

MEETING MINUTES
DIVERSE AND EMPOWERED EMPLOYEES OF PORTLAND (DEEP)
MONTHLY MEETING

THURSDAY, JANUARY 23, 2020 ★ NOON TO 1:00 PM

PIONEER TOWER – 888 SW FIFTH AVE, STE 400 – WILLAMETTE ROOM

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 Executive Committee Members | | | |
|---|---|-----------------|----|
| Robert Bedgood | A | Pollyanne Birge | E |
| Becky Chiao | ✓ | Cynthia Castro | ✓ |
| Wing Grabowski | E | Debbie Caselton | ✓ |
| Neelam Jain | ✓ | Yvette Gayomali | E |
| Janis McDonald | E | Angie Harris | ✓ |
| Carolyn Quan Lee | ✓ | Adrien Pacheco | E* |
| Thomas Nancarrow | ✓ | Jeff Selby | A |
| Miranda Wood | E | Carol Stahlke | ✓ |

A = UNEXCUSED, * ADRIEN'S EMAIL WAS ACCIDENTALLY REMOVED FROM GROUP LIST SO SHE WAS UNAWARE OF MEETING.

1. Updates:

- a. **Kwanzaa** – huge success with up to 200 people present. Budget was extra high this year. Debbie will send that around after all entries are in accounting. A lot of one-time purchases for future events (i.e. tablecloths, forks, cups, etc.). Need to get more volunteers, maybe from affinity groups, etc. Need to also figure out about taking care of the after stuff (forks/tablecloths, etc).
- b. **Budget** – Call from accounting rep (Nikki Bennett at Housing), informing me that OEHR's budget and ours is recommended to be significantly cut. It would go from \$15,000 to \$9,442. Commissioner Fritz is recommending that we not get any money cut. Debbie recommended that if our budget is cut significantly that the affinity groups still get most of the funds and we still do Kwanzaa. Possibly seek funds from other bureaus to supplement other events?
- c. **SAP Codes** – The code instructions are on the webpage in the Affinity Group section.
- d. **19th Amendment Exhibit** – Should be delivered to Zachary at the Mayor's office and be set up in early February at the Portland Building. Debbie worked with Facilities to be able to use the new

event space adjacent to the Portland Building lobby that is viewable from the lobby and the street. It is still secure and accessible. The group would like to do a small kick-off event and promote WE and BHM stuff (especially considering their theme is about getting out to vote). This could take place on Tuesday, around noon on February 4. Becky, Angie, Carol, and Neelam have offered to help.

2. **Manual Update** – Miranda and Debbie updated the manual and it is a working document. More information regarding the new SAP codes will be included and then this will go out to the Affinity Group leaders. Make sure that the footers are in the bottom with the page numbers and revision date.
3. **Bylaws** – since there was not a quorum today, we could not vote. The Bylaws have been amended and need to be sent via email for a vote.
4. **Sponsorships discussion** – the group briefly talked about sponsorships, but Polly and Wing were not there. Polly had asked about sponsorships because Civic Life is interested in sponsoring groups that are doing something that is community/civic minded and wants to coordinate with DEEP? Wing had sent the We Are Better Together information and Debbie is going to contact Tiffani to talk to her about sending folks her way when we get requests and just working together. It is a city rule to go through WABT now.
5. **Announcements** – Cynthia is running for City Council and will have to resign from DEEP's Executive Committee. She will provide a written notice to the chair.
6. **Other** – Debbie discovered that we can have BTS enter employee's personal emails to the affinity group lists for those do not have city emails or access to computers!

Very brief notes provided by Debbie Caselton

Attachments:

1. Bylaws, revised January 23, 2020
2. WABT information from Wing
3. DEEP Operations Manual as of 1/23/20