



CITY OF BEND

BUILDING ON OUR PAST  
SERVING THE PRESENT  
SHAPING BEND'S FUTURE

## **AGENDA**

**Diversity, Equity, and Inclusion (DEI) Short Term Task Force**

**July 10, 2020, 2:00 – 4:00 pm**

**Virtual Meeting – Cisco Webex**

*To support Governor Brown's order for physical distancing, the City of Bend will conduct the DEI Short-Term Task Force virtually.*

*The public is invited to watch online at*

*<https://youtu.be/AeBqOe3s49o>, or listen by calling toll free 1-855-282-6330 and entering access code: 146 717 1733##*

*Public comment can be submitted to Shelly Smith by email ([shsmith@bendoregon.gov](mailto:shsmith@bendoregon.gov)) or voicemail (541-388-5535). Please email no later than 1:00 pm on 7/10/20. Please indicate in the subject line whether your email comment is intended as public comment..*

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### **2:00 pm – DEI Short Term Task Force**

#### **1. Convene Short Term Task Force Meeting**

- **Call to Order and Introductions**
  - **Staff Liaison:** Shelly Smith, Senior Management Analyst
  - **Council Liaisons:** Gena Goodman-Campbell and Bruce Abernethy
  - **Consultants:** Erin Rook and LeeAnn O'Neill (Allyship in Action)
- **Land acknowledgement**

#### **2. Summary of public comments**

#### **3. Review Task Force objectives**

#### **4. Review Meeting objectives**

- **Review and discuss needs and priorities**
- **Review and discuss recommendations for Council to consider**
- **Clarify next steps for recommendations**

#### **5. Staff updates on DEI work**

#### **6. Review recommendations**

- **Timeline for finalizing**
- **Review needs and priorities**
- **Review feedback from City staff and Stewardship Subcommittee**

#### **7. Revise recommendations**

#### **8. Clarify next steps and action items for next meeting**

## 9. Adjourn (next meeting, July 20, 4 – 6 p.m.)

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### **Accessible Meeting Information**

This meeting/event location is accessible. Sign language interpreter service, assistive listening devices, materials in alternate format such as Braille, large print, electronic formats and CD formats, or any other accommodations are available upon advance request. Please contact Kayla Duddy at [kduddy@bendoregon.gov](mailto:kduddy@bendoregon.gov) or (541) 388-5505. Providing, at least, 3 days' notice prior to the event will help ensure availability.

# Meeting Minutes

Bend City Council Stewardship Subcommittee

May 26, 2020, 3:00 p.m.

WebEx

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CITY OF BEND

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## 3:00 p.m. Bend City Council Stewardship Subcommittee Meeting

### 1. Convene Subcommittee Meeting

Councilors Barb Campbell, Bruce Abernethy, Chris Piper

**Also Attended:** Eric King, Shelly Smith, Kayla Duddy, Mary Winters, LeeAnn O'Neill, Erin Rook, Holly Harris

### 2. Approval of minutes from the January 28, 2020 meeting

Councilor Campbell made a motion to approve the January 28, 2020 meeting minutes. Councilor Abernethy seconded the motion, the motion passed unanimously (3-0).

### 3. Diversity, Equity, and Inclusion (DEI)

Erin Rook and LeeAnn O'Neill, Allyship in Action, presented the following slides on the Diversity, Equity and Inclusion Project update:

- About Allyship in Action
- Terms to Know
- Council Directive
- Contract Objectives
- What We Have Done
- What's Next
- DEI Task Force
- Feedback Process
- Needs
- Priorities
- Considerations
- Existing Models – Spheres of Responsibility
- Existing Models – Primary Approach
- Key Insights
- Questions for Discussion

Councilor Abernethy asked what the difference was between a commission and committee. Mary Winters, City Attorney, explained the City has discussed this in the past and decided that there was confusion with the public in regards to the different names used for committees, boards and commissions, which council reviewed when it updated the municipal code related to them. She mentioned that the Planning Commission and Landmarks Commission are the only commissions the City currently has whose duties include a quasi-judicial function in administering city code.

Councilor Abernethy asked what the process looks like for the proposed task force. Ms. O'Neill explained the concept of restorative justice principles that have been seen in juvenile crime type cases as an alternative to litigation. She said the end goal of this approach is to find a way to resolve issues based in reconciliation.

Councilor Piper recommended having a clear definition of what a commission and committee are when presenting to the full Council.

Eric King, City Manager, suggested having one more Stewardship Council Subcommittee meeting before giving the full Council an update to further discuss the different models of DEI Commissions/Committees. Councilor Piper stated he is in favor of having another Stewardship Council Subcommittee meeting in June or July to discuss the role of the committee/commission further.

Councilor Campbell liked the idea of a place for learning and providing support to people on figuring out what their reporting options are. Mr. Rook explained that was something the task force expressed interest in as the role of the group.

Councilor Campbell asked for clarification on what was meant by holding Council accountable. Mr. Rook explained this group would be involved in helping draft a plan for the City. He mentioned the task force is interested in a human-to-human accountability.

Councilor Piper stated that he thought the training was a Council goal and only six out of the seven Councilors completed the DEI training. He said the City needs to think of questions the City could receive from the public and prepare messages to their questions and concerns.

Councilor Abernethy asked why some cities choose to use a commission versus a committee. Mr. Rook explained he is trying to get more information from the City of Beaverton, because they use both types of groups when most cities have a single body that is focused on these types of issues.

Councilor Abernethy asked what City resources, in terms of staff and funding, would be necessary for this group to be effective. Mr. Rook explained it depends on what the group wanted to be engaged in. He said he is hoping to have more information on this the next time they meet with the Subcommittee.

Councilor Piper asked what was the funding source for the recommended stipend for committee members and if that is something other cities have done. Mr. Rook explained that was a recommendation from the task force to have the City look into a way to provide something of that nature. Mr. King suggested having broader conversation around the stipend topic for all city committees and boards. He mentioned there are different funding sources, depending upon the committee.

#### **4. Crisis Stabilization Center**

Holly Harris, Deschutes County, presented the following slides on the Deschutes County Stabilization Center update:

- Remobilization Plan

- DCSC Opening
- Funding

Councilor Piper asked if there has been any more development on the metrics model. Ms. Harris explained Deschutes County is collecting more metrics due to the large amount of grants. She said each grant has a separate set of metrics that are tied to reducing emergency department utilization, incarceration of those with serious mental health illness, and law enforcement time spent managing this population.

Ms. Harris mentioned the County is tracking a grant that focuses to target high utilizers of the criminal justice system.

Councilor Piper ask if the County is still averaging 10 to 13 people a day. Ms. Harris stated once the Stabilization Center is open 24/7, that is about the number of guests they predict will need services.

Councilor Piper asked if/when Ms. Harris might want to come back for the next report on progress of the Center. Mr. King explained the City would continue to monitor things closely to determine if or when the City would consider additional contributions to the Center and when another report out could happen for this group.

**5. Adjourned at 4:23 p.m.**  
Respectfully submitted,

Kayla M. Duddy  
Deputy City Recorder

# **DEI Short-Term Task Force Proposed Draft Recommendations**

Compiled by Allyship in Action based on feedback  
from City staff and the Stewardship Committee  
Updated July 8, 2020

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## **STRATEGY 1: Build Trust with Marginalized Communities**

### **ACTIONS**

- Create intentional relationships with community leaders and organizations serving historically marginalized and underrepresented communities.
- Publicly and privately advocate for the needs and priorities of historically marginalized and underrepresented communities.
- Follow through on feedback from members of marginalized and/or underrepresented communities.
- Engage in ongoing education and reflection to address biases.

## **STRATEGY 2: Increase Access to Civic Engagement Opportunities**

### **ACTIONS**

- Update the standard City Committee application to remove barriers to engagement by historically marginalized and/or underrepresented groups, and add DEI-specific questions to the application process to get more information about the applicants' experiences working on equity issues.
- Ensure that civic engagement opportunities — via participation on City committees, providing public comment, viewing/attending public meetings, etc. — are open and accessible to historically marginalized and underrepresented communities, including but not limited to:
  - people who do not read, write, and/or speak English
  - people of all immigration statuses
  - people without access to a personal technology
  - people caring for children or others
  - people without access to a transportation

- people with diverse abilities and access needs
- Update the City’s definition of “citizen” (e.g. [Citizen Committees](#)) to make clear that undocumented immigrants are invited to engage in civic life and U.S. citizenship is not required to participate — or select more inclusive language, such as “resident” or “community.”
- Establish the means and the process to provide financial compensation (such as a stipend) to committee members, focus group members, etc., by request to offset the costs of participating (childcare, transportation, lost wages, etc.).

### **STRATEGY 3: Create formal channels to bring diverse, marginalized, and underrepresented voices to the table.**

#### **ACTIONS**

- Create a City committee focused on responding to the needs and priorities of historically marginalized and underrepresented communities and providing feedback on issues related to diversity, equity, and/or inclusion in the City of Bend.
  - Ensure that a majority of committee seats are held by people who self-identify as a member of a historically marginalized or underrepresented community.
- Work to create committees that are as reflective as possible of diverse historically marginalized and/or underrepresented communities who live, work, study, or worship in Bend.
- Provide opportunities — whether through a committee or otherwise — for members of historically marginalized and underrepresented communities to advise City Council on equity impacts of policies and practices, and other issues relating to diversity, equity, and inclusion.
- Encourage collaboration among City committees, commissions, departments, and community representatives to ensure the needs and priorities of historically marginalized and underrepresented communities are considered in goal-setting and planning processes across the City (and not just on “DEI issues”).

## **STRATEGY 4: Embed DEI into Planning and Evaluation**

### **ACTIONS**

- Engage with members of historically marginalized and underrepresented communities to create a Diversity, Equity, and Inclusion Action Plan for the City of Bend that:
  - Is responsive to the evolving needs of historically marginalized and underrepresented communities
  - Uses [SMART](#) (specific, measurable, achievable, relevant/realistic, and time-bound) goals, strategies, and actions
  - Includes opportunities for members of historically marginalized and underrepresented communities to provide regular guidance and feedback on the plan's implementation
- Publish an annual DEI report including progress on the action plan.

## **STRATEGY 5: Prevent and Respond to Bias Incidents**

### **ACTIONS**

- Engage in community education and awareness raising regarding bias, civil rights, and reporting options.
- Inform community members of their rights to file complaints with other agencies, such as the Oregon Bureau of Labor and Industries (BOLI) and the Equal Employment Opportunity Commission (EEOC).
- Provide information on best practices and local resources for non-punitive resolutions, such as mediation or restorative justice
- Conduct a City-wide survey and focus groups to identify unmet needs related to bias, discrimination, and/or harassment as well as opportunities for increased equity, access, and inclusion.
- Evaluate the need for a mechanism to receive and respond to complaints of discrimination and/or violations of the Bend Equal Rights Ordinance.



# **Diversity, Equity, And Inclusion Task Force**

## **Needs and Priorities Summary**

**July 10, 2020**



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## Key Terms

Language is evolving and contextual, particularly as it relates to personal and social identities. This report uses language that is easy to understand, culturally relevant, and reflective of current best practices.

**Access/Accessibility:** The ability or right of a person to get what they need (such as services, entrance, work, education, etc.).

**Bias:** A conscious or subconscious attitude toward people or association of a stereotype based on their (actual or perceived) identity or background.

**Discrimination:** The act of treating a person differently based on their (actual or perceived) identity or background. Typically refers to negative treatment.

**Diversity:** Differences in identity and/or experience, typically focusing on those identities or experiences that may be subject to bias or discrimination.

**Equity:** The recognition that everyone faces different barriers and needs different support to achieve equal access and opportunity.

**Historically Marginalized:** Describes people, communities, and identities that have been systematically disempowered and/or excluded from access and opportunity.

**Historically Underrepresented:** Describes people, communities, and identities that have been represented or portrayed (in politics, media, etc.) to a lesser extent than they are present in the population.

**Human Rights:** Rights inherent to all human beings, regardless of identity or status, including: the right to life and liberty, freedom from slavery and torture, freedom of opinion and expression, the right to work and education, and many more.

**Inclusion:** Creating a culture where all people feel respected, accepted, and valued.

**Restorative Justice:** Theories of justice, rooted in indigenous approaches to peacemaking, that emphasize accountability and repairing harm caused by injustice, often through a collaborative process informed by the needs of the impacted party.

# DEI Task Force

## Background

The DEI Task Force was directed by City staff to draft recommendations related to the establishment of a permanent DEI commission rooted in the needs and priorities of historically marginalized and underrepresented communities in Bend. Members were invited to participate based on their connection to historically marginalized and underrepresented communities, their planning experience, and/or their civic engagement.

Allyship in Action is grateful for the contributions of the DEI Task Force, including: Adrianna Guevarra, Denise LaBuda, Dustin Painter, Erika McAlpine, Frances Waldrop, Gordon Price, Jen Rusk, Jessica Amascual, Joanne Mina, Kecia Kubota, Michelle Cary, Rabbi Johanna Hershenson, Rodrigo Gaspar, Romir Chatterjee, Rutila Galvan-Rodriguez, and Whitney Swander.

## Needs and Priorities

Task Force members described the need for a multifaceted Commission with a responsibility to historically marginalized and underrepresented communities in Bend, to the City Council, and to the community as a whole.

The task Force articulated specific **needs** including:

- A place to bring concerns or complaints of discrimination
- A way to address alleged violations of the Bend Equal Rights Ordinance that does not involve BOLI or going to court
- A mechanism for ensuring that the voices of historically marginalized and underrepresented communities are included in all aspects of City decision making
- More intentional outreach to and engagement with historically marginalized and underrepresented communities
- Tools and resources to support City Council and staff in engaging in DEI work
- To be taken seriously and appropriately supported/resourced

The Task Force identified **priorities** that centered around themes of accountability and intentionality, including:

- A forum for community concerns or complaints related to diversity, equity, and inclusion
- Intentional and proactive inclusion of historically marginalized and underrepresented communities in goal-setting and planning processes
- A driver for change that has the power/authority to hold City Council accountable
- Rooting the Commission's response role in restorative justice principles

“One of the main objectives should be to provide those who face bias with a place where they can bring issues to the notice of the City,” one member said.

## Other Considerations

Other issues raised by Task Force members included:

- Some members may need stipends to offset costs associated with serving on the Commission.
- The Commission's role and responsibilities should be a realistic reflection of its authority, capacity, and resources.
- The Commission will need the support of a paid staff member or consultant to both begin and sustain its work.
- The existing standard application includes potential barriers to participation for some members of historically marginalized and underrepresented communities.
- City Council and staff will need other sources of support to bridge the gap until the Commission is up and running.
- The disparate impacts of COVID-19 on historically marginalized and underrepresented communities highlights the urgency of creating systems to address inequities.

## Existing Models

The Task Force researched and referenced dozens of existing human rights and DEI committees and commissions to identify promising approaches for Bend (see [Appendix A: Comparing Commissions](#)). Committees and commissions varied in size and scope, but shared many similar qualities and responsibilities. In particular, the Task Force looked at the commissions in Oregon and in cities of similar size and demographic makeup. While referencing existing models, the Task Force was also mindful of the fact that each community may require a slightly different approach.

To the extent that a clear distinction can be made among the various DEI-focused bodies, there appear to be two common approaches.

### **1. Diversity, Equity, and Inclusion Advisory Committees/Boards**

These committees and boards typically advise City Council and/or staff on DEI-related issues and support the establishment of positive relationships between cities and historically marginalized and underrepresented communities. DEI advisory groups are often supported by a staff DEI liaison and tend to be more recently established.

Examples: [Diversity, Equity, and Inclusion Commission](#) (Lynwood, Washington)  
[Inclusion, Diversity, and Equity Commission](#) (Pasco, Washington)  
[Diversity Advisory Board](#) (Beaverton, Oregon)

### **2. Human Rights or Relations Commissions**

Most cities with a DEI-related committee or commission have a Human Rights (or Relations) Commission. These groups may also serve an advisory and relationship building role. The primary distinction is that most Human Rights Commission include in their responsibilities some type of complaint response role. These groups are often created in connection with the passage of a non-discrimination ordinance and serve as a quasi- or non-judicial enforcement body. Many are also rooted in the principles of the United Nations Universal Declaration of Human Rights.

Examples: [Human Rights Commission](#) (Salem, Oregon)  
[Human Rights Commission](#) (Eugene, Oregon)  
[Human Rights Advisory Commission](#)<sup>1</sup> (Beaverton, Oregon)

## **Key Qualities**

### **Responding to Complaints**

Most Task Force members said the Commission should “respond to incidents of bias or discrimination” and several advocated for the Commission to be able to hear complaints of discrimination and engage in non-punitive resolution. Many Human Rights Commissions have responsibilities that include responding to complaints of discrimination, including the Commissions in Salem, Billings, and Boulder. These roles are often tied to a non-discrimination ordinance.

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<sup>1</sup> While most cities have either a DEI advisory committee/board OR a Human Rights/Relations Commission, the City of Beaverton has both.

Bend [Code Ch. 5.25](#) (see [Appendix B](#)) prohibits discrimination based on a variety of protected classes. It also states that individuals may file complaints of discrimination with the [Oregon Bureau of Labor and Industries](#) (BOLI) or file a lawsuit. However, Task Force members said reporting to BOLI or filing a lawsuit may be overwhelming or inaccessible to people experiencing discrimination. They suggested the Commission could hear complaints and offer referrals and non-punitive resolutions.

“People need an avenue,” one member said. “It could be an opportunity for restorative justice or reconciliation.”

## **Advising the City**

DEI Task Force members suggested that the Commission advise City Council on emerging practices and trends related to equity in public services and civic engagement; the evolving needs and priorities of historically marginalized and underrepresented communities; and the potential equity impacts of City policies and practices.

They also advocated for the Commission’s advisory role to extend beyond topics explicitly related to diversity, equity, and inclusion and include proactive engagement in City goal-setting and planning processes.

## **Action Planning**

The City Council expressed in its goal language a desire for the Commission to create a DEI action plan, and most Task Force members agreed that this was an appropriate role for the Commission. However, multiple members emphasized the importance of being able to hold the City Council accountable to this plan.

“Action plans don't work if people aren't invested in implementing them,” one member said. “I would support creating one if it is the job of the Commission to guide the execution by the City.”

## **Serving as a Liaison**

Task Force members said the Commission’s role should include a variety of activities focused on community relations. They recommended Commission duties include building relationships, serving as liaisons, recommending partnerships, and informing Council of the needs of historically marginalized communities.

“If we don’t break the ice to create opportunities for relationship building we’re only doing one part of it,” one member said. “This is essential.”

## **Advocating for Diversity, Equity, and Inclusion**

Most human rights/DEI commissions engage in education and awareness raising; promoting diversity, equity, and inclusion; and advocating for the needs and priorities of historically marginalized and underrepresented communities. Task Force members agreed that the Commission’s role should also include advocacy activities such as promoting diversity, equity, and inclusion; preventing discrimination; and assisting community members in accessing resources.

## **Membership**

### **Membership Criteria**

Task Force members said membership should be open to people who live or work in the Bend, or are otherwise a part of the Bend community. Others emphasized that membership should be open to people who are undocumented/not U.S. citizens and suggested expanding the definition of citizen to be more inclusive.

### **Application Process**

Task Force members recommended that the standard application for committee/commission membership be evaluated and revised to remove barriers and increase access. They also suggested adding supplemental DEI questions and giving applicants opportunities to describe their relevant experience.

### **Commission Composition**

Most Task Force members agreed that a significant portion of the Commission should identify as members of one or more historically marginalized communities. But many pointed out that identity is not a qualifying factor on its own, and that the Commission would also benefit from a diversity of identities and skill sets.

“[It] definitely should have a high ratio of members from historically marginalized communities, but I don’t think 100 percent should necessarily be,” one member said. “[We] need to make sure that the commission has diverse skill sets as well.”

## **Meetings**

Task Force members highlighted how frequently public meetings are inaccessible due to their time or location. They suggested that the Commission schedule

meetings with consideration for days and times that are most accessible to members of the public, and with options for remote participation. They also supported offering Commission members some type of compensation by request (such as a per-meeting stipend) to offset costs or lost income associated with serving on the Commission and reduce barriers to participation.

## **Committee vs. Commission**

Members preferred a commission to a committee, saying that a commission carries greater weight and authority and better reflects how integral diversity, equity, and inclusion are to the work of the City in all zones.

Task Force members also emphasized the importance of selecting a name for the Commission that accurately reflects its work, is familiar to people from different generations and backgrounds, and does not rely on jargon or insider terms. Some members preferred “Inclusion, Diversity, Equity, and Access (IDEA) Commission,” while others advocated for “Human Rights Commission” or “Human Rights and Equity Commission.”

As one member explained: “Human rights is a starting point everyone can relate to.”

# Appendices

## Appendix A: Comparing Commissions

CITY / POP.	NAME / WEBSITE	SIZE	MISSION (summary)
Sioux City, IA (80,119)	<a href="#">Human Rights Commission</a>	11	Enforce anti-discrimination laws and prevent and eliminate discrimination.
Beaverton, OR (88,858)	<a href="#">Human Rights Advisory Commission</a>	13	Promote mutual understanding and safeguard the rights of all residents.
Lynnwood, WA (35,836)	<a href="#">Diversity, Equity, and Inclusion Commission</a>	7	Provide advice and recommendations re: strategies for public engagement, removing barriers, increasing access to city services, areas for investment, root causes of inequity, and opportunities for partnerships.
Pasco, WA (73,013)	<a href="#">Inclusion, Diversity, and Equity Commission</a>	7	To assist the Pasco City Council in promoting inclusivity in Pasco.
Salem, OR (169,798)	<a href="#">Human Rights Commission</a>	15	Advises City Council on human rights and relations issues, assists residents by hearing and resolving discrimination complaints and promoting harmony.
Portland, OR (647,805)	<a href="#">Human Rights Commission</a>	8	Advises City Council and City bureaus on applying a human rights lens to policy, and advises on promoting and protecting human rights in Portland.
Billings, MT (109,642)	<a href="#">Human Relations Commission</a>	9	Promote mutual understanding and respect, discourage and prevent discriminatory practices, promote programs of community education, review and study complaints, Inform and make recommendations to the mayor and city council.
San Diego, CA	<a href="#">Human Relations</a>	17	Conduct programs designed to bring

(1.42 million)	<a href="#">Commission</a>		groups together, mediate disagreements re: discriminatory practices, process complaints or make referrals, prepare and disseminate educational material relating to prejudice and discrimination and recommended ways and means of eliminating prejudice/discrimination.
East Lansing, MI (48,844)	<a href="#">Human Relations Commission</a>	9	Protects and promotes human dignity and respect; establishes and implements procedures to address human relations complaints.
Reno, NV (248,853)	<a href="#">Human Rights Commission</a>	14	Make recommendations to the City Council with regard to the development of programs for the promotion of social justice, diversity/inclusion, equal opportunity and human dignity among all citizens and visitors of the city.
South Bend, IN (102,245)	<a href="#">Human Rights Commission</a>	9	Study and act upon problems which involve relationships between members of different ethnic groups, sexes, sexual orientation or gender identity, nationalities, the disabled, and families with children. To stimulate community awareness of equal protection of the law in protected areas through education, collaboration, and coordination with other community agencies.
Boulder, CO (322,514)	<a href="#">Human Relations Commission</a>	5	Encourage education programs; conduct research to define key issues;; and enforce the City's Human Rights Ordinance that prohibits discrimination by serving as a quasi-judicial hearing board for human rights ordinance cases.
Austin, TX (950,715)	<a href="#">Human Rights Commission</a>	7	Advise and consult with the city council on all matters involving racial, religious or ethnic discrimination and devise practices to promote equal opportunity. Advisory body on non-discrimination policies, aid in forming local community groups, investigate complaints of prejudice and discrimination and

			conduct educational programs.
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CITY OF BEND

# **DEI Short-Term Task Force**

**July 10, 2020**



# Agenda

1. Welcome and Introductions
2. Meeting Objectives
3. City Staff Updates
4. Public Comment
5. Timeline Review
6. Recommendations
7. Next Steps
8. Announcements



# Roll Call and Introductions

- **DEI Task Force:** Jessica Amascual, Michelle Cary, Romir Chatterjee, Rutila Galvan-Rodriguez, Rodrigo Gaspar-Barajas, Adrianna Guevarra, Johanna Hershensen, Kecia Kubota, Denise LaBuda, Erika McCalpine, Joanne Mina, Jen Rusk, Dustin Painter, Gordon Smith, Whitney Swander, Frances Waldrop
- **Eric King**, City Manager
- **Shelly Smith**, Senior Management Analyst
- **Gena Goodman-Campbell**, City Councilor
- **Bruce Abernethy**, City Councilor
- **Erin Rook** and **LeeAnn O'Neill**, Allyship in Action



# **PUBLIC COMMENT**



# Council Goals

To embed a commitment to diversity, equity, and inclusion (DEI) within the City of Bend by:

- Implementing a diversity, equity, and inclusion **training program** for City Council, City Staff, and volunteers;
- Hiring a consultant to conduct an **organizational assessment**;
- Establishing a short-term steering committee/**task force** to assist in identifying the needs and priorities of underrepresented communities in Bend;
- Establishing a **permanent commission/committee** to develop a diversity, equity, and inclusion action plan, and seek opportunities to leverage community efforts through funding and support.



# AiA Scope of Work

- Establish a baseline for the City's DEI work populations through **interviews, surveys, and engagement** with internal and external groups;
- Lead the establishment and management of a short-term steering committee/**task force** to assist in identifying the needs and priorities of historically marginalized and underrepresented communities;
- Provide a **series of trainings** on responding to bias and serving diverse communities to City Councilors; and
- Make **recommendations** for future actions.



# What We've Done

- Interviewed 6 City Councilors
- Interviewed 15 external community stakeholders
- Designed and administered a survey of City staff to establish a baseline for DEI work (with a 70% response rate)
- Provided foundational DEI training to 34 City leadership staff, 6 members of Council, and 9 other local leaders
- Supported City leaders in introducing the DEI work by presenting to 8 teams/departments
- Facilitated a short-term DEI Task Force



# Meeting Objectives

1. Review and discuss needs and priorities
2. Review feedback on draft recommendations
3. Discuss potential revisions or additions to recommendations
4. Clarify next steps for recommendations



# **STAFF UPDATES**



# Timeline Review

## The DEI Task Force work so far...

- Identified needs and priorities of historically marginalized and/or underrepresented communities in Bend.
- Evaluated existing models for DEI committees and commissions to identify common roles, responsibilities, authorities, membership criteria, application processes, and group compositions.
- Identified ways in which a DEI committee/commission could support the City in meeting the identified needs and priorities (including creating a DEI action plan and liaising with community groups).
- Identified strengths and weaknesses of a committee versus a commission.



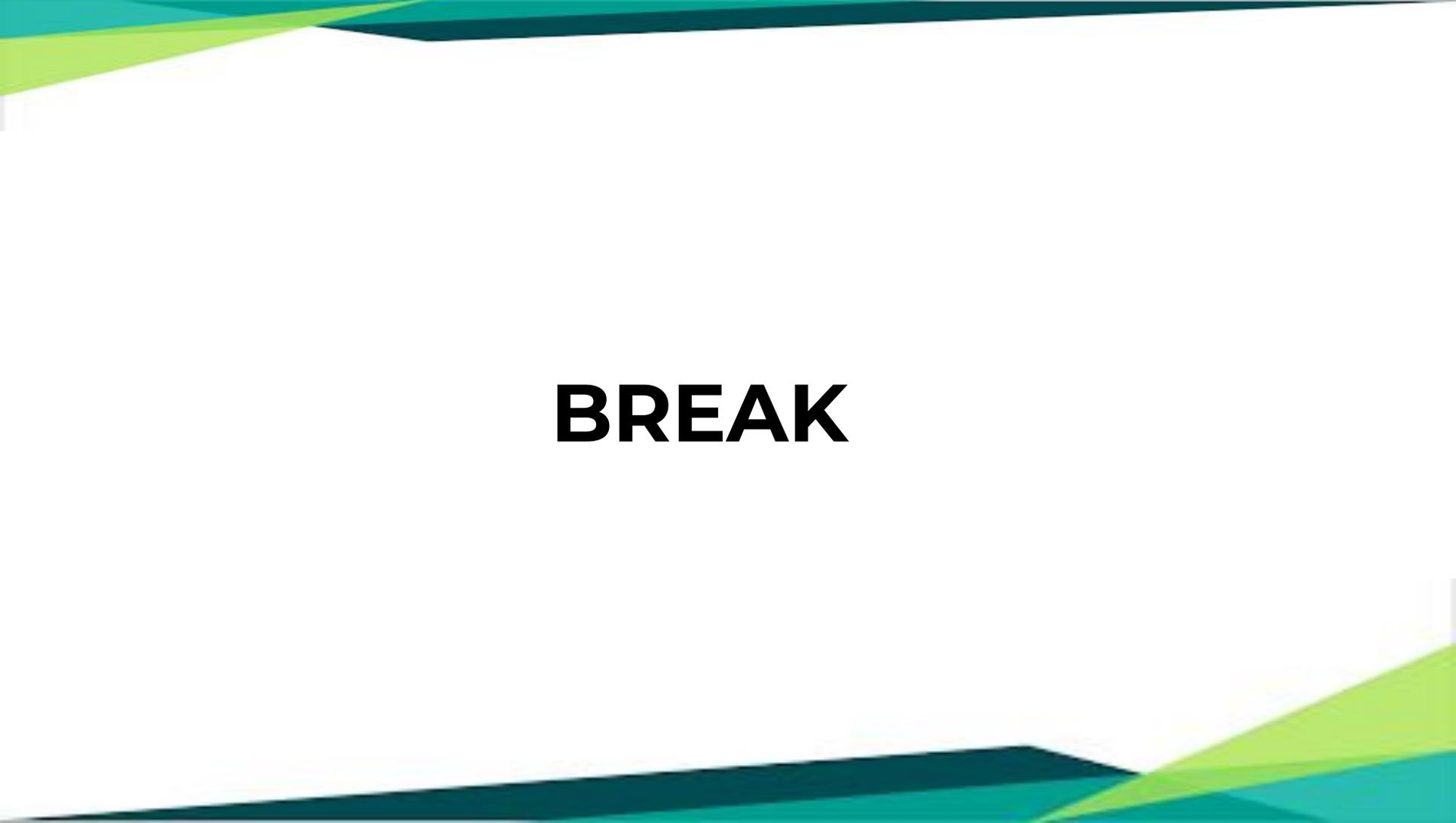
# Timeline Review

## What's Left?

- Deliberate on findings from previous work
- Finalize recommendations and feedback on needs and priorities
- Vote to approve final recommendations to Council

## Upcoming Dates and Deadlines

- **July 28:** City staff to present DEI Task Force recommendations to Stewardship Subcommittee
- **August 19:** City staff to present DEI Task Force recommendations to City Council



**BREAK**



# Reviewing Feedback

## Committee vs. Commission

	<b>Committee</b>	<b>Commission</b>
<b>Origination</b>	Created by City Council or staff	Typically created by State statute
<b>Scope and Authority</b>	Typically limited to making recommendations to Council	Typically defined by related statute
<b>Staff Support</b>	Lower	Higher

Questions about the formal differences between committees and commissions?



# Reviewing Feedback

## Complaint Response Role

- Concerns about staff capacity to handle complaints
- Desire to gather more data about the need

## General

- Simple language is less confusing/distracting and may be more effective
- Simple language is more flexible
- Some things can be left for a committee/commission to figure out
- Impact of COVID on City budgets/resources
- Importance of setting realistic expectations



# Review Recommendations

- Review identified needs and priorities
- Review proposed draft recommendations based on City staff and Stewardship Subcommittee feedback
- Discuss any proposed changes in response to feedback, current events, etc.
  - What, if anything, needs to be added, subtracted, amended, or reorganized?
  - What are the highest priority recommendations?
- Address any questions or concerns



# Needs

- A mechanism for ensuring that the voices of historically marginalized and underrepresented communities are included in all aspects of City decision making
- More intentional outreach to and engagement with historically marginalized and underrepresented communities
- Tools and resources to support City Council and staff in engaging meaningfully in DEI work
- To be taken seriously and appropriately supported/resourced
- A place to bring concerns or complaints of discrimination
- A way to address alleged violations of the Bend Equal Rights Ordinance that doesn't involve BOLI or going to court



# Priorities

- Intentional and proactive inclusion of historically marginalized and underrepresented communities in goal-setting and planning processes
- A driver for change that creates accountability for DEI work
- A forum for community concerns or complaints related to diversity, equity, and inclusion
- Rooting any response role in restorative justice principles



# Considerations

- Some may need stipends to offset costs associated with serving on committees.
- A DEI committee's role and responsibilities should be a realistic reflection of its authority, capacity, and resources.
- Any committee will likely need the support of a paid staff member or consultant to both begin and sustain its work.
- The existing standard application includes potential barriers to participation for some members of historically marginalized and underrepresented communities.
- The disparate impacts of COVID-19 on historically marginalized and underrepresented communities highlights the urgency of creating systems to address inequities.



**PROPOSED DRAFT  
RECOMMENDATIONS  
FOR DISCUSSION**



## **STRATEGY 1: Build Trust with Marginalized Communities**

- Create intentional relationships with community leaders and organizations serving historically marginalized and underrepresented communities.
- Publicly and privately advocate for the needs and priorities of historically marginalized and underrepresented communities.
- Follow through on feedback from members of marginalized and/or underrepresented communities.
- Engage in ongoing education and reflection to address biases.



## **STRATEGY 2: Increase Access to Civic Engagement Opportunities**

- Update the standard City Committee application to remove barriers to engagement by historically marginalized and/or underrepresented groups, and add DEI-specific questions to the application process to get more information about the applicants' experiences working on equity issues.
- Ensure that civic engagement opportunities — via participation on City committees, providing public comment, viewing/attending public meetings, etc. — are open and accessible to historically marginalized and underrepresented communities...
- Update the City's definition of "citizen" (e.g. Citizen Committees) to make clear that undocumented immigrants are invited to engage in civic life and U.S. citizenship is not required to participate — or select more inclusive language, such as "resident" or "community."
- Establish the means and the process to provide financial compensation (such as a stipend) to committee members, focus group members, etc., by request to offset the costs of participating (childcare, transportation, lost wages, etc.).



### **STRATEGY 3: Create formal channels to bring diverse, marginalized, and underrepresented voices to the table.**

- Create a City committee focused on responding to the needs and priorities of historically marginalized and underrepresented communities and providing feedback on issues related to diversity, equity, and/or inclusion in the City of Bend. Ensure that a majority of committee seats are held by people who self-identify as a member of a marginalized or underrepresented community.
- Work to create committees that are as reflective as possible of diverse historically marginalized and/or underrepresented communities.
- Provide opportunities — whether through a committee or otherwise — for members of historically marginalized and underrepresented communities to advise City Council on equity impacts of policies and practices, and other issues relating to diversity, equity, and inclusion.
- Encourage collaboration among City committees, commissions, departments, and community representatives to ensure the needs and priorities of historically marginalized and underrepresented communities are considered in goal-setting and planning processes across the City (and not just on “DEI issues”).



## **STRATEGY 4: Embed DEI into Planning and Evaluation**

- Engage with members of historically marginalized and underrepresented communities to create a Diversity, Equity, and Inclusion Action Plan for the City of Bend that:
  - Is responsive to the evolving needs of historically marginalized and underrepresented communities
  - Includes opportunities for members of historically marginalized and underrepresented communities to provide regular guidance and feedback on the plan's implementation
- Publish an annual DEI report including progress on the action plan.



## **STRATEGY 5: Prevent and Respond to Bias Incidents**

- Engage in community education and awareness raising regarding bias, civil rights, and reporting options.
- Inform community members of their rights to file complaints with other agencies, such as the BOLI and the EEOC.
- Provide information on best practices and local resources for non-punitive resolutions, such as mediation or restorative justice.
- Conduct a survey and focus groups to identify needs related to bias, discrimination, and/or harassment and opportunities for increased equity, access, and inclusion.
- Evaluate the need for a mechanism to respond to complaints of discrimination and/or violations of the Bend Equal Rights Ordinance.



# **POTENTIAL REVISIONS**



# **NEXT STEPS**



# **ANNOUNCEMENTS**