

## Agenda

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

July 20, 2020, 4:00 – 6:00 p.m., Webex (virtual meeting)

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



CITY OF BEND

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

The public is invited to watch on-line at

[https://youtu.be/aH-RI\\_C7uPg](https://youtu.be/aH-RI_C7uPg), or listen by calling (toll free):

1-855-282-6330 and using access code: 146 019 3644##

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 3:00 pm on 7/20/20. Please indicate in the subject line whether your email comment is intended as public comment.

---

4:00 p.m. DEI Short Term Task Force

### 1. Convene Short Term Task Force Meeting

- **Call to Order**
  - **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. Approve minutes from July 10 meeting

### 3. Summary of public comments

### 4. Review City feedback from July 10 meeting

### 5. Review recommendations

- City feedback on recommendations
- Discuss potential revisions based on City feedback
- Discuss potential revisions based on proposals from last meeting

### 6. Vote on recommendations

### 7. Next steps

### 8. Adjourn



#### 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

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

Force July 10, 2020, 2:00 – 4:00 pm

Virtual Meeting – Cisco Webex

---



CITY OF BEND

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

### 2:00 p.m. DEI Short Term Task Force Meeting

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

- Call to Order and Introductions
- Land acknowledgement

Shelly Smith, Senior Management Analyst, called the meeting to order.

Erin Rook, Allyship in Action, introduced the DEI Short Term Task Force and presented the Land Acknowledgement.

#### 2. Summary of public comments

Michael Funke emailed the following: "Bend needs a Human Rights Commission with teeth to adequately deal with issues of racism, bias, discrimination and hate--not a watered down and toothless committee. It is more than a bit disappointing that in the wake of massive rallies and protests led by people of color in our community that this is the "best" the city can come up with."

Melanie Kebler left a phone message expressing her support of the recommendations presented in the meeting materials. She commented she likes the strategies and encourages a subcommittee to move forward with the recommendations and supports a Human Rights Commission versus a Human Rights Advisory Council. She expressed she believes the City needs to be accountable for moving this process forward in a way that can provide a forum for individuals in our community to report bias and hate crimes.

#### 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

Mr. Rook presented the following slides:

- Council Goals
- AiA Scope of Work
- What We've Done
- Meeting Objectives

## 5. Staff updates on DEI work

Eric King, City Manager, and Ms. Smith presented updates on staff updates on Diversity, Equity, and Inclusion (DEI) work:

- Staff is working on creating an internal policy and practices related to DEI.
- The City kicked off an internal call to action at the Annual Business meeting in March of 2020.
- As an organization, the City has continued to make investments in training opportunities for staff. Staff members have joined an informal discussion group facilitated by Dr. Michelle Ericksen.
- The City has provided event sponsorships that have supported underrepresented Communities.
- Dedicated City staff time to support the DEI Council goals.
- City is involved in the Inclusive Innovation Initiative (I3) as part of their Steering Committee and vision development. I3 has created *Building Bridges Recruitment Hiring Retention Guide*, which is a toolkit for creating a more diverse workforce. Human Resources Department staff have reviewed the document as well as integrated some of the key principles of the toolkit into the City.
- Due to the impact of COVID-19, the City is trying to address increased needs through the recent Council Goal revision process. Based on state's equity framework, the City created a document that will be presented at the July 15, 2020 City Council meeting asking for a portion of funds coming in from the Coronavirus Relief Funds (CRF) to be dedicated to supporting vulnerable populations.
- The City is participating in a Shared Governance/Collective Impact team of public agencies facilitated by the Central Oregon Intergovernmental Council (COIC). One of the key priorities of this collective work will be diversity, equity, and inclusion (DEI). The City is talking with Allyship in Action to see how this DEI framework could be successfully addressed from the Shared Governance model.

## 6. Review recommendations

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

Mr. Rook presented the following slides:

- Timeline Review
- Reviewing Feedback
- Needs

Member Ms. Mina reiterated the DEI Task Force discussed creating a Human Rights and Equity Commission and the idea being that the City of Bend creates an independent body where community members can go to be seen and heard, but also get help in the process of seeking justice. She explained the foundation of work that the Task Force is trying to do is because of the need of the community and the idea of

creating a commission to give the community agency. She said a commission would be a body of governance that would create shared power and agency.

Member Mr. Chatterjee explained there is more than just a symbolic importance attached to a commission and that a commission versus a committee does not require a lot of thought in terms of trying to understand what the difference is. He stated a commission implies a focus on the long-term view of the problems that want to be addressed and involves a commitment to the people that the group expects to serve. He described a committee as having much less weight behind it. He shared the City needs a commission that is independent of other components of the City, although it does not mean it will not work in a consultative way.

Member Mr. Gaspar-Barajas shared he is supportive of a commission and the sharing of power and independence it could bring for communities of color and other marginalized groups.

Councilor Abernethy explained he is not necessarily opposed to a commission but doesn't feel the case has been made for a commission opposed to other models. He mentioned this is beyond what the Council has asked for and asked for examples of what a Human Rights Commission from another community looks like and what they have done that the City of Bend could consider.

Councilor Goodman-Campbell explained part of what Council asked the DEI Task Force to do was provide recommendations on commissions versus committees. She shared she does not think it is beyond the scope of what the Task Force is doing.

Mr. King explained the City Council has the authority to create a committee and not a commission. He shared the City would need state statutory approval which is a difficult process.

Ian Leitheiser, Assistant City Attorney, shared the City of Beaverton, Eugene, Salem and Portland have commissions, but these commissions were bodies that largely serve advisory roles to their cities. He explained some of those commissions provide conciliator services like mediation and restorative justice services that can help people try to identify issues, solve problems largely on a voluntary basis and do not have enforcement authority.

Member Mr. Chatterjee said regardless of what the Task Force decides to call it, the understanding needs to clear that we are talking about this being a mechanism toward sharing power as a basis for the body. He shared he personally would like the commission to have the power to investigate instances of mistreatment and have a place for people to seek justice.

Member Ms. Mina explained it is important that the group acknowledge that people impacted by inequities are experts on their life experience. She shared she appreciates what the City has done to create diversity, equity and inclusion, but she sees the current

response to COVID-19 and knows that Spanish speakers in our community were an afterthought.

Member Mr. Chatterjee shared that to be told that the Task Force needs to convince the staff and Councilors why a commission is needed versus a committee is condescending, unnecessary, and thinks the group should move beyond that. He explained the Task Force wants a commission whether or not the City Council is in position to create a commission. He asked for clarification on why the City Council does not have the power to establish a commission. Mr. Leitheiser explained the City of Bend has a Civil Service Commission, Planning Commission, and Historical Landmarks Commission and then there are permanent advisory commissions, which exist on a permanent basis and are in the code. He said that all of the City of Bend Commissions are bodies that are authorized to carry out their functions because there is a state statute or a set of state statutes that authorized them to do so.

Mr. Leitheiser explained if the City of Bend were to establish a Human Rights or Diversity, Equity and Inclusion committee or commission, it could be called a commission, but what would go along with that remains to be determined in terms of its function, authority, scope or task. He shared some other communities have groups they call a commission, but serve largely as advisory roles much like the committees do. He said those commissions may have the ability to investigate complaints, try to solve issues, but they do not necessarily have enforcement capacity or a kind of independent adjudicatory function.

Member Mr. Chatterjee wanted to recognize that the work of a commission and the scope of their functions need to be further defined and it is quite possible that calling it a committee or commission will make no difference. He said calling it a commission is loud clear message to the community that the group hopes to represent and to call it a committee is to diminish the importance. Mr. Leitheiser explained that calling something a commission versus a committee can resonate in different ways with people and can carry more weight, but deciding on which of those things you are going to call it does not answer all those questions about what it is going to do.

Councilor Goodman-Campbell asked if there is currently a state statute for this and if the cities with commissions are established and have varying parameters? Mr. Leitheiser explained the City of Bend's equal rights ordinance delegates out enforcement to either BOLI or a private right to action in state court. He shared some of the commissions in other cities are set up on a discretionary basis because they could, but they are not required to.

Member Ms. Swander asked for clarification on the ordinance, what is the procedural work, and who is available to help move that forward so there is the type of commission the Task Force could recommend. Mr. King explained that in the code the City Council has the authority to create a committee that we can call a commission, it just needs to be consistent. He said if the Task Force wants to get things moving, City Council could create this code with the idea of a commission that might have enforcement ability,

which is where something like a regional effort might be beneficial.

Member Ms. Swander shared that the Task Force has heard from the community that this group needs to be beyond the City but cannot wait for the regional structure. She said this is an opportunity for the City of Bend to be a leader in setting up that structure. Mr. King shared he agrees and that is why there is potentially a dual approach where Council could move forward with the commission while at the same time the collective impact model could address this need as well. The City is willing to put forth some funding and the other agencies could pool funds to invest in a regional process as well.

Councilor Goodman-Campbell stated this is a message that needs to be set right now. She explained that the Council could establish a commission to do as close as possible to what is desired by this recommendation and still encourage other government entities to establish a regional process. She asked if there was a way for the Council to take this recommendation and call it a commission? Mr. Leitheiser said from a legal perspective that is comparable to what many other cities do through their committees and commissions.

Member Ms. La Buda asked if staff wants the Task Force to be clearer on what was submitted about function, authority, scope and task to take a step deeper than what has been presented so far? Mr. Leitheiser said at some point those questions are going to have to be answered because if we have a permanent committee or commission, it is going to be in the City code and its powers and duties will need to be outlined.

Councilor Goodman-Campbell stated that there are good examples in the recommendation and it might be more of "if" more specific recommendations that are liked or not liked from other cities.

Member Mr. Chatterjee stated if the City were to go ahead and establish a commission, the Task Force would need to do a lot more detailed work and perhaps using other models that exist to outline what its functions, purposes, and how it would operate that is also a function of budget. He mentioned there is a statutory umbrella under the Civil Rights legislation that exist and asked if that would give the group enough operational room to establish information. Mr. King explained it would depend on what kind of enforcement powers are wanted for this commission. He mentioned that if the Task Force wants them to move towards a traditional process, then that would require a state statute.

Mr. King asked Mr. Leitheiser what type of authority or code could be created to allow what the Task Force is requesting. Mr. Leitheiser explained this is something the Council could view within a commission or committee, but would that mean and if it includes something like a subpoena authority, which may be a little harder. He said if the City has a commission that is investigating complaints, trying to do fact finding to figure out what happened could help someone in terms of providing weight at the next level if they took a case to BOLI or in front of a judge, then that would be up to the judge and or BOLI. He shared if you have a commission/committee that is familiar with a least

the basics of the anti-discrimination law and how a complaint would work, it makes sense that they would be able to help a party with an issue.

Member Ms. Rusk stated this conversation is moving in the right direction of what has been discussed so far, what the group can do, and what is most important.

Councilor Abernethy asked for clarification on the first bullet point of the Needs slide. Member Ms. Swander said an example would be having the Human Rights representative come to another City committee meeting so that everyone is receiving the same information at the same time in a dialogue where City staff and other stakeholders are present. She said it is important to ensure that there is a broad range of experiences in the room.

Member Ms. Mina presented a sheet of extra recommendations made by herself and Member Mr. Chatterjee. Councilor Abernethy asked if the recommendations presented by Ms. Mina were recommendations that the City is already working on. Member Mr. Chatterjee mentioned it might be true that some of the recommendations have already been acted upon, but this initial draft shared by Ms. Mina reflects concerns that the work has to be an ongoing commitment by the entire City.

Member Ms. Mina said the idea is to merge these concepts of improvements to internal government functioning in how the City operates so that external community engagement from the City can improve.

Mr. Rook asked if City Staff has any other feedback and if this was something that can be folded into the recommendations on a procedure process level. Mr. King mentioned he would like to spend some more time digesting the draft recommendations but, if it is part of the other recommendations, that should be fine.

Member Ms. Mina said at the next meeting she would like to hear from Mr. Leitheiser on structures the Task Force could utilize to have a Human Rights and Equity Commission. Mr. Leitheiser explained there are other models and existing codes from other cities in Oregon that the City of Bend could borrow as a starting point for review.

Member Ms. Rusk asked if Mr. Leitheiser felt like there was something that would be adaptable that he is already aware of that might be useful for the Task Force to look at. Mr. Leitheiser explained the City of Eugene and City of Beaverton have codes and commissions that are close to what the Task Force started talking about. He shared the City of Salem is different in that theirs contains some features other codes do not have including a process of referral to an issue to their City Attorney's office for possible prosecution in Salem's Municipal Court.

Mr. Rook asked what the barriers and/or ways to address creating a commission. Councilor Goodman-Campbell explained from a Council perspective, Council can call it a commission, which may not perform the same legal weight as the City's Planning Commission, but if Council feels that it is important to call it a commission then they can

do so without a state statute.

Member Ms. Swander said at the next meeting, it would be helpful to start imagining how this rich dialogue would get distilled into a recommendation to Council know that it needs to be sufficiently specific but also broad enough to capture everything.

Member Ms. Kubota asked if the Task Force will be receiving feedback from City staff or Council and if there will be questions for clarification on what the Task Force has proposed. Mr. King said from the staff perspective, it will be for Council to decide next steps once the recommendations from this group are presented.

Member Mr. Chatterjee shared the Task Force needs time to collect their thoughts and response to what has been done so far before the next meeting.

Member Ms. Mina agreed with Member Mr. Chatterjee and clarified the Task Force needs to regroup and look at the recommendations.

**7. Revise recommendations**

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

**9. Adjourned at 4:16 p.m.**

Respectfully Submitted,

Deputy City Recorder,  
Kayla M. Duddy

## **CITY STAFF AND STEWARDSHIP SUBCOMMITTEE FEEDBACK ON DRAFT DEI TASK FORCE RECOMMENDATIONS**

Below is a summary of feedback shared by City staff and/or members of the Stewardship Subcommittee for the consideration by the DEI Task Force.

1. The recommendations may benefit from a clearer connection to the Council goal language. Council identified two primary rules for the permanent DEI committee/commission:
  - a. Develop a diversity, equity, and inclusion action plan
  - b. Seek opportunities to leverage community efforts through funding and support
2. The recommendations as drafted are lengthy and may be easier to digest if they were more concise or differently organized.
3. More clarity is requested regarding the type of authority the Task Force is recommending the Commission have.
4. More clarity is requested regarding the need for a complaint response.
5. The Task Force may want to consider whether some of the recommendations could be acted on in phases (e.g. Giving the Commission some responsibilities to start and tasking it with further exploring the others.)

## DEI TASK FORCE RECOMMENDATIONS

The City of Bend DEI Task Force recommends that the Bend City Council:

1. Adopt an ordinance establishing a permanent Human Rights and Equity Commission 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.
2. Ensure that the Commission's role includes the following:
  - 2.1. Respond to complaints of discrimination and/or violations of the Bend Equal Rights Ordinance by:
    - 2.1.1. Creating a formal process by which the Commission can intake and respond to complaints that is:
      - 2.1.1.1. Based in conciliation and restorative justice principles.
      - 2.1.1.2. Sensitive to the privacy and/or confidentiality concerns of those involved in complaints.
      - 2.1.1.3. Responsive to the barriers that inhibit reporting.
      - 2.1.1.4. Reflective of established best practices in bias response and conflict resolution.
    - 2.1.2. Facilitating impacted parties in connecting to and navigating community resources to access care, support, education, and/or resolution.
    - 2.1.3. Informing impacted parties of their rights to file formal complaints with other agencies, such as the Oregon Bureau of Labor and Industries (BOLI) and the U.S. Equal Employment Opportunity Commission (EEOC).
    - 2.1.4. Developing and facilitating non-punitive resolutions, such as mediation or restorative justice, supported by appropriate education and resources.
  - 2.2. Alerting City Council to trends and other issues related to bias and discrimination that arise through engagement with historically marginalized and/or underrepresented communities.
  - 2.3. Recommending policies and practices to resolve inequities and increase access for members of historically marginalized and/or underrepresented communities.
  - 2.4. Identifying opportunities for education and awareness in partnership with community organizations in response to past and current events, trends, and other issues related to bias and discrimination.
  - 2.5. Advising City Council on equity impacts of policies and practices, both proactively and responsively.
  - 2.6. Advocating for the needs and priorities of historically marginalized and underrepresented communities.

- 2.7. Collaborating with other City committees, commissions, and departments to ensure the needs and priorities of historically marginalized and underrepresented communities are considered in all goal-setting and planning processes.
- 2.8. Building relationships with and serving as liaisons to historically marginalized and underrepresented communities.
- 2.9. Creating 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 as well as the capacity of City Council and staff, including:
  - 2.9.1. [SMART](#) (specific, measurable, achievable, relevant/realistic, and time-bound) goals, strategies, and actions.
  - 2.9.2. Opportunities for the Commission to provide regular guidance and feedback on the plan's implementation.
- 2.10. Promoting the value of including the voices of the historically marginalized and underrepresented community members in civic decision making processes.
- 2.11. Promoting diversity, equity, and inclusion as essential values to the success and well-being of the City of Bend, and all those it serves.
- 2.12. Publishing an annual report including recommendations to City Council, a summary of issues raised and addressed, and other pertinent DEI-related information.
3. Review the [standard City Committee/Commission application](#) prior to the establishment of the Human Rights and Equity Commission and remove all unnecessary barriers to engagement by historically marginalized and/or underrepresented groups.
4. Add one or more DEI-specific questions to the application process to get more information about the applicants' experiences working on equity issues.
5. Establish the means and the process to provide financial compensation (such as a stipend) to Commission members that request it to offset the costs of participating (childcare, transportation, lost wages, etc.).
6. Update the City's definition of "citizen" (ex. [Citizen Committees](#)) — or use other language — to make clear that undocumented immigrants are invited to engage in civic life and United States citizenship is not required to participate in City committees and commissions.
7. Ensure that applications and membership are open and accessible to historically marginalized and underrepresented communities, including but not limited to:
  - 7.1. People who do not read, write, and/or speak English.
  - 7.2. People of all immigration statuses, including undocumented.
  - 7.3. People without access to a personal computer, printer, smart phone, and/or tablet.
  - 7.4. People caring for children or others.
  - 7.5. People without access to a vehicle or rideshare services.

- 7.6. People with diverse abilities and access needs, including people who are blind or visually impaired and people who are deaf or hard of hearing.
8. Ensure that the membership of the Commission includes:
  - 8.1. A majority of members who identify as a member of one or more historically marginalized or underrepresented communities, including but not limited to: people of color, LGBTQ people, people with disabilities, lower income people, members of minority faith groups (e.g. Jewish, Muslim, Buddhist, etc.), immigrants, youth, and people 65+.
  - 8.2. At least one person who identifies as Native or Indigenous, with preference for someone with a connection to a local tribal community.
  - 8.3. People who live or work in Bend or otherwise consider Bend their community.
  - 8.4. People who are as reflective as possible of diverse historically marginalized and/or underrepresented communities in Bend.
  - 8.5. People with experience engaging in work related to diversity, equity, and inclusion or other community organizing, as demonstrated by a resume, references, or responses to DEI-related questions.
  - 8.6. No more than 15 and not less than 8 members, in order to represent Bend's historically marginalized and underrepresented communities and to effectively carry out the work of the Commission.
9. Ensure that the Commission meets at least once per month at a time and in a manner that is most accessible to the most members and includes options for remote participation.
10. Direct a staff member or consultant to serve as a liaison between the Commission and the City of Bend and support the establishment, visioning, and development of the Human Rights and Equity Commission by:
  - 10.1. Providing regular opportunities for members of the general public to provide feedback on the needs and priorities of historically marginalized and underrepresented communities.
  - 10.2. Facilitating learning and resources to support the work of the Commission.
  - 10.3. Establishing connections with elected officials, City leadership, and other decision makers.

**NOTE: The following is a summary of additional recommendations suggested by Task Force members in the July 10 meeting and is included to support reflection on which of the recommendations the Task Force would like to incorporate, and how.**

Recognizing that the internal culture and dynamics and the City of Bend impact its external engagement with and support of historically marginalized and diverse communities, the Task Force makes the following recommendations to City Manager Eric King.

11. Create a culture of belonging that prioritizes diversity, equity, and inclusion by:
  - 11.1. Making cultural humility, where marginalized communities are understood to be the experts in their life experiences, a core value of the City of Bend.
  - 11.2. Setting organization-wide and department specific priorities related to equity and racial justice with measurable metrics.
  - 11.3. Addressing inequities from the beginning of the hiring process to create an equitable internal culture. Shifting the internal culture will change the way the City engages with members of marginalized communities.
12. Create a culture of ongoing dialogue, learning, and reflection about equity and racial justice by:
  - 12.1. Engaging staff in regular and ongoing individual and team learning and reflection.
  - 12.2. Committing to listening to, learning from, and trusting the expertise of marginalized and underrepresented communities.
  - 12.3. Questioning the ways things have always been done and cultivating an openness to new ideas and approaches.
13. Conduct regular organizational and departmental equity audits in order to:
  - 13.1. Identify policies and practices that contribute to inequity and/or racial injustice.
  - 13.2. Identify ways to increase equity and racial justice in staff recruitment, promotion, and retention.
  - 13.3. Set organization-wide and department-specific priorities related to equity and racial justice.
14. Commit to sharing power with BIPOC and other marginalized communities, including:
  - 14.1. Acknowledging and commit to addressing power differentials within City government and the community based on race and other aspects of identity.
  - 14.2. Advocating for equity and racial justice, internally and externally.
  - 14.3. Acknowledging when harm is done to BIPOC and other marginalized communities and commit to repairing harm in solidarity with those impacted.
  - 14.4. Identifying opportunities to cede power to BIPOC and others who have been historically marginalized.



CITY OF BEND

# **DEI Short-Term Task Force**

**July 20, 2020**

# Agenda

1. Welcome and Introductions
2. Public comment
3. Review feedback
4. Review current and proposed recommendations
5. Discuss any proposed changes
6. Determine framing
7. Vote on recommendations
8. Next steps

# Call to Order and Introductions

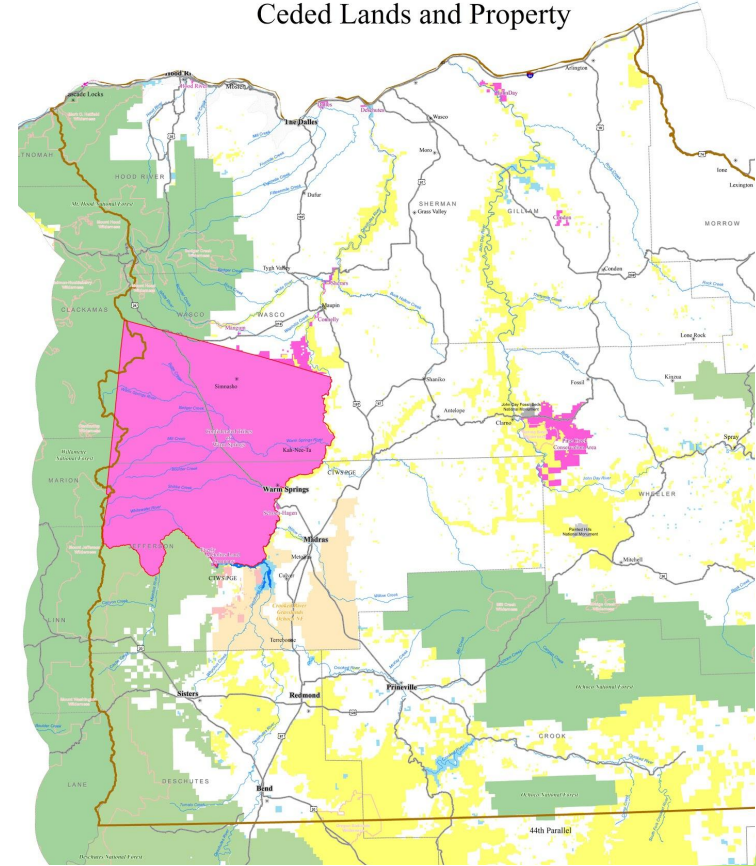
- **DEI Task Force:** Jessica Amascual, Romir Chatterjee, Rutila Galvan-Rodriguez, Rodrigo Gaspar-Barajas, Adrianna Guevarra, Johanna Hershensen, Kecia Kubota, Denise LaBuda, Erika McCalpine, Joanne Mina, Jen Rusk, Dustin Painter, Gordon Smith, Whitney Swander, Frances Waldrop
- **Eric King**, City Manager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

# Land Acknowledgement

Before white people called this place Central Oregon, it was a place where indigenous people lived, traveled, traded, fished, and thrived for generations. Those indigenous communities include the **Northern Paiute, the Wasco, the Klamath, the Warm Springs People**, and others.

The displacement of indigenous communities was formalized when the U.S. government coerced tribes into giving up the right to live on the lands that had traditionally sustained them, and relocated them to reservations.

We acknowledge this history to honor the land and the sovereignty of the tribal nations on whose traditional lands we live, work, and recreate.





# **PUBLIC COMMENT**

# City Feedback on Recommendations

- The recommendations may benefit from a clearer connection to the Council goal language. Council identified two primary rules for the permanent DEI committee/commission:
  - Develop a diversity, equity, and inclusion action plan
  - Seek opportunities to leverage community efforts through funding and support
- The recommendations as drafted are lengthy and might be easier to digest if they were more concise or differently organized.
- More clarity is requested regarding the type of authority the Task Force is recommending the Commission have.
- More clarity is requested regarding the need for a complaint response.
- The Task Force may want to consider whether some of the recommendations could be acted on in phases (e.g. Giving the Commission some responsibilities to start and tasking it with further exploring the others.)



# **CURRENT RECOMMENDATIONS**

# #1: Human Rights and Equity Commission

Adopt an ordinance establishing a permanent Human Rights and Equity Commission 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.

## #2: Commission Role and Responsibilities

- 2.1 Responding to complaints of discrimination and/or violations of the Bend Equal Rights Ordinance by:
  - 2.1.1 Creating a formal process by which the Commission can intake and respond to complaints.
  - 2.1.2 Facilitating impacted parties in connecting to and navigating community resources to access care, support, education, and/or resolution.
  - 2.1.3 Informing impacted parties of their rights to file formal complaints with other agencies, such as the Oregon Bureau of Labor and Industries (BOLI) and the U.S. Equal Employment Opportunity Commission (EEOC).
  - 2.1.4 Develop and facilitate non-punitive resolutions, such as mediation or restorative justice, supported by appropriate education and resources.

## #2: Commission Role and Responsibilities

- 2.2 Alerting City Council to trends and other issues related to bias and discrimination that arise through engagement with historically marginalized and/or underrepresented communities.
- 2.3 Recommending policies and practices to resolve inequities and increase access for members of historically marginalized and/or underrepresented communities.
- 2.4 Identifying opportunities for education and awareness in partnership with community organizations in response to past and current events, trends, and other issues related to bias and discrimination.

## #2: Commission Role and Responsibilities

- 2.5 Advising City Council on equity impacts of policies and practices, both proactively and responsively.
- 2.6 Advocating for the needs and priorities of historically marginalized and underrepresented communities.
- 2.7 Collaborating with other City committees, commissions, and departments to ensure the needs and priorities of historically marginalized and underrepresented communities are considered in all goal-setting and planning processes.
- 2.8 Building relationships with and serving as liaisons to historically marginalized and underrepresented communities.

## #2: Commission Role and Responsibilities

2.9 Creating 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 as well as the capacity of City Council and staff, including:

2.9.1 SMART (specific, measurable, achievable, relevant/realistic, and time-bound) goals, strategies, and actions.

2.9.2 Opportunities for the Commission to provide regular guidance and feedback on the plan's implementation.

## #2: Commission Role and Responsibilities

- 2.10 Promoting the value of including the voices of the historically marginalized and underrepresented community members in civic decision making processes.
- 2.11 Promoting diversity, equity, and inclusion as essential values to the success and well-being of the City of Bend, and all those it serves.
- 2.12 Publishing an annual report including recommendations to City Council, a summary of issues raised and addressed, and other pertinent DEI-related information.

## #3-#6: Commission Application + Access

3. Review the standard City Committee/Commission application prior to the establishment of the Human Rights and Equity Commission and remove all unnecessary barriers to engagement by historically marginalized and/or underrepresented groups.
4. Add one or more DEI-specific questions to the application process to get more information about the applicants' experiences working on equity issues.
5. Establish the means and the process to provide financial compensation (such as a stipend) to Commission members that request it to offset the costs of participating (childcare, transportation, lost wages, etc.).
6. Update the City's definition of "citizen" — or use a different term — to make clear that United States citizenship is not required to participate in City committees/commissions.

# #7: Commission Membership

7. Ensure that applications and membership are open and accessible to historically marginalized and underrepresented communities, including but not limited to:
  - 7.1 People who do not read, write, and/or speak English.
  - 7.2 People of all immigration statuses, including undocumented.
  - 7.3 People without access to a personal computer, printer, smart phone, and/or tablet.
  - 7.4 People caring for children or others.
  - 7.5 People without access to a vehicle or rideshare services.
  - 7.6 People with diverse abilities and access needs, including people who are blind or visually impaired and people who are deaf or hard of hearing.

# #8: Commission Composition

8. Ensure that the membership of the Commission includes:
  - 8.1 A majority of members who identify as a member of one or more historically marginalized or underrepresented communities.
  - 8.2 At least one person who identifies as Native or Indigenous, with preference for someone with a connection to a local tribal community.
  - 8.3 People who live or work in Bend or otherwise consider Bend home.
  - 8.4 People who are as reflective as possible of diverse historically marginalized and/or underrepresented communities in Bend.
  - 8.5 People with experience engaging in work related to diversity, equity, and inclusion or other community organizing, as demonstrated by a resume, references, or responses to DEI-related questions.
  - 8.6 No more than 15 and not less than 8 members.

# #9-#10: Commission Scheduling + Support

9. Ensure that the Commission meets at least once per month at a time and in a manner that is most accessible to the most members and includes options for remote participation.
10. Direct a staff member or consultant to serve as a liaison between the Commission and the City of Bend and support the establishment, visioning, and development of the Human Rights and Equity Commission by:
  - 10.1 Providing regular opportunities for members of the general public to provide feedback on the needs and priorities of historically marginalized and underrepresented communities.
  - 10.2 Facilitating learning and resources to support the work of the Commission.
  - 10.3 Establishing connections with elected officials, City leadership, and other decision makers.



# **PROPOSED RECOMMENDATIONS**

# #11: Culture of Belonging

11. Create a culture of belonging that prioritizes diversity, equity, and inclusion by:
  - 11.1 Making cultural humility, where marginalized communities are understood to be the experts in their life experiences, a core value of the City of Bend.
  - 11.2 Setting organization-wide and department specific priorities related to equity and racial justice with measurable metrics.
  - 11.3 Addressing inequities from the beginning of the hiring process to create an equitable internal culture. Shifting the internal culture will change the way the City engages with members of marginalized communities.

# #12: Culture of Learning

12. Create a culture of ongoing dialogue, learning, and reflection about equity and racial justice by:
  - 12.1 Engaging staff in regular and ongoing individual and team learning and reflection.
  - 12.2 Committing to listening to, learning from, and trusting the expertise of marginalized and underrepresented communities.
  - 12.3 Questioning the ways things have always been done and cultivating an openness to new ideas and approaches.

# #13: Equity Audits

13. Conduct regular organizational and departmental equity audits in order to:
  - 13.1 Identify policies and practices that contribute to inequity and/or racial injustice.
  - 13.2 Identify ways to increase equity and racial justice in staff recruitment, promotion, and retention.
  - 13.3 Set organization-wide and department-specific priorities related to equity and racial justice.

# #14: Shared Power

14. Commit to sharing power with BIPOC and other marginalized communities, including:
  - 14.1 Acknowledging and committing to addressing power differentials within City government and the community based on race and other aspects of identity.
  - 14.2 Advocating for equity and racial justice, internally and externally.
  - 14.3 Acknowledging when harm is done to BIPOC and other marginalized communities and commit to repairing harm in solidarity with those impacted.
  - 14.4 Identifying opportunities to cede power to BIPOC and others who have been historically marginalized.

# City Feedback and Framing

Based on the feedback from City staff and members of Stewardship Subcommittee...

- Does the Task Force want to make any changes to the way the recommendations are framed, structured, or worded?

# Recommendation Revisions

- Does the Task Force want to add the recommendations proposed by Joanne and Romir at the last meeting?
- Are there any other revisions Task Force members would like to propose before voting?

# Vote on Recommendations

1. Establish a Human Rights and Equity Ordinance.
2. Ensure Commission has the roles described.
3. Remove barriers from current City committee application.
4. Add DEI-specific application questions.
5. Provide a stipend to members who request it.
6. Update the City's definition of "citizen," or use other language
7. Ensure that applications/membership are open/accessible to marginalized and underrepresented communities.
8. Ensure Commission members represent diverse marginalized and underrepresented communities.
9. Ensure meeting accessibility.
10. Provide appropriate staff or consultant support.
11. Create a culture of belonging.
12. Create a culture of learning.
13. Conduct regular equity audits.
14. Commit to sharing power.



# **NEXT STEPS**