

Community Equity and Inclusion Committee (CEIC) Meeting Notes: November 1, 2019

Attendees: Connie Ashbrook, Michael Burch, Art Cortez, Herb Fricke, Jen Gray-O'Connor, Aiden Gronauer, Kelly Haines, Tyrone Henry, Bernice Lopez Dorsey, Janice Mason, Tom Pearson, Maurice Rahming, Sydney Shilling. City staff included: Judith Mowry, Dr. Markisha Smith, Elizabeth Pape, Cathy Sherick and Morgan Masterman (Prosper Portland)

Introductions around the table, goodie bags, treats and meeting tools.

- Magic wand for making it different
- A horn for tooting your horn or for tooting on others, we value success and one another.
- A compass – should we hit an impasse, it can get us going in another direction.
- 100 Grand candy bars, everyone is highly valued and appreciated and is worth 100 grand.
- Trail mix snacks incase it just gets difficult and you feel like you need a break, you can hit the road and take a walk.

Group formation discussion: things to think about as the group works together.

- Why am I talking or why am I not?
- The 24-48-hour rule. If something is bothering you please connect with that person or speak with Judith. Trained in mediation she is available to assist individuals.
- What are the goals for this committee? See the Scope of Work emailed to the group.
Community Equity and Inclusion plan resolution provides context and detail.
- Who will be listening to the group?
 1. Administrators will have copies of meeting minutes mailed and meeting invitations.
 2. Quarterly and / or annual reporting from the COEP and the CEIC will be part of that.
 3. Presentations to council and sharing out the work.
 4. Can we find a way to share information with other groups so that we are synchronizing, leveraging equity efforts across the community?
 5. Administrators will be asked to come to present to CEIC, they will be available to listen too.

Group requested that the Values and Group agreements be emailed with the addition of:

- Permission to ask, the group by show of hands, agreed that everyone in the group has permission to ask if something is troubling or in the way of the work. The agreement is to just stop and ask, take the permission to ask the tough questions and know that everyone here is coming from a good place.
- Focus on the topic not the person
- Acknowledge the issue, challenge or resolution and move on.

COEP roles, and updates on progress of the IGA, Code and Administrative Rules

History will be important as there was a long and involved community process. There are some challenges that the group discussed. History of the City has not been exemplary with regard to outcomes.

Intersectionality: The idea that various forms of oppression over-lap and can impact people in dual ways. A woman in our society deals with discrimination, but a woman of color is impacted by both race and sex discrimination. This intersectionality is an important equity focus.

In this work, the CEIC and the City of Portland will over-lap with other groups.

How can we communicate with others doing this work? There are people serving dual roles, and as a group we can be aware of this and bring ideas, actions and information forward.

- Quarterly reports?
- Leading with positive reinforcement: Recognize those who are doing well
Recognize contractors doing the right work – both contractors of color, women etc. and those who are large companies – Prime – who are changing as a result of these equity efforts.
- What is enforcement? Are there ways to keep contractors from getting new contracts if they do not adhere to the CEIP? *There are fines that can be levied by Procurement Services.*

The Community Equity and Inclusion Plan [CEIP]

- The perception of some members of the group is that using the CEIP does not ensure accountability, in the same way as a CBO or a Project Labor Agreement. *{Members wanted to be clear that there was community opposition to the CEIP, as it did not seem to provide the level of accountability that CBA's do}*
- What is the process for data and reporting?
There will be a training provided by Procurement Services, they have data systems.
- Compliance staff from Procurement services are assigned to projects, they will provide reports to the group.
- Reports should come prior to project review meetings, requested by CEIC member.
- Data: The City has struggled to provide this in the past, it takes a long time, the group has requested that future data needs to be disaggregated.
- Data for the group to review would be best at least two weeks before a meeting.

The work of the CEIC and the process

- Procurement services is wrestling with timing, as to where to begin the CEIP review process with the CEIC, as the program is new, where to begin the process with the most opportunity to impact equity efforts.
- "The sooner the better on the project schedule" was the request of the committee.
- Knowing the scope of work ahead of time – and the subs list, would be helpful, but we hope to have the CEIC looking at the information in advance.
- Have the general contractor at the CEIC meeting right away
- Look at the bid schedule, work force projections by craft, ability to influence and balance out.
- The group was encouraged to think about bringing MWESB – to the table as Prime Contractors on public contracts. There will be training with Stacey and Prime Contractor Development Program (PCDP)
- Understanding timelines on contracts, and the planning for projects – a training issue for CEIC.
- Contractors do not have utilization. It is O *{referencing the COBID MWESB utilization on contracts and/or the women and people of color in workforce}*. The system must acknowledge what is actually happening.
- Utilization expectations. Caution, if you manipulate the process it does not work the way it is supposed to. The group needs to understand when and where this happens.
- Could PCC project managers be a part of the training with the Portland Project Managers (yes)
 - Bureau Directors (infrastructure bureaus) to present
 - Programs that link to COEP at the City

- Professional services (from COBID, MWESB) for construction should be a part of the aspirational structure, and/or training too.

Role of the Committee with Grant Making / Prosper?

The idea has been that the committee will review projects and data and possibly make some recommendations on meeting needs for the upcoming year's work schedule. For example: there may be several large contracts for calling for masonry buildings. The CEIC may recommend that the grants for that year focus on the need for masonry apprentices.

The committee will have no direct work with the funding of projects. This is due in part to concerns about conflict of interest.

- Committees for Prosper and grants were discussed.
- Explanation of the Bureau's using funding for staff and programs.
Prosper Portland will have staff on the grant, as will the City with the COEP Manager position. Prime Contractor Development Program is also slated to be funded, as a foundational aspect of the CEIP.
- What are the current outcomes that are being met for people of color. The 1% is for the community – "that is not what the money should be used for"

Morgan shared that she will be hosting an engagement process as soon as possible with getting agreements in place etc. Any committee member is welcome to participate, (paying attention to conflict of interest),

Workforce: needs already analyzed on the region. YES, that data will be included, however the CEIC may need to look at a granular level for each project so that training programs might be able to link direct to projects.

Meetings: Topics, locations, amount of time, process for project review.

Sullivan's Crossing Project: Members of the group are aware of this project and the 'Ad Hoc' CEIC that has been pulled together to assist. Two meetings have occurred with less than the anticipated number of members attending.

- Request to dissolve the Ad Hoc Committee in to the larger CEIC. Two members have elected to be on both committees.
- Need to review data on this CEIP. City compliance staff working on getting the data, to review compliance.
- Cathy S. will get back to the group. She will contact members of the Ad Hoc group.

NOTE: Training for CEIP will be completed before the group works on any project to ensure we are all starting with the exact same information.

Analyst work and communications/outreach were two items (a member of the group), brought forward as very strong aspects of committee work.

It was noted: Analyst: It is likely that we will have access to analyst work through Procurement Services as the dept is working on that. *Council presentations potentially to present one time per year and update every quarter to stay abreast of data.* Outreach and Communications: The COEP manager will work closely with OEHR and Prosper to ensure that there are resources dedicated to this, and that the COEP will be helping the CEIC in their work on outreach.

The group discussed:

- Standing monthly meeting
- Paid parking (or reimbursed) is desired.
- We might start with Worksystems conference room as they have parking validation.
- Funding for stipends - *It was suggested that committee members who are not being paid as part of their employment to serve on the committee receive a stipend. Members were asked to let Cathy know (by email) if they were in that group.*
- 10-12 p.m. time slots or
- 11:00 to 1 p.m. – same location and time
- Phone and skype access – Zoom ability where ever the meetings are.
- Cathy to find out how many projects over the next year.
- Cathy to find out Quorum: how many people meeting constitute a quorum?

Next Meeting early December

- **Review notes**, if you have an addition/change to the notes.
 1. Hit reply all.
 2. Make your comment and observation in the email
 3. State whether the comment should be added to the notes / or not.
 4. OEHR and COEP Manager will finalize notes.
- Conflict of Interest forms, if you have not signed one, those should be on file.
- **Review Bi-Laws** we will cover those at the next meeting.
- Cathy to send the group contact list.

Contacts with questions

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