



EQUITY STEERING COMMITTEE

City Hall: Community Room

NOTES

Oct 26, 2023

- The meeting began at 6:04 p.m.
 - In attendance were Liz Start, Dennis Ward, Corey Hester, Cameron Ruen and Sara Vasquez. Staff present included Gabriela Santoyo Gutierrez (Equity and Inclusion Coordinator, Emma Sagor (Assistant City Manager), and Ann Ober (City Manager).

- The meeting focused on continuing conversations related to the ESC's work plan. Notes were taken on the work planning table found on the following pages.

Focus Areas	Actions	What do we need to be successful? How can the city support?	When do we want to tackle this?	Who is most passionate about this?
Communication, transparency and storytelling	Celebrating and recognizing: Make improvements to city's annual events program	<ul style="list-style-type: none"> • City staff willingness to have the conversation and consider doing things differently (e.g., deprioritize winter events? Reconsider traditions?) • Full picture look-ahead/forecast. Look at it EARLY with community members. • Think more creatively about what "city sponsorship" looks like. Be clearer what support the city can provide for city-led events (financial, staffing, planning, materials, space, communications) and how groups can access it. • Reduce barriers for event organizers. • Celebrate many diverse cultures in a single event. Bring in more multiculturalism into "traditional" events. • Build on existing relationships with cultural groups, and establish new ones • Process for cultural grants/funding 	January/February 2024	

	Storytelling: Improving use of city communication channels	<ul style="list-style-type: none"> • Willingness to amplify more stories on our communication channels • Help putting out the call for more stories • Including an equity page in the Pilot • Staff help with reporting/story telling/celebrating what progress we've made so far 	<p>Tackle low hanging fruit now (Pilot article, start working storytelling)</p> <p>Winter/spring 2024: work on a budget ask around storytelling</p> <p>Communications deep dive in spring/summer 2024</p>	
	Accountability: Equity dashboards and indicators	<ul style="list-style-type: none"> • Willingness to refine current ethics reporting procedures to support more robust equity reporting • Making sure people know 	Winter/spring 2024 to prepare for budget implications	<ul style="list-style-type: none"> • Cami
Recruitment, hiring, retention: Increase the proportion of	Support HR department with annual audit of recruitment and hiring process &	<ul style="list-style-type: none"> • Willingness of HR to share their data; commitment to bringing it to ESC • Willingness of HR director to collaborate with ESC to focus on a root cause or strategy each quarter/year/etc. 	Mid-2024; have HR bring in data after budget is done	

BIPOC staff within the City of Milwaukie workforce and help BIPOC staff want to stay at the City of Milwaukie	addressing root causes			
	Ensure diverse candidates know about and want to apply to jobs at the City	<ul style="list-style-type: none"> • Information on where job opportunities are currently advertised • Metrics on who is applying • Data on current demographics • Themes and gaps on why certain people aren't being hired • City needs to commit to building relationships 	<p>Low hanging fruit: Tell ESC as new job opps come up and ask them to share</p> <p>Reconsider deeper dive focus after budget</p>	
	Help city implement processes that support BIPOC staff and retention	<ul style="list-style-type: none"> • Understand themes from exit interviews; why are BIPOC staff not staying at the city. • Willingness to implement strategies that encourage mentorship and support before staff are at the point of leaving. • Willingness to consider no tolerance policies for bias and discrimination and to implement processes to make sure staff are comfortable raising equity concerns. 	Dive in after budget	

		<ul style="list-style-type: none"> • Clarity on what resources are available for staff who have been harmed. 		
	Help the city develop a healthy and inclusive internal culture	<ul style="list-style-type: none"> • Commitment to prioritizing equity in onboarding. • Willingness to implement an onboarding evaluation. • Willingness to take ESC feedback on how to do meaningful evaluations. 	<p>Gabriela to engage ESC as needed to inform affinity group improvements</p> <p>Try things out at ESC!</p> <p>Gather data from staff in first half of 2024; dive in to what the ESC can support with later in the year</p>	
Engagement pathways: Increase the diversity of Milwaukians	Ensure any city internship and volunteer programs are designed with an equity focus	<ul style="list-style-type: none"> • Research into what works in other cities and jurisdictions • Willingness to take ESC input on how to design any potential internship focus and recruitment/job fair 	January or February 2024	

engaging in government; increasing the entry points		<ul style="list-style-type: none"> • Willingness to take ESC feedback on how to make sure the internship experience is inclusive, welcoming • Take something off the internship manager plates so they can devote adequate time to them. 		
	Increase the engagement of youth in city work	<ul style="list-style-type: none"> • Build a better relationship with the school district • Identify opportunities to leverage student governments – fund it! • Pay youth for project engagement or involvement work! • Be open to summer work experiences – NCPRD, find ways to hire local youth. • Be willing to listen and engage youth to understand what opportunities they want. • Be willing to partner with organizations like IRCO. • “Take your city councilor/city manager to school day” 	<p>March/April 2024</p> <p>Focus on finding who to build the relationships with, what we can incentivize youth with</p> <p>Have a youth focused meeting in March or April?! Or go meet youth where they’re at during that month? (e.g.,</p>	

			student government) Work on a budget ask (put together in December?)	
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Other ideas:

- Add equity assessment to all budget asks
- December meeting focus: Budget planning