



DEEP

DIVERSE AND EMPOWERED
EMPLOYEES OF PORTLAND

OPERATIONS MANUAL

Working Document – January 29, 2020

Diverse and Empowered Employees of Portland (DEEP)

www.portlandoregon.gov/deep - deep@portlandoregon.gov

DEEP Operations Manual

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PURPOSE OF DEEP

DEEP is dedicated to enhancing a work environment that is inclusive and supportive of the City of Portland's diverse workforce that is committed to quality public service.

DEEP operates independently under the purview of the Office of Equity and Human Rights. DEEP maintains funds for and oversees the City's affinity groups as well as provides financial and logistical support for educational opportunities, speakers, and trainings. DEEP supports monthly cultural celebrations and events. DEEP members also provide peer support and resources to employees.

ORGANIZATIONAL STRUCTURE

Support for DEEP by the City was authorized by the council through Council Resolution 36523 as well as the Affinity Groups and Guidelines, which was signed in 2007.

Executive Committee Summary

See Bylaws for full description.

Summary: The DEEP Executive Committee is responsible for the overall policy and direction of DEEP. It is comprised of no more than 20 members. If new members are needed, the executive committee can invite city employees to submit applications and selection occurs at the annual meeting of the executive committee. All members serve two-year terms but are eligible for reelection.

Meetings are scheduled by the Chair on the third Thursday of each month unless an insufficient number of committee members can attend. A location that is generally central to most members is booked through the conference rooms in city facilities (e.g. City Hall).

Executive Committee Sub-committees

The Executive Committee may create committees as needed, such as fundraising, affinity group coordination, special events, etc. The Chair appoints all committee chairs.

DEEP Organizational Liaisons

DEEP maintains relationships and utilizes partnerships with different City entities, including:

- Affinity Group Leadership Council
- Bureau of Human Resources liaison
- City Attorney
- City Council and Commissioners
- Office of Equity and Human Resources

EXECUTIVE TEAM

The Executive Team is comprised of the Chair, Secretary, and Vice Co-Chairs.

The Chair:

- Collects items and plans the agenda for each executive committee meeting
- Sends an agenda document is sent out the week before each meeting
- Organizes and disseminates to other committee members through Microsoft Outlook the meeting dates/times, and books conference room locations large enough for all committee members attending
- Distribute the finalized minutes from the Secretary to the main group
- Communicates email requests and vote actions for requests (budget increase, speaker events, etc) in between committee group meetings
- Oversees the budget, expenses, and has the P-Card.
- Represents DEEP to Commissioner's and Mayor's Offices regarding special requests, budget, questions regarding DEEP and Affinity Groups.
- Oversees agenda and facilitates discussion at executive member meetings

Agenda items can include:

- Budget review
- Speakers, events, training, or other DEEP sponsored opportunities for city employees
- Awareness/planning of Cultural Celebrations and Affinity Group events
- Topics of concern or matters requiring council advocacy

The Vice Co-Chair:

- The Vice Chair shall assume duties of the Chair and serve as presiding officer in the absence of the Chair and shall act on their behalf.
- The Vice Chair will carry out such duties as delegated by the Chair and oversee, coordinate and organize under the direction of the Chair providing technical assistance and support for ensuring that the activities of the standing committees are consistent with the goals of DEEP.

The Secretary:

- Takes minutes at executive committee meetings
- Finalizes minutes and sends to Chair for distributions
- Organizes digital files in the DEEP share drive
- Assists the Chair in agenda planning as needed

New DEEP Members

DEEP receives requests on occasion to be a member of the DEEP Executive Committee. There is also targeted recruitment at times. There is an Interest Form application (A TrackIT form) on the DEEP webpage on the front page under "I want to..." After receiving an application, the DEEP Executive Committee reviews the application and votes. DEEP usually invites applicant(s) or potential applicant(s) to a meeting to meet the Executive Committee and ask questions.

AFFINITY GROUPS

Affinity groups are voluntary, employee-driven groups that are organized around a particular shared interest or dimension. DEEP envisions that affinity groups will be organized around the protected classes set forth in non-discrimination laws such as race, disability, ethnicity, gender or sexual orientation. However, DEEP will consider approving any Affinity Group that is organized around other historical barriers to an equitable and inclusive work environment. Each affinity group must be open to any and all employees within the City of Portland. Their goals are to

- Provide a network to promote professional development and advancement
- Discourage stereotyping
- Promote a positive work environment
- Bring concerns of their respective groups to top management
- Work with other entities to address broader organization and community concerns

Affinity Groups work together to organize different events, such as the Cultural Celebrations. Per Affinity Group Resolution 37453 (See Appendix), employees who establish formal membership within an Affinity Group shall be allotted one hour of regularly scheduled work time monthly to attend a meeting, up to two hours a month if serving in a leadership role, and up to twelve hours of regularly scheduled work time per calendar year to host and/or plan special annual events and celebrations honoring the Affinity Group.

Affinity Group Leadership Council

See Bylaws for full description.

Summary: Each affinity group has designated chairs or leaders that officiate over the business of their respective affinity groups. These chairs or leaders meet quarterly with the DEEP executive committee chair and members (optional) to provide status and updates including group concerns, report on budget expenditures, collaborate on events, and report on affinity group activities. A location that is generally central to most members is booked through the conference rooms in city facilities (e.g. City Hall).

The Bureau of Human Resources has designated a representative to attend these meetings and provide communications between HR and affinity group leaders where needed.

Per Affinity Group Resolution 37453 (See Appendix), employees who establish formal membership within an Affinity Group shall be allotted up to two hours of regularly scheduled work time monthly to perform tasks and attend meetings specifically related to their group and their leadership role.

Each affinity group chairs or leadership should contact the DEEP Chair and notify them of any leadership changes. These changes affect the contact on the webpages, contacts on the affinity group handout, the email distribution lists, and permissions on webpages, to name just a few.

Affinity groups are allocated a budget each fiscal year by DEEP. As of Fiscal Year, 2019/2020, the budget has been increased to \$1,000 per affinity group (nine groups).

The nine approved affinity groups (FY 19/20):

1. City African American Network (CAAN)
2. Filipino American City Employees (FACE)
3. Hapa, Asian, and Pacific Islander (HAPI)
4. Latinx PDX
5. LGBTQ and Friends Affinity Group
6. PDXCityMamas
7. Slavic Empowerment Team (SET)
8. Veterans Empowerment Team (VET)
9. Women's Empowerment (WE)

Affinity Group Membership

To become a member, signing up to be on the email distribution list is all that is needed. To sign up, you can go to www.portlandoregon.gov/deep/signup, contact the DEEP chair, or an affinity group leader (who contacts the DEEP chair). To confirm that you are a member, you can check in your Outlook email membership to see which distribution lists you are subscribed to.

When an affinity group member attends a meeting, they will sign in on a sign in sheet provided by the affinity group leadership/facilitator of the meeting. This sign in sheet is later scanned and emailed to the DEEP chair. Members can call in and be signed in by leadership.

If you are helping an affinity group or DEEP organize an event related to cultural celebrations and the affinity groups, this time should be reported to the affinity group leadership so they can track your time. Affinity Group leaders will track volunteers time in the designated spreadsheet in OneDrive.

Affinity Group Participation and Billing Your Time

The City of Portland supports the valuable contributions Affinity Groups create to honor a diverse employee culture. To formally recognize these groups, and provide the time necessary for success, the following hours will be allocated through the creation of 3 new time codes within SAP as defined below:

1. Affinity Group and DEEP Executive Committee Leaders (up to 2 hours a month allowed)
2. Affinity Group Members (up to one hour a month allowed)
3. Affinity Group Volunteers (up to 12 hours a calendar year allowed)

First, you should bill to your own bureau or group's cost center code in the column Rec. Cctr. That is usually four letters and six numbers. For example: ATATXXXXXX (Attorney's Office), AUCAXXXXXX (Auditor's), ESENXXXXXX (Environmental Services), etc.

There are two job aids, one for Negative Time Entry employees and one for Positive Time Entry employees.

Negative Time Entry: A negative time entry employee has a work schedule assigned in SAP. These employees will be paid for time worked based on their work schedule. The only time entries needed on the timesheet will be exceptions to their schedule.

Positive Time Entry: A positive time entry employee has no specific work schedule assigned in SAP. All hours that a positive time entry employee works must be entered on their timesheet in order to be paid. Positive time entry employees use the Attendance Types OZCA, OZPR, or OHWP to indicate regular time worked.

If an employee does not know whether they are a negative or positive time entry employee, they should ask their bureau timekeeper.

Negative Time Entry Instructions: <https://www.portlandoregon.gov/article/751203>

Positive Time Entry Instructions: <https://www.portlandoregon.gov/article/751204>

COMMUNICATIONS

Each affinity group is responsible for designing their own event flyers and posters and for the content in citywide emails. Content should be reviewed for consistency and DEEP requirements by a DEEP Executive Committee member before it is made public.

Posters/flyers

In posters or flyers there should always be a contact person listed and a city logo in order to post them as city related or receive approval to post in/near elevators (when back in the Portland Building, City Hall, 1900 Building and any other city facility). The DEEP logo counts as a city logo since it contains the city logo. Each poster or flyer should include the phrase at the bottom: “ _____ Affinity Group is an approved affiliation of the Diverse and Empowered Employees of Portland (DEEP).”

If a poster/flyer is to be posted on the DEEP webpage, it should be in PDF format.

Email Distribution Lists

To create an email distribution list, edit access or permission, change the name, etc, you need to go through BTS.

There is an email list called DEEP, or DEEP2@portlandoregon.gov with all the current DEEP executive members for communication distributions. A direct email for DEEP is DEEP@portlandoregon.gov.

There is an email list called Affinity Group Leadership or affinitygroupleadership@portlandoregon.gov with all the current affinity group leaders for communication distributions.

Each affinity group has a distribution list that can have names added or removed by the DEEP Chair.

The following are the distribution lists for each affinity group in email format:

- CAANetwork@portlandoregon.gov
- CityMamasAffinityGroup@portlandoregon.gov
- FACE@portlandoregon.gov

- HAPI@portlandoregon.gov
- LatinxPDX@portlandoregon.gov
- LGBTQandFriends@portlandoregon.gov
- SlavicEmpowermentTeam@portlandoregon.gov
- Veterans@portlandoregon.gov
- WENetwork@portlandoregon.gov

There are a couple of affinity groups with extra distribution lists for leadership, such as the LGBTQ and Friends Leadership Team, WE Lead, CAAN, and Veterans has several committees with distribution lists.

Templates

For citywide emails, the content of the email should include:

- ****do not reply to all **** at the top center
- the title of the event
- who is sponsoring the event?
- the event/speaker name
- date, including day of week, month, day and year, time range
- location (including address)

Citywide emails do not have to be perfectly formatted, but all the appropriate text should be provided. The DEEP Chair is the person with permission to send citywide emails. There should be an appropriate amount of notice given to send citywide emails and all emails must be less than 100kb. If you are including any graphics in the email, 100kb is strictly enforced. All citywide emails must have the “do not reply to all” and a contact person included.

If you cannot get a graphic small enough and want to include a poster, calendar, flyer, etc., you can have it uploaded to the DEEP webpage and linked in the email. No email attachments are allowed.

Citywide emails sent by DEEP must be city related and DEEP or affinity group related. If there is an outside email of interest to city employees, the option is to send to a smaller group (i.e., Affinity Group Leaders, or a specific affinity group). Or, if it is related to a cultural celebration or heritage month, you can include some of the content in a related email.

All emails should be at least 12 pt font, no super or subscript, and preferably in Calibri.

See sample:

**** do not reply to all ****

Veterans Empowerment Team (VET) presents

Veterans Day Celebration

Thursday, November 8, 2018

Noon to 1 PM

City Hall, Pettygrove Room

1221 SW 4th Avenue

Details here with an explanation if there are refreshments provided, if it's free to attend, and if the event is open to the public or for employees only.

For more information contact: Name, email, phone

Veterans Empowerment Team (VET) is an approved affiliation of the

Diverse and Empowered Employees of Portland (DEEP).

Webpages

Most affinity group leaders have access to the affinity group webpages and can update/upload information, etc. Each affinity group page should have a shortcut URL, such as www.portlandoregon.gov/deep/lgbtg, www.portlandoregon.gov/deep/vet, etc.

To have editing privileges to a webpage, the affinity groups must contact the DEEP Chair, who is also the webmaster.

FINANCES

DEEP is awarded a small budget from the Office of Equity and Human Rights each fiscal year. The average budget is approximately \$10,000, but that is subject to budget changes. The DEEP executive committee members plan what they will spend their budget on at the annual work retreat in the spring. The budget categories are typically Speakers/Events, Training, Affinity Groups, Misc and sometimes additional things like Kwanzaa (usually included in events), or Communications.

Accounting systems/P-card

DEEP has one Purchasing Card (P-Card) in the Chair's name. The Housing Bureau's Debbie Reyes, located at 421 SW Fifth Ave, Suite 500, Portland, OR 97204, inter office 157/500 (located on the same floor as OEHR), is the accounting person assigned to reconcile DEEP's monthly charges. The OEHR Director is the one who signs off on the charges.

After any charge on the P-card, an email is received to allocate your charges in the BofA Works site ([https://payment2.works.com/works/sc/\\$cnSYb](https://payment2.works.com/works/sc/$cnSYb)) Each charge must have a detailed description of what the charge was for, and a G/L number associated. The cost center code is 9OEOE0000001.

At the end of the month or around the 25th, Debbie Reyes sends a statement to review and send back to her via inter office with all the appropriate original receipts and documentation. If there is a charge for food/refreshments, the receipt should have an itemized list of food/drinks, an agenda and list of attendees should be included with the receipt as well.

If a vendor does not accept credit cards and they provide an invoice, you can submit it to OEHR for payment by check. The invoice is sent to OEHR's Executive Assistant and approved by the director. You will need the vendor to fill out a W-9 and fill out an ACH Deposit form or indicate clearly in writing that they want a paper check in the mail vs. a direct deposit.

Freshbooks.com is the accounting program used for tracking DEEP's budget and expenses. The expenses for each affinity group is tracked in an excel spreadsheet and distributed at each Affinity Group Leadership meeting. Expenses in Freshbooks™ are entered by Vendor and Category. If it is an Affinity Group expense, the first part of the description should have the acronym of the affinity group: description (i.e., WE: refreshments for meeting, FACE: supplies for proclamation).

Process for requesting additional funds for affinity groups

Affinity groups are allocated a budget each fiscal year by DEEP. As of Fiscal year, 2019/2020 the affinity group budgets have been increased to \$1,000 each. If a group needs additional funding, they can request funds from DEEP by emailing the chair with the Funding Request Form filled out. The Funding Request Form can be found on the DEEP webpage in the "I want to..." section. The request asks for the purpose, how much, etc. The chair then emails the DEEP Executive Committee to vote on the fund request and lets the group know the results of the vote.

Groups can request funds or sponsorship from other bureaus and offices, and even outside sponsorships, but should check in with the DEEP Chair first. A group can also hold a fundraiser for an event as well. (See transfer/deposit instructions below)

How to pay out funds

Funds are paid out via P-card, interagency transfer, cost center, or check. The preferred payment is through the DEEP P-card in the Chair's name. Other City P-cards can be used from other bureau's and then charged to the DEEP cost center if the DEEP chair is notified in advance and provided with a copy of the receipts for record keeping purposes.

If a check is needed, a detailed invoice and a W-9 is needed from the vendor and submitted to the Executive Assistant at OEHR with the request. If the vendor wants a direct deposit to their account, the W-9 and an additional ACH form is needed as well.

For any food/refreshments, the affinity group should pay for it using the DEEP P-card. DEEP cannot reimburse an employee for food related purchases by petty cash. Occasionally, DEEP can reimburse an employee via gift card.

Outside funding/sponsorship requests

DEEP receives requests from community-based organizations for financial support and sponsorship for specific events. Any sponsorship from DEEP or one of the Affinity Groups should first be vetted through We Are Better Together (WABT). All bureau/city sponsorships are trying to be centralized and collaborated through WABT. DEEP will coordinate directly through WABT first.

In addition, DEEP has many opportunities to attend community events throughout the City. The number of requests and opportunities exceed the funding level of DEEP. The following are criteria that the DEEP Executive Committee will consider prior to providing financial support or Committee representation for community organizations and events:

- 1) Does DEEP's participation or sponsorship help to further the goals and objectives that DEEP has for improving career development and inter-cultural awareness for City of Portland employees?
- 2) Does DEEP's participation or sponsorship create avenues for recruitment of diverse employees?
- 3) Has DEEP's budget for community outreach been considered and weighed when deciding to participate or sponsor the event?
- 4) Will an audit of DEEP show that this activity or sponsorship was a wise and beneficial use of City funds?

Fund requests outside of affinity groups for training, speakers, etc. but employee related

DEEP occasionally receives requests to partner and help fund trainings and speakers for city employees. This is voted on by the DEEP Executive Committee. It is usually appealing to the group if the requestor is doing the organizing.

Process for procuring speakers

To procure a speaker, you must go through Procurement. Usually a PTE must be completed, but there are rare occasions when a sole source is justified. This process is time consuming and difficult and seems to change via process annually. To hire a speaker for \$5,000 or less you can receive oral or written quotes through the Professional, Technical, and Expert (PTE) Services through Procurement at the Bureau of Revenue and Financial Services. \$5,000.01 to \$100,000 you need to go through the Intermediate Solicitation Process (Intermediate RFP), and anything over \$100,000, is all formal.

Internal fund transfers

Any funds requested, approved, etc. from other bureaus or offices for Affinity Groups should be communicated to the DEEP Executive Committee Chair or designee first. To transfer funds, you will need to fill out the excel spreadsheet Cash Transfer Form. There is an example line on the form to assist with the data that needs to be in each column. There is a watch out, in that the wording on the form can be confusing. The “Sender” which is the first section, is actually getting the increase in cash, where as the “Receiver” is having a decrease in cash. The form is sent to inboxcashtransfers@portlandoregon.gov.

Accounting Quick Reference Guide. <https://www.portlandoregon.gov/brfs/article/576938>.

If there are funds being transferred to reimburse DEEP for an invoice that was paid, provide Nikki with an email stating the agreement, and she can move the expense with a journal entry as soon as the invoice is processed.

Receiving donations and depositing funds

Any check donations received by DEEP must be hand delivered to Finance & Accounting at Bureau of Housing (Nikki Bennett) for deposit. Cash donations should be taken to treasury to deposit.

Fundraising

Affinity Groups can hold fundraisers and/or receive donations at their events. They can choose to have DEEP track these funds for them (depositing them in DEEP’s account and then paying for expenses through DEEP), add them to their budget, or hold the funds themselves and spend them for their expenses.

Constraints of financial benefit/conflict of interest or disbursement of fundraising and event funds

DEEP Executive Members, Affinity Group Leaders and Affinity Group Members must not engage in financial or other conflicting relationships where the member or a member of one’s family may receive individual benefits, for example, by “receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, or other financial benefit”¹ resulting from a DEEP or Affinity Group related event or activity. “Circumstances create a conflict of interest when an individual has... a commercial interest with which s/he has a financial relationship”.

1 Accreditation Council for Continuing Medical Education - <https://www.accme.org/accreditation-rules/policies/financial-relationships-and-conflicts-interest>

ASSETS

DEEP owns the following equipment and supplies:

Supply/Equipment	Details	Location
Library books/DVDs		Pioneer Tower
Video camera, microphones, tripod	In a bag	Pioneer Tower
Projector	Purchased previously with laptop (not used in several years)	Pioneer Tower
Clear brochure display holders, business card holder, letter size clear display	Purchased for New Employee Orientations	Pioneer Tower
Metal Display rack		Stored at 400 building by Svetlana (SET) – location currently unknown
Kwanzaa Kit	In black container includes, Kinara, cup, set of 7 candles, straw mat, corn and nuts, and African table cloth, long lighter	Water Bureau Interstate – Angie Harris
17 dozen Clear Pebbled Plastic Tumblers (12oz).	For events, specifically Kwanzaa (204), purchased at WebstaurantStore	
18 dozen Dinner Forks	For events, specifically Kwanzaa (216), purchased at WebstaurantStore – Acopa Midland 7 ¾" 18/0 stainless steel medium weight four-tine dinner fork	
6 black polyester 90x132 rectangular tablecloths	For events, specifically Kwanzaa, purchased at TableclothsFactory	
20 black polyester 70" round tablecloths	For events, specifically Kwanzaa, purchased at TableclothsFactory	
8 red, 7 gold, 8 sage green polyester 12x108 table runners	For events, specifically Kwanzaa, purchased at TableclothsFactory	
40 black polyester linen 17x17 napkins pack of 5 = 200	For events, specifically Kwanzaa, purchased at TableclothsFactory	

CULTURAL CELEBRATIONS

History

Cultural Celebrations were driven by a need to recognize the underrepresented and varied affinity groups present within the City of Portland. Members of the different affinity groups have historically been part of the community and have played important roles, enhanced the quality of life in Portland and contributed in areas such as the arts, business, and civic participation. Cultural Celebrations provide an opportunity for all City of Portland employees to remember the stories and teachings of those underrepresented groups who built our nation, while working to maintain, share, and promote their culture and history and foster the next generation.

Schedule

Month	Cultural Celebration	Involvement
January	Lunar New Year and Martin Luther King, Jr. Day, Slavic and Eastern European Heritage Week	CAAN for MLK Day and SET for Slavic and Eastern European Celebration
February	Black History Month	CAAN
March	Women's History Month	WE and PDXCityMamas
April	Multi-Cultural Communication Month, Cambodian/Lao/Thai (CLT) New Year in the Park	DEEP and HAPI
May	Asian Pacific Heritage Month, Murdered and Missing Native Women & Girls Day	HAPI, FACE and Tribal Liaison
June	LGBTQ ² Pride Month (Lesbian, Gay, Bi, Trans, Queer, Questioning) Juneteenth, Good in the Hood	LGBTQ & Friends Affinity Group, CAAN
July	Independence Day Celebration	
August	Celebrating Culture Through Food: Cook-Off, Tonga Day Festival	HAPI
September	Latinx Heritage Month and Racial Equality Week	Latinx PDX
October	Disability Employment Awareness Month, National Coming Out Day	OEHR and DEEP, FACE for Filipino Heritage Month, LGBTQ+
November	Native American Heritage Month, Rock Your Mocks Day	BES and VET for Veterans Day, Tribal Liaison
December	Human Rights Day, Native American Marketplace	DEEP - annual KWANZAA event, AIAN

Event Organization

DEEP recommends two to three months to organize cultural celebrations.

Cultural Celebrations are generally focused in a given month, but are encouraged at any time of the year, especially as cross-collaboration events with other affinity groups.

Planning:

- Connect with DEEP to let them know interest and see if anyone else is organizing that month
- Recruit planning committee members
- Figure out communication with group - meetings, emails
- Figure out capacity of group - how many activities can each person organize, what are their interests
- Figure out financial supporters - DEEP and bureaus
- Figure out roles and responsibilities - one lead person to arrange committee meetings and check in with members about their responsibilities and activities, main person if people have questions about the month's activities (though each activity should have contact information)

Logistics:

- flush out timeline and description/how-to/links
- request money from DEEP
- design lobby case artwork/graphics
- reserve elevator lobby glass case - Portland Building
- create calendar of activities - each person (or duo or trio) take on one to three activities
- reserve necessary conference rooms/auditorium
- make posters for elevators to promote month and each activity
- send the Chair a copy of the month-long activities and accompanying posters
- promote month and activities within your committees' divisions/bureaus - if you can get bureau director or manager to send out emails promoting month and activities
- write thank you cards to speakers/guests

Activity Examples:

- breakfasts to kick-off month
- speakers
- panels
- musicians
- clothing swaps
- clothing drives

- food drives
- movies (perhaps with a follow-up discussion)
- guided bike rides or walks
- cooking demos
- dance troupes
- singing groups/choruses

For each activity:

- Lead organizer
- Logistics - date, time, location, description and title
- Communicate with - speaker, chorus, etc.
- Reserve space, plus equipment
- Create promotional poster - send to lead person, get put up in elevators - need picture, title, description, time, date, location, contact information, presented by (names, logos)
- Promote within your division/bureau
- Write thank you's to guests if any

SPEAKERS AND EVENTS

When considering a speaker for an event, the following items should be reviewed and considered. DEEP executive members vote to move forward in approving costs for speakers.

- Background check the speaker
- Fact-check their materials to the extent possible
- Ensure there is non-discrimination between any groups the speaker may be associated with
- Ensure there are no conflicts of interest per public employee restrictions
- Pay any licensing fees needed for events promotional materials

Annual or Monthly Events hosted by DEEP:

Wonder Woman Awards

Kick-off Prep Date: January, recruit assistants for each logistics piece, Date Held: March/April

This is usually in conjunction with Womxn's History Month.

Application logistics:

- Submission of Applicants
- Contacting awardees about descriptions
- Tracking people down – who their inner office address is
- Reviewing Applications/correcting data entry errors
- Emailing nominees w/notifications (collecting emails)

Pre-event logistics:

- Photography
- Ordering Award(s)
- Printing Certificates
- Snacks
- Book venue
- Advertising Emails

Kwanzaa

Kick-off Prep Date: September, Date Held: December 26 – January 1

Pre-event logistics:

- Catering
- Entertainment/speakers
- Venue
- Advertising/Emails

Same Day:

- Set-up/Clean-up

New Employee Orientation (Monthly)

- Set up of table/Printing of materials
- Email sign-up
- Affinity Group members can also volunteer to be a representative for their Affinity Groups

LIBRARY/TRAINING

DEEP maintains a library of resources exploring topics related to underrepresented groups and workplace growth that are available for check-out by any City of Portland employee. The full catalog is available for download in a spreadsheet on the City of Portland intranet (accessed with an employee log-in). Employees can fill out a check-out form and receive the book through interoffice mail. Books and videos can be checked out up to two at a time for up to a month and renewed (online or via email) up to another month. All books/videos checked out, waiting lists, and checked in are logged into a spreadsheet maintained by the DEEP Chair.

Currently the library resides at the Pioneer Tower, 888 SW Fifth Avenue, Suite 400 at Environmental Services. When new materials are acquired, they should be added to the main spreadsheet catalog stored in the DEEP LIBRARY share folder.

ADVOCACY

DEEP has a history of advocating to City Council for policies and resolutions to create a more inclusive and equitable experience for City of Portland employees. Historically resolutions were passed through city council resulting in proclamations to establish cultural heritage months that are administered by the different affinity groups. DEEP has developed and led a Leadership Development Program for career development for women and people of color with mentorship opportunities. DEEP leadership also has worked with city councilors and the city attorney to include insurance coverage for transgender individuals in the city health care plans, and create payroll codes for affinity group participation, volunteers and leadership roles.

DEEP executive members work with the city attorney, city councilors and Bureau of Human Resources representatives to bring awareness to issues and craft letters in support of initiatives and policies brought before city council. These interactions are primarily brought forward by affinity group members and accomplished through meetings with officials and established connections via affinity group members and human resources representatives. Letters are also written in support of certain initiatives and submitted to council.

DEEP also works under the administrative arm of the Office of Equity and Human Rights, receiving financial support and advisory guidance. Periodically DEEP will make reports to city council in support of different initiatives.