

WATER BUREAU MANAGEMENT TEAM (MT) MEETING – September 4, 2018

SUMMARY

Attendees: Administrators and Group Directors: Gabriel Solmer, Kathy Koch, Teresa Elliott, Cecelia Huynh, Chris Wanner, Ty Kovatch, and Edward Campbell. Water Bureau Staff: Tony Andersen, Jan Warner, Kyanne Probasco, Melinda Bullen, and Patty Burk.

Agenda:

- ❖ Racial Equity Training
- ❖ New Employee Survey
- ❖ Resource Protection and Planning Group Budget Presentation
- ❖ Information Sharing
- ❖ Future Agenda Items

Racial Equity Training – Creating Shared Language: Melinda Bullen, Training and Development Officer joined the MT meeting to facilitate a racial equity training for MT members. Melinda reminded MT members that one of the strategies/actions included in the Water Bureau’s Racial Equity Plan is to provide racial equity training to bureau leadership, Management Team and other senior leaders. This past May, Melinda proposed a strategy for implementing this action which included Melinda coming to Management Team meetings monthly to conduct 20-minute equity micro-trainings. This training curriculum was supported by MT members and offers them consistent training to support their leadership in bureau-wide equity work.

At today’s MT meeting, Melinda facilitated the first lesson in the series which focused on creating shared language. MT members discussed what is shared language and why is it important. Shared language is the use of words, phrases, and images in a way that supports effective communication and collaboration. It is important for successful collaboration, the reaching of shared goals, and healthy workplaces and work teams.

Melinda shared a short video from the Seattle Times, Under our Skin project “How do you define diversity?” and had MT members participate in a pair and share exercise to discuss what an equitable Water Bureau looks like and how does the bureau define that through shared language. Worksheets were collected. Melinda will collate the responses and send them out to the group. Melinda encouraged MT members to consider this question whenever bringing up terms or leading from them: Does everyone have a shared understanding of what this term means?

New Employee Survey: Kyanne Probasco joined the MT meeting to discuss and get feedback from MT members on the bureau’s new employee survey. Kyanne explained that approximately six to eight weeks after a new or transfer employee begins working, the bureau sends out and asks them to complete a new employee survey. The survey focuses on the hiring process, settling into the bureau, job performance, and the organization. Kyanne distributed a copy of the survey and asked MT members to review and share ideas/questions/concerns about the survey

and any revisions/changes that they would recommend. Kyanne provided samples of completed surveys.

Several MT members were unaware a new employee survey was done. All MT members were interested in the outcomes/results of both the new employee and the exit surveys the bureau does.

Kyanne will develop a report that identifies survey trends over the past couple of years and report back to MT. Discussions were had on the necessary frequency of these report backs. A definitive timeline was not determined; i.e., quarterly, bi-annually, annually, as it likely will depend on the number of new/transfer hires completed over time but there was an overwhelming interest by MT members in the trends/information gleaned from the survey results.

It was asked that additional thoughts/recommendations for revisions to the survey should be sent to Kyanne.

Resource Protection and Planning Group Budget Presentation: Eddie reviewed the Resource Protection and Planning (RESPRO) Group FY 2019/20 budget development work plan. Eddie noted that there are six work groups within RESPRO and described the number of FTE, FTE allocation by program, and the program roles/responsibilities of each of the groups. Eddie provided an outline of the relevant programmatic performance and workload measures involved in the work of the RESPRO group. Eddie also explained recent reallocations, hopes and dreams for the group, and potential new unfunded mandates that may be coming down the pike. Eddie will e-mail the PowerPoint presentation to MT members.

Due to time constraints, the Maintenance and Construction Group budget presentation was held over to the September 18 MT meeting.

Information Sharing:

Cecelia Huynh:

- ❖ Cecelia mentioned that the Fall BuMP will be shared with the Portland Utility Board (PUB) at their meeting this evening. The BuMP includes carryover funds, interagency impacts and general budget maintenance. MT members were asked to provide Cecelia with any upcoming unplanned expense/budget items.

Gabriel Solmer:

- ❖ Gabe reminded MT members that next Tuesday, September 11 is the Strategic Business Plan post-risk scoring workshop. Gabe encouraged all MT members to attend.

The Management Team will not meet on Tuesday, September 11 due to the Strategic Business Plan Post-Risk Scoring Workshop.

Future Agenda Items:

- ❖ Work Group Budget Presentations
 - Maintenance and Construction/Engineering/Customer Service – September 18
 - Operations – September 25

- Administration – October 2
- ❖ Budget Discussion – Unfunded Mandates – October 9
- ❖ Budget Discussion – Hopes and Dreams – October 16
- ❖ Budget Week – October 29 – November 2

The next Management Team meeting is Tuesday, September 18, 2018 at 10:00 a.m. at the Interstate Facility, Kelly Butte Conference Room.