

**Meeting Minutes**  
**Diverse and Empowered Employees of Portland (DEEP)**  
**Annual Retreat**  
**Saturday, May 6, 2017 – 10am – 2pm**  
East Portland Community Policing Center – 737 SE 106<sup>th</sup> Avenue

**Attendees:**

Debbie Caselton  
Greg Wolley  
Becky Chiao  
Janis McDonald  
Jim Fairchild  
Maximo Behrens  
Thomas Nancarrow  
Yvette Gayomali  
Wing Grabowski

**Excused:**

Angie Harris  
Carolyn Q. Lee

**Accomplishments for FY 2016/17:**

Leadership Development Program (program, report, graduation, etc.)  
Tim Wise  
HAPI  
Recognition by OEHR and Employer of Choice  
VET & WE reboots  
Let's Talk  
Trainings for employees  
Reputation in community  
Women's History Month and Wonder Woman Awards  
Kwanzaa  
Visibility

**Core Mission and Goals Review:**

Mission Statement: *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.*

Still relevant.

**Goals for Fiscal Year 2017/2018:**

Continue to support employees

- Resource/research
- Peer/Confidant
- Advocacy
- Navigate city
- Trainings
- Networking

Collaborate/partner\* (meet with Zan and the other equity managers, and equity chairs)

Affinity Groups support

Bring speakers

More workshops/trainings\* (see item below)

Communication:

- Raise awareness (posters, etc.)
- New employee packets\* (Check with HR on trainings and including DEEP information)
- Reporting

LDP2

Two hours' resolution

Communication Log (Debbie)

Flesh out goals

\*priorities

### **Budget remaining**

#### **FY 2016/2017 budget**

\$10,000

\$2500 Kwanzaa – spent \$2250

\$3000 Affinity Groups – spent \$2100

\$850 marketing - \$0 spent

\$1650 speakers - \$900 spent + \$500 PSU and \$500 Tim Wise travel

\$2000 trainings - \$1125 spent

Total spent = \$7375

Retreat cost \$130

AG Council spent \$395

Office Supplies \$395

Library \$110

Total spent now \$8405

Sponsorship of Parks = \$300

Now total spent \$8705

Total left \$1295

Requests were received from FACE for \$250, Good in the Hood for banner sponsor of \$300, and Catholic Charities at \$100 a ticket (suggested 3 tickets), and \$1500 to \$2000 from CAAN (Kim McCarty), for Juneteenth event.

\$250 for FACE was approved – (Faith & Friends unused budget), and \$50 to CAAN in addition to their \$300. Debbie will email affinity groups who have budget remaining to see what they are planning on using.

**Affinity Groups:**

FACE has spent \$650

HAPI spent \$50 (\$250) remaining

LGBTQ has spent \$200 (\$100 remaining)

PDXCityMamas spent \$82 and has approx. \$220 remaining

SET spent \$681 but fundraised \$430 and spent \$250 of DEEP allotted funds

VET spent \$100 (\$200 remaining)

ULA spent \$150 (\$150 remaining)

WE spent \$570 and had a \$300 donation so spent \$270 of DEEP allotted funds

**Staff Education opportunities (more than brown bags)**

Wing suggested we explore doing a workshop or training series more than just lunches, such as Ally Training by Christine Dupris, who does White Fragility, etc. She is a trained facilitator. Have an ongoing discussion and dialogue, get to know each other. Wing will explore this.

**Confidential complaint system for city employees**

Becky is working with Judith Mowry in the Paths to Leadership and they are working on plan for a complaint system for city employees. Like an intake and referral system, or like BES and Water having the PEER Volunteers. DEEP acts as confidants and peers, and originally had it in their goals to start a citywide PEER program. Becky will keep us updated.

**Items tabled for another meeting:**

Future DEEP agendas (share equity work our bureaus are doing independently?)

Success Planning (aka recruitment due to retirees)

Pre-approval of reoccurring sponsorships discussion

Minutes hastily written by Debbie Caselton