

## Affinity Group Leaders and DEEP Executive Committee

June 7, 2018, Noon to 1:30 pm

Congress Center, 1001 SW Fifth Avenue, Suite 513

### Attendance:

DEEP Executive Committee Members: Debbie Caselton, Janis McDonald, Miranda Wood, Jeff Selby, Betty Nelson, N. Janine Gates,

Affinity Group Leaders: Nicholas Carroll (VET), Christopher Sun (VET), Kim McCarty (CAAN), Josie Kostylo (LGBTQ), Caryn Brooks (LGBTQ), Gene Yamamoto (HAPI), Cynthia Castro (ULA), Kawana Bullock Clayton (WE), Betsy Quitugua (HAPI), Melissa Walton Hendricks (WE), Natalie Luttrell (WE)

Special Guest: Cathy Bless, HR

### Agenda/Minutes:

#### 1. Introductions

- a. Increased to quarterly meetings at leadership teams' request
- b. Round of names, affinity group(s), and bureau we work in

#### 2. Meet Cathy Bless from Human Resources (BHR)

- a. We wanted a rep from BHR to attend because:
  - i. Employees concerns
  - ii. Lack of knowledge re how to help employees who are working in tough situations.
  - iii. Employees do not feel comfortable/safe discuss their concerns with management or HR and will go directly to their affinity group leaders.
  - iv. Cathy volunteered to attend the group leadership meetings.
- b. If you don't feel comfortable experiencing your concerns please contact the DEEP leadership team and they can speak on your behalf.
- c. Cathy started working for the City in 1994 and has experienced a lot of changes since then. She has been in current position since 2009, representing us in healthcare options and choices. **Do not forget open enrollments ends today; June 8<sup>th</sup>.**
- d. We would like all new employees to receive information about DEEP and our affinity groups as they onboard.
  - i. Cathy is happy to share DEEP information with new hires.
  - ii. Debbie shared that we are in the process of updating our content/brochure/poster and will have information to share soon.
- e. Is it possible to have an assessment of the bureaus engagement, especially as it relates to equity?

- i. Tools and training opportunities are needed for Bureau Directors and managers to assist them with understanding the benefits of equity and supporting affinity groups participation.
  - ii. OEHR is collecting data
    - 1. Who is leaving their jobs and why (the data will be confidential)
    - 2. Partnering with HR and BTS to collect data.
    - 3. If you have data questions please contact Jeff Selby directly.
  - f. At the end of the meeting, she shared her thoughts and supports our needs. She will report back what she heard and connect with Debbie soon after that.
- 3. Update from Miranda re: meeting with Serilda (BHR's director)**
  - a. Miranda is working to schedule a follow up meeting with Serilda.
    - i. DEEP Executive Committee is meeting with Serilda soon.
  - b. Affinity groups, if you have concerns or thoughts please share them with Miranda Wood and she will share your needs with Serilda.
- 4. Update re: ask for 4 hours of city time for DEEP/Affinity Group/Cultural/Education events/meetings**
  - a. Mayor Wheeler supports this.
  - b. Cathy Bless is advocating for all employees to have hours of service.
    - i. Serilda supports this
  - c. Maybe we should clearly explain how we fit into the City's business.
  - d. Ashley in HR used to work with Kaiser, which has a successful program.
    - i. Maybe her or a representative from Kaiser can discuss their program with us.
  - e. Janine Gates met with Ben Duncan, who is the Director of Multnomah County's Office of Diversity and Equity and learned that the County has a volunteer program for employees. Ben agreed to assist us.
- 5. Affinity Group updates/questions/budgets, etc.**
  - a. VET
    - i. There is a different level of support for equity and affinity groups within bureaus.
    - ii. Is working with Ashley in HR to create a manual for their affinity group.
  - b. There is a desire to build collaboration and partner on events.
  - c. Affinity groups will receive \$400 next FY
  - d. All left over funds from this FY will be used to support houseless individuals by buying socks and underwear.