

# Board Equity and Inclusion Committee

Thursday, June 6, 2019

## 2018-2019 Agency Goals

- #1 – Improve outcomes for students
- #2 – Become an acknowledged leader and convener of improving educational outcomes
- #3 – Increase district and community participation and satisfaction with our services
- #4 – Agency aligns actions to priority outcomes
- #5 – Attract, develop and retain high-quality staff

The meeting was called to order at 1:00 p.m. on Thursday, June 6, 2019 by Committee Chair Ying.

### • CALL TO ORDER

**Present:** Helen Ying, Chair  
Denyse Peterson

**Absent:** Mary Botkin

**Administration:** Sascha Perrins, Assistant Superintendent  
Heather Severns, Board Secretary  
Sean Woodard, Director of Human Resources

**Guests:** Don Hicks, Contracts and Risk Manager

1. **Review notes from April meeting-** The committee reviewed the minutes from the May 2<sup>nd</sup> meeting.. Director Woodard asked for an edit to the minutes to take out the phrase "less that what is listed" It should have read "if they are convicted of a crime that is listed" The Board Secretary made this change and the minutes were accepted.
2. **Review Board Policy with the Equity Lens-**Continuing our work on GCDA/GDDA-Criminal Records Checks and Fingerprinting (ORS 342.143). The committee reviewed a follow up communication sent in by Michael Zhang. Basically he suggested instead of changing the law as he doesn't feel the political climate is right, could we strive for a low level administrative fix. . Michael is recommending that we focus on the individuals with offenses that can most easily be expunged and just sidestep the whole statute issue.

How do we help non-applicants that may not apply due to limitations of the background check and may not know there is an option for expungement?

A suggestion was made to start educating students in our JDEP and YCEP programs to look into expungement.

What can we do to check the temperature on this idea? Director Woodard meets with the Human Resources directors once a month or every quarter, we can also talk to our attorneys. Those are the people who are the gatekeepers in those organizations.

Assistant Superintendent Perrins suggested that the OSBA Board Members of Color Caucus champion this cause and put together a package of policy updates to reflect the equity changes that need to be made. MESD Board members Helen Ying, Jessica Arzate and Denyse Peterson are all part of this group.

Two paths we can take from Michael's follow up:

- Working with Dawn Joella Jackson and Michael Zhang, circle back with them in the fall with the path we are exploring.
- Check the temperature with our component districts and the community on how they feel about this. Now is the time to stop perpetuating the system that is in place.

Next steps

- Assistant Superintendent Perrins and Human Resources Director Woodard will check the temperature with our component districts and the community on how they feel about this.
- Meet with community partners that we do not typically meet with, i.e. religious communities, after school programs, and community service organizations.
- Follow up with Principals' Joella Jackson and Koenig about getting students in their programs to start thinking about expunging their records. Get this to be an automatic default.

### **3. Discussion of how to implement Goal 2 of the equity policy in relation to Contracts.**

#### **A. Updates from Don Hicks**

Contract and Risk Manager Don Hicks presented his follow up items to the committee. He walked the group through the FY 2018 contracts. He started with the transparency report for the calendar year, fiscal year 2018. MESD is required to make this report each year. We report on contracts that we've issued during that year. We turn this report into DAS or ODE and then they put it on their website and we put it on our website. It was not indicated in this report which of these agencies are minority or women owned.

The report that Don handed out to the group was sorted by the contract original award value. This report represents all of the contracts that were issued that year. Don went through and determined which were intergovernmental agreements and which weren't. There's a column labeled Type indicating an award type: whether it was a service being provided, whether we're dealing with licensing, whether we're dealing with membership fees, memos of understanding or leases. There is another column labeled Poss. that stands for possible, he guessed and added a Y if we were to have an equity and contracting policy to be followed, that contract may be subject to that policy. In the final column, if the answer was yes (Y) in the Poss. column, he added that \$ amount into that column. It provided an idea of what our spend would look like for those contracts that would be subject to an equity and contracting policy. It comes to about \$1,484,741. Now there are some caveats here in the data - Don

did not include in that 1.5 million items like leases or intergovernmental agreements because those would typically not be affected. He has question marks in that column for software licensing. Also not included were purchases made with procurement cards.

If the board adopted a policy similar to what Portland Public Schools uses for equity in contracting that states we must increase our contract expenditures to companies run by people of color to x percent - it could be up to \$1.5 million.

Discussion was held on whether this can be applied to Intergovernmental Agreements and Leases. An example of the officers and security staff hired for the Graduation at Helensview was brought up. Could we request officers of color?

Don also shared with the group about Brian Altman who works in our business office, who's normally responsible for purchasing and trains our staff in purchasing cards (Pcard). In order to use a Pcard at MESD you have to go to a training that includes procurement law and ethics law in Oregon. In the materials used for this training is a suggestion that when using your sources you should consider using minority owned and women owned businesses. This language came about from a Business Officers meeting that Director Doana Anderson attended. Don shared a copy of this language with the committee.

Brian is in the process of rewriting the training for upcoming years and we can include more information about making considerations for women owned and minority owned businesses so that we can make improvements even in the absence of a policy.

The manual that Don is working on will consist summaries of all of the rules that we have to follow for procurement including all of the statutes, all of the board rules, and all of the local contract review board rules.

Don spoke with Paul Williams who is the senior purchasing manager at Portland Public Schools about their equity and contracting policy. He said that the targets they set are fairly hard to hit, but they are making them primarily because of their construction programs that are in process.

There is a minority registration system in the state of Oregon called COBID and any provider can go in and register themselves. It's primarily construction vendors who've gone in and registered themselves. It's only Oregon businesses so if there were a woman owned or minority owned business in another state, they wouldn't necessarily be registered in COBID either. Part of the experience PPS has had is that most small businesses don't even take the time to register for COBID. So using something like COBID as a standard method of gaining information is problematic in that way. The group had a discussion around construction projects and procurement.

Committee Chair Helen Ying suggested that we look at other agencies' language used around contracting and purchasing from minority and women owned businesses. This would be similar to the process we used when creating the Board Equity Lens.

**Action steps:**

- Ask Don to bring four examples of existing language on the equity contracting documents from other agencies to the August 16<sup>th</sup> meeting. (PPS, Multnomah County, etc.)

- Work up a plan to check with our current contractors and see if there is any way we can improve in this area.
- Sascha will ask Melinee Steck to follow up on the contract list to find out which are minorities or women owned businesses.
- Assistant Superintendent Perrins will speak with Leanne Bettine to start a project management chart around this.

**B. Review anecdotal data collected thus far and determine next steps**

Committee Chair Ying compiled the minutes from this year's meetings particularly those that apply to Goal 2 and also the review of policy GCDA/GDDA. She would like the group to review this document and come back to the August 16<sup>th</sup> meeting with ideas about what and how to further the work in the 2019-20 school year.

The Board secretary will add this document to a shared Google doc so everyone can work on the same document and make comments.

**4. Process for Agency Equity Lens-updates from Human Resources Director Woodard**

Director Woodard reported that he is planning to meet with the Bars to Bridges group in July and August to do some capacity building and planning sessions and then start agency wide work in October.

**Adjourn**

There being no further discussion, the meeting was adjourned at 2:23 p.m. The next meeting of this committee will be August 16, 2019.

Respectfully submitted,

Heather Severns  
Executive Assistant/Board Secretary