



CITY OF BEND

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

## Agenda

Bend City Council Stewardship Subcommittee

July 28, 2020, 3:00 p.m. – 5:00 p.m.

Virtual Meeting - Webex

This meeting will be convened on-line due to COVID-19 concerns.

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### VIRTUAL MEETING NOTICE

To support Governor Brown's order for physical distancing, the City of Bend Council will conduct this meeting virtually through Cisco Webex.

YouTube Link: [https://youtu.be/osNx9\\_nWEQY](https://youtu.be/osNx9_nWEQY)

### Public Comment Only

Toll-Free: 1-855-828-6330

Meeting Code: 146 847 2909

**Public Comment – Line opens at 3:00 PM to allow callers to sign up for comment.** Please be advised that times in the agenda are estimates only; meetings can run longer or be delayed for multiple reasons. The waiting time to provide your comment could be substantial.

### Listen-only Phone Number:

1-855-282-6330

Access code: 146 387 7294

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

1. **Convene Subcommittee Meeting**  
Councilors Chris Piper, Barb Campbell, Bruce Abernethy
2. **Public Comment** – submit written comments by email [council@bendoregon.gov](mailto:council@bendoregon.gov)  
*Members of the public who wish to offer public comment may do so telephonically.*

Toll-Free: 1-855-282-6330

Access code: 146 218 4827##

*The public comment phone line will be accessible starting at 3:00 PM. 3 minutes per person (may be adjusted based on number of speakers).*

3. **Approval of minutes from the June 23, 2020 meeting**
4. **Diversity, Equity, and Inclusion: Recommendations from the Short Term Task Force**
5. **Diversity, Equity, and Inclusion: Models for Permanent Council Committee/Commission**

6. **Review Coronavirus Relief Funding (CRF) Parameters and Recommendations**
7. **Adjourn (next meeting, September 22, 3-5 p.m.)**



**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.



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## Meeting Minutes

Bend City Council Stewardship Subcommittee

June 23, 2020, 3:00 p.m.

WebEx

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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, Mary Winters, Ben Hemson, Erik Kancler, Keith Dodge. Kayla Duddy, Deputy City Recorder and Will Shelton, IT Applications Analyst.

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

Councilor Piper moved to approve the May 28, 2020 meeting minutes. Councilor Campbell seconded the motion, the motion passed unanimously (3-0).

#### 3. Council Goal Reprioritization Presentation

Eric King, City Manager, Ben Hemson, Business Advocate, Shelly Smith, Senior Management Analyst, and Keith Dodge, Bend Economic Development Advisory Board (BEDAB) member, presented slides on the Council Goal Reprioritization:

- Council Goals: Proposed Revisions
- Council Goals: Next Steps
- Considerations
- Council Goals Proposed Revisions

Councilor Piper asked if there will be a City Council Representative at the June 24, 2020 Shared Governance Meeting. Mr. King explained Councilor Abernethy would be representing the City Council at this first meeting. He said the future Council liaison will be discussed with the Stewardship Council Subcommittee.

Mr. Dodge stated that BEDAB's role is to listen to the Bend businesses and try to figure out what their needs are and how to grant the money down to their partners.

Councilor Piper stated the Visit Bend's Boost Up Bend Fund is a unique program where they partner with small business development centers, having a mentor program, and trying to figure out where to prioritize support.

Councilor Abernethy asked how many strings are attached to the COVID Relief Funds (CRF). Mr. Hemson explained some funds have guardrails and the City is waiting to hear from the state for guidance around how they want the money to be split between local municipalities.

Mr. Dodge explained BEDAB will be looking at their three-year strategic plan and will focus on the availability of land. He shared that the next BEDAB meeting will focus on business needs and where changes need to happen.

#### 4. Legislative Brief with Erik Kancler

Eric Kancler, Kancler Consulting, presented highlights on the state COVID Relief Funds:

- Oregon was allocated \$1.6 billion in coronavirus relief funds from the Federal CARES Act. \$250 million was in the form of direct allocations to local governments that were 500 people or greater.
- Federal guidance does not require the state to give local governments money but strongly suggests doing so.
- If the state follows the federal guidance, \$640 million would go to local governments.
- In terms of cities, counties or special districts budgets, funds cannot be used for backfilling revenue loss due to COVID-19 related impacts.
- Local governments can grant specific portions of that money out to address a wide array of impacts including public health and economic support if needed for the community.
- So far, Oregon has only awarded \$200 million.
- Governor Brown mentioned that her office is prioritizing public health and deprioritizing economic support.
- The City of Bend has not been given direct allocations.
- The City of Bend projected increase in COVID related expenses for the period of March to December is \$1 million or less.
- Oregon agreed to put out \$38 million for childcare and \$75 million for rental assistance.
- Legislature deliberation on some additional funding focusing on individual families and public health.
- Legislature has not delegated how it intends to offer economic support at the state level.
- Oregon is going to ask for another \$200 million, which would possibly mean another \$2.6 million for the City of Bend.
- Joint letter consisting of the City of Bend, Deschutes County, NeighborImpact and United Way of Deschutes County. The letter turned into a statewide letter that stated local governments know what to do with CRF dollars.
- 46 sources of funding in the CARES Act include CRF.

Councilor Piper asked when the joint letter was delivered and what will be the follow-up process? Mr. Kancler explained Katy Brooks with the Bend Chamber delivered the letter to the Economic Development & Regional Director about a month ago. He shared, with the help of the City Manager and City staff, letting the governor's office know how innovated, inclusive and collaborative city governments are and how they are not just local bureaucracies, but essential community partners.

Councilor Abernethy commented that NeighborImpact has already received \$2.5 million to \$3.5 million for rental assistance. Mr. Kancler explained the City will need to know from NeighborImpact and other community based interests partnering with the City, on how much money they have received in terms of the CARES funding that is not through

the CRF but through other funding streams, so that the City can complement and augment that.

Mr. Kancler presented highlights on the state legislative special session:

- Special session starts Wednesday, June 6, 2020 at 8:00 a.m.
- Police accountability, Coronavirus response, individual and family assistance to be priority topics. Possible other topics will be forestry and wildfire season.
- Session lasting two to three days.
- Possible second session happening in July 2020.
- City staff to review all legislative concepts.
- Legislative will be looking at to determine to have a second special session:
  - Waiting to see for the September 2020 revenue forecast. May hold funds until there is a clearer picture.
  - Finding out if congress will approve another round of Coronavirus CARES package.
- Senator Merkley's office shared the following:
  - Expects legislation is on the verge of passing, in both the house and senate, infrastructure funding. Will likely to undergo reconciliation effort where the senate and house work out a massive infrastructure plan together, which would focus on surface transportation.
  - Additional conversations underway for additional congressional relief beyond what has been received from the CARES Act, a particular focus on local government's revenue backfill.
- 2021 legislative session will be about budget reallocations, how budgets will be pared down and emergence of creative partnerships.

Councilor Abernethy asked when the next special session will be and if they will be discussing K-12 schools. Mr. Kancler explained there would be this first session then a follow up session in July where additional funding allocations are made. He said there would be a possible third session after the September revenue forecast is received mid-September.

Mr. King shared after speaking with Lara Norquist with the Bend-La Pine School District, and Don Horton with Bend Parks & Recreation District, middle school and high school students will have both online and in-person learning. He said elementary school is more challenging.

Mr. King explained childcare is going to continue to be a pressing need, especially this fall because the City's economic recovery is going to be dependent on our workforce. He shared the City's services sector does not have the option to work from home.

Councilor Campbell asked if the establishment of an emergency permanent homeless camp would be discussed in the July special legislative session. Mr. Kancler explained he expects, at tomorrow's meeting, legislation will pass the 90-day window for House Bill (HB) 4212-27 (formerly HB 4001) and the City of Bend will need to be ready. He said he is working on a technical fix to try to ensure the City can still utilize the full 90-day window and hoping to get the full \$2.5 million in July.

Mr. King asked Mr. Kancler if the City of Bend is in position, based on all the information provided by the state, so that we can optimize the opportunity for additional funding. Mr. Kancler explained the framework is all there, but the challenge is executing and knowing what the timeline needs to be. He said the City is getting very little information on when to do what, so the City needs to go with what they know and see how legislation goes.

## **5. Community Diversity, Equity, and Inclusion Planning**

Mr. King presented an update on the Diversity, Equity, and Inclusion (DEI) planning:

- City staff and City Council met with The Father's Group, which has focused on how to improve the education system through expanding Black, Indigenous, and/or People of Color (BIPOC) curriculum and better accountability to diversity, equity, and inclusion throughout the city.
- Contracted with Allyship in Actions who has facilitated the DEI Short Term Task Force to provide recommendations to the City Council on developing a permanent DEI body. Bend-La Pine School District and Bend Parks and Recreation District are supportive of the shared governance model.
- The first local (Bend) Shared Governance/Collective Impact meeting was held on June 24, 2020 at 11:00 a.m. Further discussion with The Father's Group will follow the next Shared Governance meeting.

Councilor Piper asked if the Stewardship Council Subcommittee would review information from the local Shared Governance meeting and The Father's Group meeting, before the review and recommendations. Mr. King said he would like the Stewardship Council Subcommittee participate and fine tune information before reporting to the full Council.

Councilor Abernethy asked if the committee had any concerns or comments they would like for him to pass along at the Shared Governance meeting.

Mr. King shared that after brainstorming with the school district and parks district, maybe this vision could be a separate nonprofit that would help develop systems of accountability for the school district and the rest of the rest of the participating agencies.

Councilor Piper shared concerns about determining if the future permanent DEI body should be referred to a committee or a commission. Mary Winters, City Attorney, explained Allyship in Action would like to continue the discussion of the functions of the DEI body, whatever it is ultimately called, to a future time. She said if an outside nonprofit is also formed, the City needs to keep exploring what that group would be empowered to do.

## **6. Adjourned at 4:27 p.m.**

Respectfully Submitted,

Deputy City Recorder,  
Kayla M. Duddy

# DEI TASK FORCE RECOMMENDATIONS

## Guiding Principles/Framework

The City of Bend DEI Task Force recommendations are guided by the fundamental principle that to achieve the equity and inclusion goals of City Council, and to ensure the success of the work of the Human Rights and Equity Commission, the City of Bend under the direction of the City Manager must be directed to:

Apply equity and social justice foundational practices to City actions and endeavor to integrate these practices into the City's: strategic, operational and business plans; management and reporting systems for accountability and performance; and budgets in order to eliminate inequities and create opportunities for all people and communities.

To that end, application, membership, and the services of this Commission and all City committees should be accessible to all, including:

1. Community members who do not read, write, and/or speak English.
2. Community members of all immigration statuses.
3. Community members without access to a personal computer, printer, smart phone, and/or tablet.
4. Community members caring for children or others.
5. Community members without access to a vehicle or rideshare services.
6. Community members with diverse abilities and access needs, including people who have physical, mental, sensory, and intellectual/developmental disabilities. This list is by no means exhaustive, but it gives an example of the variety of abilities and access needs desired.

## Recommendations

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

1. Adopt an ordinance establishing a permanent and independent 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, with roles to include:
  - a. Investigating and responding to complaints of discrimination and/or violations of the Bend Equal Rights Ordinance by:
    - i. Assisting impacted parties with connecting to and navigating community resources to access care, support, education, and/or resolution.
    - ii. Developing and facilitating non-punitive resolutions, such as mediation or restorative justice, supported by appropriate education and resources.
  - b. Advising City Council on issues relating to diversity, equity, and inclusion, including the equity impacts of policies and practices, the needs and priorities of marginalized and underrepresented communities, and strategies to increase engagement with these groups.

- c. Creating and providing regular guidance and feedback on the implementation of 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.
2. 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 and ensure that the membership for this Commission and other committees is open and accessible.
3. 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.).
4. Ensure that the membership of the Commission includes:
  - a. 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+.
  - b. At least one person who identifies as Native or Indigenous, with preference for someone with a connection to a local tribal community.
  - c. People who live or work in Bend or otherwise consider Bend their community.
  - d. People who are as reflective as possible of diverse historically marginalized and/or underrepresented communities in Bend.
  - e. People with experience engaging in work related to diversity, equity, and inclusion or other community organizing, as demonstrated by a resume, references, and/or responses to DEI-related questions.
  - f. An odd number of members between 9 and 15 that meets at a time and in a manner that is most accessible to the most members (including options for remote participation), in order to represent Bend's historically marginalized and underrepresented communities and to effectively carry out the work of the Commission.
5. 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:
  - a. Providing regular opportunities for members of the general public to provide feedback on the needs and priorities of historically marginalized and underrepresented communities.
  - b. Facilitating learning and resources to support the work of the Commission and establishing connections with elected officials, City leadership, and other decision makers.



# CITY OF BEND

## ATTORNEY - CLIENT PRIVILEGED

### MEMORANDUM

To: Mary Winters, City Attorney

From: Emily Guimont, Legal Intern

Re: Report on Eugene, and Beaverton Human Rights Commissions

Date: 7/24/2020

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### Staffing and Resources

	<b>Eugene HRC</b>	<b>Beaverton HRC</b>
<b>Staff</b>	Supported by a staff member from the Office of Human Rights & Neighborhood Involvement. Staffer provides support on city process, procedure, and form for recommendations. Staffer does not interfere with or advocate for policy decisions.	Supported by a staff member, takes about 30% to 60% of his time, closer to 60% this year. Staffer acts as a conduit between the HRC, city manager and city council. Staffer helps the HRC form agendas, plan, and communicate, but does not create or advocate for policy. Staffer advises on the HRC on policy and procedure. Staffer ensures compliance with bylaws and relevant laws. The HRC also includes a city council liaison, a Beaverton PD liaison, and a youth liaison.
<b>Municipal Lawyers</b>	Involvement typically is reviewing bylaw amendments (infrequent) and reviewing each year's Work Plan (annual).	Involvement is typically limited to running the yearly orientation for new HRC members.
<b>Budget</b>	Does not have an independent budget, but is able to "informally" spend from the Office of Human Rights & Neighborhood Involvement budget.	Has a budget for internal expenses, hosting speakers, and other programming.

## Responsibilities

<b>DEI Task Force Recommendations (abbreviated from official form)</b>	<b>Eugene HRC</b>	<b>Beaverton HRC</b>
<p>1. Adopt an ordinance establishing an HRC that focuses on the needs of historically marginalized communities and provides feedback on diversity, equity, inclusion issues to the City</p>	<p>Eugene Municipal Code (EMC) 2.260-280, established by Ordinance No. 17479, 1975</p>	<p>Beaverton Municipal Code (BMC) 2.03.260-270, established by Ordinance No. 3841, 1993.</p>
<p>2.1 HRC’s role includes responding to complaints via formalized intake, providing parties resources; informing parties of their rights, developing and facilitating non-punitive resources for dispute resolution.</p>	<p><b>EMC 2.265(6)</b> “The commission shall cooperate with the city of Eugene in ensuring that the city is receiving, referring, and/or investigating specific acts of discrimination against individuals in the community.”</p> <p><b>EMC 2.265(7)</b> “The commission shall work to educate and encourage community members to report acts of discrimination, hate and bias, to the city of Eugene.”</p> <p>The Eugene HRC does not receive or process individual complaints. Eugene’s Office of Human Rights and Neighborhood Involvement does that. The Eugene HRC addresses the themes behind individual complaints through policy.</p>	<p><b>Bylaws, Article 3, Section 1(f):</b> “Refer individuals to resources that provide solutions to specific problems of prejudice or discrimination occurring in Beaverton.”</p> <p>From conversation with staffer: The HRC has a mediation and dialogue program, as well as provides referrals to resources.</p>

<p>2.2 HRC’s role includes alerting City Council to bias and discrimination trends through engagement with historically marginalized or underrepresented communities.</p>	<p><b>EMC 2.265(3)</b> “The commission shall endeavor to ascertain the status of civil and human rights in the community. The commission may explore, research and hold hearings to effectuate this provision.”</p> <p>The Eugene HRC also commissions reports and studies. See <a href="https://www.eugene-or.gov/3643/Hate-and-Bias-Report">https://www.eugene-or.gov/3643/Hate-and-Bias-Report</a>.</p>	<p><b>BMC 2.03.270:</b> “The HRAC shall . . . advis[e] the City on strategies that strengthen those human rights values and principles.”</p> <p><b>Bylaws, Article 3, Section 1(e):</b> “Raise City Council and staff awareness of potential human rights issues encountered by commission members or reported to the commission by members of the community.”</p>
<p>2.3 HRC’s role includes recommending policies to address inequities and increase access for historically marginalized or underrepresented communities.</p>	<p><b>EMC 2.265(4)</b> “The commission shall make periodic recommendations to elected officials and the city manager concerning the civil and human rights of persons and groups in the community.”</p>	<p><b>BMC 2.03.270:</b> “The HRAC shall . . . advis[e] the City on strategies that strengthen those human rights values and principles.”</p> <p><b>Bylaws, Article 3, Section 1(a):</b> “Recommend action, policies, and legislation to be considered by City Council.”</p>
<p>2.4 HRC’s role includes identifying education opportunities and awareness in partnership with community organizations.</p>	<p><b>EMC 2.265(1)</b> “The commission shall affirm, encourage and initiate programs and services within the community . . . to . . . (a) provide human rights education.”</p> <p><b>EMC 2.265(2)</b> “The commission shall help the city of Eugene and the community work toward the elimination of systemic</p>	<p><b>Bylaws, Article 3, Section 1(b):</b> “Provide human rights education and training opportunities.”</p>

	<p>barriers to equitable treatment and toward inclusion and accommodation of differences among people. The commission will promote justice and equal opportunity for all. <u>In these efforts, the commission may enlist the support of community groups and public agencies.</u></p>	
<p>2.5 HRC’s role includes proactively and responsively advising City Council on the impacts of policies and practices.</p>	<p><b>EMC 2.265(4)</b> “The commission shall make periodic recommendations to elected officials and the city manager concerning the civil and human rights of persons and groups in the community.”</p>	<p><b>BMC 2.03.270:</b> “The HRAC shall . . . advis[e] the City on strategies that strengthen those human rights values and principles.”</p> <p><b>Bylaws, Article 3, Section 1(a):</b> “Recommend action, policies, and legislation to be considered by City Council.”</p>
<p>2.6 HRC’s role includes advocating for the needs and priorities of historically marginalized or underrepresented communities.</p>	<p><b>EMC 2.265(2)</b> “The commission shall help the city of Eugene and the community work toward the elimination of systemic barriers to equitable treatment and toward inclusion and accommodation of differences among people. The commission will promote justice and equal opportunity for all. In these efforts, the commission may enlist the support of community groups and public agencies.”</p>	<p><b>Bylaws, Article 3, Section 1(c):</b> “Promote harmonious intergroup relations in Beaverton by enlisting the cooperation of various racial, religious, and nationality groups; business, community, labor, and governmental organizations; fraternal and benevolent associations; education and other groups.</p>
<p>2.7 HRC’s role includes collaborating with other City entities to ensure the needs and priorities of</p>	<p><b>EMC 2.265(5)</b> “The commission shall cooperate with the city officials to ensure that the</p>	<p>N/A</p>

<p>historically marginalized or underrepresented communities are considered in goal-setting and planning processes.</p>	<p>city of Eugene is a leader in extending equal opportunity to its community members, including but not limited to:</p> <ul style="list-style-type: none"> <li>(a) employment opportunities in city government;</li> <li>(b) training for city jobs;</li> <li>(c) equality of city services provided;</li> <li>(d) equality of all before the law; and</li> <li>(e) equal treatment of all by holders of city licenses, contracts, and privileges.</li> </ul>	
<p>2.8 HRC's role includes building relationships with and serving as liaisons to historically marginalized or underrepresented communities.</p>	<p><b>EMC 2.265(2)</b> "The commission shall help the city of Eugene and the community work toward the elimination of systemic barriers to equitable treatment and toward inclusion and accommodation of differences among people. The commission will promote justice and equal opportunity for all. In these efforts, the commission may enlist the support of community groups and public agencies."</p> <p><b>EMC 2.265(3)</b> "The commission shall endeavor to ascertain the status of civil and human rights in the community. The commission may explore, research and hold hearings to effectuate this provision."</p>	<p><b>Bylaws, Article 3, Section 1(c):</b> "Promote harmonious intergroup relations in Beaverton by enlisting the cooperation of various racial, religious, and nationality groups; business, community, labor, and governmental organizations; fraternal and benevolent associations; education and other groups."</p>
<p>2.9 HRC's role includes creating a Diversity, Equity, and Inclusion</p>	<p><b>Bylaws, Article V, Section 1:</b> "The commission shall submit</p>	<p><b>Bylaws, Article 3, Section 2:</b> "As provided in Beaverton Code 2.03.002,</p>

<p>Action Plan that is responsive to the evolving needs of historically marginalized or underrepresented communities.</p>	<p>an annual memo and a biennial annual work plan in writing to the council . . . .”</p>	<p>HRAC shall also make an annual report to City Council. The report shall contain a summary of activities HRAC conducted during the previous 12 months.”</p>
<p>2.10 HRC’s role includes promoting the inclusion of historically marginalized or underrepresented communities in the civic decision-making process.</p>	<p><b>EMC 2.265(5)</b> “The commission shall cooperate with the city officials to ensure that the city of Eugene is a leader in extending equal opportunity to its community members, including but not limited to:  (a) employment opportunities in city government;  (b) training for city jobs;  (c) equality of city services provided;  (d) equality of all before the law; and  (e) equal treatment of all by holders of city licenses, contracts, and privileges.</p>	<p>N/A</p>
<p>2.11 HRC’s role includes promoting diversity, equity and inclusion as essential values in the City.</p>	<p><b>EMC 2.265(5)</b> “The commission shall cooperate with the city officials to ensure that the city of Eugene is a leader in extending equal opportunity to its community members, including but not limited to:  (a) employment opportunities in city government;  (b) training for city jobs;  (c) equality of city services provided;  (d) equality of all before the law; and</p>	<p>N/A</p>

	(e) equal treatment of all by holders of city licenses, contracts, and privileges.	
2.12 HRC's role includes publishing an annual report including recommendations to City Council, a summary of issues raised and addressed, and other pertinent DEI-related information.	<b>Bylaws, Article V, Section 1:</b> "The commission shall submit an annual memo and a biennial annual work plan in writing to the council . . . ."	<b>Bylaws, Article 3, Section 2:</b> "As provided in Beaverton Code 2.03.002, HRAC shall also make an annual report to City Council. The report shall contain a summary of activities HRAC conducted during the previous 12 months."
3. Review the Commission application and remove barriers to engagement.	N/A	N/A
4. Add DEI specific question(s) to the Commission application.	Application form (same for all committees) includes questions about gender, age, race, ability, income, experience, education, and training, community service, and anticipated contribution to the commission.	Application form (same for all committees) includes questions about languages spoken and racial/ethnic background.
5. Establish financial compensation for Commission members who request it to offset costs of participating.	N/A	N/A
6. Update City's definition of "citizen" so that U.S. citizenship is not required to participate in City committees and commissions.	<b>EMC 2.270(1)(b)</b> "The commission shall consist of ten <u>community members</u> ."  The application asks for place of residence and how long resided in Eugene. No questions about U.S. citizenship.	Neither the code nor the bylaws defines "member" in the context of residence or citizenship.  The application asks for place of residence and how long resided in Beaverton. No questions about U.S. citizenship.
7. Ensure that applications and membership are open and accessible to historically marginalized and underrepresented communities . . . .	N/A	N/A

<p>8. Ensure that the membership of the HRC includes a majority of members who identify as part of a marginalized or underrepresented community; at least one person who is Native or Indigenous; people for whom Bend is their community; people who are reflective of diverse historically marginalized and underrepresented communities; people with demonstrable experience in diversity, equity, and inclusion work; 8 to 15 members.</p>	<p><b>EMC 2.270(1)-(2):</b>          “The commission shall consist of one member of the city council or mayor; ten community members with a demonstrated knowledge and interest in the civil and human rights concerns of the community. Members shall be appointed in a way that strives to have balance on the commission that reflects the community and has protected class representation. Members of the commission shall be persons who have actively demonstrated an interest and expertise in efforts to promote diversity, equality, equity, and understanding of human rights, and to dismantle injustice, discrimination, bigotry, hatred and harassment within the city.”</p>	<p>N/A</p>
<p>9. Ensure that the HRC meets once a month in an accessible format.</p>	<p><b>EMC 2.275(2)</b> “The commission shall meet at least six time a year, with such additional meetings as it deems necessary to property perform its duties.”</p>	<p><b>Bylaws, Article 7, Section 1(a):</b> “HRAC members shall meet monthly.”</p>
<p>10. Direct a staff member or consultant to act as liaison between the HRC and the City and support the HRC by providing opportunity for community feedback; facilitating learning and resources to support the HRC; connecting the HRC with elected officials, City</p>	<p><b>Bylaws, Article III:</b>          1. The City manager may, within his or her discretion, furnish staff assistance to the commission or to the commission’s committees.          7. <i>summarized:</i> procedure for distributing meeting agendas and minutes          8. <i>summarized:</i> procedure for recording meetings and creating minutes.</p>	<p><b>Bylaws, Article 8, Section 1:</b> “The City shall assign a staff liaison to HRAC. The staff liaison shall provide assistance to HRAC, including, but not limited to, arranging the meeting space and time; notifying board members and the public of meetings; distributing the agendas and minutes; providing</p>

<p>leadership, and other decision-makers.</p>	<p>From conversation with staffer: Staff support includes instructing HRC members on City procedures and processes, forms for recommendations. Staff also handles individual complaints, but through role as employee of Office of Human Rights &amp; Neighborhood Involvement, not so much as HRC staffer.</p>	<p>information about relevant city policies, procedures, plans, and other external resources available to HRAC; training new HRAC members, and requesting budget funds annually for HRAC’s mission or business.”</p>
<p>11. Create a culture of belonging that prioritizes diversity, equity, and inclusion by making cultural humility a core value of the City; setting equity and racial justice priorities with measurable metrics; addressing inequities from the beginning of the hiring process in order to create an equitable internal culture.</p>	<p><b>EMC 2.265(5)</b> “The commission shall cooperate with the city officials to ensure that the city of Eugene is a leader in extending equal opportunity to its community members, including but not limited to: (a) employment opportunities in city government; (b) training for city jobs; (c) equality of city services provided; (d) equality of all before the law; and (e) equal treatment of all by holders of city licenses, contracts, and privileges.</p>	<p>N/A</p>
<p>12. Create a culture of ongoing dialogue, learning, and reflection about equity and racial justice by engaging staff; listening to, learning from, and trusting underrepresented communities; questioning the ways things have always been done and being open to new ideas and approaches.</p>	<p><b>EMC 2.265(1):</b> “The commission shall affirm, encourage and initiate programs and services within the community and advise and support city of Eugene services designed to place priority upon protecting, respecting, and fulfilling the full range of universal human rights as</p>	<p><b>Bylaws, Article 3, Section 1(d):</b> “Listen to members of the Beaverton community about issues involving human rights in Beaverton.”</p>

	<p>enumerated in the Universal Declaration of Human Rights. To support and promote human rights, the commission will:</p> <ul style="list-style-type: none"> <li>(a) provide human rights education</li> <li>(b) be proactive in human rights</li> <li>(c) address human rights violations</li> <li>(d) ensure active public participation</li> <li>(e) be transparent and open; and</li> <li>(f) be publicly accountable for human rights progress.</li> </ul>	
<p>13. Conduct regular equity audits in order to identify policies and practices that contribute to inequity and racial injustice; identify ways to increase equity and racial justice in personnel practices; set priorities related to equity and racial justice.</p>	<p><b>EMC 2.265(5)</b> “The commission shall cooperate with the city officials to ensure that the city of Eugene is a leader in extending equal opportunity to its community members, including but not limited to:</p> <ul style="list-style-type: none"> <li>(a) employment opportunities in city government;</li> <li>(b) training for city jobs;</li> <li>(c) equality of city services provided;</li> <li>(d) equality of all before the law; and</li> <li>(e) equal treatment of all by holders of city licenses, contracts, and privileges.</li> </ul>	<p>N/A in part</p> <p><b>Bylaws, Article 3, Section 1(a):</b>  “Recommend action, policies, and legislation to be considered by City Council.”</p>
<p>14. Commit to sharing power with BIPOC and other marginalized communities including acknowledging and addressing power differentials within City government and</p>	<p>Not specifically addressed.</p>	<p>Not specifically addressed.</p>

<p>community based on race and other aspects of identity; advocating for equity and racial justice, internally and externally; acknowledging when harm is done to BIPOC and other marginalized communities and commit to repairing the harm; identifying opportunities to cede power to BIPOC and others who have been historically marginalized.</p>		
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**IS/IS NOT**

THE CITY OF EUGENE HUMAN RIGHTS COMMISSION

*Received from City of Eugene – not work product*

<b>IS:</b>	<b>IS NOT:</b>
An advisory body on human rights	A human rights enforcement agency
Made up of community volunteers and a liaison member of the City Council	Made up of City employees or paid Commission members
Appointed by City Council, which reviews applications to fill Commission openings	Elected
A group that seeks to amplify the voice of those who are being or have been marginalized or excluded in Eugene	A group that only listens or answers to City of Eugene elected officials and staff and/or powerful and influential people and businesses
Concerned with the full range of human rights and the elimination of human rights violations in Eugene	A group with the capacity to be sufficiently informed about and take positions on human rights violations in other nations
Interested in learning from and working with all segments of the community who experience human rights violations	A group whose focus is single issue
Guided by an annual work plan created by Commission members with the help of the Human Rights and Neighborhood Involvement Office staff	Able to take on all emergent human rights issues, mainly because of limitations in capacity
Required by City ordinance to submit its annual work plan to the City Council for approval	Subject to interference by the City Council in its work
Mandated to follow state public meetings law requiring public notice of HRC and HRC work group meetings and keeping notes on attendees, topics discussed and decisions or recommendations made	Permitted to meet or conduct its business outside of the public eye (in the interest of transparency and public participation in providing input to the Commission)

Prohibited by state law to endorse political candidates, take a position on state referendums or lobby on bills

Prohibited from allowing its members to be politically partisan as private individuals

## Beaverton Human Rights Commission

### *Work product*

<b>IS:</b>	<b>IS NOT:</b>
An advisory body on human rights	A human rights enforcement agency
Made up of community volunteers, a Council liaison, and the police chief or police chief's representative	Made up of City employees or paid Commission members
Appointed by the Mayor	Elected
A group that seeks to amplify the voice of those who are being or have been marginalized or excluded in Eugene	A group that only listens or answers to City of Eugene elected officials and staff and/or powerful and influential people and businesses
Concerned with the full range of human rights and the elimination of human rights violations in Eugene	A group with the capacity to be sufficiently informed about and take positions on human rights violations in other nations
Interested in learning from and working with all segments of the community who experience human rights violations	A group whose focus is single issue
Mandated to follow state public meetings law requiring public notice of HRC and HRC work group meetings and keeping notes on attendees, topics discussed and decisions or recommendations made	Permitted to meet or conduct its business outside of the public eye (in the interest of transparency and public participation in providing input to the Commission)
Able to recommend actions to Council, provide reports when requested, provide education, raise awareness, and refer community members to services	Make decisions or take enforcement actions

## **General Questions**

### **How is the Human Rights Commission (HRC) structured?**

**Beaverton:** Established in 1993, HRC is comprised of 13 members, a youth liaison, a Beaverton council liaison, and the Beaverton police chief or Beaverton police chief's representative. The HRAC also holds special Beaverton Police Department-HRAC Inquiry Sessions which creates a listening and dialogue space for community members to examine topics such as police reform, use of force, relationships with different communities, and outreach.

**Eugene:** Established in the 1970s, HRC is comprised of 11 members, a Eugene council liaison, and is supported by the city staff of the Office of Human Rights & Neighborhood Involvement. The Office of Human Rights & Neighborhood Involvement is a city department staffed with city employees and has a budget that the HRC can tap into for its programming. The HRC partners with the Eugene Police Department and receives community incident referrals from the police department, and refers community members to the police department (with the community member's permission).

### **What are the HRC's responsibilities?**

**Beaverton:** (1) Recommend action, policies and legislation to be considered by the Beaverton city council, (2) promote human rights education and training opportunities, (3) promote harmonious intergroup relations, (4) listen to community members about human rights issues, (5) raise Beaverton city council and staff awareness of human rights issues reported to or encountered by the HRC, (6) refer individuals to resources that provide solutions to specific problems, (7) make other reports to the Beaverton city council as it may request and (8) make an annual report to the Beaverton city council containing a summary of activities from the last 12 months.

**Eugene:** (1) Act as advisory body to Eugene mayor, council, city manager, and community on human rights issues, (2) ascertain the level of human rights in the city (investigate, research, hold hearings) (3) work with city officials to make sure Eugene extends equal opportunity to all community members in employment opportunities, training, city services, treatment in the law, treatment in licensing, contracts, and privileges, (4) make recommendations to council concerning human and civil rights, (5) make sure the city receives and investigates acts of discrimination, hate, and bias in the community, (6) encourage community to report acts of discrimination, hate, and bias in the community.

### **Does the HRC have its own budget?**

**Beaverton:** Yes, to spend on internal costs (food, supplies, business cards, marketing materials).

Eugene: The HRC does not have its own budget. However, Eugene’s Office of Human Rights & Neighborhood Involvement has a budget that the HRC “informally” spends. The HRC spends its budget on grants to organizations that are aligned with its work and programming like guest speakers for educational purposes and commissioning reports and surveys.

### **What role, if any, do the municipal lawyers play?**

Beaverton: Limited role. In this staffer’s experience, the lawyers are present for the yearly new member orientation to explain legal topics, and that is the extent of their participation.

Eugene: The municipal lawyers review any amendments to the HRC’s bylaws. The municipal lawyers also review the HRC’s annual Work Plan, which is a binding, high-level document, approved by Eugene’s council, that sets the HRC’s yearly goals.

### **What is the HRC’s relationship with the city council?**

Beaverton: The HRC is advisory and makes recommendations to the Beaverton city council. How recommendations are received and acted upon is very dependent on the recommendation, the makeup of the HRC, and the makeup of the city council.

Eugene: The HRC is advisory and makes recommendations to the Eugene council. Recommendations are routed through the Office HR&NI. The Office of HR&NI does not interfere with recommendations or make any substantive policy, but they assist in procedure, process, and form. It was reported that the Eugene council typically follows the HRC recommendations, but will occasionally edit or dial back recommendations in order to get the necessary votes.

### **How are complaints or reports of hate or bias incidents from community members handled?**

Beaverton: If a community member contacts the HRC staffer with a complaint or a report, then the staffer works with that individual to find the best resource for that situation. Remedies include the HRC’s internal mediation and dialogue program, referrals to other city departments like Housing or the Police Department, or external referrals.

Eugene: The HRC does not handle individual complaints. Individual complaints are addressed by the Office of Human Rights & Neighborhood Involvement, which provides referral services (referrals to Fair Housing most common, they are contracted with them), informal mediation services, and cross referrals to Eugene Police Department when there is a criminal component. The Office is only able to take enforcement action when the City as a party to the situation – this has not happened in the past two years. The Office is on-call all days of the week, has someone in-person Monday through Friday, and has an online form for reporting. The HRC only addresses complaints on a

policy level – what themes in the community are driving these situations and what policies can address them?

**Any additional information?**

Beaverton: Figure out the virtual meeting technology quickly, because there have been issues with people crashing meetings and behaving inappropriately. Human rights topics seem to attract ill-wishers.

Eugene: The Work Plan is a useful document because it organizes, commits, and formalizes the HRC's visions for the coming year and streamlines gaining city council approval for HRC action.

## 2019 - 2021 Work Plan: Project Planning

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### PROJECT INFORMATION

Council Goal: Economic Vitality

Strategy: **Build community and economic resiliency in response to COVID-19**

Action/Project: Business and Family Support/Assistance

### OWNER/KEY STAFF

Owner: Carolyn Eagan

Key Staff: Lynne McConnell, Racheal Baker, Ben Hemson

Stakeholders: Bend Chamber, Neighbor Impact, Deschutes County Health Department, businesses and other non-profits

### PROJECT DESCRIPTION

The COVID-19 required closures resulted in the loss of over 13,000 jobs in Deschutes County. The largest proportion of those job losses were experienced by Bend families and younger and lower wage workers. To restore family economic security we must support both families and businesses with financial assistance as it become available through the state and federal governments along with money available from private foundations

### PROJECT OBJECTIVES

1. Through BEDAB, create a business assistance grant program for direct allocation of funds to partner agencies and/or nonprofits
2. Work with non-profit partners and Deschutes County Health department to identify most significant family support services needed including by not limited to: housing assistance, childcare assistance, transportation assistance, and employment + training assistance
3. Use data from Bend Business Registration, OED, HUD and others to ensure that we are supporting the businesses and family support systems that will have the widest impact and take advantage of the most state and federal and private funding available
4. Work strategically with all regional partners to make Bend and Central Oregon receive sufficient funding to recover economically from COVID -19 closures
5. Work with childcare providers and partners to maintain childcare slots to support existing workforce

### PROJECT COMPLETION/SUCCESS

1. Receive Business Oregon Funding for BOOST Bend program (Bend Chamber)
2. Work with COIC to ensure that Bend business receive Business Oregon funding
3. Identify next rounds of funding and apply

## 2019 - 2021 Work Plan: Project Planning

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4. Bend businesses access workforce and training programs and funding effectively to add jobs and transition those receiving unemployment benefits back to full employment

### COUNCIL ACTIONS REQUIRED

- Adopt revised Economic Vitality Goal
- Advocate for timely allocation of CRF and state/federal funds to the City of Bend and businesses/non-profits in the City of Bend
- Allocate contracts to economic development and non-profit partners to administer grant programs

### OVERALL PROJECT TIMELINE

*The overall timeline could include: Key project milestones, project decision points, outreach opportunities, Leadership Team discussions, Committee meetings and Council interactions and actions (including contract awards). Please specify anticipated Council dates.*

DATE	ACTIVITY
July 15	Adopt revised Economic Vitality Goal
Ongoing	Advocate for local allocation of CRF
Late Summer	Review revised BEDAB Strategic Plan

## 2019 - 2021 Work Plan: Project Planning

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### PROJECT INFORMATION

Council Goal: Economic Vitality

Strategy: Build community and economic resiliency in response to COVID-19

Action/Project: Supporting vulnerable populations with an equity framework

### OWNER/KEY STAFF

Owner: Shelly Smith

Key Staff: Carolyn Eagan, Lynne McConnell, Brian Kindel, Anne Aurand

Stakeholders: Deschutes County (Public Health, Behavioral Health, and Emergency Management), and local nonprofits working with vulnerable populations.

### PROJECT DESCRIPTION

COVID-19 has had a disproportional impact on traditionally vulnerable and marginalized communities. Vulnerable populations are those who are typically excluded, disadvantaged or marginalized based on their economic, environmental, social, cultural characteristics, and those with an increased risk from COVID complications (older adults and individuals with underlying medical conditions). Priority will be given to supporting these populations through financial grants/contracts to the nonprofits and agencies serving them. To address this we must ensure that public agencies and nonprofits are coordinating efforts to both identify critical needs caused by the COVID-19 pandemic and creatively and collaboratively respond with appropriate personnel and financial support as identified by Federal and State relief programs, such as the Coronavirus Relief Funding (CRF) from the CARES Act.

This plan and the specific project objectives listed below takes into consideration an unknown future related to the impacts of COVID-19 in our community. It will focus on prioritizing current needs and related resources (basic human needs for food, hygiene, and lodging) that the City has already deployed, as well as future stabilization efforts as we move forward. The following project objectives stem from the elements highlighted in the [\*State of Oregon Equity Framework in COVID-19 Response and Recovery\*](#) and aim to prioritize equity, which is the “equal treatment, access, and opportunity, achieved by recognition that everyone has different needs/faces different barriers.” (Allyship in Action, COB DEI Introduction)

### PROJECT OBJECTIVES

1. Sustain an active partnership with Deschutes County Public and Behavioral Health and local nonprofits to identify and quickly respond to COVID-19 related emergent needs for all vulnerable populations.

## 2019 - 2021 Work Plan: Project Planning

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2. Assist Deschutes County and other local nonprofits in the development and distribution of COVID-19 communications with focus on the needs of vulnerable populations. Inclusive communications are comprised of: the translation of documents in multiple languages; accessible to all (in compliance with ADA); created with an emphasis on trauma-informed practices and vetted/input from community members; provided on multiple platforms (social media, radio, print, and websites); and delivered by trusted messengers.
3. Ensure basic hygiene needs continue to be available specific to the COVID-19 pandemic (handwashing stations, community resource mapping tool, public bathroom access, and others as identified).
4. Continue and/or create new contracts with nonprofits to ensure critical service delivery for vulnerable populations (currently hold contracts with REACH for case management and Family Kitchen for food/meals to go).
5. Facilitate continued land use/infrastructure research and coordination for temporary housing/managed camps for the unsheltered (including but not limited to legislative advocacy, emergency declaration language, and grant funding).
6. Apply for appropriate funding as it becomes available. Leverage community partnership including Deschutes County, to deploy financial support acquired from grants.
7. Participate in citywide collaborative efforts (Shared Governance Model, Community DEI Conversations, etc.) and once objectives and plans are created, allocate staff and financial resources to accomplish collective goals.

### PROJECT COMPLETION/SUCCESS

1. The City of Bend is a key partner with Deschutes County public and nonprofit agencies by assisting in identifying and resourcing critical needs for vulnerable populations.
2. Support inclusive communication related to COVID-19 and resources available for vulnerable populations. This may include translating documents, making them accessible and in compliance with the Americans with Disabilities Act (ADA), distributing through trusted messengers, and providing in appropriate mediums (social media, website, radio, and print).
3. Community Relief Funds (CRF) and other potential Federal and State grant or other funding opportunities are pursued and successful.

### COUNCIL ACTIONS REQUIRED

Approve the revised goal

Advocate for legislative initiatives related to these revised goals and financial grant opportunities (as appropriate)

## 2019 - 2021 Work Plan: Project Planning

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### OVERALL PROJECT TIMELINE

*The overall timeline could include: Key project milestones, project decision points, outreach opportunities, Leadership Team discussions, Committee meetings and Council interactions and actions (including contract awards). Please specify anticipated Council dates.*

DATE	ACTIVITY
<b>June 30, 2020</b>	Review need for continuation of handwashing stations for contract that ends 6/30/2020.
<b>July 15, 2020</b>	Council approves revised goal strategy
<b>August 30, 2020</b>	Review contracts with REACH and Family Kitchen. Pursue contract extensions or amendments based on community needs and available City resources.
<b>Ongoing</b>	City staff participate in regular meetings with Deschutes County and nonprofits as COVID-19 related needs are identified and resourced.
<b>Ongoing</b>	As new communication pieces come out through Deschutes County, ensure they are reviewed and widely distributed to all channels.
<b>Ongoing</b>	Connect with City legislative advocacy to monitor and track State CRF Funding and any other potential State or Federal resources.
<b>Quarterly/As appropriate</b>	Report out to Council on progress toward goals.