

DEEP Affinity Group Leadership Council Meeting
Wednesday, February 5, 2020
Portland Building, Room 210
Noon to 1:30 pm

Introductions – sign up roster passed around

Attendees:

| | | |
|-----------------------------|-----------------------|------------------------------|
| Lorraine Wilson, CAAN | Theresa Suico, FACE | Adrien Pacheco, DEEP |
| Carolyn Lee, DEEP/HAPI | Svetlana Hedin, SET | Wing Grabowski, DEEP |
| Ning Jiang, HAPI | Matt Lim, HAPI | Bridget Coleman, WE |
| Ana Brophy, WE | Dyvisha Gordon, CAAN | Miranda Wood, DEEP |
| Rachele Altman, Citymamas | Kim McCarty, CAAN | Kawana Bullock Clayton, WE |
| Debbie Caselton, DEEP/LGBTQ | | Nicholas Carroll, VET |
| Christopher Sun, VET | Janis McDonald, DEEP | Yesenia Carrillo, Latinx PDX |
| Angie Harris, DEEP | Neelam Jain, DEEP | Carol Stahlke, DEEP |
| Yvette Gayomali, DEEP | Pollyanne Birge, DEEP | Allison Prasad, HAPI |

SAP codes

- The SAP codes are out there – solicitation for questions that have come up
 - One Affinity Group leader was paid OT on her SAP code – emailed her BHR rep to correct to regular hours
 - There is no reimbursement, no mileage, only time worked during regular hours
 - What about evening events? Does it become flex/comp time?
 - Is the time use it or lose it in a month?
 - Currently 12 hours a year for volunteers
 - 3 hours total in a month (1 hour for affinity group members and 2 hours for leaders)
 - Use time codes and consult with Timekeepers
 - Instructions are on DEEP webpage

Email Sign-ups

- Debbie is sending out Excel spreadsheets to Affinity Group leaders
- Working well so far, employees are signing up
- BTS can add non-city emails to the Affinity Group email lists
 - Have people email Debbie at Debbie.Caselton@portlandoregon.gov or
 - go to the sign-up page on the DEEP website and enter their email:
www.portlandoregon.gov/deep/signup

DEEP Operations Manual

- Manual was sent out to affinity groups and is a living document
- Still working on determining some processes like transferring money between Bureaus

Review of the Affinity Group Budgets. Any edits or questions, please email Debbie.

Debbie will be taking medical leave and send out notice soon about when she will be out

Black History Month

- Events throughout the month: <https://www.portlandoregon.gov/50902>

- DEEP Committee members Carolyn, Wing, Cynthia and Janis attended proclamation, which was packed, people sitting and viewing upstairs
- Focus this year on voter registration campaigns, partnering with Multnomah County with events May through November to reduce misinformation and increase voter registration
- Some next events:
 - Lunch and Learn: Engagement Strategies that Work at Commonwealth Building on Feb 11: <https://www.portlandoregon.gov/article/751320>
 - Who I Am, Celebrating Me at the Armory on Feb 20: <https://www.pcs.org/archive/blog/item/who>

19th Amendment Exhibit

- DEEP sponsoring exhibit from the American Bar Association in Portland Building event space
- Exhibit was available for February and will be delivered this week
- Exhibit will be temporarily at the Portland Lesbian Choir concert on February 7 and 8
- Commissioner Hardesty will speak at the Portland Lesbian choir event and Kathleen Saadat will MC
- Kick-off event next week and general information will be available soon

Women's History Month

- Taking place in March
- Centered around 19th amendment 100-year anniversary, voter registration, professional development
- Events: EMERGE program, how to be an ally, clothing drive and panel, TED talks, market and mentorship

DEEP posts events it receives from the Affinity Groups on the website calendar:

<https://www.portlandoregon.gov/50889?cal=DisplayCalendar&modefrom=month&month=2&year=2020&startdate=02%2F01%2F2020%2000%3A00&arrowbutton=%3E>

Wonder Woman Awards

- Nominations submitted through Track-it
- Spreadsheet needs to be cleaned up for spelling, duplicate submissions, etc.
- Janis, Carol, Adrien, Angie, Bridgett Coleman and Kawana volunteered to assist with the event

DEEP Library will be on hold while Debbie is on medical leave – about 1 month

City Council elections – affinity group leadership can only support or advocate for candidates on personal time, not in any affinity group or City of Portland official capacity

Latinx PDX Affinity Group

- Leadership is in transition as several leaders have left to pursue politics
- Workgroup moving to provide recommendations on conversations that had started around premium pay for bilingual employees in collaboration with Commissioner Fritz' office
- Met with HR, trying to answer questions about utilization and compensation, cost at the Bureau level
- Send feedback on employee concerns to Yesenia Carrillo at Yesenia.Carrillo@portlandoregon.gov

- Want to bring to council in the next 3-4 months

Other Events:

- Stand for Refugees at SW Community Center – March 19th 6-8:30pm
- Good in the Hood at King School – June 26-28
 - Angie is looking for sponsors
- Affinity Policy Group: Ana Brophy is looking for members to help take advocacy measure to city council, focus on telework and childcare – Ana will send email to leaders again.
- Women's March – March 1, WE will have a table there and wondered about sponsorships, etc. Pollyanne brought up HR4.06 rule.