

# CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

## Policy Session Worksheet

**Presentation Date:** 01-20-15    **Approx. Start Time:** 10:30 a.m.    **Approx. Length:** 30 min

**Presentation Title:** 2014 Diversity, Equity & Inclusion Program (DEIC) Annual Report

**Department:** County Administration

**Presenters:** Katrina Tanner, Abby Ahern, Ofelia McMenamy and Emmett Wheatfall

**Other Invitees:** Diversity, Equity & Inclusion Council Leadership Team and Council

### WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

The purpose of this Policy Session is to update the Board of County Commissioners on the activities, events, processes and deliberations of the County's Diversity, Equity and Inclusion program focusing on the work of the Diversity, Equity and Inclusion Council (DEIC) for the 2014 calendar year.

### EXECUTIVE SUMMARY:

On July 19, 2012, the Clackamas County Board of County Commissioners accepted the recommendation of the Diversity Advisory Council and Diversity Leadership Council, adopting the *Resolution Valuing Diversity in Clackamas County*. This resolution recognized the work of the Council in promoting efforts to "improve customer services and access to opportunity" for residents of the county and laid the groundwork for elevating the Diversity and Inclusion program and its manager to the executive level. With the resolution as a springboard and cognizant of national developments, the DAC this year revised its name to the Diversity, Equity and Inclusion Council (DEIC) and amended its operating principles accordingly.

This report is intended to serve as a review of the efforts, and to list follow-up recommendations lockstep with building public trust through good government within a dynamic multicultural county.

### FINANCIAL IMPLICATIONS (current year and ongoing):

The Diversity, Equity and Inclusion Program is funded through a line item within the County Administration budget. The annual budget for the Diversity, Equity and Inclusion Program is \$50,000.00 for the entire program including all events, activities, trainings, memberships, outreach and three diversity councils.

### LEGAL/POLICY REQUIREMENTS:

None

### PUBLIC/GOVERNMENTAL PARTICIPATION:

The Diversity, Equity and Inclusion Program partners with local community members through the Diversity Leadership Council which is supported by Public & Governmental Affairs Advisory

Boards and Commissions. In addition, the Diversity Management Council is a group of department directors that also meet to explore executive management level matters within County operations. Finally, the Department of Employee Services plays a role in ensuring the implementation and advancement of EEO hiring practices and recruitment to develop a diverse workforce within Clackamas County.

**OPTIONS:**

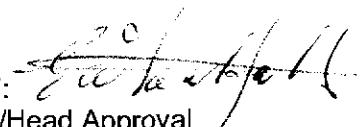
- Approve and support the continued work of the DEIC
- Recommended changes or alternative practices to consider for the Council
- Do not provide input

**RECOMMENDATION:**

1. In keeping with the County's resolution, the DEIC would like the Board's support in continuing the advancement of equity within Clackamas County through its initiatives and practices.
2. Furthermore, the DEIC requests future discussions with County Administration regarding future planning considerations commensurate with the implementation of both the Resolution Valuing Diversity, the Diversity Assessment and the Performance Clackamas Strategic Planning initiative and the additional demand on time and resources these tasks will pose to the Diversity, Equity and Inclusion Council.

**ATTACHMENTS:**

2014 Diversity, Equity and Inclusion Counsel Annual Report

SUBMITTED BY:   
Division Director/Head Approval \_\_\_\_\_  
Department Director/Head Approval \_\_\_\_\_  
County Administrator Approval \_\_\_\_\_



**Clackamas County**  
**Diversity, Equity and Inclusion Council**  
**2014 Annual Report**

On July 19, 2012, the Clackamas County Board of Commissioners adopted the recommendation of the then Diversity Advisory Council (DAC) and Diversity Leadership Council (DLC), regarding the *Resolution Valuing Diversity in Clackamas County*. This resolution recognized the work of the diversity councils in promoting efforts to “improve customer services and access to opportunity” for residents of the county and laid the groundwork for elevating the DAC as an advisory body. With the resolution as a springboard, and cognizant of national developments, the DAC this year renamed itself the Diversity, Equity and Inclusion Council (DEIC) to highlight the emerging work surrounding equity, and amended its operating principles accordingly.

**Vision**

We strive to understand, value, and incorporate the contribution each employee brings to the county so that we can build a multicultural workplace and reflect the growing diversity and inclusion of our community.

**Mission**

The DEIC promotes the mission of Clackamas County by serving as a resource for inclusivity, diversity, and cultural sensitivity. The DEIC serves the Board of County Commissioners, county departments and employees.

**Guiding Values**

1. We view diversity broadly, allowing people to define for themselves what does and does not make them diverse.
2. We seek to assure that everyone has a voice, creating a culture and climate of respect and inclusion.
3. We humbly recognize that each of us has something to learn, and that developing cultural competence and a multicultural workplace is an ongoing process.
4. We promote equity in the workplace, whereby resources are distributed and processes designed in ways that empower everyone to maximize their potential while promoting inclusion by eliminating barriers.

This report is intended to serve as a review of the 2014 efforts, and to list follow-up recommendations in step with building public trust through good government within a dynamic multiethnic and multicultural county.

The DEIC is composed of volunteer members from across many county departments. In addition to their regular staff duties, DEIC members dedicate their personal time to advance the projects of the Diversity, Equity and Inclusion program through monthly meetings, event planning and staffing, outreach, community development practices, and policy analysis, working with a minimal budget. Without the dedication of these diligent engaged employees, the work of the DEIC and the Diversity, Equity and Inclusion program would not be as active, robust or comprehensive.

Annually, in February, the DEIC hosts an all-day retreat to bring past and new members together for a planning workshop. At the retreat, members draft an outline for the year's projects and priorities and establish a leadership team and project teams to coordinate and implement the many activities performed by the organization throughout the year. This retreat is also a time to brainstorm important and current policy level issues that the DEIC intends to work on to bring to the Board of Commissioners and County Administration for acknowledgment and review.

Of the many ongoing matters the DEIC addresses, the following are some highlights from the activities of the past year. It is in no way an exhaustive list, and serves to highlight not only what the DEIC is able to accomplish, but also the motivation and commitment to continue to extend the scope and reach of the Council to fulfill the mission of a diverse and inclusive workplace and community in Clackamas County.

### **Diversity, Equity and Inclusion Counsel 2014 Efforts and Initiatives**

#### **Hiring:**

One of the key goals of the resolution was to "Integrate our diversity values in the hiring process to support diversity as a core value of the Clackamas County workplace." In support of this goal, the DEIC has been working on the following:

**A Rater Selection Panel Pilot – the objective is to establish a list of employee and community members willing to serve on the oral board panels specifically to increase the representation of diversity to prospective applicants. The list should serve as a resource to county hiring managers to help promote an environment of the county's commitment to diversity through hiring. The rater list will be an additional resource of trained raters that can be used to ensure diverse and appropriate representation during the oral board process. Setting up diverse interview panels/oral boards is an important step towards providing the opportunity for someone to show their best and to initiate them into a cultural environment where diversity is honored and valued. It is, however, not mandatory at this time for county managers to include a representative from the Rater Selection Panel list.**

## Training:

As referenced in the Resolution, *"There should be on-going diversity training, with support from county managers."* Training is key to ensuring appropriate and responsive service to the wide array of citizen needs. To this end, the newly labeled "Lunch and Learn" program organizes informal training opportunities for all county employees, accessible during lunch breaks.

### **Lunch and Learn training included the following topics during the year:**

- Micro-aggression
- Children and Race.
- The Changing Faces of Poverty
- Disability Awareness
- Limited English Proficiency Outreach

### **In addition, the DEIC participated in the following training events:**

- New employee diversity orientation.
- A Day with Dr. Hollins, addressing cultural diversity issues.
- Participation with the "Say Hey" regional event created to honor and connect new minority professionals relocating to the region.

## Community Outreach:

To demonstrate the county's resolve regarding diversity, the resolution recommended, *"The County's commitment to diversity should be made visible in the workplace and in the community"*, which continues to inspire the development of an annual Clackamas County Community Festival. This was the fourth year that the DEIC organized the Community Festival on the Red Soils Campus, which received written and anecdotal reports of high praise for the food, music and information booths showcasing diverse county and community services. Of particular note, in celebration of Hispanic Heritage Month, the Hispanic Interagency Networking Team (HINT) conducted outreach to the community during the morning of the Festival. Next year, the DEIC will explore increasing the scope of the Community Festival to include more community partners and members of the public. Given the voluntary nature of the DEIC, expanding the scope of the Festival will be formidable logistically and fiscally.

**The 2014 Community Festival provided a showcase for the county's recognition of the diverse array of cultures within our county. During a lunch time celebration through music and food, employees and local citizens had the opportunity to obtain information on a wide-array of services offered throughout a varied and dynamic community.**

### **Employee Networking Groups:**

A key endeavor by the DEIC was to address the resolution to “create affinity groups, on a voluntary basis, so that people can develop camaraderie and get to know one another, as desired, within the workplace.” Affinity groups, also called Employee Network Groups provide forums for employees to gather and share ideas outside of their particular work units. The business case for the ENG’s include promoting professional development, fostering cultural connections, forming mentorships, and affirming the County’s equity goals.

#### **Three Employee Network Groups were established this year:**

- **Lesbian, Gay, Bisexual and Transgender**
- **Parenting Children with Disabilities**
- **Aging Employees Resource**

### **Communications/Public Relations:**

Communication is the cornerstone toward clear, concise and attractive public relations materials relating to projects, activities and policy level work done by the DEIC. This activity is also crucial in meeting the resolutions direction to “Identify and include multicultural information on the Clackamas County website”, which has resulted in a number of constructive steps by the DEIC this year.

#### **DEIC Communications activities have included:**

- Maintaining and updating the DEIC Intranet web-page
- Establishment of a DEIC email address.
- Website re-development of the County Diversity page.
- Preparing flyers and all-county emails for DEIC events (e.g. Community Festival, Employee Networking Group meetings and Lunch & Learn announcements).
- Community Outreach for participation in Community Festival, which included:
  - Personally contacting over 40 local service organizations.
  - Follow-up information and reminders.
  - All-County emails in preparation for the event.
  - Article in *Citizen News*.
  - Regional press release.
  - Published notice in *Oregonian*.
  - Published notice in Pamplin media outlets.
- Outreach materials for new DEIC members for 2015 (Flyers, Informational meeting, EMT Outreach for Supervisory buy-in, Online reminders) and establishment of a DEIC member shared folder for document access and storage.

## **Diversity Assessment:**

The Diversity Assessment Reports of 2001 and 2011-2012 conducted by Portland State University provide a snapshot of the progress the County has taken toward inclusivity. In part, these studies represent a progress report of the county's commitment toward meeting the challenges of a diverse workforce and in turn "assess preparedness to meet the needs of our diverse customers and identify steps for improvement and implementation" of its diversity efforts.

The voluntary work of the DEIC has correlated much of its efforts in addressing some of the key recommendations within the Diversity Assessment Reports. Notwithstanding a laudatory effort, the implementation of tangible results will only be realized when resources are dedicated to moving the county further toward an inclusive organization.

**As a resource for inclusivity, diversity and cultural sensitivity, the DEIC has provided support in assisting the county to meet the goals established by the Resolution Valuing Diversity in Clackamas County; however, solid leadership and sustained commitment will remain key ingredients toward "the goals of striving for high quality customer service and equal access to opportunity to people of all backgrounds who live in or do business in Clackamas County."**

## **DEIC - Helping to Build the Future!**

The DEIC, through support and guidance from the Clackamas County Board of County Commissioners, will stay the course in developing positive results and promoting a dynamic multicultural county.

### **In 2015, the DEIC shall endeavor to:**

- **Work with Technology Services and Facilities Management to implement multilingual signage, document and web content for County services.**
- **Continue to develop the County's Employee Networking Groups.**
- **Work with departments and the support Title VI team to develop a County-wide process for translation services.**
- **If called upon, engage the participants implementing Performance Clackamas with insights regarding the Administrative Line of Business: Workforce Character and Core Values.**
- **Discuss structure and needs related to funding and staffing support to ensure effective and progressive implementation of equity programs.**