

MEETING MINUTES
DIVERSE AND EMPOWERED EMPLOYEES OF PORTLAND (DEEP)

THURSDAY, JANUARY 28, 2016 ☆ NOON – 1:00 PM

CITY HALL – LOVEJOY ROOM

E = Excused, A = Absent

DEEP Executive Committee Members			
Angie Harris	E	Janis McDonald	✓
Carolyn Quan Lee	E	Jim Fairchild	✓
Debbie Caselton	✓	Maximo Behrens	✓
Delphine Kennedy-Walker	E	Thomas Nancarrow	✓
Greg Wolley	A	Yvette Gayomali	✓
Jeff Selby, OEHR	✓	Icie Ta, HR (Jim's Guest)	✓

- 1) **Update re: DEEP Leadership Development Program (CAAN, ULA & Women's Empowerment)** – Janis gave an update on the status of the program, which is Yvonne Chang is being hired as the consultant and is reviewing the contract. Janis and Joe Wahl worked on the contract and it is taking longer than originally anticipated. The program will take about 9 months and we do not have funding for the next one. Janis is going to attempt to apply for a Innovation Grant. We have to spend a majority of the funding in this fiscal year. We can carry over maybe \$500. Program should start in March and graduation should be about 9 months later.
- 2) **Update re: Affinity Group Research from Carolina** – Debbie updated the group that Carolina Irahata has closed the surveys to the affinity groups and is compiling her research. We should get a report soon. There were 80 survey responses but nothing from CAAN, which is data itself.
- 3) **Financial Update** – Debbie updated the group about the financials. We have spent approximately \$3250 of our \$10,000 budget. We received reimbursements of Dr. Yamazaki's books from employees of \$614. They were very popular! We spent approximately \$2500 on Kwanzaa this year, \$200 on the library (very popular), and almost \$600 on Affinity Groups. The Leadership Development Program is a separate budget item and will be accounted for separately. Money will be spent on a big speaker, renewal of Vimeo Pro account, hopefully new software to add closed captioning, printing the poster, etc.
- 4) **Upcoming Events:**
Black History Month: February – Sonny has some ideas but is swamped.
 - BHM Proclamation (with a guest appearance to sing the Black National Anthem).
 - The Angry Eye - Session One

- The Angry Eye – Session Two
- Soul Session (Guest Singer)
- ***Tentative*** Taste of Soul (checking with potential chef's)
- Black Millennials Panel Discussion

Women's History Month: March – Meghann is also swamped and hasn't scheduled a meeting. Debbie plans on continuing Wonder Women Awards.

Affinity Group Meet & Greet: April – Multi-Cultural Communications Month. Cynthia Castro from ULA reminded Debbie regarding doing this. We should do it in Room C at Portland Building, 11:30 – 1:30, reps (shifts?) from each affinity group, tables in center to bring your lunch and eat and socialize.

Mental Health Awareness Month: May – PDXCityMamas still wants to partner with DEEP on this. Maximo suggested we get ahold of Brad Taylor at ONI who is a mental health specialist and a brilliant and dynamic speaker. There was talk of having a Police Officer from the Behavior Health Unit and the park rangers talk about working with the homeless (mental illness).

Asian Pacific Heritage Month: May – We should do something for this as well.

- 5) **Executive Committee Recruitment** – Debbie will send out a notice in the next What's New with DEEP saying we are recruiting for new executive committee members.
- 6) **DEEP Poster Design** – The brilliant Jeff Selby from OEHR is going to draft a design for us that will include professional looking photos to capture the eye, and have limited text (but being sure to mention that we are employees driven – for employees, volunteer-based, etc.).
- 7) **OEHR Bureau Advisory Committee (BAC)** – Janis would like to have someone replace her representing DEEP for the quarterly meetings. It is a great opportunity to network with community members as well. She will send an email.
- 8) **OMF Speaker Series** – Debbie mentioned concern from other employees about registering for these on CityLearner and having to get approval from your supervisor or manager. Debbie will contact Fred Miller.
- 9) **Mentor/Leader** – Jim asked if he could sneak Icie Ta into some of the leadership development series and we didn't see why not. If she wants to officially apply she has to be a member of one of the affinity groups (CAAN, WE, ULA). Janis also prompted her about applying to be on the executive committee.

Minutes by Debbie Caselton 1/28/16