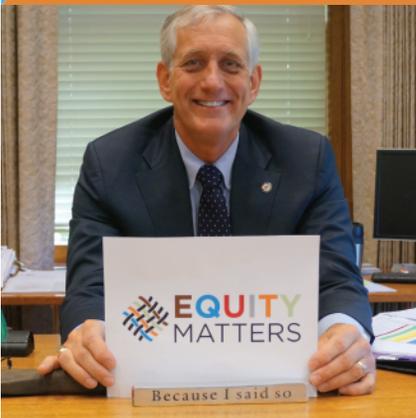


REQUESTED BUDGET for FY 2016-17



OFFICE of EQUITY
and HUMAN RIGHTS
CITY OF PORTLAND





**OFFICE of EQUITY
and HUMAN RIGHTS**
CITY OF PORTLAND

Realizing Equity. Enhancing the City of Portland.

Commissioner in Charge:
Charlie Hales, Mayor

Bureau Director:
Dante J. James, Esq.

Date: February 1, 2016

To: Commissioner Nick Fish
Commissioner Amanda Fritz
Commissioner Steve Novick
Commissioner Dan Saltzman

From: Commissioner Charlie Hales *Charlie Hales*
Acting Bureau Director Judith Mowry *Judith Mowry*

Subject: FY 2016-17 Office of Equity and Human Rights Requested Budget

We are pleased to submit the FY 2016-17 Requested Budget for the Office of Equity and Human Rights (OEHR) and we look forward to the new fiscal year with high expectations.

With our efforts and City Council support, the equity movement is gaining momentum. Council reaffirmed its dedication to equity by supporting the implementation of the City-wide Racial Equity Goals and Strategies in 2015. Equity 101 Training is now mandatory for all City staff. Bureaus have begun the process of developing Racial Equity Plans.

This budget request, reductions, realignment, and add packages therein, are intentionally designed to further the core mission of improving equity within the City of Portland, and to address the specific Council priorities of complete neighborhoods, homelessness and hunger, and achieving greater recognition and connection by all residents with the city's emergency management needs:

Reductions

- **Program Materials & Services Reductions (\$32,385 reduction)**
This decision package makes targeted reductions in the materials & services budgets for Administration (\$9,873), Training & Education (\$2,000), Civil Rights (\$4,000), Communications (\$1,500) and [COCL/COAB (\$15,012)]. None of these reductions change the quantitative outcomes of the programs. The effects, rather, would be more subtle and qualitative (e.g., materials used in training, public engagement meeting spaces & refreshments and branding & communication materials will be either fewer or lower in quality.)

- **Eliminate Part-Time Assistant Program Specialist (\$52,000 reduction)**
OEHR added a .6 administrative position during the FY 2015-16 budget cycle. Eliminating this position is the only way to achieve the required 5% cut. The elimination of this position will impact OEHR's ability to respond to the increasing demand for service to bureaus and commissions. This position provided an entry level position (rarer and rarer after so many years of budget cuts) and we would lose that valuable employee.

Realignments

- **Realign Commission Program Budgets (\$0 net change)**
There has been a lack of equity between the Human Rights Commission (HRC) and Portland Commission on Disability (PCOD) budgets largely due to the fact that PCOD incurs higher accommodation costs in order to support the involvement of many of the commissioners. This realignment establishes the desired equity by moving \$4,500 from HRC's budget to the PCOD budget.
- **Transfer Compliance Officer / Community Liaison Functions (\$75,854 reduction for OEHR, \$0 net change for City)**
OEHR has been providing space and HR support for the administrative support position for the COAB. The COCL has located a new office that is more accessible to the community and better suited to their needs. This package, in concert with packages submitted by other bureaus, will house the COCL budget within a City Special Appropriation. OEHR may continue to provide limited HR function.

Add Requests

- **Provide M&S Budget For Black Male Achievement Program (\$20,000 ongoing)**
This program was established in the FY 2015-16 Adopted Budget, but only provided funding sufficient to support the program coordinator. This request will provide a materials and services budget to support the BMA Summer Youth Experience Program, a collaboration with Worksystems, Inc. to provide culturally specific curriculum and support to African American young men in the SummerWorks program.

The purposes are: 1) To support African American young men both during and beyond their SummerWorks internship to successful completion and career development, 2) To raise their awareness of those personal/professional skills that will help them be successful in their job placement and careers, 3) To provide a safe space where they can fellowship and debrief with similar situated young men, 4) To provide them with a feedback loop allowing for

caring adults professionals to mediate and or advocate for them when workplace issues arise, 5) To raise their increase ability to recognize and understand systemic and institutional racism and how they affect them, 6) To allow them to lead an event and increase their understanding of how systemic/institutional racism affects other young Black men in Portland, and help them build relationships with other young Black men.

- **Add Back Assistant Program Specialist (\$79,528 ongoing general fund)**
OEHR has four program staff expected to provide assistance and training to all 26 bureaus and 5000 employees of the City and staff two commissions. This staffing level is insufficient to provide the depth and breadth of service city bureaus require. This support will allow the staff to provide more assistance and training commiserate with their level of expertise. This request will also give us the capacity to develop more administration supports for our programs, including systems for tracking and reporting, which are growing in all of our programs. OEHR is requesting funding for an assistant program specialist to raise the level of service OEHR provides to City bureaus.
- **Expand Training Development and Capacity (\$126,949 ongoing general fund)**
OEHR offers Equity 101 to all city employees. In 2015, City Council made the training mandatory. Within two days all of our regularly scheduled trainings through City Learner were full through 2016. OEHR works to accommodate bureaus who have additional location and time requirements (i.e. trainings for 100-130 employees in the Water Bureau at the Interstate facility, trainings for Parks employees in multiple locations). OEHR also needs to develop a corresponding Disability Equity 101 training.

Without this position we would have to scale back our Equity 101 trainings and the development of the Disability Equity training would be slowed substantially.

Expected Results include increased training capacity and development of and delivery of Disability Equity 101 training.

- **Add Equity Analyst (\$136,735 ongoing general fund)**
OEHR's work to establish institutional practices to assure an equitable delivery of services to all Portlanders has been readily embraced by city bureaus, staff and elected officials. All bureaus are expected to have completed their 5 year racial equity plans by June 30, 2016. Equity 101 has been adopted as a mandatory training and about half of the current employees have received the training. OEHR needs to expand its staff to meet the growing demand for technical assistance and support. Our strategic plan includes being organized to have equity analysts who have portfolios of bureaus, much like CBO. This position would also support the FRE program participants.

Expected results include increased availability to bureaus for technical assistance toward achieving the goals in the bureau 5 year racial equity plans and support for the FRE participants learning cohorts

We look forward to discussing the budget with you in the coming months. The Office of Equity and Human Rights staff is available to assist the Council and the City Budget Office in analyzing budget options to identify equity issues that may not be immediately apparent. We are grateful to the Council for its steadfast support to realize equity within our City government and the jobs, contracts, and services it provides.



**OFFICE of EQUITY
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CITY OF PORTLAND

Realizing Equity. Enhancing the City of Portland.

Commissioner in Charge:
Charlie Hales, Mayor

Bureau Director:
Dante J. James, Esq.

Date: January 29, 2016

To: Mayor Charlie Hales
Commissioner Nick Fish
Commissioner Amanda Fritz
Commissioner Steve Novick
Commissioner Dan Saltzman

Re: OEHR FY 2016-17 Requested Budget

The Bureau Advisory Committee (BAC) for the Office of Equity and Human Rights (OEHR) welcomes the opportunity to comment on OEHR's FY 2015-2016 requested budget.

OEHR's Bureau Advisory Committee consists of representatives of communities of color, communities with disabilities, immigrant and refugee communities, and City of Portland staff.

We believe in OEHR's vision of a more equitable City of Portland and we support its mission of providing education and technical support to City staff and elected officials to help recognize and remove systemic barriers to fair distribution of resources, access and opportunity, starting with issues of race and disability.

The equity movement is taking root and gaining momentum in our City government. City Council reaffirmed its dedication to equity by supporting the implementation of the City-wide Racial Equity Goals and Strategies in 2015. Equity 101 Training is now mandatory for all City staff. Bureaus have begun the process of developing Racial Equity Plans. OEHR is driving the equity movement and we are urging you to support the budget requests that include provisions for building the office's capacity to manage the growing demand.

We have reviewed the requested budget details. OEHR and staff from the City Budget Office presented an overview of the budget process, the budget, and its program areas. After discussion, consensus was reached to fully support OEHR's budget proposal. The BAC urges City Council to fund the proposed realignment and add packages so that OEHR can continue to further the City's equity goals and objectives.

Thank you for your ongoing support of the Office of Equity and Human Rights.

Sincerely,
Bureau Advisory Committee

Steven A. Brown	Mayra Gómez	Mercy Koffa	Kyle Weismann-Yee
Michael Darbouze	Virginia Gómez	Janis McDonald	Solen Wilebski
Michelle DePass	Alem Hagdu	Tamra Russell	Safia Oulmane
Sho Dozono	Denise Harvey	Joseph Santos-Lyons	
Lakeitha Elliott	Edward Hill	Thuy Tran	
Rosa Garcia-Moreno	Dana Ingram	Ranfis Villatoro	

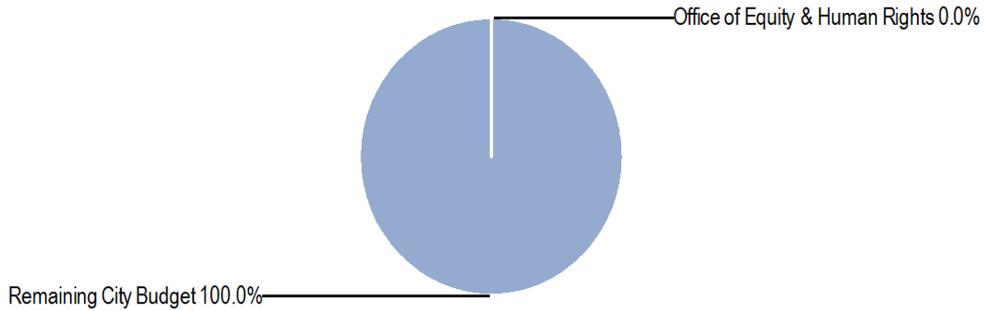
Office of Equity & Human Rights

Community Development Service Area

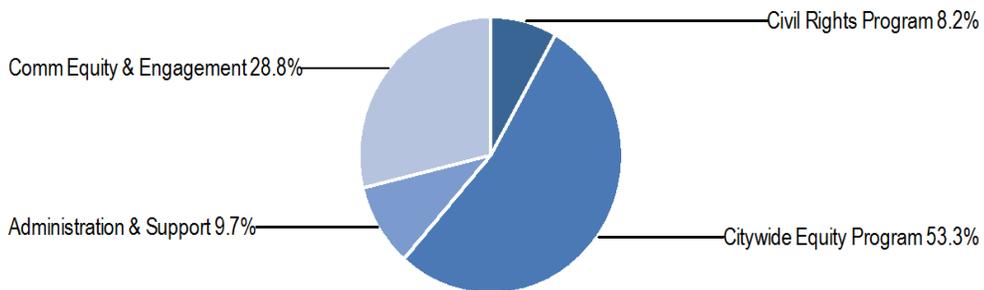
Mayor Charlie Hales, Commissioner-in-Charge

Dante James, Director

Percent of City Budget



Bureau Programs



Bureau Overview

Expenditures	Revised FY 2015-16	Requested FY 2016-17	Change from Prior Year	Percent Change
Operating	1,866,015	1,900,664	34,649	1.86
Capital	0	0	0	0.00
Total Requirements	1,866,015	1,900,664	34,649	1.86
Authorized Positions	11.00	13.00	2.00	18.18

Office of Equity and Human Rights

Dante J. James, Esq.
 Director

Administration
 and Support

Civil Rights Program

Civil Rights Education
 and Training

Compliance

Policy Development
 and Technical Support

Citywide Equity Program

Fellowship for Racial Equity

DEEP Program

Training and Education

Equity Technical Support
 and Consulting

Community Equity
 and Engagement

Human Rights Commission

Portland Commission on Disability

Black Male Achievement

Equity Communications

Bureau Summary

Bureau Mission

The mission of the Office of Equity & Human Rights (OEHR) is to provide education and technical support to City staff and elected officials, leading to recognition and removal of systemic barriers to fair and just distribution of City resources, access and opportunity, starting with issues of race and disability.

Bureau Overview

The Office of Equity & Human Rights was created in September 2011 by City Council. The office provides services to all City bureaus in the areas of training and technical assistance related to promoting equity and reducing disparity throughout the City. Since its creation, OEHR has been cited as a national leader in equity in local government by organizations such as the John F. Kennedy School of Government at Harvard University; the Center for the Study of Social Policy; and the Local & Regional Government Alliance on Race and Equity.

Originally, the office has had three program areas: the Citywide Equity Program, the Community Equity & Engagement Program, and Administration & Support. This includes administration and staffing of the Human Rights Commission, the Portland Commission on Disability, and the Diverse and Empowered Employees of Portland.

Starting in FY 2014-15, the office began managing the Civil Rights Program, which was previously administered by the Office of Management & Finance (OMF). In FY 2015-16, OEHR began housing staff providing administrative and logistical support for both the Community Oversight Advisory Board (COAB) and the Compliance Office and Community Liaison (COCL). This staff position will be moving into a newly identified community location. OEHR will continue to provide supervision functions for the position.

Strategic Direction

The work of the bureau is guided by *the Framework for Equity* in the Portland Plan and the *Citywide Racial Equity Goals and Strategies* adopted in 2015 by City Council as binding city policy. In short, these two documents -- along with specific Council guidance -- charge the City with implementing profound organizational change. OEHR and its eleven full-time employees (as of the FY 2016-17 base budget) are specifically charged with:

- ◆ Providing equity training to all City employees (i.e., over 5000 full-time permanent employees)
- ◆ Supporting and guiding bureaus in implementation of five-year racial equity plans
- ◆ Delivering high-quality issue-specific equity analysis and support to all City bureaus and elected official's offices upon request or as otherwise needed
- ◆ Supporting institutionalization of Civil Rights policies and protocols across City
- ◆ Staffing the Human Rights Commission and Portland Commission on Disability
- ◆ Coordinating the Black Male Achievement Program

OEHR intends to work diligently to achieve these goals, but existing staffing levels are insufficient to fully and effectively accomplish these tasks. Challenges notwithstanding, OEHR has set the following goals for the upcoming fiscal year:

- ◆ Create a Citywide Disability Equity Initiative, including training, demographic study and collection, and goals and strategies.
- ◆ Support City Bureaus in implementation of the 5 year Racial Equity Plans
- ◆ Launch the Fellowship for Racial Equity (FRE) program, a yearlong intensive training cohort to build organizational capacity to achieve Racial Equity goals throughout the bureaus.
- ◆ Support of all bureaus through training, resources and technical assistance
- ◆ Offer administrative models for application of Title VI compliance and best practices

Summary of Budget Decisions

Mayor's Budget Priorities

In the Mayor's identified priorities of housing and public safety, people of color and people with disabilities are disproportionately represented. Council has directed OEHR to focus on these two underserved and under resourced populations. As studies show, the root causes of these over representations are based on historic lack of access and policies, programs and procedures of government that has disadvantaged these communities in every social determinant area.

OEHR serves city wide and the bureau's goal is to address every level of city government functioning to ensure that communities of color and people who live with disabilities are provided equitable opportunities for success.

The Mayor's budget guidance also specifically names gun violence as a key focus for public safety. OEHR is also concerned about making sure that people who live with disabilities have the resources to survive in the case of a natural disaster or other emergency crisis situation.

OEHR's core functions directly affect the functioning of bureaus and their impacts on vulnerable communities. As such, OEHR feels this budget package is consistent with the bureau mission and the Mayor's budget guidance.

Reduction Packages

The following packages are submitted to meet the required 5% general fund reduction.

Program Materials & Services Reductions (\$32,385 reduction)

This decision package makes targeted reductions in the materials & services budgets for Administration (\$9,873), Training & Education (\$2,000), Civil Rights (\$4,000), Communications (\$1,500). It also eliminates the balance of funding (\$15,012) that came to OEHR for the COCL-COAB program support position over and above projected salary and benefits costs. None of these reductions change the quantitative outcomes of the programs. The effects, rather, would be more subtle and qualitative (e.g., materials used in training, public engagement meeting spaces & refreshments and branding & communication materials will be either fewer or lower in quality.)

Eliminate Part-Time Assistant Program Specialist (\$52,000 reduction)

Using realigned internal resources, OEHR added a .6 FTE assistant program specialist during the FY 2015-16 budget cycle. Eliminating this position is the only way to achieve the required 5% cut without deeply scaling back existing programs. This will impact OEHR's ability to respond to the increasing demand for service to bureaus and commissions. It will also reduce the bureau's ability to deliver the volume of trainings needed to meet Council's directive that all City employees receive Equity 101; OEHR estimates 100 fewer City employees trained.

Realignment Packages

The following packages realign resources in order to most effectively and efficiently administer programs.

Realign Commission Program Budgets (\$0 net change)

There has been a lack of equity between the Human Rights Commission (HRC) and Portland Commission on Disability (PCoD) budgets largely due to the fact that PCoD incurs higher accommodation costs in order to support the involvement of many of the commissioners. This realignment establishes the desired equity by moving \$4,500 from HRC's budget to the PCoD budget.

Transfer Compliance Officer / Community Liaison Functions (\$75,854 reduction for OEHR, \$0 net change for City)

OEHR has been providing space and HR support for the administrative support position for the COAB. The COCL has located a new office that is more accessible to the community and better suited to their needs. This package, in concert with packages submitted by other bureaus, will house the COCL budget within a City Special Appropriation. OEHR may continue to provide limited HR function.

Add Packages

The following packages request ongoing funding to create sufficient staff and other resources to carry out the bureau's mission and meet the growing internal demand for services, support and expertise.

Provide M&S Budget For Black Male Achievement Program (\$20,000 ongoing)

This program was established in the FY 2015-16 Adopted Budget, but only provided funding sufficient to support the program coordinator. This request will provide a materials and services budget to support the BMA Summer Youth Experience Program, a collaboration with Worksystem's to provide culturally specific curriculum and support to African American young men in the Summerworks program. The purposes are:

1. To support African American young men both during and beyond their Summerworks internship to successful completion and career development,
2. To raise their awareness of those personal/professional skills that will help them be successful in their job placement and careers,
3. To provide a safe space where they can fellowship and debrief with similar situated young men,
4. To provide them with a feedback loop allowing for caring adults professionals to mediate and or advocate for them when workplace issues arise,
5. To raise their increase ability to recognize and understand systemic and institutional racism and how they affect them,

6. To allow them to lead an event increase their understanding of how system/institutional racism affects other young Black men in Portland, and help them build relationships with other young Black men

This request will provide a materials and services budget to support BMA program activities associated with: engaging and convening community, public, business, and philanthropic leaders; and sponsoring and facilitating events and programs that promote personal and professional development for Black men and boys. Outcomes include 12-18 participants in weekly training series; 25 participants in annual summit; and, creation of a culturally appropriate network to support program participants towards personal and professional achievement.

Add Back Assistant Program Specialist (\$79,528 ongoing general fund)

OEHR has four program staff expected to provide assistance and training to the entire City workforce (i.e., currently over 5600 authorized City employees) as well as staff two commissions. This staffing level is insufficient to provide the depth and breadth of service city bureaus require. This request will create a full-time assistant program specialist to raise the level of service OEHR provides to City bureaus. This support will allow the staff to provide more assistance and training commensurate with their level of expertise and will also give OEHR the capacity to develop more administrative supports for our programs (e.g., systems for tracking and reporting, the need for which is growing in OEHR programs.) Thus, OEHR expects this request will allow it to train 100 additional employees; conduct 10 additional Title II / Title VI consultations; and provide 7 additional consultations to bureaus and elected officials from PCoD and HRC.

Expand Training Development and Capacity (\$126,949 ongoing general fund)

OEHR offers Equity 101 to all city employees. In 2015 City Council made the training mandatory. Within two days, regularly scheduled trainings through City Learner were full through 2016. OEHR works to accommodate bureaus who have additional location and time requirements (i.e. trainings for 100-130 employees in the Water Bureau at the Interstate facility, trainings for Parks employees in multiple locations). OEHR also needs to develop a corresponding Disability Equity 101 training.

Without this position, OEHR will take substantially longer to meet Council's directive that all City employees receive Equity 101 trainings. This would also delay the development of the Disability Equity training substantially.

OEHR expects this request will allow it to train an additional 150 City employees. This employee will also research and develop a unique Disability Equity 101 training for City employees.

Expand Equity Technical Assistance & Consulting (\$136,735 ongoing general fund)

OEHR's work to establish institutional practices to assure an equitable delivery of services to all Portlanders has been readily embraced by city bureaus, staff and elected officials. Bureaus are expected to have completed their 5 year racial equity plans by June 30, 2016 and Equity 101 has been adopted as a mandatory training with about half of current employees having received the training through 2015. OEHR needs to expand its staff to meet the growing demand for technical assistance and support. Our strategic plan includes being organized to have equity analysts who each have portfolios of bureaus, much like CBO. This position would also support the FRE program participants.

OEHR expects this request will allow it to provide 8 additional equity consultations to bureaus and commissioner's offices, resulting in four additional institutionalized changes to policy; broader availability of technical assistance to bureaus achieving the goals in the bureau 5 year racial equity plans; and more impactful support for the membership of the FRE learning cohort.

Administration & Support

Description This program provides strategic support and direction for bureau staff, executive level assistance to the director, support to the senior policy team and program area staff, and administration of general bureau business operations.

Goals The Administration & Support program supports the Citywide goal of effective and efficient management and governance of City resources, including personnel management, budget, and non-financial resources.

Performance The performance of this program will be measured by how well the office remains within its budget. Last year, the office accomplished this goal.

Changes to Services and Activities FY 2015-16 shows the FTE increase associated with the COCL-COAB program support position added to OEHR's budget. In FY 2016-17, that position exists in a separate program area.

FTE & Financials	Actual FY 2013-14	Actual FY 2014-15	Revised FY 2015-16	Requested No DP FY 2016-17	Requested FY 2016-17
FTE	1.15	0.95	1.95	1.05	1.15
Expenditures					
Administration	295,507	231,784	181,929	190,846	184,645
Total Expenditures	295,507	231,784	181,929	190,846	184,645

Citywide Equity Program

Description

Within the Citywide Equity Program, there are four components:

Equity Training & Education - This program designs and delivers training sessions to City staff on equity concepts and implementation methodologies, focusing on race and disability. Participants learn to recognize institutional barriers to just distribution of resources, and develop strategies to remove barriers in policies, programs, and practices.

Equity Technical Support & Consulting - This team provides consulting, technical assistance, and equity tools to bureaus regarding policy development and review, as well as inclusive outreach and recruitment. This program also provides citywide assistance in evaluating or changing policies or practices, such as *Ban the Box*.

Fellowship for Racial Equity (FRE) - This new program will be a year long intensive training cohort to build organizational capacity to achieve Racial Equity goals throughout the bureaus. OEHR will continue to work closely with the Government Alliance for Race and Equity (GARE) to provide cutting edge resources and trainings. At the completion of the Fellowship participants will have the Knowledge, skills and abilities to:

- ◆ Effectively communicate and interact with people across cultures
- ◆ Articulate the benefit eliminating institutional and structural racism
- ◆ Involve and leverage internal expertise (e.g. Equity managers, BECs, and OEHR)
- ◆ Consistently apply equity tools (e.g. Budget tool) at influential points in the budget development, strategic planning, policy development, and contracting and personnel processes
- ◆ Further the City-wide Racial Equity Goals and Strategies
- ◆ Facilitate conversations about race
- ◆ Apply and teach the use of analytical tools
- ◆ Work collaboratively and strategically as part of a team to move the Racial Equity vision

Diverse Empowered Employees of Portland (DEEP) - This networking resource for City employees, DEEP is the central coordinating committee of the City's employee resource groups. DEEP seeks to help create a work environment that is inclusive and supportive of the City's diverse workforce. OEHR provides budget and administrative management for the committee.

Goals

Program goals include:

- ◆ **Equity Training & Education** will develop and deliver training curriculum on institutionalized racism and equitable service to individuals with disabilities.
- ◆ **Equity Technical Support & Consulting** will develop customer service survey instruments to measure the effectiveness of these services.
- ◆ **FRE** will increase the number of city staff trained to provide expertise in achieving the City's racial equity goals and strategies.
- ◆ **DEEP** will track the number of DEEP-sponsored and -coordinated events and the number of participants.

Office of Equity & Human Rights

Community Development Service Area

Performance

Recent program accomplishments Bureau include:

- ◆ Provided equity training to over 662 employees from more than 11 different bureaus in FY 2014-15. This included all-staff sessions for PHB, PBEM, Procurement and Revenue. OEHR also provided equity training to 40 members of PHBs Ending Homelessness community partner, Homelessness Leaders Network.
- ◆ Provided advanced equity trainings, including a training for the entire City Attorney's office and specialized supports for bureau staff leading their bureau Racial Equity Roadmap process.
- ◆ Added Disability Status as employee demographic field on Workforce Demographics dashboard.
- ◆ Provided equity consultations which resulted in changes in policy, practice or service, including: Council-approved Citywide Equity Goals & Strategies; Ban the Box; Charles Jordan Standard hiring rule; and mandatory reporting for direct, non-competitive appointments.

Changes to Services and Activities

In 2012 when OEHR, was established the pre-existing Citywide Diversity Committee became the Citywide Equity Committee. The CEC was comprised of representatives from each City bureau, and helped to develop the Racial Equity Roadmap (i.e., a framework for bureaus to create racial equity plans), policy recommendations and a starter kit of resources for Bureau Equity Committees.

In reviewing resources, capacity and direction, OEHR chose to move toward implementing a cohort training model as opposed to staffing to a committee.

As the City of Portland's commitment to equity grows, demands for OEHR resources have increased. The goal of the program is to create a training cohort with a depth of equity policy analysis expertise that will support OEHR's charge of guiding and advising City bureaus on removing barriers to communities of color from their policies, practices, and programs.

Budgetarily, the increased strategic emphasis upon training is reflected in the financial table below.

FTE & Financials	Actual FY 2013-14	Actual FY 2014-15	Revised FY 2015-16	Requested No DP FY 2016-17	Requested FY 2016-17
FTE	5.30	5.10	3.80	4.58	6.88
Expenditures					
Citywide Equity Council	139,655	126,078	143,872	0	0
DEEP Program	7,252	28,125	37,051	27,787	27,787
Fellowship for Racial Equity	0	0	0	96,842	96,842
Tech Support & Consulting	319,920	291,880	309,582	308,535	446,594
Training & Education	225,010	220,334	262,415	310,501	442,070
Total Expenditures	691,837	666,417	752,920	743,665	1,013,293

Office of Equity & Human Rights
Community Development Service Area

Performance	Actual FY 2013-14	Actual FY 2014-15	Yr End Est. FY 2015-16	Base FY 2016-17	Target FY 2016-17
Key Performance Measure					
Percentage of bureaus that have begun implementation of their Racial Equity Roadmap	NA	0%	80%	90%	100%
Percentage of City workforce that are employees of color	18%	18%	18%	18%	18%
Percentage of City management that are employees of color	14%	20%	20%	19%	19%
Percentage of City employees that have completed Equity 101 training	7%	18%	32%	44%	49%
Effectiveness					
Number of City employees who received equity trainings annually	376	662	800	700	950
Number equity consultations resulting in change in policy, practice or service	NA	4	8	8	12
Workload					
Number of requests by City bureaus or elected officials for equity consultation or technical assistance	NA	10	12	12	20

Community Equity & Engagement

Description

The Community Equity & Engagement Program contains four components:

- ◆ **Black Male Achievement Program** - The Black Male Achievement (BMA) initiative addresses disparities for black men and boys in education, employment, criminal justice and community & family stability. The BMA initiative in Portland was initially coordinated by the Mayor's Office, then established as a program area in OEHR in December of 2014. The program will lead the existing collective of organizations to create access and opportunity to jobs and affect policy change.
- ◆ **Human Rights Commission**- The Human Rights Commission (HRC) works to eliminate discrimination and bigotry in order to strengthen inter-group relationships, and to foster greater understanding, inclusion and justice for Portlanders. The commission works independently with budget and administrative management from OEHR.
- ◆ **Portland Commission on Disability** - The bureau's disability program has primarily supported the work of the Portland Commission on Disability (PCoD), whose mission is to guide the City in ensuring that it is a more universally accessible city. The commission seeks accessibility in the building environment, employment, livability and health, and outreach.
- ◆ **Equity Communications** - This program promotes the work of the office to the community and within City government. It creates informational resources and reports, videos and other materials about OEHR.

Goals

The Community Equity and Engagement Program priorities and goals are in close alignment with the Portland Plan Action Item #6: to include people not generally represented in decision-making, advisory committees and technical teams, and to recognize non-geographic based communities in public involvement. Program-specific goals are as follows:

- ◆ The **Human Rights Commission** will measure number of requests for advice, consultation, technical assistance or input received from bureaus and elected officials; and participate in
- ◆ The **Portland Commission on Disability** will measure number of requests for advice, consultation, technical assistance or input received from bureaus and elected officials; participate in the Community Oversight Advisory Board. PCoD is also anxious to see the Model Employer Initiative, approved by Council in 2012, move forward and has supported BHRs request for a position to staff that effort.
- ◆ **Equity Communications** will drive media requests, create the OEHR annual report, create multi-media material for OEHR's work, and create traffic on social media.
- ◆ The **Black Male Achievement Program** will continue to act as a convener, facilitator, policy guide, and collective voice to obtain data, push for policy change, increase program scale, and exert influence to create awareness and change for the betterment of Black men and boys.

Performance

Recent program achievements include:

- ◆ The BMA and its steering committee, organized and facilitated the BMA Summer Youth Experience, in partnership with the City of Portland, Multnomah County and Worksystems, Inc. this past summer. The evidence-based, culturally-specific professional development program was designed with a holistic approach to enhance and strengthen emotional intelligence and to use that awareness to guide thinking and behavior. The young men were organized into cohorts based on the BMA Steering Committee focus areas: Education, Employment, Family Stability and Criminal Justice. As part of their capstone activity, the participants presented their findings and recommendations in a youth-led summit. The Summer Youth Experience also included a jobs program, thanks to the partnership with Worksystems, Inc., which placed participants in jobs throughout the region,
- ◆ BMA also hosted the National League of Cities Black Male Achievement Convening in October. 35 representatives from six cities across the US attended workshops and site visits to learn about the City of Portland's BMA efforts in the areas of policy promotion, organizational structures, city-community collaboration and engagement of young Black men and boys.
- ◆ The HRC continued work on its strategic plan developed and organizational development work it began last year. The commission is focusing on two areas for ongoing efforts: Housing and Administration of Justice, as well as responding to concerns and issues brought forward to the Commission by the public; a Human Rights Commissioner continues to serve on the COAB.
- ◆ The Portland Commission on Disabilities hosted a very well attended 25th Anniversary Celebration of the ADA. Events included programs at City Hall, a large, day-long event at IRCO and a storytelling project utilizing a RACC grant. Several commissioners have served bureaus in an advisory capacity, including the Private for Hire Task Force, COAB, PHBs Housing Advisory Council and several committees related to the City's Comprehensive Plan.

Changes to Services and Activities

No major changes took place in program services and activities. In reference to the financial table below, the New Portlander Program shows \$0 budget for FY 2015-16 forward because it was transferred to ONI in December 2014.

FTE & Financials	Actual FY 2013-14	Actual FY 2014-15	Revised FY 2015-16	Requested No DP FY 2016-17	Requested FY 2016-17
FTE	2.55	3.10	3.30	3.38	3.78
Expenditures					
Black Male Achievement Pg	0	43,215	179,628	143,261	175,933
Disability Commission	98,596	139,283	163,600	119,041	126,213
Equity Communications	0	76,709	98,824	102,400	100,900
Human Rights Commission	77,919	91,473	115,904	143,559	144,343
New Portlander Program	125,681	52,930	0	0	0
Total Expenditures	302,196	403,610	557,956	508,261	547,389

Office of Equity & Human Rights

Community Development Service Area

Performance	Actual FY 2013-14	Actual FY 2014-15	Yr End Est. FY 2015-16	Base FY 2016-17	Target FY 2016-17
Effectiveness					
Number of HRC advisements, consultations, or technical assistance provided to City bureaus and elected officials offices	NA	3	4	5	7
Number of participants who engaged in BMA sponsored/hosted activities or programs			200	150	200
Workload					
Number of requests to PCOD for advice, consultation, or technical assistance by City bureaus or elected officials	NA	6	8	10	15

Civil Rights Program

Description	<p>The City's Civil Rights Program was transferred from the Office of Management & Finance to OEHR in 2014. The Civil Rights Program oversees and ensures that the City and its bureaus are in compliance with federal civil rights laws and regulations, specifically regarding Title VI of the 1964 Civil Rights Act and Title II of the Americans with Disabilities Act (ADA).</p> <p>Title VI of the Civil Rights Act of 1964 states that no person shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any City program, service, or activity on the grounds of race, color, or national origin,. The City also requires its contractors and grantees to comply with this policy. The City and the program develop policies and practices to ensure equitable participation at all levels, including the decision making process, to provide equitable impacts shared benefits and burdens, and to eliminate disparate treatment and impacts (intentional and unintentional) of our programs, services, operations, and activities in regards to race, color, and national origin.</p> <p>Title II of the ADA prohibits all state and local governments from discriminating on the basis of disability, and promotes equal access for and full participation of citizens. The City works to ensure that every program, service, benefit, activity and facility operated or funded by the City is accessible to people with disabilities. The City strives to eliminate barriers that may prevent persons with disabilities from accessing our facilities or participating in City programs, services and activities.</p>
Goals	<p>The goal of the Civil Rights Program is to ensure equitable participation and impacts of City programs, services, and activities, and removed barriers to access to all City services, resources and opportunities for all Portlanders. The Program focuses on institutionalizing policy and practices to identify and eliminate discrimination and disparate impacts, while simultaneously promote and prioritize equity strategies in City policies, plans, programs, practices, services, and operations. It is also responsible for investigating complaints of discrimination.</p>
Performance	<p>During FY 2014-15, the Title II program presented the final draft of the ADA Transition Plan to Council, continued to finalize Parks and Recreation's component of the Transition Plan, worked with bureaus regarding barriers identified in the Transition Plan, and provide ongoing accessibility and compliance technical assistance to the bureaus.</p> <p>The Civil Rights Program provided ongoing information dissemination and training at international, regional, and intergovernmental levels; facilitated, trained and supported Title VI bureau liaisons and other City staff in implementing City's Title VI plan; and collaborated with bureau and community interest groups regarding Title VI activities, provided technical assistance for regular operations, large City projects, and planning efforts; supported Citywide work with onetime translation/interpretation grant funding, and a redeveloped, translated nondiscrimination and accommodation statements.</p>
Changes to Services and Activities	

Office of Equity & Human Rights

Community Development Service Area

Transition Plan

OEHR has had one-time funding for a position to complete work on the transition plan. OEHR is not requesting additional funding for this position as work of the transition plan shifts mainly to the bureaus. While there is ongoing work to monitoring and updating the transition plan and supporting bureaus to integrate the plan into their operations schedules.

Eight bureaus have transition plans. Ideally the plans are fully integrated into their operation schedules and for some bureaus this may be a large task. The transition plan position may be of service to those bureaus and would ideally be located in facilities or in one of the bureaus with substantial number of barriers to address.

Citywide Administrative Protocols for Equity and Civil Rights

The most crucial and ongoing Civil Rights Title VI work is in the development of administrative, equitable protocols. These policy protocols would set a citywide minimum standard that would institutionalize best practices and policies and create a strategy for integration into current operations and procedures. The intent is to create more opportunities for equitable programs, services and activities, to check for unintentional discrimination, to prompt mitigation efforts, and improve upon procedure to facilitate more equitable outcomes. Protocol content includes:

- ◆ Policy Development, Analysis, and Evaluation
- ◆ Decision Making Processes, including impact assessments, Equity Criteria, policy obligation, and mitigation requirements
- ◆ Data Collection, Analysis, Evaluation and Utilization
- ◆ Public Engagement
- ◆ Resource Allocation
- ◆ Program Development and Service Delivery
- ◆ Transparency and Accountability

Work on this is ongoing, with desire to be completed in the next few years implementation will be ongoing and will serve as framework for assessment and reporting.

FTE & Financials	Actual FY 2013-14	Actual FY 2014-15	Revised FY 2015-16	Requested No DP FY 2016-17	Requested FY 2016-17
FTE	0.00	0.85	0.95	0.99	1.19
Expenditures					
Civil Rights Program	0	309,695	282,526	154,053	155,337
Total Expenditures	0	309,695	282,526	154,053	155,337

Performance	Actual FY 2013-14	Actual FY 2014-15	Yr End Est. FY 2015-16	Base FY 2016-17	Target FY 2016-17
Workload					
Number of bureau consultations regarding Title II / Title VI	NA	52	55	60	70
Number of City bureaus who have contacted OEHR to assist in developing their Title VI Compliance Review/Assessment	NA	0	3	5	10

COCL - COAB Program Support

Description

A full-time employee providing program support to the Community Officer/Community Liaison (COCL) and the Community Oversight Advisory Board (COAB) process is housed in OEHR. Otherwise, this process is unaffiliated with OEHR programs and services. Refer to www.cocl-coab.org for information about this process.

Goals

Refer to www.cocl-coab.org for information about this process.

Performance

Refer to www.cocl-coab.org for information about this process.

Changes to Services & Activities

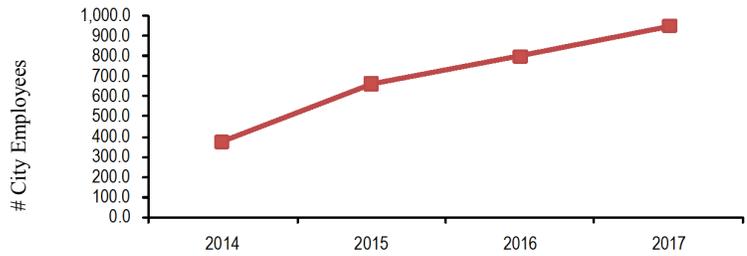
This budget proposes that funding for the program support position currently housed at OEHR be transferred to a Special Appropriation housed in a separate portion of the City budget.

FTE & Financials	Actual FY 2013-14	Actual FY 2014-15	Revised FY 2015-16	Requested No DP FY 2016-17	Requested FY 2016-17
FTE	0.00	0.00	1.00	1.00	0.00
Expenditures					
COCL Support	0	0	90,684	90,866	0
Total Expenditures	0	0	90,684	90,866	0

Performance Measures

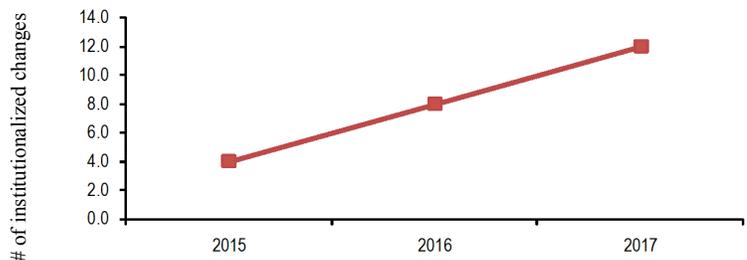
Employees Receiving Equity Trainings

OEHR has directed substantial organizational resources into maximizing training capacity. This is especially necessary given that City Council established Equity 101 as mandatory for all City employees.



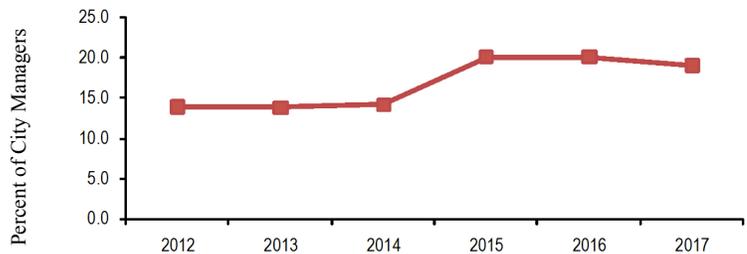
Equity Consultations Resulting in Institutionalized Change

This measure is a key indicator of success, given that the bureau's work centers upon institutionalizing policies and practices that are equitable for people of color and those living with disabilities.



Percentage of City Managers that are Employees of Color

OEHR has limited ability to actively influence other bureau's hiring decisions. Nonetheless, this is a key indicator for the City in measuring how well communities of color are represented in higher-compensated positions of decision-making authority within the organization.



	Actual FY 2013-14	Actual FY 2014-15	Revised FY 2015-16	Requested No DP FY 2016-17	Requested FY 2016-17
Resources					
External Revenues					
Charges for Services	90,215	2,912	4,300	0	0
Intergovernmental	41,500	0	2,500	0	0
Miscellaneous	525	0	0	0	0
Total External Revenues	132,240	2,912	6,800	0	0
Internal Revenues					
General Fund Discretionary	792,403	842,839	1,337,304	1,138,833	1,255,940
General Fund Overhead	504,262	718,275	516,088	548,858	644,724
Fund Transfers - Revenue	0	22,740	0	0	0
Interagency Revenue	0	30,076	5,823	0	0
Total Internal Revenues	1,296,665	1,613,930	1,859,215	1,687,691	1,900,664
Beginning Fund Balance	0	0	0	0	0
Total Resources	\$1,428,905	\$1,616,842	\$1,866,015	\$1,687,691	\$1,900,664
Requirements					
Bureau Expenditures					
Personnel Services	1,069,803	1,273,386	1,481,884	1,381,196	1,563,812
External Materials and Services	225,564	194,042	218,269	117,326	135,941
Internal Materials and Services	133,538	149,414	165,862	189,169	200,911
Total Bureau Expenditures	1,428,905	1,616,842	1,866,015	1,687,691	1,900,664
Fund Expenditures					
Total Fund Expenditures	0	0	0	0	0
Ending Fund Balance	0	0	0	0	0
Total Requirements	\$1,428,905	\$1,616,842	\$1,866,015	\$1,687,691	\$1,900,664
Programs					
Administration & Support	295,507	231,784	181,929	190,846	184,645
Citywide Equity Program	691,837	666,417	752,920	743,665	1,013,293
Civil Rights Program	0	309,695	282,526	154,053	155,337
COCL Support	0	0	90,684	90,866	0
Comm Equity & Engagement	302,196	403,610	557,956	508,261	547,389
Govern. For Racial Equity	139,365	5,336	0	0	0
Total Programs	1,428,905	\$1,616,842	\$1,866,015	\$1,687,691	\$1,900,664

Community Development Service Area

Class	Title	Salary Range		Revised FY 2015-16		Requested No DP FY 2016-17		Requested FY 2016-17	
		Minimum	Maximum	No.	Amount	No.	Amount	No.	Amount
30000434	Administrative Assistant	49,275	75,899	1.00	79,728	1.00	79,728	1.00	79,728
30001758	Equity and Human Rights Director	112,195	160,618	1.00	149,556	1.00	155,684	1.00	155,684
30000453	Management Analyst, Principal	82,098	109,346	1.00	109,344	1.00	109,344	1.00	109,344
30000452	Management Analyst, Sr	69,285	92,498	1.00	91,484	1.00	92,496	2.00	178,500
30000464	Program Coordinator	65,957	87,963	5.00	377,514	5.00	383,223	6.00	461,223
30000465	Program Manager	69,285	92,498	1.00	78,624	1.00	81,852	1.00	81,852
30000462	Program Specialist, Assistant	49,275	75,899	1.00	59,446	1.00	61,879	1.00	51,319
TOTAL FULL-TIME POSITIONS				11.00	945,696	11.00	964,206	13.00	1,117,650
TOTAL PART-TIME POSITIONS				0.00	0	0.00	0	0.00	0
TOTAL LIMITED TERM POSITIONS				0.00	0	0.00	0	0.00	0
GRAND TOTAL				11.00	945,696	11.00	964,206	13.00	1,117,650

Decision Package Summary

Bureau: Office of Equity & Human Rights

Priority: 01

Type: Adds

Decision Package: OE_01 - Provide M&S Budget For BMA Program

Program: Community Equity & Engagement

	FY 2016-17 Requested 1 Time DP	FY 2016-17 Requested Ongoing DP	FY 2016-17 Requested Budget	FY 2017-18 Estimated Budget	FY 2018-19 Estimated Budget	FY 2019-20 Estimated Budget	FY 2020-21 Estimated Budget	
EXPENDITURES								
External Materials and Services	0	30,000	30,000	0	0	0	0	0
TOTAL EXPENDITURES	0	30,000	30,000	0	0	0	0	0
REVENUES								
General Fund Discretionary	0	13,662	13,662	0	0	0	0	0
General Fund Overhead	0	16,338	16,338	0	0	0	0	0
TOTAL REVENUES	0	30,000	30,000	0	0	0	0	0

Description:

This program was established in the FY 2015-16 Adopted Budget, but only provided funding sufficient to support the program coordinator. This request will provide a materials and services budget to support the BMA Summer Youth Experience Program, a collaboration with Worksystem's to provide culturally specific curriculum and support to African American young men in the Summerworks program. The purposes are: (1) To support African American young men both during and beyond their Summerworks internship to successful completion and career development, (2) To raise their awareness of those personal/professional skills that will help them be successful in their job placement and careers, (3) To provide a safe space where they can fellowship and debrief with similar situated young men, (4) To provide them with a feedback loop allowing for caring adults professionals to mediate and or advocate for them when workplace issues arise, (5) To raise their increase ability to recognize and understand systemic and institutional racism and how they affect them, (6) To allow them to lead an event increase their understanding of how system/institutional racism affects other young Black men in Portland, and help them build relationships with other young Black men.

Expected Results:

This request will provide a materials and services budget to support BMA program activities associated with: engaging and convening community, public, business, and philanthropic leaders; and sponsoring and facilitating events and programs that promote personal and professional development for Black men and boys. Outcomes include 12-18 participants in weekly training series; 25 participants in annual summit; and, creation of a culturally appropriate network to support program participants towards personal and professional achievement.

Decision Package Summary

Bureau: Office of Equity & Human Rights

Priority: 02

Type: Adds

Decision Package: OE_02 - Add Back Assistant Program Specialist

Program: Multiple

	FY 2016-17 Requested 1 Time DP	FY 2016-17 Requested Ongoing DP	FY 2016-17 Requested Budget	FY 2017-18 Estimated Budget	FY 2018-19 Estimated Budget	FY 2019-20 Estimated Budget	FY 2020-21 Estimated Budget	
EXPENDITURES								
Personnel Services	0	78,528	78,528	0	0	0	0	0
External Materials and Services	0	1,000	1,000	0	0	0	0	0
TOTAL EXPENDITURES	0	79,528	79,528	0	0	0	0	0
REVENUES								
General Fund Overhead	0	79,528	79,528	0	0	0	0	0
TOTAL REVENUES	0	79,528	79,528	0	0	0	0	0
FTE								
Full-Time Positions	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00
TOTAL FTE	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00

Description:

OEHR has four program staff expected to provide assistance and training to the entire City workforce (i.e., currently over 5600 authorized City employees) as well as staff two commissions. This staffing level is insufficient to provide the depth and breadth of service city bureaus require. This request will create a full-time assistant program specialist to raise the level of service OEHR provides to City bureaus.

Expected Results:

This support will allow the staff to provide more assistance and training commensurate with their level of expertise and will also give OEHR the capacity to develop more administrative supports for our programs (e.g., systems for tracking and reporting, the need for which is growing in OEHR programs.) Thus, OEHR expects this request will allow it to train 100 additional employees; conduct 10 additional Title II / Title VI consultations; and provide 7 additional consultations to bureaus and elected officials from PCoD and HRC.

Decision Package Summary

Bureau: Office of Equity & Human Rights

Priority: 03

Type: Adds

Decision Package: OE_03 - Add Equity Training Position

Program: Citywide Equity Program

	FY 2016-17 Requested 1 Time DP	FY 2016-17 Requested Ongoing DP	FY 2016-17 Requested Budget	FY 2017-18 Estimated Budget	FY 2018-19 Estimated Budget	FY 2019-20 Estimated Budget	FY 2020-21 Estimated Budget
EXPENDITURES							
Personnel Services	0	111,078	111,078	0	0	0	0
External Materials and Services	0	10,000	10,000	0	0	0	0
Internal Materials and Services	0	5,871	5,871	0	0	0	0
TOTAL EXPENDITURES	0	126,949	126,949	0	0	0	0
REVENUES							
General Fund Discretionary	0	126,949	126,949	0	0	0	0
TOTAL REVENUES	0	126,949	126,949	0	0	0	0
FTE							
Full-Time Positions	0.00	1.00	1.00	0.00	0.00	0.00	0.00
TOTAL FTE	0.00	1.00	1.00	0.00	0.00	0.00	0.00

Description:

OEHR offers Equity 101 to all city employees. In 2015 City Council made the training mandatory. Within two days, regularly scheduled trainings through City Learner were full through 2016. OEHR works to accommodate bureaus who have additional location and time requirements (i.e. trainings for 100-130 employees in the Water Bureau at the Interstate facility, trainings for Parks employees in multiple locations). OEHR also needs to develop a corresponding Disability Equity 101 training.

Expected Results:

Without this position, OEHR will take substantially longer to meet Council's directives that all City employees receive Equity 101 trainings and that OEHR create a Disability Equity training track. This would also delay the development of the Disability Equity training substantially. OEHR expects this request will allow it to train an additional 150 City employees. This employee will also research and develop a unique Disability Equity 101 training for City employees.

Decision Package Summary

Bureau: Office of Equity & Human Rights

Priority: 04

Type: Adds

Decision Package: OE_04 - Add Equity Analyst Position

Program: Citywide Equity Program

	FY 2016-17 Requested 1 Time DP	FY 2016-17 Requested Ongoing DP	FY 2016-17 Requested Budget	FY 2017-18 Estimated Budget	FY 2018-19 Estimated Budget	FY 2019-20 Estimated Budget	FY 2020-21 Estimated Budget	
EXPENDITURES								
Personnel Services	0	120,864	120,864	0	0	0	0	0
External Materials and Services	0	10,000	10,000	0	0	0	0	0
Internal Materials and Services	0	5,871	5,871	0	0	0	0	0
TOTAL EXPENDITURES	0	136,735	136,735	0	0	0	0	0
REVENUES								
General Fund Discretionary	0	136,735	136,735	0	0	0	0	0
TOTAL REVENUES	0	136,735	136,735	0	0	0	0	0
FTE								
Full-Time Positions	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00
TOTAL FTE	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00

Description:

OEHR's work to establish institutional practices to assure an equitable delivery of services to all Portlanders has been readily embraced by city bureaus, staff and elected officials. Bureaus are expected to have completed their 5 year racial equity plans by June 30, 2016 and Equity 101 has been adopted as a mandatory training with about half of current employees having received the training through 2015. OEHR needs to expand its staff to meet the growing demand for technical assistance and support. Our strategic plan includes being organized to have equity analysts who each have portfolios of bureaus, much like CBO. This position would also support the FRE program participants.

Expected Results:

OEHR expects this request will allow it to provide 8 additional equity consultations to bureaus and commissioner's offices, resulting in four additional institutionalized changes to policy; broader availability of technical assistance to bureaus achieving the goals in the bureau five-year racial equity plans; and more impactful support for the membership of the FRE learning cohort.

Decision Package Summary

Bureau: Office of Equity & Human Rights

Priority: 05 **Type:** Realignments

Decision Package: OE_05 - Realign HRC and PCOD budgets

Program: Community Equity & Engagement

	FY 2016-17 Requested 1 Time DP	FY 2016-17 Requested Ongoing DP	FY 2016-17 Requested Budget	FY 2017-18 Estimated Budget	FY 2018-19 Estimated Budget	FY 2019-20 Estimated Budget	FY 2020-21 Estimated Budget	
EXPENDITURES								
External Materials and Services	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	0	0	0	0	0	0	0	0

Description:
 There has been a lack of equity between the Human Rights Commission (HRC) and Portland Commission on Disability (PCoD) budgets largely due to the fact that PCoD incurs higher accommodation costs in order to support the involvement of many of the commissioners.

Expected Results:
 This realignment establishes the desired equity in ensuring access for persons living with disabilities by moving \$4,500 from HRC's budget to the PCoD budget.

Decision Package Summary

Bureau: Office of Equity & Human Rights

Priority: 04

Type: Realignments

Decision Package: OE_06 - Transfer COCL Support Position

Program: COCL/COAB Program Support

	FY 2016-17 Requested 1 Time DP	FY 2016-17 Requested Ongoing DP	FY 2016-17 Requested Budget	FY 2017-18 Estimated Budget	FY 2018-19 Estimated Budget	FY 2019-20 Estimated Budget	FY 2020-21 Estimated Budget	
EXPENDITURES								
Personnel Services	0	(75,854)	(75,854)	0	0	0	0	0
TOTAL EXPENDITURES	0	(75,854)	(75,854)	0	0	0	0	0
REVENUES								
General Fund Discretionary	0	(75,854)	(75,854)	0	0	0	0	0
TOTAL REVENUES	0	(75,854)	(75,854)	0	0	0	0	0
FTE								
Full-Time Positions	0.00	-1.00	-1.00	0.00	0.00	0.00	0.00	0.00
TOTAL FTE	0.00	-1.00	-1.00	0.00	0.00	0.00	0.00	0.00

Description:

OEHR has been providing space and HR support for the administrative support position for the COAB. The COCL has located a new office that is more accessible to the community and better suited to their needs. This package, in concert with packages submitted by other bureaus, will house the COCL budget within a City Special Appropriation. OEHR may continue to provide limited HR function.

Expected Results:

OEHR anticipates no impact upon functions of this position.

Decision Package Summary

Bureau: Office of Equity & Human Rights

Priority: 07

Type: Reductions

Decision Package: OE_07 - Program M&S Budget Reductions

Program: Multiple

	FY 2016-17 Requested 1 Time DP	FY 2016-17 Requested Ongoing DP	FY 2016-17 Requested Budget	FY 2017-18 Estimated Budget	FY 2018-19 Estimated Budget	FY 2019-20 Estimated Budget	FY 2020-21 Estimated Budget	
EXPENDITURES								
External Materials and Services	0	(32,385)	(32,385)	0	0	0	0	0
TOTAL EXPENDITURES	0	(32,385)	(32,385)	0	0	0	0	0
REVENUES								
General Fund Discretionary	0	(32,385)	(32,385)	0	0	0	0	0
TOTAL REVENUES	0	(32,385)	(32,385)	0	0	0	0	0

Description:

This decision package makes targeted reductions in the materials & services budgets for Administration (\$9,873), Training & Education (\$2,000), Civil Rights (\$4,000), Communications (\$1,500). It also eliminates the balance of funding (\$15,012) that came to OEHR for the COCL-COAB program support position over and above projected salary and benefits costs.

Expected Results:

None of these reductions change the quantitative outcomes of the programs. The effects, rather, would be more subtle and qualitative (e.g., materials used in training, public engagement meeting spaces & refreshments and branding & communication materials will be either fewer or lower in quality).

Decision Package Summary

Bureau: Office of Equity & Human Rights

Priority: 08

Type: Reductions

Decision Package: OE_08 - Eliminate Assistant Program Specialist

Program: Multiple

	FY 2016-17 Requested 1 Time DP	FY 2016-17 Requested Ongoing DP	FY 2016-17 Requested Budget	FY 2017-18 Estimated Budget	FY 2018-19 Estimated Budget	FY 2019-20 Estimated Budget	FY 2020-21 Estimated Budget	
EXPENDITURES								
Personnel Services	0	(52,000)	(52,000)	0	0	0	0	0
TOTAL EXPENDITURES	0	(52,000)	(52,000)	0	0	0	0	0
REVENUES								
General Fund Discretionary	0	(52,000)	(52,000)	0	0	0	0	0
TOTAL REVENUES	0	(52,000)	(52,000)	0	0	0	0	0

Description:

Using realigned internal resources, OEHR added a .6 FTE assistant program specialist during the FY 2015-16 budget cycle. Eliminating this position is the only way to achieve the required 5% cut without deeply scaling back existing programs.

Expected Results:

This will impact OEHR's ability to respond to the increasing demand for service to bureaus and commissions. It will also reduce the bureau's ability to deliver the volume of trainings needed to meet Council's directive that all City employees receive Equity 101; OEHR estimates 100 fewer City employees trained.



Budget Equity Assessment Tool

CITY POLICY

This Budget Equity Assessment Tool is a general set of questions to guide city bureaus and their Budget Advisory Committees in assessing how budget requests benefit and/or burden communities, specifically communities of color and people with disabilities. As noted in Portland's 25-year strategic plan, the Portland Plan, Goal-Based Budgeting, and page 102:

When fully implemented, the new budget approach will direct City of Portland bureaus and offices to:

- Use an asset management approach to achieve more equitable service levels across communities and geographies.
- Track and report on service levels and investments by community and geography, including expanding the budget mapping process
- Assess the equity and social impacts of budget requests to ensure programs, projects and other investments to help reduce disparities and promote service level equity, improve participation and support leadership development.
- Identify whether budget requests advance equity, represent a strategic change to improve efficiency and service levels and/or are needed to provide for basic public welfare, health and/or meet all applicable national and state regulatory standards.

It is the policy of the City of Portland that no person shall be denied the benefits of, or be subjected to, discrimination in any City program, service, or activity on the grounds of race, color, national origin, English proficiency, sex, age, disability, religion, sexual orientation, gender identity, or source of income. Additionally, the City's Civil Rights Title VI program guidelines obligate public entities to develop systems and procedures that guard against or proactively prevent discrimination, while simultaneously ensuring equitable impacts on all persons. Therefore, City bureaus may find this tool helpful when evaluating equitable impacts on all residents.

The Office of Equity and Human Rights is also available for discussion/training/consultation regarding the use of this document.

Office of Equity and Human Rights
BUREAU/OFFICE/DEPARTMENT

SECTION ONE: BASE BUDGET

What considerations were taken into account in this request to maximize equity?

OEHR's base budget remains unchanged from 2015-16.

SECTION TWO: DECISION PACKAGES

If your bureau or office has multiple decision packages, please address each one separately.

1. How does this program or service align with the goal of advancing equity?

OE_01 – BMA

Summer Youth Experience Program - Budget

The Summer Youth Experience is a collaboration with Worksystem's to provide culturally specific curriculum and support to African American young men in the Summerworks program. The purposes are: 1) To support African American young men both during and beyond their Summerworks internship to successful completion and career development, 2) To raise their awareness of those personal/professional skills that will help them be successful in their job placement and careers, 3) To provide a safe space where they can fellowship and debrief with similar situated young men, 4) To provide them with a feedback loop allowing for caring adults professionals to mediate and or advocate for them when workplace issues arise, 5) To raise their increase ability to recognize and understand systemic and institutional racism and how they affect them, 6) To allow them to lead an event increase their understanding of how system/institutional racism affects other young Black men in Portland, and help them build relationships with other young Black men.

GOAL: 2

Strategy: 5,6

OE_02 – Add back Asst Prog Spec

OEHR has four program staff expected to provide assistance and training to all 26 bureaus and 5000 employees of the City and staff two commissions. This staffing level is insufficient to provide the depth and breadth of service city bureaus require. This support will allow the staff to provide more assistance and training commiserate with their level of expertise. This request will also give us the capacity to develop more administration supports for our programs, including systems for tracking and reporting, which are growing in all of our programs. OEHR is requesting funding for an assistant program specialist to raise the level of service OEHR provides to City bureaus.

GOALS: 1, 2, 3

Strategies: 2, 3 and 6

OE_03 – Add equity training position

Training is essential to advancing equity in the City of Portland. OEHR's Equity 101 (with a focus on Racial Equity) is now mandatory and the demand is fast outstripping our capacity. OEHR also needs to develop a training for disability equity. This position will give OEHR the ability to meet demand and create new training that is essential to moving equity forward to communities of color and people with disabilities

GOALS: 1, 2

Strategies: 1, 2, 3, 6

OE_04 – Equity Analyst

All City Bureaus are expected to have completed their 5 year Racial Equity Plans by the end of 2015-16. Bureaus will require support for implementing and institutionalizing their plans. OEHR

is also launching the Fellowship for Racial Equity (FRE) program, a yearlong intensive training cohort to build organizational capacity to achieve Racial Equity goals throughout the bureaus. Both of these projects require staff that are specialists in racial equity. This position will build city wide capacity substantially, training a minimum of 15 city staff and giving bureaus the resources they need to succeed in meeting their equity goals.

GOALS: 2, 3

Strategies: 2, 6

OE_05 – HRC/PCoD realignment

There has been a lack of equity between the HRC and PCoD budgets. Accommodation costs PCoD left PCoD with less budget than HRC. This realignment remedies this.

OE_06 – Transfer COAB position

No Impact

OE_07 – Program Budget Reductions

Reduction of resources slows progress toward equity.

OE_08 – Eliminate Asst Prog Spec

Does not advance progress toward equity

2. What areas of the city will be impacted by your program or service and is there a larger than average population of people of color in those areas?

No geographic impact

- i. To help you answer this question, the following map link shows where communities of color are greater than average for the city of Portland.
<https://www.portlandoregon.gov/bps/article/508117>

This next link provides information on overall vulnerability, including maps of communities of color, lower income households, renters, and level of educational attainment. Together these four components are indicators of at risk populations.

- ii. <http://www.portlandoregon.gov/bps/66107>

2. Identify potential impacts on people living with a disability. (See Attached Worksheet)

OE_01 – BMA

OE_02 – Add back Asst Prog Spec –

Part of this position's time will be dedicated to supporting the Disability Equity Program Coordinator which will significantly help increase the forward movement of the equity work for people in disabilities in the city.

OE_03 – Add equity training position

One of the first tasks of this position is to work with the Disability Equity program to design a training for city employees on disability equity.

OE_04 – Equity Analyst

N/A

OE_05 – HRC/PCOD realignment

Preserves budget for outreach and community engagement

OE_06 – Transfer COAB position

N/A

OE_07 – Program Budget Reductions

No significant impacts

OE_08 – Eliminate Asst Prog Spec

Slows work of Disability Equity Program

Identify impacts on workforce demographics. (Goal #1)

OE_08 – Eliminate Asst Prog Spec – This position is currently staffed by an African American woman on a temporary basis.

OE_02 – Add back Asst Prog Spec

OE_03 – Add equity training position

OE_04 – Equity Analyst N/A

All positions create the opportunity to increase diversity with an equitable outreach and hiring process

Section THREE: EQUITABLE ENGAGEMENT AND ACCESS (Goal #2)

How does this budget build the bureaus capacity to engage with and include communities most impacted by inequities? (e.g., improved leadership opportunities, advisory committees, commissions, targeted community meetings, stakeholder groups, increased outreach, etc.)

OE_01 – BMA

OE_07 – Program Budget Reductions

The 5% reduction proposal will reduce the capacity of the commissions to hold community meetings, take advantage of leadership opportunities and increase outreach.

OE_08 – Eliminate Asst Prog Spec

Loss of the administrative position will limit these same opportunities since the position is designed to support expansion of engagement and education of bureaus city wide, particularly on disability equity.

Identifying Impacts Worksheet

Once you have identified the populations/communities impacted, use the following chart to name the potential burdens and benefits.

Populations Impacted	Potential Positive Impacts	Potential Negative Impacts
People living with a disability	DP to increase training capacity and admin staffing will provide more resource for moving disability equity forward in the city	5% reduction: Will take longer to develop a robust disability program and will slightly impact PCoD'

Name of Bureau Director

Date