



MEMORANDUM

To: City Council  
From: Markisha Smith   
Re: Office of Equity and Human Rights Fall BMP Submission  
Date: September 9, 2019

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The Office of Equity and Human Rights is pleased to submit its Fall Budget Monitoring Process (BMP) report. The following represents the key highlights.

**General Fund Request**

OEHR is requesting Council to allocate one-time general fund resources for the following:

1. **Directions to Develop**—OEHR is requesting approval of general fund resources in the amount of \$50,000 previously allocated for a data software project that did not move forward. These funds will be used to continue work on the Racial Equity-centered Results-Based Accountability (RBA) training. Specifically, these funds will cover expenses for a Train-the-Trainer model and the initial costs associated with the start of a second cohort of RBA professionals.

**Status Reporting Requirements**

The Fall BMP requires bureaus to perform several status-reporting exercises. The first explains variances between the FY 2018-2019 budget and actual expenditures and revenues. The second requirement is for the year-end budgetary performance measures, along with explanation of significant variances. The final requirement is for the status update on FY 2018-2019 decision package. Details are available in the content of OEHR's BMP submission materials.

Should you have questions about the OEHR BMP submittal, please contact me at 503-823-4433.

**OE - Office of Equity & Human Rights**

**DP Type**

**New GF Request**

**Request Name:** 9452 -Racial Equity-centered Results-Based Accountability™ (RBA) cohort training

**Package Description**

OEHR had identified an excellent trainer through the network of Government Alliance on Race and Equity (GARE). The trainer is well-known nationwide for her expertise on a Racial Equity-Centered approach to the Racial Equity-centered Results-Based Accountability™ (RBA) methodology. This training is hosted by the Office of Equity and Human Rights and provided by a consultant, Erika Bernabei, founder of Equity and Results, LLC. The goal of this training is to build internal capacity for a group of leaders and managers within City bureaus.

The one-time estimated cost for the RBA training is \$50,000. Expenses for this program are related to professional service contracts and materials needed to provide the Train-the-Trainer training and the initial expenses to support a second cohort training. The training team has a total of 2 professional trainers on the RBA methodology. Existing OEHR staff leading and supporting the program include the Strategic Innovation & Performance Manager, the Equity Training Manager, and an Administrative Specialist.

**Service Impacts**

By the end of the sessions, participants will become more confident using the RBA methodology to implement equity plans and serve as RBA coaches to other users in City bureaus to achieve the binding citywide Racial Equity Goals.

**Equity Impacts**

City Council will integrate a racial equity-centered Results-Based Accountability methodology to define and adopt population results that will guide all City bureaus. All City bureaus will integrate a racial equity-centered Results-Based Accountability methodology to align the bureau performances with the population results adopted by City Council.

**CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	50,000	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
General Fund Discretionary	50,000	0	0

## Prior Year Fund Reconciliation Report

Office of Equity & Human Rights

### 100 - General Fund

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<b>EXPENDITURES</b>	<b>2018-19 Revised Budget</b>	<b>2018-19 Actuals</b>	<b>Percent of Actuals to Revised</b>
Personnel	1,410,610	1,357,656	96.25%
External Materials and Services	323,427	299,448	92.59%
Internal Materials and Services	234,728	222,538	94.81%
<b>TOTAL EXPENDITURES</b>	<b>1,968,765</b>	<b>1,879,642</b>	<b>95.47%</b>

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<b>REVENUES</b>	<b>2018-19 Revised Budget</b>	<b>2018-19 Actuals</b>	<b>Percent of Actuals to Revised</b>
Charges for Services	1,500	0	0%
General Fund Discretionary	1,233,131	0	0%
Interagency Revenue	51,249	50,749	99.02%
General Fund Overhead	682,885	0	0%
<b>TOTAL REVENUES</b>	<b>1,968,765</b>	<b>50,749</b>	<b>2.58%</b>

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#### Expenditure Discussion

No narrative necessary.

#### Revenue Discussion

Charges for services is under collected due to fewer than anticipated services provided by the bureau.

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	OEHR Service Level Agreement w/ PCCEP	<p>This agreement covers the period July 1, 2018 through June 31, 2019. The following services will be provided by the Office of Equity &amp; Human Rights (OEHR) to the Special Appropriation for the Portland Committee on Community-Engaged Policing (PCCEP) program for the period of the agreement.</p> <ul style="list-style-type: none"> <li>• HR Functions - OEHR's staff will provide the following services: supervision, approving time in SAP; conducting annual evaluations; and initiating &amp; processing necessary personnel actions.</li> <li>• Payroll, P-card &amp; 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 &amp; BTS requests for service and troubleshooting.</li> </ul>	FY 2018-19 Spring BMP	FY 2018-19	50,749		Complete	<p>OEHR provided the following service to PCCEP: supervision, approving time in SAP; conducting annual evaluations; and initiating &amp; processing necessary personnel actions.</p> <p>The OEHR executive assistant provided payroll, p-card, facilities, technology and phone coordination support.</p>
Community Development	Office of Equity & Human Rights	Accommodations Pool	<p>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 &amp; 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.</p>	FY 2018-19 Adopted Budget	FY 2018-19	75,000		Complete	<p>This fund was created to provide ample accommodations in efforts to make City programs more accessible. This was meant to provide supplemental funding on a reimbursement bases for accommodation needs of City programs and partner organizations (not citywide).</p> <p>The majority of the funds went towards language services such as interpretation and translation, but there was a wide variety of requests made.</p> <p>Here are a few examples of the requests that we received and funded:</p> <ul style="list-style-type: none"> <li>• Childcare services to parents participating in workshops and events.</li> <li>• Translation of nomination forms, newsletters, core documents, webpages, as well as training, meeting, and education materials.</li> <li>• Interpretation to allow community members to present to council and to allow people to attend various trainings, workshops, and events.</li> <li>• Disability related such as stage accessibility, microphone/speaker system, and closed captioning and audio description for videos at events.</li> <li>• Transportation to/from council (specifically for presenters).</li> </ul>
Community Development	Office of Equity & Human Rights	FY 2017-18 Carryover: Software Pilot	<p>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.0</p>	FY 2018-19 Adopted Budget	FY 2018-19	50,000		Not Started	<p>The software is used more for bureau activity rather than specific metrics or indicators. At this point, PPB and Parks have used the software. OEHR is not moving forward with this project.</p>

## Bureau Performance Narrative

The Office of Equity and Human Rights has reached its FY2018-19 target performance results and exceeded in some program areas. The bureau went through a leadership transition. The former Bureau Director left, and an interim director served for about 14 months. A new Bureau Director started in February 2019. The office is in the process of developing a new strategic plan, which will introduce new specific goals for the next five years of operation. Below are some significant bureau achievements, changes, or challenges.

**Equity Training and Education:** The bureau trained 423 employees in FY 2018-19 in the Equity 101 training, which exceeded the target 350. The recruitment of a new training manager helped to alleviate the staff shortage. The office expects to reach or exceed the target training performance for FY2019-20.

**Equity Technical Support & Consulting:** OEHR provides consulting, technical assistance, and equity tools to assist bureaus with implementing their Racial Equity Plans. Although the performance was lower than the FY 2017-18 due to staff shortage, the office met the target for FY2018-19. OEHR expects to meet or exceed the proposed target for the FY2019-20.

**The Black Male Achievement Program:** OEHR met the target performance for FY2018-19 and expects to meet or exceed the proposed target for FY 2019-20.

**The Human Rights Commission:** The performance for FY2018-19 met the target and the office expects to meet or the exceed the proposed target for FY2019-20.

**The Portland Commission on Disability (PCOD):** The office met the target performance for FY2018-19. The activities of the PCOD have been put on hold and the City is working on new structure for this advisory body. The office has proposed a lower target for the FY 2019-20 because the activities of the commission are on hold.

**Disability Equity and ADA Title II:** The office is proposing to split the performance measures for the ADA Title II with the Civil Rights Title VI. The Key Performance Measures associated with the ADA Title II Program track Citywide progress toward removing barriers identified in the ADA Title II Transition Plan. OEHR supports these goals through training, providing technical assistance, providing information, tracking compliance, and more.

**Racial Equity and Civil Rights Title VI:** The Key Performance Measures associated with the Civil Rights Program track Citywide progress toward translating essential documents into safe harbor languages. OEHR supports these goals through training, providing technical assistance, providing information, tracking compliance, and more.

	Key Performance Measures	Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
OE_0028	Percentage of City management that are employees of color	OUTCOME	18%	21%	25%	25%	26%	28%	
OE_0034	Percentage of ADA Title II Transition Plan barriers removed by City bureaus each year	OUTCOME	47%	6%	90%	90%	80%	100%	

Office of Equity & Human Rights

Prior Year Performance Reporting

Run Date: 9/9/19

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Other Performance Measures	Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
OE_0012	Number of City employees who received equity trainings annually	1,202	980	350	423	1,000	5,682	
OE_0019	Number of requests to PCOD for advice, consultation, or technical assistance by City bureaus or elected officials	13	13	20	20	10	10	
OE_0021	Number of HRC advisements, consultations, or technical assistance provided to City bureaus and elected officials offices	7	18	6	19	14	14	
OE_0023	Number of bureau consultations regarding Title II / Title VI	115	156	90	215	150	150	
OE_0025	Number of requests by City bureaus or elected officials for equity consultation or technical assistance	40	75	60	60	200	200	
OE_0027	Percentage of City workforce that are employees of color	25%	28%	35%	35%	30%	30%	
OE_0037	Number of participants who engaged in BMA sponsored/hosted activities or programs	650	750	500	500	1,500	1,500	
OE_0039	Number of bureau consultations regarding the Language Access Program	60	40	75	48	50	50	
OE_0040	# of Equity 101 training sessions offered annually	0	0	0	47	50	60	