

EQUITY STEERING COMMITTEE

Ledding Library Community Room

NOTES

AUG 24, 2023

- The meeting began at 6:05 p.m.
 - In attendance in person were Dennis Ward, Corey Hester, Cameron Ruen, Nikki Storm, Aneesa Turbovsky and Seyona Belai. Staff present included Gabriela Santoyo Gutierrez (Equity and Inclusion Coordinator, Emma Sagor (Assistant City Manager), and Laura Weigel (Planning Manager). Consultants from the Transportation System Plan (TSP) update project team were also in attendance, including Matt Hughart and Amy Griffiths from Kittleson, Tracy Heidt from JLA, and Quincy Brown and Griffin Cloud Levine from We All Rise.
- The TSP update team provided an overview of their project, their recently completed community profile, and their plans for community engagement throughout the update process. [Their slides can be viewed here.](#)
 - ESC members provided the following comments and questions throughout the discussion:
 - Seyona recommended the project team connect with trusted community liaisons to get the word out, particularly to underserved populations. She mentioned, for example, a community member known as “Ambassador Lannis” who has significant knowledge of the community and how to reach folks. Seyona also recommended the team do outreach at apartment complexes, including those around downtown and Lot Whitcomb elementary school.
 - Several ESC members discussed the importance of meeting people where they are. They discussed opportunities for engagement while people are engaged in transportation activities, such as on the bus, while walking or while biking. Aneesa mentioned the benefit of doing outreach at events where parents can bring and entertain their children. Specific areas where outreach could be most effective included downtown, around the hospital, down Lake Road, and around schools.
 - An ESC member recommended the project team contact the school district to find out what languages they translate materials into.
 - The group discussed the benefit of multiple smaller engagement opportunities, focus groups, or pop ups in centers or housing complexes.

The project team shared their plan to do four larger outreach events, alongside online engagement. ESC members shared their hope that the project scope could be updated based on the feedback shared at the meeting.

- The Committee then continued their discussion about priorities for the year ahead, informed by the results of the recently completed Diversity, Equity, and Inclusion Assessment report by Keen Independent Research.
 - Emma shared that staff had put together a “menu” of ideas based on the ESC’s discussions to date for the group to continue refining. This list includes the focus areas emerging from the committee’s conversation to date, and then within each area, potential actions city staff and/or the ESC could take.
 - Emma explained to the group that the objective for tonight’s discussion was to fully populate the menu. At the ESC’s upcoming weekend retreat on October 14, the group will then prioritize the action ideas and select three to take on for the year ahead.
 - The menu is presented on the following page. Bolded items were added by ESC members or identified as areas of particular interest.
 - The ESC also discussed how much of their meeting time they want dedicated to consulting on major projects, like the TSP presentation at the beginning of this meeting. The group agreed to discuss this further in their retreat, but discussed the following ideas as a way to balance time and ensure enough capacity to focus on the priority projects they want to tackle:
 - Project teams could send questions/slides to the ESC and ask for written feedback and input, rather than being on the agenda.
 - If a project team presents to the ESC and asks for their feedback, there should be an expectation they return to discuss how that feedback was incorporated and what the outcomes were.
 - The ESC does not want to be a “checkbox” for doing equitable engagement. If project teams consult them, there should be an opportunity for the committee to influence the strategy of the project.
- The meeting concluded at 8:45 p.m.

Equity Steering Committee | Goal and Action Brainstorm

This table is meant to capture emerging goals and concrete actions city staff and the Equity Steering Committee (ESC) could consider taking on over the next three years.

Staff and the ESC will use this list to prioritize what goals and actions they want to recommend to Council. These goals and actions will be committed to via a resolution in December 2023 and the organization's 3-year strategic plan, due for completion in February 2024.

At their September 28 meeting and October 14 retreat, the ESC will be asked to:

- **Further populate this table:** What actions are missing? What other focus areas should we consider?
- **Refine and prioritize:** The ESC is asked to select **three total goals** and **three total actions** to commit to for the next year.

Focus Areas/Goals	Potential City-led actions	Funding needs for next budget cycle to support city-led actions	Potential ESC-led actions
Recruitment, hiring and retention: Improve diversity in employment	<i>(All actions already underway)</i> <ul style="list-style-type: none"> • Update hiring practices (blind resume reviews, etc.) - already implemented • Diversify hiring panels • Advertise jobs in places where BIPOC candidates are looking • Create and support employee resource groups (ERGs) • Improve internal communication • Create pathways for reporting of discrimination and equity issues • Support professional development 		<ul style="list-style-type: none"> • Serve on hiring panels for leadership roles (required for director-level, optional for manager-level) • Support an annual city job fair focused on attracting BIPOC applicants (from inside and outside Milwaukie) -- potentially at CCC

	<ul style="list-style-type: none"> • Update police recruitment process 		
<p>Communication, transparency, and storytelling: Help Milwaukians understand the city's role in advancing equity, including what efforts are underway and why this work matters</p>	<ul style="list-style-type: none"> • Update city annual event calendar and plan to focus on celebrating multicultural diversity • Create materials and forums for communicating how and why the city applies an equity lens in decision making • Continue partnering with the Historic Museum to host speakers and activities that illuminate Milwaukie's diverse history and current state • Develop an online internal and external anonymous equity reporting line/page, potentially including a physical drop-off box 	<ul style="list-style-type: none"> • Increased funding for events program 	<ul style="list-style-type: none"> • Advise city on updates to annual event calendar/budget • Advise on a communications campaign (and the city's communication program) specifically around equity and government • Help develop and maintain a list of community members interested in the city's equity work; prepare monthly or quarterly newsletters • Create policies/standards around how and when the city must notify the public of fee/rate changes • Host events or speaker series (potentially in partnership with Historic Museum) • Create a community affinity group network • Advise on the development of an equity reporting process

<p>Engagement pathways: Create pipelines to opportunities within the city, particularly for youth</p>	<ul style="list-style-type: none"> • Create an internship program for local youth • Create a youth council OR strengthen outreach and engagement of youth in boards and committees • Update Milwaukie Leadership Academy to have an equity focus 	<ul style="list-style-type: none"> • Funding for internship program • Funding to support staffing and materials for youth engagement 	<ul style="list-style-type: none"> • Help stand up an internship program • Attend other B&Cs and develop a strategy for equity/youth recruitment into those spaces – go into schools and talk about opportunities • Develop partnerships with local faith-based organizations and non-profits • Developing an internal and External Equity reporting line • Host focus groups (e.g., renters, youth) • Work with youth on a research project or a service project
<p>Equitable procurement and contracting: Invest in systems and analyses that ensure dollars are being invested equitably</p>	<ul style="list-style-type: none"> • Advertise all opportunities on equity-focused job boards (E.g., OAME) • Break up contracts into smaller pieces to more easily engage COBID-certified firms • Conduct and/or participate in a disparity study of our contracting investments • Upgrade our bid management system (already planned) • Add an “equity impacts” section to all city staff reports • Update the process/structure for funding community organizations putting on events and activities, including NDAs and Boards and Committees 	<ul style="list-style-type: none"> • Potential changes to funding structure for community organizations (e.g., development of a grants program) 	<ul style="list-style-type: none"> • Have an ESC member be part of the review panel for all contracts over \$250K • Advise the city on an updated process/structure for funding community organizations putting on events and activities, including NDAs and Boards and Committee

Accessibility: Improve language access, disability access, and age inclusiveness	<ul style="list-style-type: none"> • Update the city's translation and interpretation policy • Add signage throughout city facilities in Spanish (and potentially other languages) 	<ul style="list-style-type: none"> • Increased funding for translation • Accessibility signage (multilingual) • Funding for closed captioning of public meetings 	<ul style="list-style-type: none"> • Advise on equity lens development for Transportation System Plan (TSP) and Capital Improvement Plan (CIP) engagement processes • Advise on ADA plan and priorities
Naming of spaces and places: Develop standards that celebrate diverse heritage and foster inclusion	<ul style="list-style-type: none"> • Develop a policy for how we name city-owned spaces, buildings, and parks • Partner with historic museum to develop a historic deep dive into community members lost through historic othering. 	<ul style="list-style-type: none"> • Funding for running any public naming processes • Funding for public art/sign maintenance 	<ul style="list-style-type: none"> • Advise on development of a naming policy • Advise on equity lens development for Hubs project implementation

ESC consultation on other city projects

In addition to the goals above, the ESC has traditionally served as a space where staff seek feedback on how to embed equity into their projects, such as major plan updates, infrastructure investments, and policy development efforts. While incredibly valuable for staff, these presentations take up significant time on the ESC agenda, limiting capacity for advancing their own work plan and priorities.

As part of this goal-setting process, we want to hear from the ESC:

- **What major projects does the full committee want to be briefed and consulted on?** Examples could include:
 - Affordable housing strategies
 - Transportation System Plan update
 - Capital Improvement Plan update

- Kellog Dam removal
- Neighborhood Hubs
- Parks governance and development
- Climate policy
- Houselessness
- **For projects where an ESC member serves as a liaison on the project advisory committee, is that enough connection, or does the full committee still want to be briefed by the project team?**