a P-card. She is able to give gift cards/checks, but not preferable. Work with Debbie on request and do not ask for a reimbursement for food since it is hard to process. We can use the P-card to pay for items. The budget will cover the Women's History Month events or other events WE puts together. The Steering Committee will track the budget.

We will need to have sign-up sheets for each meeting, beginning with the October all-member WE meetings (morning and afternoon). This will help the City track who is charging to the new codes in the future.

Emily is editing website and she can post meeting notes.