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## Bureau Advisory Committee Meeting Minutes

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**Date:** April 8, 2015 **Time:** 5:30 p.m. – 7:00 p.m. **Location:** 421 SW 6<sup>th</sup> Avenue, Suite 500 Portland

**Committee Attendees:** Lisa Dawson, Lakeitha Elliott, Mayra Gómez, Virginia Gómez, Dana Ingram, Mercy Koffa, Janis McDonald, Joseph Santos-Lyons, and Kyle Weismann-Yee

**Staff Attendees:** Danielle Brooks, Kenya Budd, Koffi Dessou, David Galat, Dante James, Beth Kaye, Judith Mowry, CJ Robbins, Jeff Selby, Tonya Stephens, and Joe Wahl.

### Gathering and welcome

- After some informal networking, Jeff Selby called the meeting to order at 5:40 p.m. and welcomed/thanked the committee members for attending and sharing their insights.
- Bureau Director, Dante James, also thanked the Bureau Advisory Committee (BAC) members for their time and participation. The office focuses on equity, specifically with matters of race and disability. Dante said a goal of the Office of Equity and Human Rights (OEHR) is to let the community know what we're doing and what our outcomes are, and to hear from BAC members so they can inform our work. He challenged the BAC to challenge staff with hard conversations and questions.

### OEHR overview

- Dante gave a brief overview of OEHR's mission and structure.
  - Education and technical assistance make up the bulk of what OEHR does in its goal to institutionalize equity in the City of Portland's processes, plans, and procedures.
  - In a commission form of government where there are essentially five mayors, it can be a challenge to create broad change quickly across the City. Equity 101 training for City managers and supervisors is mandatory now and OEHR will go to City Council soon to ask that the training becomes mandatory for all City employees. As of this month, the office has trained 15,000 City employees through mostly voluntary training registration.
  - Equity 101 training focuses on the history of racism in Oregon and the U.S., as well as concepts like implicit bias. **NOTE: BAC Members are encouraged to experience this training so we can receive your feedback and suggestions. Please contact Jeff Selby for information.**
  - OEHR offers technical assistance to City bureaus in regard to equity matters. Some of the issues the office has consulted on include:
    - Taxi/For-Hire Driver
    - Police training
    - Comprehensive Plan
    - Arts Tax

- Budget Equity Tool (attached). This resource is now mandatory for all City bureaus to use in preparing their budgets

**OEHR program areas overview (details can also be found online in the [Annual Report](#) and an organizational chart is attached to these minutes)**

- Danielle Brooks and David Galat introduced the Civil Rights Title VI and Americans with Disabilities (ADA) Title II programs.
- CJ Robbins introduced the Black Male Achievement Portland program.
- Beth Kaye introduced the Disability Equity program.
- Kenya Budd introduced the Citywide Equity Committee and Human Rights Commission programs.
- Koffi Dessou introduced the Training and Education program.
- Jeff Selby described his duties as Communications Coordinator and BAC staff member.
- Judith Mowry described her duties as Senior Policy Advisor.
- Joe Wahl described his duties as Business Operations Manager.

**What does a successful OEHR look like?**

- Dante discussed the proposed City Racial Equity Goals (attached) and asked the BAC to think of how the bureau could measure success with these goals.
- Discussion began about specifics; for example, what are OEHR's expectations from its BAC? Dante responded that this first meeting was about introductions, but future meetings would have specific equity goals for discussion. Staff encouraged BAC members to think of OEHR's mission and to bring forward any concerns, recommendations, and/or feedback at any time, either in meetings or in email/phone conversations with Jeff Selby.
- BAC members requested definitions of City jargon and acronyms during the process.

**Next meeting**

- There was consensus around scheduling a meeting for May to keep our momentum and to meet quarterly after that.
- BAC Members will be asked to choose the date that works best for them from the following:
  - Tuesday, May 5<sup>th</sup>, 5:30 to 7:30 p.m.
  - Thursday, May 7<sup>th</sup>, 5:30 to 7:30 p.m.
  - Monday, May 11<sup>th</sup>, 5:30 to 7:30 p.m.

**Additional note(s)**

- Food was catered by Hush Hush Mediterranean Café. OEHR strives to shop at locally-owned, preferably immigrant-owned restaurants for catering. Suggestions and feedback are always welcome.

**DIRECTOR**  
Dante James

**BUSINESS OPERATIONS MANAGER**  
Joe Wahl

**SENIOR POLICY ANALYST**  
Judith Mowry

**EXECUTIVE ASSISTANT TO THE DIRECTOR**  
Tonya Stephens

**DIVERSE AND EMPOWERED EMPLOYEES OF PORTLAND**

**CITYWIDE EQUITY COMMITTEE**

**PORTLAND HUMAN RIGHTS COMMISSION**

**PORTLAND COMMISSION ON DISABILITY**

**PROGRAM MANAGER**  
Danielle Brooks  
  
Civil Rights Program

**PROGRAM COORDINATOR**  
David Galat  
  
ADA Transition Plan

**PROGRAM COORDINATOR**  
CJ Robbins  
  
Black Male Achievement Portland

**PROGRAM COORDINATOR**  
Jeff Selby  
  
Communications  
Public Outreach  
Bureau Advisory Committee

**PROGRAM COORDINATOR**  
Kenya Budd  
  
Citywide Equity Committee  
Human Rights Commission

**PROGRAM COORDINATOR**  
Koffi Dessou  
  
Equity Training and Education Programs

**PROGRAM COORDINATOR**  
Beth Kaye  
  
Disability and Equity Programs  
  
DEEP

# CITYWIDE EQUITY GOALS

## EQUITY GOAL #1

**We will end racial disparities within city government, so there is fairness in hiring and promotions, greater opportunities in contracting, and equitable services to all residents.**

**This will be accomplished and measured through:**

- Focused outreach through the Bureau of Human Resources
- Equity training for city employees
- Implicit Bias training for all hiring panels
- Equity criteria in performance evaluations
- Transparency in hiring and presenting current demographics
- Minority Evaluator Program in contracting
- Prime Contractor Development Program Pre-Qualification Board
- Commission on Equitable Contracting and Purchasing

## EQUITY GOAL #2

**We will strengthen outreach, public engagement, and access to City services for communities of color and immigrant and refugee communities, and support or change existing services using racial equity best practices.**

**This will be accomplished and measured through:**

- Public Involvement Advisory Committee
- Community Engagement Liaison Program
- Civil Rights Act: Title VI oversight
- Translation of essential city documents
- Use of a Budget Equity Tool
- Bureau Equity Strategic Plans (Racial Equity Road Map)

## EQUITY GOAL #3

**We will engage in collaborative, community-focused efforts to eliminate racial inequity in education, criminal justice, environmental justice, health, housing, and economic success.**

**This will be accomplished and measured through:**

- Participation in Community committees or roundtables
- Portland Police Bureau's Equity Training for officers
- Working to mitigate the effects of gentrification
- Creating livable neighborhoods