



Equity and Inclusion Plan

March 28, 2017



Above: Watershed Wide Event volunteers, 2016, Chastain Creek, Gresham

The Johnson Creek Watershed Council's (JCWC) mission is to promote restoration and stewardship of a healthy Johnson Creek watershed through sound science and community engagement. The goal of this Equity and Inclusion Plan is to make our programs and community engagement efforts serve all residents of the watershed.

Background

Equity Statement

Johnson Creek Watershed Council welcomes ALL people who live, work, and play around Johnson Creek. We acknowledge there is a legacy of systemic inequalities within our watershed. The Council is devoted to doing our part to heal the legacy of systemic racism and inequality by enriching the lives of all people who touch Johnson Creek Watershed.

Community Inclusion Committee

The Community Inclusion Committee (CI Committee) is a board committee composed of JCWC staff, board members, and community partners. The committee has organized to address equity, diversity, and inclusion in our work. This CI Committee meets monthly to discuss how JCWC can better represent our diverse watershed.

From September 2016 to January 2017 The Community Inclusion Committee completed the Coalition of Communities of Color Tool for Organizational Self-Assessment Regarding Racial Equity. At this point, the committee was composed of 3 board members and 4 staff members. Throughout this process, committee members identified goals and objectives for an Equity Action Plan. The Equity Action Plan is designed to guide the council's movement toward becoming a more equitable, inclusive and diverse environmental organization that strives toward race reconciliation.

Plan Structure and Timeline:

The Equity Action Plan is organized around three main categories: governance, facilities, and building community. These categories reflect the structure of the 2017-2022 JCWC Strategic Plan. These two guiding documents were created with the same structure at the same time to allow for the two to work together.

This plan provides a vision for our organization by 2022. We will measure progress in the plan from July 1st 2017. The Equity Action Plan is active for 5 years, from 2017-2022. A new Equity Action Plan will be created with each new Strategic Plan. Items in progress are denoted by an asterisk.

Accountability

Each objective within the plan is assigned to a staff member, board member, board committee, or the Board of Directors. Each year, the Community Inclusion Committee will meet to determine the Council's progress on the Equity Action Plan. At this annual meeting, the committee will: identify completed actions, identify incomplete actions, and update the plan to add or remove actions. The Community Inclusion Committee will report the results of this annual review to the Board. In addition, the Executive Director will build Equity Action Plan tasks into the annual work plan of each staff member. Staff will report on Equity Action Plan objectives bi-monthly in their staff reports.

Definitions:

- **Equity:** A systems balance that serves to assure that no person is given undue benefit or burden, skewed by privilege (racial, gender, class, or otherwise). These systems are created and institutionalized through the disciplined application of policies, procedures, and practices rooted in historical context through a global human rights lens.
- **Diversity:** All the differences that people bring to a group or society. Diversity includes age, gender, race, ethnicity, sexual orientation, abilities, as well as values, system, worldviews, mindsets, ethics, paradigms, core intelligences, etc.
- **Inclusion:** The act of encouraging belonging. Inclusion authentically brings traditionally excluded individuals and/or groups into processes, activities and decision/policy making.
- **Systemic Racism:** Systemic racism includes the complex array of racist practices; the unjustly gained political-economic power, continuing economic and other resource inequalities along racial lines, and the racist ideologies and attitudes created to maintain and rationalize privilege and power. *Systemic* here means that the core racist realities are manifested in each of society's major parts -the economy, politics, education, religion, the family--reflects the fundamental reality of systemic racism.
- **Race:** A social construct that artificially divides people into distinct groups based on characteristics such as physical appearance (particularly color), ancestral heritage, cultural affiliation, cultural history, ethnic classification, and the social, economic and political needs of a society at a given period of time. Racial categories subsume ethnic groups.
- **Ethnicity:** A social construct that divides people into smaller social groups based on characteristics such as shared sense of group membership, values, behavioral patterns, language, political and economic interests, history and ancestral geographical base.
- **Inequality:** Social inequality is the existence of unequal opportunities and rewards for different social positions or statuses within a group or society.
- **Discrimination:** The unequal treatment of members of various groups based on race, gender, social class, sexual orientation, physical ability, religion and other categories.
- **Underrepresented:** To be provided with insufficient or inadequate representation.

Definitions credited to: Resolutions NW, Joe Feagin. *Racist America: Roots, Current Realities, & Future Reparations*, and NAC International Perspectives: Women and Global Solidarity.

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Governance

Internal Policies and Procedures

- 1) **Goal 1 – Strategic plan:** Johnson Creek Watershed Council’s Strategic Plan will incorporate the vision and goals from this Equity Plan.
 - a) **Task A:** Incorporate diversity, equity, and inclusion initiatives in the Strategic Plan for 2017-2022.* (Strategic Planning Committee)
 - b) **Task B:** Involve diverse partners in strategic planning process by conducting a partner survey before finalizing the strategic plan.* (Strategic Planning Committee)

- 2) **Goal 2 – Demographic data policies:** JCWC will create policies to accurately gather and report on demographic data of our volunteers, staff, and board members.
 - a) **Task A:** Write policy or practice on collection of race and ethnicity data that outlines racial categories and survey practices. (Confluence Americorps Member)
 - b) **Task B:** Provide an easily accessible demographic survey on JCWC’s website.* (Confluence Americorps Member)
 - c) **Task C:** Provide volunteer, staff, and board demographic data in the Annual Report. (Executive Director)
 - d) **Task D:** The Board of Directors will be annually briefed on demographics of Board, staff, and volunteers. (Community Inclusion Committee)

Staff and Board Recruitment and Retention

- 1) **Goal 1 – Diverse workforce:** The staff of Johnson Creek Watershed Council will reflect the diversity of the workforce in the respective fields.
 - a) **Task A:** Survey the JCWC staff to gather data on race/ethnicity, age, gender, and language capabilities. (Community Inclusion Committee)
 - b) **Task B:** By 2022, Report on change in percentage of staff and board members that identify as people of color. (Executive Director)

- 2) **Goal 2 – Attract diversity in hiring:** Johnson Creek Watershed Council will create policies to attract more historically marginalized people in the hiring process.
 - a) **Task A:** Create a job advertisement venues document to ensure jobs are circulated in underserved communities. (Community Outreach Coordinator)
 - b) **Task B:** Ensure all job advertisements include equity statements. * (Executive Director)
 - c) **Task C:** Consider alternatives to job minimum qualifications that place value on life experience. * (Executive Director)
 - d) **Task D:** Develop a Minority, Women, and Emerging Small Business (MWESB) hiring policy for JCWC contractors. (Executive Director, Restoration Project Manager)

- e) **Task E:** Build mutually beneficial, long term relationships with CBO's and culturally specific organizations to build an employment pipeline for people of color (Executive Director)
- 3) **Goal 3 – Policies to support staff and board:** Johnson Creek Watershed Council will create policies to support staff and Board members.
- a) **Task A:** Edit the employee manual to include equity statement, create a system for reporting race and gender based discrimination, designate a trained board member who can act as a secondary reporting resource to employees. (Governance Committee)
 - b) **Task B:** Investigate models and resources for developing more robust employee protections through the Nonprofit Association of Oregon. (Governance Committee)
 - c) **Task C:** Ensure interns, Americorps members, and Board Members receive information on discrimination policies and are aware of how to file a discrimination complaint. * (Executive Director)
 - d) **Task D:** Include a question in employee performance review on satisfaction with diversity, equity, and inclusion in JCWC culture. (Executive Director)
 - e) **Task E:** Include a question in the staff exit interview on satisfaction with diversity, equity, and inclusion in JCWC culture. (Executive Director)
 - f) **Task F:** Apply for budget funding for diversity, equity, and inclusion training for staff and board members on an annual basis.* (Executive Director)
- 4) **Goal 4 – Board of directors reflects watershed diversity:** The board of directors will reflect the diversity of the watershed.
- a) **Task A:** Survey the JCWC Board to gather data on race/ethnicity, age, gender, and languages spoken. (Community Inclusion Committee, board of directors)
- 5) **Goal 5 – Board meetings welcoming for all:** Johnson creek board meetings will be welcoming for all.
- a) **Task A:** Consider other rules of order for board meetings that are more inclusive and consensus oriented than Robert's Rules of Order.* (Governance Committee)
 - b) **Task B:** Orient new board members to facilitation of rules of order so that they are aware of the rules.* (Executive Director)
 - c) **Task C:** Provide staff and board members with training in meeting facilitation. (Executive Director)
 - d) **Task D:** Create a culture of saying hello and goodbye at board meetings.* (Board of Directors)
 - e) **Task E:** Create board Meeting name plates that list board committees and jurisdiction name for jurisdictional representatives to create a less status based environment. (Board Chair)
 - f) **Task F:** Create a rotating "greeter" position for board meetings. This board member will be responsible for greeter all members and making them feel welcome. (Board of Directors)
 - g) **Task G:** Annually establish a board group agreement or charter to create awareness around group norms and values. (Board of Directors)

- h) **Task H:** Eliminate use of acronyms without explaining them and consider using fun techniques to remind board members of rule. (Board of Directors)
- i) **Task I:** Establish call in/skype as a way to participate in a board meeting if someone is unable to attend in person. (Board of Directors)
- j) **Task J:** Avoid assumptions of political beliefs and avoid political language in board meetings. (Board of Directors)
- k) **Task K:** Ensure staff and board retreats do not fall on culturally specific holidays such as Lunar New Year, Yom Kippur, etc. (Executive Director, Board Chair)

Facilities

- 1) **Goal 1 – Office welcoming for all:** JCWC’s office will be welcoming to all people.
 - a) **Task A:** Write criteria for Facilities Committee that prioritize an inclusive office environment.* (Community Inclusion Committee)
 - b) **Task B:** Create new welcome sign that appears in multiple languages spoken by staff. (Finance and Operations Coordinator)
 - c) **Task C:** Office is decorated with photos of volunteers representing the diversity of the watershed.* (Finance and Operations Coordinator)

Building Community

Volunteer retention and recruitment

- 1) **Goal 1 – Receive, incorporate volunteer feedback:** JCWC will receive and incorporate feedback from volunteers.
 - a) **Task A:** Develop a volunteer survey to receive feedback on volunteer experience.* (Community Outreach Coordinator)
 - b) **Task B:** Include a question in the volunteer survey on racial equity: “I felt that I was treated fairly based on my race, ethnicity, language, gender identity, ability, and sexuality.”* (Community Outreach Coordinator)
 - c) **Task C:** Establish a policy for responding to volunteer discrimination complaints. (Executive Director)
- 2) **Goal 2 – Events accessible to underserved communities:** JCWC will make volunteer events more accessible to underserved communities.
 - a) **Task A:** Apply for grant funds to provide transportation passes to volunteer events.* (Volunteer Coordinator)
 - b) **Task B:** Include public transportation directions and ticket scholarships in outreach for volunteer events.* (Volunteer Coordinator)

- c) **Task C:** By 2022, increase the percentage of volunteers that identify as people of color. (Volunteer Coordinator, Community Outreach Coordinator)
- d) **Task D:** Add widely celebrated culturally specific holidays to the jwcw.org calendar to ensure large events do not conflict with holidays. (Volunteer Coordinator)

Partnerships

- 1) **Goal 1 – Receive, incorporate partner feedback:** JCWC will receive and incorporate feedback from partners.
 - a) **Task A:** Share the Equity and Inclusion Plan draft with partners that represent communities of color and ask for review.* (Community Inclusion Committee)
 - b) **Task B:** Develop a partner survey to assess partner satisfaction and needs.* (Community Outreach Coordinator)

Outreach materials

- 1) **Goal 1 – Inclusive outreach materials:** JCWC's outreach materials will be inclusive.
 - a) **Task A:** Apply for grant funds to review outreach materials for racial bias by funding our partners to review website, brochure, etc.* (Community Outreach Coordinator)
 - b) **Task B:** Create an equity and inclusion page on the website that includes:*
 - i) Copy of Equity and Inclusion Plan
 - ii) Community Inclusion Committee description and contact*
 - iii) Equity statement*
 - iv) Disclosure of volunteer diversity data
 - v) Disclosure of volunteer satisfaction data
 - vi) Disclosure of languages spoken by Board and Staff Members
 - vii) Install a plug-in on jwcw.org that allows users to translate the page to Russian, Spanish, Vietnamese, and Chinese.*
 (Community Outreach Coordinator)
 - c) **Task C:** Apply for grant funding to pay local community members to do selected translation and outreach in their community.* (Community Outreach Coordinator)
 - d) **Task D:** Develop multi-lingual outreach materials and target multi-lingual outreach opportunities.* (Community Outreach Coordinator)

Internships and youth/young adult engagement

- 1) **Goal 1 – Family-friendly:** JCWC will remain a family friendly organization.
 - a) **Task A:** Provide family friendly activities at annual events.* (Volunteer Coordinator)
 - b) **Task B:** Include language in outreach about family friendliness for large events.* (Volunteer Coordinator)
 - c) **Task C:** Include a question in the volunteer survey about volunteer perception of family friendliness. (Volunteer Coordinator)

- 2) **Goal 2 – Diverse youth/young adult engagement opportunities:** JCWC will provide opportunities for diverse youth/young adults to learn about and engage in programming.
 - a) **Task A:** Create a video project that will be shared on our social media outlets that shares the experience of volunteers and interns from different cultures talking about their connection to Johnson Creek.* (Community Outreach Coordinator)
 - b) **Task B:** Create an internship advertising venues document to ensure internship opportunities are circulated in underrepresented communities.* (Community Outreach Coordinator)
 - c) **Task C:** Create a series of bilingual “Career Path” videos showcasing environmental jobs and activities that are relevant to people of color. (Riparian Program Manager)
 - d) **Task D:** Recruit a youth/young adult representative to join the IJC Committee. (Restoration Project Manager)

Workforce development

- 1) **Goal 1 – Program supporting underserved youth employment:** JCWC will support youth employment for underserved communities through a Workforce Development Program.
 - a) **Task A:** Continue to apply for funding for the workforce development program. Apply for at least one additional grant to maintain the program.* (Riparian Program Manager)
 - b) **Task B:** Maintain partnerships with African Youth Community Organization, Verde, and National Indian Parent Information Center, Wisdom of the Elders, Lao Buddhist Center.* (Riparian Program Manager)
 - c) **Task C:** Identify two new potential partners to join the Workforce Development Program. (Riparian Program Manager)
 - d) **Task D:** Create a page on the JCWC website to showcase the accomplishments of the Workforce Development Program. (Riparian Program Manager)

Community outreach

- 1) **Goal 1 – Underserved communities: relationship building:** JCWC will build new mutually beneficial relationships with organizations that represent underserved communities within the watershed.
 - a) **Task A:** Identify community groups within the watershed that represent underserved communities. Create a list of potential partners. (Community Outreach Coordinator)
 - b) **Task B:** Contact and meet with at least two new community groups to assess their needs (as they relate to our mission), capacity, and barriers.* (Community Outreach Coordinator)
 - c) **Task C:** Based on the results of the needs assessment, take steps toward addressing those needs. (Staff)