

MEETING MINUTES
DIVERSE AND EMPOWERED EMPLOYEES OF PORTLAND (DEEP)
 THURSDAY, JULY 26, 2018 ★ NOON – 1:00 PM
 CITY HALL, ROSE ROOM

E = Excused, A = Absent

DEEP Executive Committee Members			
Robert Bedgood – No	E	Maximo Behrens – No	E
Debbie Caselton – Yes		Becky Chiao – Yes	
Janine Gates – Yes		Yvette Gayomali – No	E
Wing Grabowski – Yes		Angie Harris – No	
Neelam Jain – No	E	Carolyn Quan Lee – Yes	
Janis McDonald – No	E	Thomas Nancarrow – No	
Betty Nelson – Yes		Carol Stahlke – No	E
Jeff Selby – No	E	Pollyanne Birge - No	E
Miranda Wood – Yes			

Guests:

1. Cynthia Castro, ULA
2. Caryn Brooks, LGBTQ & Friends
3. Kim McCarty, CAAN
4. Serilda Summers-McGee, BHR Director

Follow-up DEEP/HR Director Meeting Agenda

1. Introductions (5 min)
 - a. There were quite a few guests from our affinity groups and Director Serilda Summers-McGee from HR
2. Follow-up on volunteer hours request (10 min)
 - a. Caryn shared policies from Multnomah County (3hr/month) and Oregon Health Authority (3hr/month).
 - b. Multnomah County is editing their policy because there are concerns regarding managers' approval.
 - c. Serilda is excited to support volunteer hours for DEEP/Affinity events.
 - i. To hold Serilda accountable she instructed the group to ask Cathy Bless for the volunteer hours policy during our Affinity Executive Committee meeting in September.
3. Additional Follow-up Topics: (20 min)
4. onboarding communications to employees
5. Pay equity issues (potential outcomes of class/comp study?)

- a. Serilda shared:
 - i. The study is four years in the making.
 - ii. She put a hold on the study in December to gain a better perspective on what HR was doing and what was/is needed to create equitable pay.
 - iii. Created a
 - iv. There are over 450 classifications for 6k employees.
 - v. That is bad practice and she is working to decrease classifications to 100.
 - vi. Class Comp is scheduled to present at Council on August 8th and will roll out in October
 - 1. There will be an increase of salary for most employees
 - 2. Redefine the merit structure. Currently, majority of employees are receiving 4.1% with no clear directions on criteria. It is relationship based instead of skills based.
 - 3. The new structure will empower employees to negotiate their merit and understand how merit works at the City.
 - vii. When working out of classification, Serilda is encouraging employees to send a job description to their business partner to discuss how to move forward.
 - viii. Serilda is aware that employees are not using BHR and it is because employees do not trust BHR.
- 6. Management trainings
 - a. There is currently a cultural shift happening in BHR and with managers.
 - b. Previously, BHR would investigate each compliant, which averaged 10-20 investigations per week.
 - c. Currently, there are 5-7 investigations per month and last month, there were no investigations.
 - d. There is a decrease because Serilda has to sign off on each compliant and she is encouraging those involved in the compliant and the bureau's business partner to meet and discuss what is in the investigation.
 - e. She is trying to create a culture where managers, employees, and BHR's business partner can have a discussion before an investigation is necessary.
- 7. Conversation with guest affinity group leaders (20 min)
 - a. During this topic, there was a discussion about different bureaus as well.
 - b. ULA:
 - i. What to expect for BHR... I added the answers into management trainings and pay equity.
 - c. CAAN:
 - i. We are losing young leadership.

- ii. Members do not feel supported in their jobs, are not receiving trainings, promotions, and are experiencing racism (micro and marco).
 - iii. Housing is trying to create an opportunity to compensate employees who are bi-cultural similar to those who are bi-lingual.
 - 1. Kim presented Serilda with information from other companies who are compensating individuals for being bi cultural.
 - 2. This did not gain support for Serilda.
8. Next steps (5 min)
- a. In order for BHR/Serilda to implement programs and policies she needs direction from Council. She encouraged the group to build relationships and support from Council/an elected in writing and then bring it to her. She is happy to support DEEP.
 - b. In order to move pronouns in our signature forward, Serilda needs direction from Council. Currently, she has not received that support.
 - c. BHR is moving forward with bilingual pay, which is something we are not currently doing.
 - d. Serilda is happy to come back anything and enjoyed the meeting.