Agenda



Meeting: Committee on Racial Equity Meeting

Date: Thursday, Sept. 21, 2017

Time: 6 to 8 p.m.

Place: Metro Council Chamber, 600 NE Grand Ave., Portland, OR 97232

Purpose: Continue the work of the Committee on Racial Equity

6:00 p.m. Call to order and Introductions – Co-Chairs María Caballero-Rubio and Sharon Gary-

Smith

6:10 p.m. Consideration of the minutes from the July 27, 2017 meeting – Co-Chairs María

Caballero-Rubio and Sharon Gary-Smith

6:15 p.m. Meet Raahi Reddy, the new Metro DEI Program Director – Raahi Reddy

6:25 p.m. Report from the first CORE tour of Metro facilities – CORE members who attended

the tour

6:40 p.m. Consideration of the draft CORE by-laws – Juan Carlos Ocaña-Chíu

7:10 p.m. Evaluation cohort update – Scotty Ellis

7:25 p.m. CORE work plan discussion – Juan Carlos Ocaña-Chíu

Considering the CORE purpose and the Strategic Plan, discuss:

• How to build familiarity with the racial equity foundations?

How to build familiarity with Metro's Strategic Plan to Advance Racial

Equity, Diversity and Inclusion?

• How to best engage with Metro's racial equity work?

How to best support individual CORE members' leadership development

needs?

7:55 p.m. Overview of next activities and steps – Juan Carlos Ocaña-Chíu

8 p.m. Adjourn

CORE Work Plan Elements that require input from CORE members Sept. 12, 2017

In order to finalize the CORE Work Plan, the CORE is invited to provide input on the following important work plan elements:

- 1. How to build familiarity with the racial equity foundations and develop shared understanding and language?
- 2. How to build familiarity with Metro's Strategic Plan on Advancing Racial Equity, Diversity and Inclusion ("Strategic Plan")?
- 3. How to best engage with Metro's racial equity work?
 - > By organizing subcommittees focused on each goal of the Strategic Plan?
 - > By organizing subcommittees focused on the work of specific Metro departments?
 - > By organizing subcommittees focused on functional areas (i.e. procurement, grants, evaluation, etc.)?
- 4. How to best support individual CORE members' leadership development needs?

Please come prepared to discuss your ideas for these elements at the Sept. 21, 2017 CORE meeting. Thank you.

CORE members become more knowledgeable about the

Strategic Plan.

Activities completed
Activities in progress

Activities CORE kick-off meeting and regular meetings: CORE role: Prepare for and participate in the CORE kick-off and regular meetings. Staff role: Prepare for the meetings and support the CORE members to maximize participation in meetings.	July '17	Aug. '17	Sept. '17	Oct. '17	Nov. '17	Dec. '17	Jan. '18	Feb. '18	Mar. '18	Apr. '18	May '18	June '18
Define CORE's internal culture, agreements and expectations: CORE role: Make decisions about these elements, expressed in the committee's by-laws. Staff role: Provide initial ideas and support the CORE in refining and agreeing on the by-laws.												
Provide opportunities for the CORE members to get to know each other and promote cohesion and effective team work: CORE role: Participate in team-building activities. Staff role: Work with CORE leadership to provide team-building activities for the committee members.												
Increase knowledge of Metro's Strategic Plan to Advance Racial Equity, Diversity and Inclusion: CORE role: Study the Strategic Plan. Staff role: Provide information and activities to help												

Activities completed
Activities in progress

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<u>Increase knowledge of Metro's programs and equity-</u> related activities:

CORE role: Participate in activities to gain greater knowledge of Metro's programs and equity-related activities.

Staff role: Provide activities and opportunities for CORE members to increase their knowledge.

<u>Define the CORE subcommittee structure:</u>

CORE role: Decide on the best combination of subcommittees needed for the CORE to achieve its purpose.

Staff role: Provide initial ideas and support CORE members in deciding on the best subcommittee structure.

<u>Participate in the Equity Impact Evaluation Cohort</u> <u>activities, ending on Oct. 2018:</u>

CORE role: Identify members who are interested and available to participate in the Cohort.

Staff role: Provide information and support for CORE members who participate in the Cohort.

Review implementation of Metro's Strategic Plan and provide input on activities:

CORE role: Decide on criteria for what activities they will review and provide input on them.

 July '17
 Aug. '17
 Sept. '17
 Oct. '17
 Nov. '17
 Dec. '17
 Jan. '18
 Feb. '18
 Mar. '18
 Apr. '18
 May '18
 June '18

 Image: August 10 or 10 o

Activities completed Activities in progress

Activities

July '17

Aug. '17 Sept. '17 Oct. '17 Nov. '17 Dec. '17 Jan. '18 Feb. '18 Mar. '18 Apr. '18 May '18 June '18

Staff role: Support the CORE members on identifying activities for review, and providing appropriate and timely information to the CORE members.

Communicate the successes and challenges of implementing the Strategic Plan to the community:

CORE role: Participate in activities to communicate how Metro is doing on implementing the Strategic Plan.

Staff role: Plan activities for communicating on the Strategic Plan implementation and support the CORE's participation on those activities.

Participate in other impact evaluation activities for the Strategic Plan:

CORE role: Participate in impact evaluation activities besides the Impact Evaluation Cohort.

Staff role: Develop and provide impact evaluation activities for the CORE, besides participation in the Cohort.

Provide updates to Metro Council on the CORE activities, through the Council Liaisons:

CORE role: Identify content for CORE Council Liaisons to provide updates to the Metro Council on committee activities.

Staff role: Support CORE members in the creation and delivery of updates to the Metro Council.

Activities completed
Activities in progress

Activities	July '17	Aug. '17	Sept. '17	Oct. '17	Nov. '17	Dec. '17	Jan. '18	Feb. '18	Mar. '18	Apr. '18	May '18	June '18
Review and provide input to the department-specific												
racial equity action plans:												
CORE role: Study the draft racial equity action plans and												
provide feedback and suggestions to the department												
and DEI staff.												
Staff role: Prepare the draft racial equity action plans												
and bring them up to the CORE for review and input.												
and string them up to the content for review and input.												
Sponsor and participate in the Metro Community												
Summit to report to stakeholders on Strategic Plan												
implementation and other racial equity work by Metro:												
implementation and other racial equity work by Metro.												
COPE role: Halp plan and implement the Matra												
CORE role: Help plan and implement the Metro												
Community Summit as a mechanism for accountability												
to the community on racial equity work.												

Staff role: Handle the logistics and planning of the Metro Community Summit, and coordinate its implementation with the CORE.

<u>Participate in a joint work session with Metro Council to</u> report on Strategic Plan implementation and CORE work <u>to date:</u>

CORE role: Help plan and participate in a joint work session with Metro Council to report on the CORE work.

Staff role: Handle the logistics and planning of the joint work session with Metro Council.

Committee on Racial Equity (CORE) - By-Laws - DRAFT 2

Note on the fonts used in this document: This CORE by-laws document has text in three different fonts. Each font indicates where the text came from. For additional clarity, at the beginning of each section, or every time the source changes, there is a note about the source of the text.

Cambria font = Text taken or adapted from the CORE Charter, approved by Council Lucida Calligraphy font = Input from the CORE members Arial font = Text added by Metro staff

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[From the CORE Charter]

Article I NAME

The Committee shall be known as Committee on Racial Equity ("CORE").

Article II PURPOSE

[From the CORE Charter]

The purpose of the CORE is to provide input and support to Metro Council and staff in advancing racial equity to fulfill the purpose of good government, which is to serve all people effectively and create greater opportunities for people of color to thrive in the region.

The CORE will achieve this purpose by:

- Providing input and advising on direction to Metro Council and staff for the successful implementation of the Strategic Plan to Advance Racial Equity, Diversity and Inclusion (Strategic Plan).
- Providing community oversight and opportunities for Metro to increase its accountability to the community in the implementation of the Strategic Plan.
- Providing an independent perspective to assess Metro's progress in implementing the Strategic Plan.
- Assisting Metro Council and staff in communicating the agency's progress in implementing the Strategic Plan.
- Assisting Metro staff in the creation and implementation of the Strategic Plan evaluation.
- Providing input, feedback and ideas to Metro Council and staff at times when significant changes to the Strategic Plan are contemplated or required.
- Making recommendations to, and communicating with, Metro Council about the subjects indicated above.

Article III AUTHORITY

[From the CORE Charter]

The CORE was created to act as an advisory committee to the Metro Council and staff.

Article IV MEMBERSHIP

[From the CORE Charter]

This volunteer committee shall be comprised of up to 15 members, two (2) non-voting Metro Council liaisons to the committee, and one (1) non-voting Metropolitan Exposition Recreation Commission liaison to the committee. Voting committee members shall be appointed by the Metro Council President and confirmed by a vote of the entire Metro Council. Liaisons shall be appointed in accordance with the Council Rules and Procedures by the Metro Council President.

Criteria for membership

The primary criteria for selection of CORE members are:

- Demonstrated connections to local historically marginalized communities
- Demonstrated ability to communicate Metro's work to advance racial equity to the communities with whom they have connections, and to bring feedback from those communities back to Metro
- Ability to provide insights and advice to Metro in the implementation of its Strategic Plan work
- Ability to contribute to the evaluation of Metro's Strategic Plan.

Members will also be selected to balance the representation of all districts in the Metro region.

Members serve on the advisory committee as individuals, not as representatives of their respective agency, organization or company.

Terms of membership

The CORE members will be appointed to a two-year term. They will be eligible to be reappointed to a second term but may not serve any additional terms on the CORE.

Stipends

Metro shall provide a monthly stipend to CORE members in recognition of their expertise, services to and participation on the committee. This stipend shall be aligned with future agency-wide guidelines for offering stipends to volunteers, which are under development. The CORE members shall have the option of declining the stipend.

[From the CORE members]

[Option 1] Receipt of the stipend shall not be tied to a member's participation expectations or performance evaluation. If a member's participation becomes a problem, instead of establishing a stipend penalty, [CORE leadership or staff] shall explore with the member what issues are causing this problem and how to remedy it.

[Option 2] After the first year, the co-chairs shall evaluate each member's participation in the CORE. If a member did not meet the participation expectations set in "Responsibilities of members" section, that member shall forfeit the stipend in the second year.

[From staff – addition to Option 2]

If the member who forfeited the stipend improves their participation and meets the participation expectations during the second year, and that member is selected for a second term of service on the CORE, then that member shall be eligible to receive the stipend again during the first year of their second term on the Committee.

Please indicate your choice	
Option 1:	Option 2:
Option 2 with staff addition:	

Responsibilities of members

[From the CORE members]

The CORE members shall actively participate in all aspects of the committee's work in the following ways:

- Foster a sense of trust and openness within the Committee
- Share information openly and honestly
- Honor and value all members' lived experience and learned experience
- Act with a sense of urgency and move forward the Committee's work in the time available
- Identify the skills that each CORE member brings to the Committee and use that information to strategize where they can be more effective in moving the CORE work forward
- Take ownership of the CORE meetings' agendas and participate in the meetings
- Prepare for the meetings
- Take on committee assignments
- Participate actively in the CORE subcommittees
- Act as ambassadors of their respective communities
- Share information about the CORE and Metro with their communities
- Volunteer for Metro events

Responsibilities of Metro

[From the CORE Charter]

Metro shall provide managerial and support staff as well as the facilities, supplies, and external consultants (as needed) to support the successful completion of activities of the CORE.

Metro shall also provide a monthly stipend, explained in more detail in the "Stipends" section on page 2 of this document.

Metro staff shall set up the electronic tools needed by the CORE to conduct its business, including file-sharing solutions and other technologies.

Metro shall also pay reasonable costs associated with accommodations for people when such costs are directly associated with the conduct of the CORE meetings and related activities. Examples of accommodations include access to the meetings for people with disabilities, and translation and interpretation services.

[From staff] Metro shall ensure that all documents related to the work of the CORE and that all meeting locations and discussions are accessible for all members.

Attendance requirements

[From the CORE Charter]

The Committee on Racial Equity members understand the importance of regular attendance in order to be heard and have their opinion factored into the process and decisions. The CORE members shall be allowed a maximum of three excused absences or two unexcused absences in a calendar year.

[From the CORE members]

The CORE shall have a process for holding its members accountable for attendance expectations that considers empathy. The process shall also include a self-evaluation for each member for answer the question: "Am I moving the work forward in the CORE?"

[Option 1] CORE members shall attend 75 percent of the meetings in a calendar year.

[Option 2] CORE members shall attend 80-87 percent of the meetings in a calendar year.

[Option 3] CORE members shall have a maximum of two unexcused absences per year.

Please indicate your choice	:	
Option 1:	Option 2:	Option 3:

Article V OFFICERS

[From the CORE Charter]

Selection and election of officers

The CORE shall have two Co-Chairs, who shall preside over meetings of the CORE. The Metro Council President shall designate two individuals to serve as the initial Co-Chairs of the CORE for the first year of the committee's existence.

At the first regular meeting after the one-year anniversary of the creation of the CORE, its regular members will elect Co-Chairs by a vote. The Co-Chairs shall serve for a one-year term and can be reelected as many times as possible while they are members of the CORE.

Officers' responsibilities

The Co-Chairs' duties include:

 Acting as the Committee's representatives and spokespersons, when the Committee is not in session.

[From staff]

- Setting the regular meetings' agendas in partnership with the Metro Equity Strategy Program Manager.
- Presiding over the CORE regular meetings.
- Ensuring that the CORE operates according to this by-laws document.

Article VI GOVERNANCE

Annual work plan and reporting

[From staff]

The CORE shall establish an annual work plan to indicate on the activities, deliverables and timelines that it hopes to achieve each year. The CORE co-chairs shall lead the committee on reviewing progress on work plan implementation twice each year. The results of the work plan review shall be used to make course corrections and to inform the creation of the following year's work plan.

[From the CORE Charter]

The CORE shall provide written and oral reports to Metro Council on the following items:

- Implementation of Metro-wide Strategic Plan goals, objectives and action items
- Successes, challenges and adjustments in the implementation of the Strategic Plan and department- and venue-specific action plans
- Development and implementation of evaluation measures for the Strategic Plan at the goal, objective and action item levels.

The CORE shall make at least one annual presentation on the results of the committee's work to the Metro Council. This presentation will take place during a Metro Council work session scheduled toward the end of each calendar year.

CORE structure to fulfill its purpose

[From CORE members]

The CORE shall establish subcommittees in order to fulfill the purpose for which the Committee was created by the Metro Council. The CORE shall have the following subcommittees:

[Option 1] Establish five subcommittees, one per each of the five Strategic Plan to Advance Racial Equity, Diversity and Inclusion goals.

[Option 2] Establish subcommittees by part of the region or location, with a specific number to be determined by the CORE.

[Option 3] Establish subcommittees by topic areas to be determined by the CORE, including data, communication, benchmarks, department reviews [From Staff] and evaluation.

Please indicate your choice	:	
Option 1:	Option 2:	Option 3:

Decision-making process

[From the CORE Charter – approved by the CORE members at the Aug. 17, 2017 meeting]

The CORE will support an open, transparent and inclusive decision-making process. The Committee will strive to reach decisions through consensus. Consensus means that all parties can live with a recommendation, though they may not agree with it in its entirety. The Committee will consider and value minority or dissenting opinion, and provide a safe space for members to disagree and share their feelings. The specific mechanism for consensus will be determined later.

If consensus is not achievable in a specific decision, the CORE members will reach decisions by simple majority voting.

When decisions are made by the CORE, Metro staff shall capture the discussion, synthesize the comments, and send all notes and materials back to the Committee in a timely manner.

[From the CORE members]

The CORE shall operate in a way that demonstrates that appropriate deliberation is appropriate decision-making. The Committee shall allocate sufficient time for consideration of decisions. CORE members shall also participate in decision-making in a timely manner.

The CORE subcommittees shall make recommendations or proposals to the full Committee as appropriate. The CORE shall consider the subcommittees' recommendations and proposals and make decisions about them.

Quorum

[From staff]

Quorum for the CORE to make decisions will be half of its regular members plus one. The highest possible number of regular CORE members is fifteen. In that case, the quorum will be nine members: eight shall be the considered half of the membership, plus one.

Manner of voting

[From staff]

This section would be completed if the CORE chooses an option that calls for decision-making by voting. The content of this section would be created according to the intent of the selected option.

Amendment of by-laws

[From staff]

The CORE shall be responsible for the approval and maintenance of its by-laws. After the approval of the original by-laws, the document will be reviewed once per year, on the CORE meeting closest to the anniversary of the by-laws approval. As part of the by-laws review, the CORE shall decide whether to amend the by-laws according to the Committee's decision-making process.

CORE members shall be able to request changes to the by-laws, outside of the annual review process. Committee members shall work with the CORE co-chairs to bring any by-laws amendment requests for the full Committee consideration at its regular meetings.

Article VII MEETINGS

Schedule of meetings

[From CORE members]

[Option 1] General CORE meetings every other month, with subcommittee meetings during the non-general meeting months.

[Option 2] Monthly CORE meetings. Every CORE meeting shall include a section where the Committee meets with community leaders and members. Or have CORE meetings every other month include a section to meet with community leaders.

The meetings with the community shall take place in locations that are familiar to the communities being engaged, and shall be planned around the communities' schedules and needs. Metro shall provide the support needed for these meetings, including food, child care, stipends for community members, and translation and interpretation.

[Option 3] General CORE meetings every other month, with meetings with community leaders during non-general meeting months. The CORE shall invite directors and leaders from community-based organizations to advise the Committee, and create open lines of communication between the CORE and community leaders.

Please indicate your choice	:	
Option 1:	Option 2:	Option 3:

Meeting logistics

[From the CORE Charter]

While it is preferred that committee members attend in person, members will have the following options for participation (determined in advance of meetings, allowing Metro staff time to accommodate meeting needs):

- Conference calls
- Video conferencing
- Meeting at other locations beyond Metro to accommodate committee members in other parts of the region.

Minutes [From staff]

Metro staff will attend the CORE meetings and take notes as appropriate. Staff will then create the meeting minutes, which will be shared with the CORE at least one week prior to the next CORE meeting.

The CORE members shall review the minutes, request changes as needed and/or approve the minutes at the next Committee meeting.

Conducting a meeting

[From staff]

The CORE shall use motions in order to introduce decisions that require a vote. Additional detail will be added depending on the decision-making option that the CORE decides to use.

SIGNATURES/DATE	
CORE Co-chair:	Date:
CORE Co-chair:	Date:

Work Plan for the Committee on Racial Equity Fiscal Year 2017-2018 Draft – Sept. 12, 2017

This work plan for Metro's Committee on Racial Equity (CORE) outlines the main tasks that the committee is charged with undertaking, and their anticipated timeline for start and completion, if applicable.

When the Metro Council created the CORE, the purpose of the committee was defined in the following terms:

- Providing input and advising on direction to Metro Council and staff for the successful implementation of the Strategic Plan to Advance Racial Equity, Diversity and Inclusion (Strategic Plan).
- Providing community oversight and opportunities for Metro to increase its accountability to the community in the implementation of the Strategic Plan.
- Providing an independent perspective to assess Metro's progress in implementing the Strategic Plan.
- Assisting Metro Council and staff in communicating the agency's progress in implementing the Strategic Plan.
- Assisting Metro staff in the creation and implementation of the Strategic Plan evaluation.
- Providing input, feedback and ideas to Metro Council and staff at times when significant changes to the Strategic Plan are contemplated or required.
- Making recommendations to, and communicating with, Metro Council about the subjects indicated above.

This work plan seeks to fulfill the purpose of the CORE by implementing the following activities:

July 2017:

Start of Activities	Deliverables	Anticipated
		completion date
Hold the CORE kick-off meeting	Meeting	July 27, 2017
Define the CORE's internal culture, agreements and expectations	CORE by-laws	August 31, 2017
Provide opportunities for the CORE members to get to know	Opportunities	August 31, 2017
each other and promote cohesion and effective team work	during meetings	

August 2017:

Start of Activities	Deliverables	Anticipated
		completion date
Increase knowledge of Metro's programs and equity-related	Tour of Metro	August 31, 2017
activities	facilities	
Agree on work plan for Fiscal Year 2017-2018	Final work plan	September 29,
		2017
Define the CORE structure and meeting frequency needed to	Final work plan	September 29,
achieve the work plan		2017

September 2017:

Start of Activities	Deliverables	Anticipated completion date

October 2017 - June 2018

Start of Activities	Deliverables	Anticipated completion date
Participate in the Equity Impact Evaluation Cohort – Oct. 2017	Racial equity impact evaluation model	September 2018
Review implementation of Metro's Strategic Plan to Advance Racial Equity, Diversity and Inclusion (Strategic Plan) and provide input on activities – Nov. 2017		Ongoing
Communicate the success and challenges in implementing the Strategic Plan to the community – Jan. 2018		Ongoing
Participate in ongoing impact evaluation activities for the Strategic Plan – Jan. 2018		Ongoing
Provide updates to Metro Council on the CORE activities, through the Council Liaisons – Nov. 2017	Reports to Metro Council	Ongoing
Review and provide input to the department-specific racial equity action plans for Parks + Nature, Planning & Development, Property & Environmental Services and the Oregon Zoo – Jan. 2018	Feedback to Metro departments and venue	March 2018
Sponsor and participate in the Metro Community Summit to report to stakeholders on Strategic Plan implementation and other racial equity work undertaken by Metro – Mar. 2018	Report to the community	May 2018
Participate in a joint work session with Metro Council to report on Strategic Plan implementation and CORE work to date – May 2018	Report to Council and work session materials	July 2018

September 21, 2017

Metro Council Office 600 NE Grand Ave Portland OR 97232

Re: Leading with Racial Equity in the 2018 Regional Transportation Plan

Dear President Hughes and Metro Councilors,

Our region is stronger when everyone has the same opportunity to succeed. Research shows that places with greater racial inclusion and smaller racial income gaps are the most successful economically. In addition to a strong economy, the Portland region is nationally recognized for its livability and its transportation system. If our region is going to be the healthy, sustainable, economically resilient and livable metropolitan area we aspire to have, we need to dramatically improve outcomes for people of color. We applaud Metro Council's adoption of the *Strategic Plan to Advance Racial Equity, Diversity, and Inclusion* in June of 2016 and are heartened by Metro's continued commitment to making real changes that will improve the lives of communities of color on the ground.

In developing the 2018 Regional Transportation Plan (RTP), Metro plays a major role in helping shape how people in the region get to work, bring their children to school, and where they are able to be with their community. The RTP is a blueprint to guide investments for all forms of travel and identifies current and future transportation needs over the next 25 years. Communities of color are keenly feeling widening disparities in meeting their transportation needs. As a result of increasing housing costs, low income people of color increasingly have to travel further and further to access opportunity as they move to more affordable neighborhoods. Pedestrians east of I-205 in Multnomah County are 2.3 times more likely to hit and killed than the rest of the county. Underinvested neighborhoods where many of our communities live do not have basic infrastructure such as sidewalks, bike lanes or crosswalks.

Traffic safety, congestion, air quality, access to jobs and resources, and increased mobility are all outcomes of the RTP that should incorporate a racial equity lens. As jurisdictions plan their transportation investments, the RTP guiding principles play a critical role toward ensuring that projects are built that help address the disparities that currently exist for communities of color in our region. It is critical that racial equity is an overarching goal of the 2018 RTP update and reflects Metro's strong commitment to advancing racial equity throughout the region.

Sincerely,
Duncan Hwang, APANO & Metro Committee on Racial Equity (CORE)
Noel Mickelberry, Executive Director, Oregon Walks