

DEEP Meeting 10/28/2019

In Attendance: Debbie, Wing, Cynthia, Janis, Carol, Yvette, Neelam, Angie, Carolyn, Miranda

Affinity Group Resolution

- After resolution passed at council, have been receiving questions from employees
- Will compile a list of questions for Cathy Bless (BHR) to resolve and create FAQ to put on website
 - Will hours apply to PT/contract/seasonal employees?
 - How do we track hours?
 - For meetings, use sign-in sheets
 - For volunteer hours, each Affinity Group sends a list of volunteers and their projects to DEEP chair, could be kept by Affinity Group leaders in Google Docs or Sharepoint
 - Where are the charge codes/SAP codes applied – each bureau's overhead?
 - Now that employees are paid for volunteer hours, public records rules apply – need to publish agenda and minutes, provide a summary of sections – is a basic template for minutes needed?
 - What if time goes over – only time up to the resolution amount is paid, the rest is volunteer time
 - Is time provided enough – no, but it's a start and by tracking time we can illustrate that more time is needed
 - How to confirm someone is in an affinity group – via the email distribution list
 - How will information about the resolution be transferred to Bureau managers? Debbie will distribute, meeting with Cathy Bless (BHR) and Tracy Reeves (city attorney) on language
 - DEEP will generate a council report, probably sometime in the summer

DEEP Leadership

- Debbie will be gone for 4 weeks after the holidays
- Executive members will step up to assist Affinity Groups with reimbursements
- Angie and Carol have Pcards

DEEP Operations Manual

- Miranda will send Advocacy and Speaker sections to everyone for review
- Miranda will send a reminder to Carolyn, Debbie, Janis and Angie about the executive team section
- Miranda will send bylaws out for review and adoption at the next DEEP meeting

DEEP Brochure

- Debbie will resend brochure info to Wing

DEEP Poster Update

- Debbie will ask Jeff to create a new poster

Kwanzaa

- Scheduled for Saturday, Dec. 28th
- Trying to get SEI for location but will be more than the Elks Club, but more space is needed
- Janis will make a connection with someone in PBOT who knows someone working at SEI
- Renee is in, caterer is arranged
- Angie is working on entertainment and MC
- OEHR paid for food last year, Debbie will ask how they want to be involved this year

Miscellaneous

- FACE has a new logo
- Native American Affinity Group did not pan out - DEEP Affinity Groups can help with Native American Heritage events and help cross collaborate
- Janis recommended America Walks Webinar about people with disabilities
- Janis also seeking recommendations for speakers on women's health for a Women's Month panel
- Carolyn asked Wing/DEEP for assistance in getting more info/connecting with orchestrators of BPS Citywide Displacement Inventory, mention it to the equity practitioners
 - Cynthia mentioned there is a common coalition of people with Metro, non-profits, and academics
- On Nov 20th there is a proclamation about the Transcontinental Railroad and the work of Chinese people who contributed to its construction