



## **When We Say Diversity, Equity and Inclusion; We Mean .....**

**Diversity** includes all the ways in which people differ, encompassing the different characteristics that make one individual or group different from another. While diversity is often used in reference to race, ethnicity, and gender; it also includes other differences such as age, national origin, religion, disability, sexual orientation, gender identity, socioeconomic status, geographic location, education, marital status, language and dialect, and physical appearance. These differences include power relationships in which the dominant cultural group is viewed as one up and the subordinated cultural group is viewed as one down.

In addition to cultural and social identity group differences another level of diversity also includes ways of being, thinking and doing and different life experiences. Examples of this include direct or indirect styles of communicating; ideas, perspectives, and values; active or passive styles. Sometimes ways of being, thinking and doing are also related to norms based in cultural and social identity groups.

**Equity** involves striving to identify and eliminate barriers that have prevented the full participation of some groups. It is the fair treatment, access, opportunity, and opportunity for advancement for all people. Improving equity involves increasing justice and fairness within the procedures and processes of institutions or systems, as well as in their distribution of resources. Tackling equity issues requires an understanding of the root causes of outcome disparities within our society.

**Inclusion** is the intentional act of creating environments in which any individual or group can on an ongoing basis be welcomed, respected, supported, and valued to fully participate with their voices being heard. An inclusive and welcoming climate embraces differences and offers respect in words and actions for all people – those in non-dominant and dominant cultures. It's important to note that while an inclusive group is by definition diverse, a diverse group isn't always inclusive. Increasingly, recognition of unconscious or 'implicit bias'\* helps organizations to be deliberate about addressing issues of inclusivity.

\*Implicit and unconscious bias: Your background, personal experiences, societal stereotypes and cultural context can have an impact on your decisions and actions without you realizing it. Implicit or unconscious bias happens by our brains making incredibly quick judgments and assessments of people and situations without us realizing it.

*Definitions of diversity, equity, and inclusion based on language from the Capitol Diversity, Equity and Inclusion Committee, [D5 Coalition](#), [Racial Equity Tools Glossary](#), [UC Berkeley](#) and Cliff Jones/Nonprofit Association of Oregon.*



## Capitol Diversity, Equity and Inclusion Committee Bylaws

### **Name of Committee**

Capitol Diversity, Equity and Inclusion Committee (Capitol DEI Committee)

### **Purpose**

The purpose of the Capitol Diversity, Equity and Inclusion Committee is to provide ongoing dialogue, discussion and opportunities for all legislative employees and elected officials to increase understanding of the benefits of a diverse and inclusive Capitol and to develop programs and skills to facilitate such a community.

### **Goal**

The goal of the Capitol DEI Committee is to bring forth ideas, programs, policies and changes to increase the inclusivity of the Oregon State Capitol. To make the Oregon State Capitol a welcoming place for everyone. To proactively foster an inclusive organization and help create an environment conducive to success, ensuring positive relationships amongst employees and with the individuals they serve.

### **Membership**

The Capitol DEI Committee will consist of one voting member representing each of the following departments: The Appointing Authority for each designated area shall name their department voting member and a replacement when necessary.

Legislative Administration:
Legislative Counsel
Legislative Fiscal
Legislative Revenue
Legislative Commission on Indian Services
Legislative Policy and Research Office
Legislative Assembly:
The Senate President and House Speaker or designees
House Democrats
House Republicans
Chief Clerk's Office
Senate Democrats
Senate Republicans
Secretary of the Senate's Office

Each department will be represented by one voting committee member. However, all legislative staff and elected officials are welcome to attend regularly scheduled meetings.

Committee Members will serve a continuous term of at least one year. There are no established term limits.

### **Committee Leadership**

The Committee will elect an Executive Committee from the legislative staff membership that consists of a Committee Chair; Vice-Chair and Past Chair. Executive Committee elections will take

place annually to elect a Vice Chair. Two executive positions will rotate; Chair will become Past-Chair and Vice Chair will become Chair.

#### **Duties of the Committee Chair and Vice Chair**

- Work with committee administrative staff to schedule monthly committee meetings.
- Work with committee administrative staff to develop written agendas for committee meetings.
- Conduct committee meetings.
- Present committee correspondence and reports for committee approval.
- Ensure the preparation and distribution of committee meeting minutes.

#### **Duties of the Committee Vice-Chair**

- In the absence of the Committee Chair, assume the duties of the chair.
- Perform other duties as directed by the Chair.

#### **Election of Committee Chair and Vice-Chair**

The election of the committee chair and vice-chair will be held during December of each calendar year, one month before the incumbent's term expires. If the chair or vice-chair leave office before the term expires, an election will be held during the next scheduled committee meeting to replace those positions. The elected officer will serve for the remainder of the term.

#### **DEI Committee Meetings**

The DEI Committee will meet monthly, or at the call of the Chair. The agenda will prescribe the order in which the DEI Committee conducts its business.

#### **Quorum**

A quorum of committee members, being one more than half of official committee members (14), must be present to conduct business. The meeting may proceed without a quorum for the purposes of presenting information, correspondence and reporting of old and new business. No vote can be taken without a quorum.

#### **Voting**

The committee shall make decisions by a majority vote of regular committee members or designees (14). No vote can be taken without a quorum.

#### **Meeting Attendance**

Each representative will attend the monthly Capitol DEI Committee meeting. During legislative session, meetings will be subject to the call of the chair and may not occur monthly. Members who may not be able to make it to a meeting may send a temporary designee in their place. If a member finds that they are unable to commit to regularly attending meetings, it is at the discretion of the appointing authority to replace that member.

#### **Meeting Minutes**

Minutes will be recorded at each committee meeting and distributed to each committee member at least one week prior to the next scheduled meeting. Minutes of each committee meeting will be made available to all employees. The Employee Services office will retain the committee records for five years. All information, reports and recommendations of the committee will be included in the minutes. The minutes will also identify committee members who were in attendance and who were absent from each committee meeting.

Committee by-laws may be amended by the affirmative vote of a majority of the appointed members.



**DIVERSITY, EQUITY AND INCLUSION (DEI) COMMITTEE**

**DEI Committee Membership**

The Capitol DEI Committee will consist of one voting member representing each of the following departments as determined by the Appointing Authority for the department:

Department	Voting Member	Term
Legislative Administration	Donna U-Kebekol	01/01/2020
Legislative Counsel	Jessica Santiago	01/01/2020
Legislative Fiscal	Gina Rumbaugh	01/01/2020
Legislative Revenue	Mazen Malik	01/01/2020
Legislative Commission on Indian Services	Adrienne Fischer	01/01/2020
Legislative Policy and Research Office	Kristi Arrington	01/01/2020
Legislative Assembly:		
The Senate President and House Speaker or designees	Senator Manning Rep. Alonso Leon	01/01/2020
House Democrats	K.C. (Kenneth) Lewis	01/01/2020
House Republicans	Chase Tedrow	01/01/2020
Chief Clerk's Office	Lacy Ramirez	01/01/2020
Senate Democrats	Carol Suzuki	01/01/2020
Senate Republicans	Andrea Chiapella	01/01/2020
Secretary of the Senate's Office	Britton Taylor	01/01/2020

**EXECUTIVE COMMITTEE**

Position	Member	Term
Chair	Mazen Malik	01/01/2020
Vice Chair	Carol Suzuki	01/01/2020
Past Chair	Andrea Chiapella	01/01/2020

The Appointing Authority for each designated area shall name their department voting member and a replacement when necessary.

Each department will be represented by one voting committee member.

All legislative staff and elected officials are welcome to attend regularly scheduled meetings.

Committee Members will serve a continuous term of at least one year.

# Diversity, Equity and Inclusion Committee

## 2018 Report

2018 was a landmark year for the Diversity, Equity and Inclusion Committee. After receiving broad-based support from the Presiding Officers, as well as every department in the Legislature, this first of its kind committee emerged as a fully functional group of Diversity and Inclusion minded professionals.

### Structure

- In 2018 the Committee elected a leadership team, learned from other diversity, equity and inclusion leaders, reviewed and updated bylaws and definitions, approved a recommended budget, and adopted a 2019 work plan that focuses on a climate survey for the building.
- The committee is comprised of an appointed member from each department in the Legislative Branch for a total of 14 members. This allows for each department to have equal representation and participation.
- Regular, monthly meetings are held and have been open to anyone in the Legislative Branch. Meeting agendas and invitations are sent out to all legislative employees a week prior to a meeting.

### Staffing

- The Committee facilitated the successful recruitment of a new Diversity, Accessibility and Inclusion Administrator for the Capitol.
- The creation of this paid full-time position invests in the Legislature's dedication to promote a positive workplace culture for everyone in the Capitol building.

### Learning and Communicating

- The Committee has hosted several listening sessions from community leaders around the state to hear their unique perspectives and

- experiences and how those perspectives may help inform our work in the Capitol.
- The Executive Committee and the Diversity, Accessibility and Inclusion Administrator presented on a panel discussion during the Capitol Professional Development Days.
  - The Committee has developed an intranet page for people to access documents and information related to the work conducted and will be continually updated.

## **Statewide Diversity Conference**

- In 2018 the Legislature joined other state agencies to co-sponsor the 2018 Statewide Diversity Conference. In previous years we have only sent 9 people, but this year by prioritizing this opportunity we were able to send 100 legislative staff and legislators to the Diversity Conference. These are great strides for the Capitol community, and the DEI Committee looks forward to continued engagement on Diversity, Equity and Inclusion topics.

## **National Commendation**

- The DEI Committee was featured in the July/August 2018 State Legislatures Magazine, a publication produced by National Conference of State Legislatures (NCSL) that reaches a nationwide audience.
- The committee's efforts were [featured](#) as a positive move towards a more inclusive and welcoming community. The NCSL publication recognized the creation of a new full-time position as "unique" and commended the work that has started.

# 2019 Diversity, Equity and Inclusion Committee Work Plan

## **January – June (Legislative Session)**

- Discuss and go over thoughts and evaluations from legislator-only diversity training conducted during organizational days.
- Work with a modified meeting schedule to feasibly continue meeting regularly throughout session while acknowledging it may be challenging for everyone to make every meeting.
- Direct a request for proposals (RFP) to select an expert diversity consultant to develop a timeline and conduct a climate survey.
- Work with consultant to develop the climate survey.
- Formulate and present budget request.

## **July – December**

- Roll out climate survey to employees and procure responses.
- Evaluate survey results to inform the 2020 DEI workplan.
- Conduct building-wide outreach and promote dialogue to better understand challenges employees are facing.

## **Ongoing**

- Revise and develop DEI Committee Intranet page and other communications.
- Develop opportunities for training and learning for DEI Committee members, including but not limited to increased participation in the Statewide Diversity Conference, sponsoring keynote speakers, or providing resources for information.
- Work with the History Gateway to bring awareness to cultural programming happening in the Capitol for which they are responsible.
- Continue to connect with Joint Advocacy Commissions and increase community engagement.
- Review existing hiring and recruitment policies and procedures in the building to see where there may be more opportunities to be inclusive.
- Explore ideas surrounding external communication related to DEI.

## **2019 DEI Meeting Dates during session**

Dates:

Friday, January 11, 2019

Friday, February 15, 2019

Friday, March 15, 2019

Friday, April 12, 2019

Friday, May 17, 2019

June – no meeting

\*subject to change at the call of the chair



# Diversity, Equity and Inclusion (DE&I)

## 2019-2021 Budget Request

**Initial Agency Investment** – Develop/Create Climate Survey in partnership with a consultant and the DEI Committee.

Initial climate survey can be developed during the 2017-2019 biennium using the currently allocated resources of \$50,000. Delivery of survey and subsequent recommendations would occur during the 2019-2021 biennium. Requesting \$50,000 from 2017-2019 biennium for climate survey. Survey completion and recommendations will likely include budget impacts. Requesting \$200,000 for delivery of survey and subsequent implementation based on survey outcomes for 2019-2021 biennium.

**DEI Program** – \$10,000 per year for events, enrichment and small contracts related to Diversity issues.

**Diversity Manager professional training/development** – in state and out of state conferences to stay informed of emerging issues and training topics. Requesting \$5,000 per year. Up to \$10,000 for 2019-2021 biennium. This is specific for the employee in that position.

**Regular Annual Employee Training** - \$50,000 per year. Up to \$100,000 for 2019-2021 biennium. For building wide employee training related to Diversity, Equity and Inclusion. May also include sending employees to regional seminars and national conferences.

**Capitol DEI Committee** – Requesting \$2000 per year for DEI Committee. Up to \$4000 for 2019-2021 biennium. For possible sponsorship and other educational activities for the committee.

**Diversity Conference** - 2017-2019 Biennium \$6000, Not to exceed \$15,000 for 2019-2021 biennium. Forecasting increasing employee attendance each year at 7% increase per year.

	Estimated 17-19	Requested 19-21
Climate Survey	\$ 50,000.00	\$ 200,000.00
DEI Program (training, events, etc.)		\$ 20,000.00
Annual Employee Training	\$ 45,125.00	\$ 100,000.00
DEI Committee	\$ 1,000.00	\$ 4,000.00
Diversity Conference	\$ 6,000.00	\$ 15,000.00
Professional Development	\$ 5,000.00	\$ 10,000.00
<b>Total</b>	<b>\$ 107,125.00</b>	<b>\$ 349,000.00</b>

*\*\$87,102 expended to date based on estimates of what is relevant under HB 5201.*