

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

THURSDAY, NOVEMBER 29, 2018 ★ NOON TO 1:00 PM

PIONEER PLACE MALL – ROOTS FOOD DISTRICT – SW 5<sup>TH</sup> AND TAYLOR

*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.*

<b>DEEP Executive Committee Members</b>			
Robert Bedgood	E	Pollyanne Birge	E
Becky Chiao	✓	Maximo Behrens	E
Wing Grabowski	E	Debbie Caselton	✓
Neelam Jain	✓	Yvette Gayomali	E
Janis McDonald	✓	Angie Harris	✓
Betty Nelson	✓	Carolyn Quan Lee	✓
Jeff Selby	E	Thomas Nancarrow	E
Miranda Wood	E	Carol Stahlke	✓

1. Kwanzaa Planning (Angie)

Date is set for Thursday, December 27 starting at 5pm – set up at 3pm, at the Elks (\$200) – add their logo to our flyer.

Michelle Harper confirmed for Black National Anthem (ask if she'll MC), Joyce and Renee confirmed. Renee asked for 3 \$25 gift cards for three kids that will be assisting her. Koffi said OEHR will sponsor food. Angie has two bids around \$1200-1300. DJ and dancers checking on.

Check on ad space, check on dishes (renting), purchase new candles.

Debbie will invite commissioners and mayor. Debbie will help with flyer and a Facebook event. Carol will check with Tiffani on We Are Better Together funds when Angie comes up with budget.

2. New Employee Orientations (NEOs) – second Tuesdays (12/11)

a. Supplies needed? More brochures? What worked

We have enough brochures, and it went really well last time. Angie laminated the Affinity Group list. This will be happening every second Tuesday of the month. Becky suggested we get someone to set up monthly volunteers to take this on after we find out a consistent location?

### 3. Mission Statement (advocacy addition?)

At the retreat in April, we tabled the idea of changing the mission statement and adding “advocacy”. The team that was present today made the following edits:

*DEEP is dedicated to advocating for a work environment that is equitable, inclusive, and supportive of the City of Portland’s diverse workforce that is committed to quality public service.*

### 4. Officers/Leadership roles

Debbie brought up the possibility of term limits if needed. Based on the new rules for the citizen advisory groups, the term limits are 8 years. Janis is stepping down from co-chair due to workload and not being available to assist more. The group decided to bring this up at the next meeting when we have more of the team at the meeting.