

MEETING MINUTES
DIVERSE AND EMPOWERED EMPLOYEES OF PORTLAND (DEEP)
 THURSDAY, NOVEMBER 16, 2017 ★ NOON – 1:00 PM
 CITY HALL, PETTYGROVE ROOM

E = Excused, A = Absent

DEEP Executive Committee Members			
Robert Bedgood	✓	Maximo Behrens	E
Debbie Caselton	✓	Becky Chiao	E
Janine Gates	✓	Yvette Gayomali	E
Wing Grabowski	E	Angie Harris	E
Neelam Jain	E	Carolyn Q. Lee	✓
Janis McDonald	E	Thomas Nancarrow	✓
Betty Nelson	✓	Adrien Pacheco	E
Jeff Selby	✓	Carol Stahlke	✓
Miranda Wood	✓		

Handouts: DEEP Affinity Group Spending for FY 17/18, Profit and Loss Report as of 11/7/17, Expense Report as of 11/7/17

1. Introductions

- a. We only had 9 out of 17 members at the meeting. We missed those who could not attend. Our meeting was very rich and fruitful.

2. Finances (Debbie)

- a. Our budget year is July 1st until June 30th.
- b. So far, we've spent \$2,615.88 and have \$7,384.12 left.
- c. We created a separate budget group to discuss how we would like to use the rest of our monies.
 - i. As of right now, the following people are on the committee Carol, Carolyn, Debbie, Janis (if available), Janine, and Jeff.
- d. WE (Women Empowerment) has spent most of their funding and may ask for additional funding. We may want to keep that in mind.

3. Events:

a. Work Retreat:

- i. We will have a working, but fun retreat on a Saturday sometime between February and May.
- ii. We will talk about next year's budget.
 - 1. Normally, we receive \$10,000. That may or may not change. We are unsure. OEHR will let us know what our budget is.
 - 2. Allotted amounts to our affinity groups.

- a. In the past, they have been allotted \$400 and can use it without seeking our approval.
 - b. If additional funds are needed a vote from us is needed.
- b. Native American Heritage Marketplace (Dec 7)?**
 - i. This event will take place in City Hall's Atrium.
 - ii. There may be a request for \$150.00.
- c. Kwanzaa (Angie) – December**
 - i. Decided to not continue at our last retreat. However, Dante from OEHR would like us to have a Kwanzaa event and is willing to assist financially.
 - ii. It is one our biggest events and we spent between \$1,500 and \$2,000 last year.
 - iii. If we decide to move forward, Angie will organize the event.
 - 1. She has connected with community members, created a budget, and is waiting for a vote from us. Please vote when you get a moment.
- d. Priced Out documentary – January**
 - i. Not sure the cost.
 - ii. Confirmed with the film maker.
 - iii. May have the event on 1/31st from 11:30am to 1pm in the 1900 building.
 - iv. Debbie will send more details soon.
- e. Yee Won Chong – 90 min gender binary, trans inclusion and basic gender terminology (January)**
 - i. We paid for this about 2 years ago and needed to postpone.
 - ii. Now, that Yee Won Chong is available, we will have an event in January.
- f. SET – January**
 - i. It is their month and there will be a proclamation and celebration.
- g. February – Black History Month**
 - i. No plans yet.
- h. March – Women's History Month**
 - i. No plans yet. WE is meeting and will have a schedule of events soonish.
- 4. Policy issues - equity and promotion (Miranda)**
 - a. Debbie started us off by briefly discussing her meeting with Serilda Summers – McGee.
 - i. During their meeting, they (Debbie and Josie) discussed city employees adding pronouns to their emails.
 - ii. Serilda shared, that's the first thing she will do with HR.
 - iii. Debbie said, "It was amazing meeting. She is a phenomenal leader and I am happy that she will lead HR.:"
 - iv. Serilda hopes to join DEEP for a meeting soon.
 - v. Debbie is meeting with staff of Commissioner Fish, Saltzman and Mayor Wheeler regarding pronouns. Josie Kostylo is meeting with Commissioner Fritz' office.
 - vi. Commissioner Eudaly does not need a meeting possibly. They agree and will try and work on implementation.

- b. Retention and Promotion for Women and People of Color (Miranda)
 - i. Start the conversation/educate
 - ii. Inform non-represented staff about the P4 form, which could assist with changing classification
 - 1. Relying on management w/no education of the process is not helpful
 - 2. Employees can submit the form and will eventually need their supervisor's signature
 - a. This could present problems
 - b. Miranda expressed her concerns about working out of class and not being re-classified with her chief on her exit interview with Fire. She has also spoken with Dante
 - iii. Plans to discuss this with Serilda
 - iv. How can HR communicate employees' rights?
 - v. Let's make some recommendations to HR
 - vi. There needs to be ongoing equity training for mid to upper level managers, or at least enforcement of the required training.
 - 1. We need equity with feet
 - vii. How does can the City retain and promote women and people of color
 - 1. Educate employees
 - 2. Equity training
 - 3. Create a city-wide policy
 - viii. Janine, Carol, and Thomas are willing to assist Miranda.

Minutes prepared by Janine Gates, DEEP Secretary

Edited and distributed by Debbie Caselton, DEEP Co-Chair