



**OFFICE of EQUITY
and HUMAN RIGHTS**
CITY OF PORTLAND

Realizing Equity. Enhancing the City of Portland.

Commissioner in Charge:
Amanda Fritz

Bureau Director:
Markisha Smith, Ed.D



Date: March 27, 2019

To: City Council

From: Markisha Smith, Director

Subject: Office of Equity and Human Rights Spring BMP Submission

The Office of Equity & Human Rights (OEHR) is pleased to offer its Spring Budget Monitoring Process (BMP) submittal. The following represents the key highlights:

The amount of anticipated underspending is approximately \$160,000. This amount in large is due to late hiring of key positions in FY 2018-19. These positions have now been filled. Late filling of these positions resulted in staff shortage and the inability provide equity training to external organizations. The savings from late personnel hiring will allow OEHR to fulfill its mandates by implementing racial and disability equity initiatives as well as compliance with Civil Rights Title VI and ADA Title II requirements.

BUDGET ADJUSTMENT REQUESTS:

1. Program Carryover (\$82,500) – OEHR is requesting program carryover \$82,500 to cover the following programs and projects:

- **Software Pilot (\$50,000)** - Subscribe to a software application to collect data and report on the implementation of the Citywide Equity performances across the city bureaus. This project is to support the reporting needs of the Citywide Racial Equity Plans and Goals. It will also support the reporting needs of the disability equity plans.
- **Professional Services (\$15,000)** - Contract a trainer to administer a City-wide training on making documents, publications, and websites ADA accessible for people have disabilities. Bureaus have been requesting support in this area and with one staff person who is proficient in screen-reader technology it has become clear that we need to invest in a City-wide training. ADA Title II compliance is a federal requirement of all City Bureaus and this training will help us get the City in better alignment with ADA Title II and The Disability Equity Initiatives in The Portland Comprehensive Plan.
- **Professional Services (\$17,500)** - The scope of this project is for program development, recruitment, and implementation for the Black Male Achievement Summer Youth Experience.

In compliance with Civil Rights laws, it is the policy of the City of Portland that no person shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any City program, service, or activity on the grounds of race, color, national origin, or disability. To request accommodations, translation and/or interpretation, to file complaints, or for additional information or services, please contact us at 503-823-4433, City TTY 503-823-6868, or Oregon Relay Service: 711.



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Black Male Achievement Summer Youth Experience (BMASYE) is a youth driven culturally specific mentoring and professional development program that provides an atmosphere for Black youth between the ages of 16 – 24 to explore career opportunities in the areas of construction, technology, design, entrepreneurship, and public service. We aim to provide the young men with emotional and social intelligence skills that help them recognize emotional cues in themselves and others. We know that the young men will encounter structural and institutional racism in school and the workplace. This program is designed to help young Black men understand the issues that they will encounter in the workplace and how to handle those issues in a positive and constructive manner as they grow their knowledge and understanding of who they are and what they want to be in a professional setting.

2. OEHR Service Level Agreement with PCCEP (\$50,749) - This agreement covers the period July 1, 2018 through June 31, 2019. The following services will be provided by the Office of Equity & Human Rights (OEHR) to the Special Appropriation for the Portland Committee on Community-Engaged Policing (PCCEP) program for the period of the agreement.

- HR Functions - OEHR's staff will provide the following services: supervision, approving time in SAP; conducting annual evaluations; and initiating & processing necessary personnel actions.
- Payroll, P-card & Facilities/IT/Phone Coordination - The executive assistant in OEHR will provide the following services to the two City staff positions in the PCCEP office: processing and submitting SAP payroll transactions; receiving and reconciling procurement card expenditures; coordinating Facilities & BTS requests for service and troubleshooting.

3. Technical Adjustments (\$0) – This request reduces Personal Services appropriation by \$72,500 to cover External Materials & Services for one-time projects and increases the appropriation for the following programs:

- Administrative program by \$30,000 to cover additional equity related professional learning and/or resources and materials related to equity professional learning and interagency expenses.
- Disability Commission program by \$15,000 to contract a trainer to administer a City-wide training on making documents, publications, and websites ADA accessible for people have disabilities.
- Black Male Achievement (BMA) program by \$27,500 for program development, recruitment, and implementation for BMA Summer Youth Experience.

Should you have any questions about the OEHR BMP submittal, please contact Markisha Smith at (503) 823-5142.

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OE - Office of Equity & Human Rights

DP Type Program Carryover

Request Name: 8144 -OEHR Program Carryover

Package Description

This request is for program carryover \$82,500 to cover the following programs and projects:

- Software Pilot (\$50,000) - Subscribe to a software application to collect data and report on the implementation of the Citywide Equity performances across the city bureaus. This project is to support the reporting needs of the Citywide Racial Equity Plans and Goals. It will also support the reporting needs of the disability equity plans.
- Professional Services (\$15,000) - Contract a trainer to administer a City-wide training on making documents, publications, and websites ADA accessible for people have disabilities. Bureaus have been requesting support in this area and with one staff person who is proficient in screen-reader technology it has become clear that we need to invest in a City-wide training. ADA Title II compliance is a federal requirement of all City Bureaus and this training will help us get the City in better alignment with ADA Title II and The Disability Equity Initiatives in The Portland Comprehensive Plan.
- Professional Services (\$17,500) - The scope of this project is for program development, recruitment, and implementation for the Black Male Achievement Summer Youth Experience. Black Male Achievement Summer Youth Experience (BMASYE) is a youth driven culturally specific mentoring and professional development program that provides an atmosphere for Black youth between the ages of 16 – 24 to explore career opportunities in the areas of construction, technology, design, entrepreneurship, and public service. We aim to provide the young men with emotional and social intelligence skills that help them recognize emotional cues in themselves and others. We know that the young men will encounter structural and institutional racism in school and the workplace. This program is designed to help young Black men understand the issues that they will encounter in the workplace and how to handle those issues in a positive and constructive manner as they grow their knowledge and understanding of who they are and what they want to be in a professional setting.

Service Impacts

The carryover of these funds from FY 2018-19 to FY 2019-20 will ensure that the projects can be completed. It also ensures that the quality of equity related services are delivered in an efficient and timely manner. The carryover further continues to maintain the OEHR commitment to service inside and outside the City of Portland.

Equity Impacts

CBO Analysis

Budget Detail				
Fund				
Major Object Name	Expense	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
100000 External Materials and Services		-82,500	0	-82,500
	Sum:	-82,500	0	-82,500
Major Object Name	Revenue	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
100000 General Fund Discretionary		-82,500	0	-82,500
	Sum:	-82,500	0	-82,500

OE - Office of Equity & Human Rights

DP Type New Revenue

Request Name: 8145 -OEHR Service Level Agreement with PCCEP

Package Description

This agreement covers the period July 1, 2018 through June 31, 2019. The following services will be provided by the Office of Equity & Human Rights (OEHR) to the Special Appropriation for the Portland Committee on Community-Engaged Policing (PCCEP) program for the period of the agreement.

- HR Functions - OEHR's staff will provide the following services: supervision, approving time in SAP; conducting annual evaluations; and initiating & processing necessary personnel actions.
- Payroll, P-card & Facilities/IT/Phone Coordination - The executive assistant in OEHR will provide the following services to the two City staff positions in the PCCEP office: processing and submitting SAP payroll transactions; receiving and reconciling procurement card expenditures; coordinating Facilities & BTS requests for service and troubleshooting.

Service Impacts

This agreement will ensure that PCCEP has adequate administrative support.

Equity Impacts

CBO Analysis

Budget Detail				
Fund				
Major Object Name	Expense	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
100000 Personnel		50,749	0	50,749
	Sum:	50,749	0	50,749

Major Object Name	Revenue	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
100000 Interagency Revenue		50,749	0	50,749
	Sum:	50,749	0	50,749

Business Area Projection Report

Office of Equity & Human Rights

Fund	Major Object	2018-19 SPRING Requested Total	2019 February Actuals YTD	2018-19 SPRING Projection	% of Projected Actuals to Revised Budget
100	Personnel	1,430,610	834,225.77	1,354,221	94.66%
	External Materials and Services	257,927	158,777.15	255,934	99.23%
	Internal Materials and Services	229,728	147,345.88	220,439	95.96%
	Sum:	1,918,265	1,140,348.8	1,830,594	

Fund	Major Object	2018-19 SPRING Requested Total	2019 February Actuals YTD	2018-19 SPRING Projection	% of Projected Actuals to Revised Budget
	Charges for Services	1,500	5,000	1,500	100.00%
	Interagency Revenue	50,749	0	50,749	100.00%
	General Fund Discretionary	1,183,131	0	1,095,460	92.59%
	General Fund Overhead	682,885	0	682,885	100.00%
	Miscellaneous	0	0	0	
	Sum:	1,918,265	5,000	1,830,594	

Revenue Discussion

Revenues - No narrative required.

Revenue Risks

Expenditure Discussion

Expenditures - No narrative required.

Expenditure Risks

Service Area	Bureau Name	Decision Package Title	Package Description	Funded in	Year Funded:	Package Funding	Package FTE	Package Status	Package Update
Community Development	Office of Equity & Human Rights	Accommodations Pool	The Proposed Budget includes \$75,000 in one-time General Fund resources for a Citywide public accommodations pool. Bureaus will be eligible to apply for funding to support specific projects that cannot be funded through existing resources; this may include interpretation, childcare, transportation, and other services to reduce barriers to participation for underserved communities. Council directs the Office of Equity & Human Rights, the Office of Neighborhood Involvement, and the City Budget Office to undertake an analysis of Citywide public accommodations. This will include identification of current spending and service levels across all bureaus. These entities will provide recommendations for the City's standard provision of accommodations, how to centralize support and resources for bureaus to meet these standards, and how to fund services that go beyond current allocations (focused first on prioritization of existing resources and process improvements without new resources). The analysis will be provided no later than December 31, 2018 in order to inform FY 2019-20 Budget Development.	FY 2018-19 Adopted Budget	FY 2018-19	75,000		In Progress	As of AP 8, \$20,016 has been expensed from the \$75,000 appropriation. The remaining fund are accounted for and will be spent this fiscal year.
Community Development	Office of Equity & Human Rights	FY 2017-18 Carryover: Software Pilot	Carryover to fund a \$50,000 software pilot project, subscribing to a software application to collect data and report on the implementation of the Citywide Equity performances. This project will cost about \$50,000 as an annual subscription for about 100 users across the city bureaus. This project is to support the reporting needs of the Citywide Racial Equity Plans and Goals. It will also support the reporting needs of the disability equity plans.	FY 2018-19 Adopted Budget	FY 2018-19	50,000		In Progress	The software is used more for bureau activity rather than specific metrics or indicators. At this point, PPB and Parks have used the software. We need to have a further conversation with BTS about the status of this software; there has been no follow-up to this point. OEHR needs to explore additional options.
Community Development	Office of Equity & Human Rights	Create City Disability Equity Program	The City has a responsibility to meet basic compliance mandates under both the Americans with Disabilities Act Title II and Civil Rights Title VI. A recent audit (Americans with Disabilities Act: Coordination Gaps Complicate City Response (Report #476)) highlighted what OEHR has long known – the City needs to increase training and technical support to bureaus to meet these Federal requirements. OEHR proposes the City create two full-time positions (a program specialist and a management analyst) to establish a robust centralized coordination office and dedicate staff in each bureau to improve city-wide performance. An ADA Title II compliance effort such as this will reduce the likelihood of future lawsuits that cost the City more than the cost of establishing compliance. Furthermore, this request aligns with City goals summarized in the Portland Plan Equity Goals Elements 5 and 6 (pages 22, 23). This goal is also in keeping with Federal ADA Title II Civil Rights law which the City is required to follow. Last, but certainly not least, an effective compliance program ensures that Portlanders with disabilities will have access to their government. This program would deliver the following results: 1. Create Citywide best practices and procedures for ADA Title II compliance. 2. Research and integrate Federal updates and changes to ADA Title II into City process and practices.	FY 2017-18 Adopted Budget	FY 2017-18	100,396	1.00	Complete	The hiring was completed. The Disability Equity Program Specialist was hired and started on March 19, 2018.

Service Area	Bureau Name	Decision Package Title	Package Description	Funded in	Year Funded:	Package Funding	Package FTE	Package Sta	Package Update
Community Development	Office of Equity & Human Rights	Equitable Contracting Purchasing Commission	In the FY 2016-17 Adopted Budget, City Council transferred responsibility for coordinating the Equitable Contracting & Purchasing Commission (ECPC) from OMF to OEHR. With this action, \$25,000 of ongoing general fund resources moved from OMF to OEHR. This decision package reduces the budget allocated to the ECPC by \$20,000. This reduction will preclude the ECPC from procuring any internal or external services to support the fulfillment of its mandate. So, for example, it will be unable to engage consultants to perform studies or to request the City's IT department pull procurement data on a fee-for-service basis.	FY 2017-18 Adopted Budget	FY 2017-18	(25,000)		Complete	
Community Development	Office of Equity & Human Rights	FY 2016-17 Carryover: Data Analysis Support	This request is to reduce appropriations in the Racial Equity Toolkit CoHort program by \$42,000 in FY 2016-17 in order to carry the funds over to FY 17-18 to continue development of the program. This request is to reduce appropriations in the Racial Equity Toolkit CoHort program by \$42,000 in order to carry the funds over to FY 17-18 to continue development of the program. CBO typically only recommends program carryovers for discrete projects with clearly defined scope, timelines and budgets. These projects are often appropriated or begun in one year but require carryover into subsequent years to be completed. CBO recommends this carryover, but recommends that this funding be used for data analytics and support, as Council allocated \$42,170 in the Fall Supplemental Budget to create a limited term position to provide this function for the Equitable Contracting & Purchasing Commission as well as for the bureau more broadly. To date, the bureau has not hired this position, and the funding remains unspent and available for carryover.	FY 2017-18 Adopted Budget	FY 2017-18	42,000		Complete	
Community Development	Office of Equity & Human Rights	General Fund Encumbrance Carryover	This request is for a General Fund encumbrance carryover, reflecting funds that were contractually encumbered, but did not spend in FY 16-17. This contract is for work on the bureaus strategic plan.	FY 2017-18 Fall BMP	FY 2017-18	8,425		In Progress	The Strategic Planning process has began but not yet completed.
Community Development	Office of Equity & Human Rights	OEHR Program Carryover	Amount to Carryover: \$200,000 This request is to secure funding to allow OEHR to supplement existing resources to fulfill its mandates by implementing racial and disability equity initiatives. The funds accumulated from position vacancies during the FY 2	FY 2017-18 Spring BMP	FY 2017-18	(50,000)			
Community Development	Office of Equity & Human Rights	Provide M&S Budget For BMA Program	This program was established in the FY 2015-16 Adopted Budget, but only provided funding sufficient to support the program coordinator. This request will provide a materials and services budget to support the BMA Summer Youth Experience Program, a collaboration with Worksystem's to provide culturally specific curriculum and support to African American young men in the Summerworks program.	FY 2016-17 Adopted Budget	FY 2016-17	20,000		Complete	
Community Development	Office of Equity & Human Rights	Realign HRC and PCOD budgets	There has been a lack of equity between the Human Rights Commission (HRC) and Portland Commission on Disability (PCoD) budgets largely due to the fact that PCoD incurs higher accommodation costs in order to support the involvement of many of the commissioners.	FY 2016-17 Adopted Budget	FY 2016-17	-		Complete	Complete
Community Development	Office of Equity & Human Rights	Program M&S Budget Reductions	This decision package makes targeted reductions in the materials & services budgets for Administration (\$9,873), Training & Education (\$2,000), Civil Rights (\$4,000), Communications (\$1,500). It also eliminates the balance of funding (\$15,012) that came to OEHR for the COCL-COAB program support position over and above projected salary and benefits costs.	FY 2016-17 Adopted Budget	FY 2016-17	(30,000)		Complete	Complete