



**PROSPER**  
**PORTLAND**  
Building an Equitable Economy

**DATE:** July 10, 2024  
**TO:** Board of Commissioners  
**FROM:** Kimberly Branam, Executive Director  
**SUBJECT:** Report 24-32  
Update on Prosper Portland Equity Initiatives

**BRIEF DESCRIPTION OF INFORMATION ITEM**

No action requested; this item is informational only.

At the July 10, 2024, Prosper Portland Board of Commissioners meeting, staff will provide an update on the approaches, accomplishments, and challenges in delivering on Prosper Portland's initiatives, including:

- Department and Program Equity Successes
- Staff Retention and Employee Experience Toolkit
- Manager Antiracism training
- Agency-Wide Antiracism Training
- Affinity Group Support
- Caucusing Support

**ATTACHMENTS**

- A. Prosper Portland Equity Policy
- B. Equity Council Charter
- C. Portland Means Progress 2023 Annual Report

**PROSPER PORTLAND**

Portland, Oregon

**RESOLUTION NO. 7335**

**ADOPTING CHANGES TO THE PROSPER PORTLAND SOCIAL EQUITY  
POLICY**

**WHEREAS**, the Prosper Portland Board of Commissioners (“Board”) is committed to ensuring that Prosper Portland’s strategic goals, outcomes, programs, and initiatives advance social and economic equity;

**WHEREAS**, Prosper Portland is committed to increasing economic opportunity and income for all Portland residents and historically disadvantaged Portlanders and communities of color in particular;

**WHEREAS**, on January 9, 2013 the Prosper Portland Board adopted the Prosper Portland Equity Policy through Resolution No. 6988, demonstrating a commitment to and leadership in social equity through internal business practices, robust community partnerships, and accountability measures;

**WHEREAS**, the Prosper Portland 2015-2020 Strategic Plan (“Strategic Plan”) prioritizes equity as one of Prosper Portland’s fundamental values and the Prosper Portland Equity Policy should align with the Strategic Plan;

**WHEREAS**, on April 20, 2016 the Prosper Portland Board through Resolution No. 7175 adopted changes to the Prosper Portland Equity Policy to affirm its commitment to becoming an anti-racist organization and to establish the Equity Council as the Prosper Portland staff body that will drive implementation of the Equity Policy;

**WHEREAS**, on November 8, 2016 the Prosper Portland Board through Resolution No. 7256 adopted changes to the Prosper Portland Equity Policy rename it the Social Equity Policy, acknowledged the agency’s new name, and retitled objectives for clarity and succinctness;

**WHEREAS**, staff have created an agency Equity Framework to support the implementation of Prosper Portland’s Strategic Plan by providing clarity to staff, ensuring alignment on internal equity efforts, creating shared language and definitions, increasing access to existing resources, and providing on-going learning opportunities; and

**WHEREAS**, staff is proposing further changes to the Social Equity Policy to rename it the Equity Policy, align it with the agency’s Equity Framework, and retitle objectives for clarity and succinctness.

**NOW, THEREFORE, BE IT RESOLVED**, that the changes to the Prosper Portland Social Equity Policy in Exhibit A are adopted; and

Board Resolution – Adopting Changes to the Prosper Portland Social Equity Policy  
August 14, 2019

**BE IT FURTHER RESOLVED**, that this resolution shall become effective immediately upon its adoption.

Adopted by the Prosper Portland Commission on August 14, 2019

A handwritten signature in blue ink that reads "Pam Feigenbutz". The signature is written in a cursive, flowing style.

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Pam Feigenbutz, Recording Secretary

## PROSPER PORTLAND EQUITY POLICY

Prosper Portland creates economic growth and opportunity and envisions Portland as one of the most globally competitive, healthy, and equitable cities in the world. It stimulates job creation, encourages broad economic prosperity, and fosters healthy neighborhoods on behalf of the City of Portland.

### I. OBJECTIVES

The objective of Prosper Portland's Equity Policy ("this policy") is to ensure Prosper Portland delivers on its strategic priorities of increasing access to quality employment; supporting equitable wealth creation; creating healthy, complete neighborhoods; fostering partnerships; and becoming a multicultural Anti-Racist Organization. Prosper Portland aims to achieve these objectives by:

1. Demonstrating Prosper Portland's leadership in racial equity through anti-racist internal practices focused on Human Resources, staff development and support, and employee management that leads to a healthy internal culture centered in learning;
2. Advancing racial and economic equity through programs and investments that promote inclusive growth and address persistent disparities;
3. Leveraging investments that support Minority, Disadvantaged, and Women Business Enterprise firms, People of Color, and women in contracting opportunities; and,
4. Prioritizing accountability and collaboration with underrepresented communities.

### II. ORGANIZATIONAL SCOPE

The policy applies to all levels of Prosper Portland.

### III. POLICY GUIDELINES

The objectives outlined in this policy will be delivered in three primary ways:

1. **Ensuring Prosper Portland's internal practices embody anti-racist strategies to support organizational culture change, strengthen cultural competence, and increase diversity.** This will be achieved by:
  - a. Developing, implementing, and measuring inclusive human resource practices for staff development.
  - b. Creating internal structures and support systems that advance learning on racial equity and anti-racist strategies.
2. **Managing all programs and investments in a manner that explicitly considers beneficiaries, addresses disparities, and supports equitable outcomes.** Prosper Portland's programs and investments that impact the community shall center racial and social equity in program development, community engagement, and implementation and be considered from a racial equity perspective to understand who benefits, who is burdened, and who influences decisions.
  - a. **Programs:** Program or initiatives, the recipients thereof, and the processes that govern such activities will be designed to address disparities in access or outcomes and reduce unintended consequences.

- b. **Investments:** Financial investments, including loans and grants, shall be developed in alignment with Prosper Portland's *Financial Sustainability Plan* by optimizing community benefits and financial returns. As applicable, investments should ensure the delivery of community benefits that broaden economic opportunities and promote wealth creation to People of Color and historically underrepresented and disadvantaged Portlanders.
3. **Prioritizing external accountability and collaboration through inclusive and equitable community engagement.** This shall be achieved by:
  - a. Creating advisory bodies that provide guidance and help advance racial equity efforts;
  - b. Ensuring community engagement practices are effective in engaging and including People of Color and historically underrepresented and disadvantaged Portlanders;
  - c. Providing staff training on developing culturally responsive approaches for engagement and representation; and
  - d. Developing ongoing mechanisms that increase transparency, learning, and trust with the community.

#### IV. IMPLEMENTATION

The Executive Director is hereby authorized to create and periodically update administrative policies or procedures to guide implementation of this policy.



**RESOLUTION NO. 7335**

**RESOLUTION TITLE:**

ADOPTING CHANGES TO THE PROSPER PORTLAND SOCIAL EQUITY POLICY

Adopted by the Prosper Portland Commission on August 14, 2019

PRESENT FOR VOTE	COMMISSIONERS	VOTE		
		Yea	Nay	Abstain
<input checked="" type="checkbox"/>	Chair Gustavo J. Cruz, Jr.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Commissioner Alisha Moreland-Capuia MD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Commissioner Francesca Gambetti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Commissioner Peter Platt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Commissioner William Myers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> Regular Agenda				

**CERTIFICATION**

**The undersigned hereby certifies that:**

*The attached resolution is a true and correct copy of the resolution as finally adopted at a Board Meeting of the Prosper Portland Commission and as duly recorded in the official minutes of the meeting.*

	<p><b>Date:</b></p> <p style="text-align: center;">August 19, 2019</p>
<p><b>Pam Feigenbutz, Recording Secretary</b></p>	

## 1.0 PURPOSE AND SCOPE OF THE EQUITY COUNCIL

1.1 **Purpose.** Prosper Portland’s Board of Commissioners hereby charters the Equity Council (or “Council”) to be a supporting body for agency-wide culture change and providing advice on organizational equitable practices to achieve it.

1.2 **Scope.** To achieve its purpose, the Council will:

- a. Support the culture change towards a more inclusive and equitable culture
  - Assist in the identification of institutional racism and cultural barriers that prohibit equitable access to Prosper Portland resources
  - Provide leadership for creating a culturally responsive work environment
  - Model effective and inclusive engagement with underrepresented communities
  - Initiate and champion courageous conversations that increase employee awareness and sensitivity to issues of race, privilege, and inequity;
- b. Identify and enable training opportunities to support individual and agency-wide skill building
  - provide support in the delivery of training, facilitation and other assistance, as necessary, to promote progress toward achieving Equity Policy objectives
  - Help Facilitate the involvement of the Prosper Portland Leadership Management in Council initiatives;
- c. Review and provide input on key elements of the equity framework and equity action plan
- d. Act as conduits to/from respective teams for agency-wide discussions.

1.3 **“Equity,” defined.** The City of Portland defines equity in the following way:

*“Equity is **when everyone has access to the opportunity necessary to satisfy their essential needs, advance their well-being and achieve their full potential.** We have a shared fate as individuals within a community, and communities within a society. All communities need the ability to shape their own present and future. Equity is both the means to healthy communities and an end that benefits us all.”<sup>1</sup>*

Advancing **equity** at Prosper Portland means the following:

1. Because opportunities currently do not exist for everyone, equity is a restorative measure of redistributing benefits and burdens.
2. Because as individuals we operate within systems that create inequities, equity requires both individual and systems level change.
3. Because “business as usual” will not change by itself, equity requires transforming the culture that produces different outcomes of the organization.

**Equity** and **equality** are not the same thing. Equality is treating everyone the same, while equity is ensuring everyone has what they need to be successful. While equality aims to promote fairness, it can only work if everyone starts from the same place and has the same needs and goals.

## 2.0 EQUITY COUNCIL MEMBERSHIP

The recruitment and selection of Council members shall follow the process detailed below:

2.1 **Size.** The Council will consist of 12 Prosper Portland employees and may also include one external representative and one Prosper Portland board member.

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<sup>1</sup> <http://www.portlandonline.com/portlandplan/index.cfm?c=58776&a=420370>

**2.2 Composition.** The Council will strive to compose itself with members that include a wide range of organizational roles, skills, and points of view in alignment with the scope of work. Prosper Portland's Executive Director, Human Resources Director and Equity, Governance and Communications Director and Equity and Inclusion Program Manager will be ongoing members. For the remaining 8 seats the Council will aim to have representatives from different positions and functions.

**2.3 Preferred Qualifications.** The following qualifications are preferred for all Council members:

- Ability to stay engaged in difficult conversations on bias, racism, and privilege;
- Willingness and ability to lead discussions on equity in their own department and at various levels of the organization;
- Willingness to be courageous, take risks, ask questions, and speak truth to power.
- A commitment to Equity Council Charter & Purpose
- Competency in foundational equity issues, practices and implicit bias
- Demonstrated commitment to personal growth and ongoing learning on issues of equity and inclusion at Prosper Portland and in the community
- Readiness to talk about complex issues related to race, gender, sexual orientation, ability, class, culture and other identities as it relates to our work
- Prepared to work on advancing equity internally and externally, and to mentor other staff to advance equity

**2.4 Recruitment.** When a vacancy exists on the Council, the Council will recruit new members using the composition and qualifications criteria described above. Recruitment activities may include an agency-wide solicitation for new members or targeted recruitment of individuals. When seeking to fill a vacancy, Council members may nominate individuals and the Council may accept written expressions of interest from Prosper Portland staff. Once all nominations are received, the Council will review and consider all nominations and select a new member to recommend to the Executive Director using the decision-making process described in Section 4.0. The Executive Director will formally appoint members to the Council based only on recommendations received from the Council. When an individual is selected to serve on the Council, the Executive Director will notify the individual and his or her supervisor at the same time to ensure that the supervisor can approve the required allocation from the individual's workplan. Managers are strongly encouraged to work with new Council members to adjust individual's workplan to allow for participation on the Council.

**2.5 Time Commitment.** All members must commit to ***a minimum of ten (10) hours*** per month to carry out the work of the Council. This time commitment includes, but is not limited to, reviewing meeting notes and handouts, attending trainings, and additional meetings related to Equity Council business as needed. In addition, Equity Council members may present at Commission Meetings and participate in briefings with the Executive Team, Executive Director and with community stakeholders, to discuss Equity Council initiatives.

**2.6 Meeting Attendance.** Council members are expected to attend all monthly meetings. Members who are unable to attend a meeting should contact the Equity and Inclusion Program manager in advance. If a member misses three meetings in a twelve-month period, the Council will evaluate the circumstances and decide on whether that member should continue to serve on the Council.

**2.7 Staffing.** The Social Equity, Policy and Communications Director will act as sponsor for the Council and the Equity and Inclusion Program Manager will act as project manager.



**2.8 Term Lengths.** Council members are expected to serve a term of at least two years and no more than four years unless the member is in one of the named positions (e.g. HR director). Every two years, the Council will review its membership to determine if its composition can effectively carry out the work of the Council and if all members can maintain the required time commitment. If new members are required, the Council will follow the recruitment options described above. Equity Council membership may be rescinded at any time by a decision of the Council for reasons including, but not limited to, poor attendance disruptive behavior, or lack or commitment to the scope of work. Previous members will have the ability to remain engaged in supportive roles within activities and efforts Equity Council members will pursue.

### 3.0 GROUND RULES

Members are expected to abide these ground rules when participating in Council activities:

- Create equal power sharing in the room regardless of position;
- Foster and commit to both active and reflective listening skills;
- Create a safe, open, nurturing and respectful environment;
- Step up and speak your truth;
- Step back and ensure all voices are heard;
- Be courageous and take risks;
- Assume the best of intentions;
- Honor confidentiality and trust;
- Work collaboratively to bring out the best ideas from the group; and
- Challenge ourselves in our learning and understanding.

### 4.0 DECISION-MAKING

The Council represents a diversity of expertise, skill sets, and viewpoints. As such, Council members are expected to listen, analyze, and contribute in ways that further the Council's goals. Council recommendations and decisions should represent a broad base of collective wisdom that will best serve Prosper Portland.

**4.1 Consensus.** When making decision, the Council will strive to reach consensus, a decision-making method where the group reaches substantial, though not necessarily unanimous, agreement on matters of overall direction and policy.

**4.2 Supermajority.** If consensus on a decision cannot be reached, the decision will be made by a supermajority (two-thirds) vote of members in a Council meeting. In these cases, the Council will offer the opportunity to include minority reports in meeting summaries.

**4.3 Quorum.** A quorum is required to conduct business and make official decisions (e.g., voting on new members, approving a strategic plan). A quorum is defined as 50% of the total Council membership, plus one, rounded up. For instance, if the Council has twelve members, a quorum is seven members. Once a quorum is reached, a quorum is maintained for the remainder of the meeting, even if a member leaves during the meeting.

**4.4 Changing this Charter.** Changes to Section 1.0 and 4.0 may only be made through approval by Prosper Portland's Board of Commissioners. Changes to Section 2.0 and 3.0 may be made through a supermajority vote of the Council's members.

## 5.0 ADOPTION OF THIS CHARTER

This Charter was originally adopted on May 11, 2016 and last revised on April \_\_\_\_\_, 2019.

By: \_\_\_\_\_ By: \_\_\_\_\_

Kimberly Branam  
Executive Director

Mayra Arreola  
Director of Social Equity, Policy and Communications  
Equity Council Sponsor

# Prosper Portland

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## 2023 Annual Reporting

**portland**  
**means**  
**progress.**

**mean it with us.**

# Introduction

Hello Portland Means Progress businesses! This Company Dashboard includes data you've provided in Portland Means Progress annual reporting since you joined the initiative. Each year, we'll provide your company an Annual Company Dashboard to provide information for you to reflect on your progress, celebrate movement, and consider your future actions to advance racial equity within your organization as well as in our community. The annual reporting has informed our collective [Impact Report](#), and now your organizations' specific information is available to you for individual reflection. This information remains confidential to your business and is held by a third party company. If anything in the report appears inconsistent with your information, please let R for the Rest of Us know.

The data are displayed in several different graph styles to better help you visualize what you reported:

1. Circle plots help you see what commitments you've made over the years – each dot corresponds with the commitment and the circle represents each year.
2. Waffle plots are used to visualize the demographics you've reported. You'll see your staff disaggregated by race and represented with different colors. (Note: if you did not report your staff demographics, you won't have these graphs.)

Best,

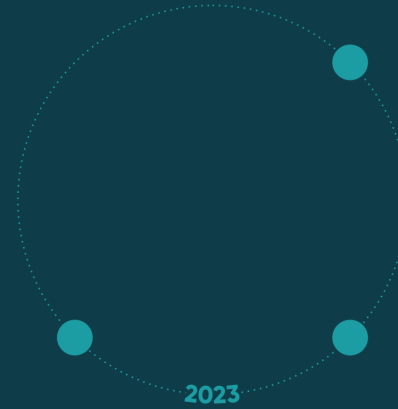
The Portland Means Progress Team

# Intro

Which action(s) did your business commit to through Portland Means Progress?

My business did not  
commit to Portland  
Means Progress

Work Experience

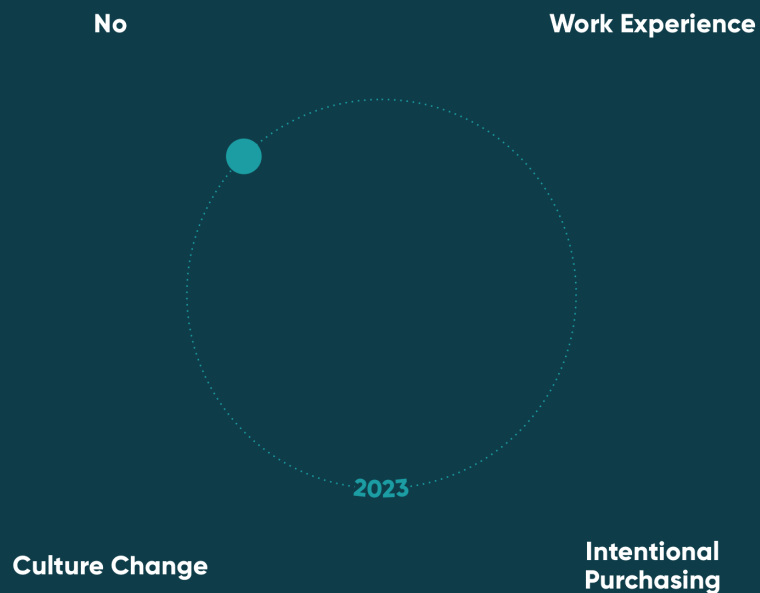


Culture Change

Intentional  
Purchasing

# Intro

Did your business make progress on any of the other Portland Means Progress actions that you didn't originally commit to?



# Work Experience

Which of the following internship and workplace experience programs did your business participate in?



\* Not specified

# Work Experience

How many interns did your business host in the Portland Metro area outside and inside of the Emerging Leaders and SummerWorks/Youth WEX programs?

Other

Emerging Leaders  
Interns

SummerWorks

2023



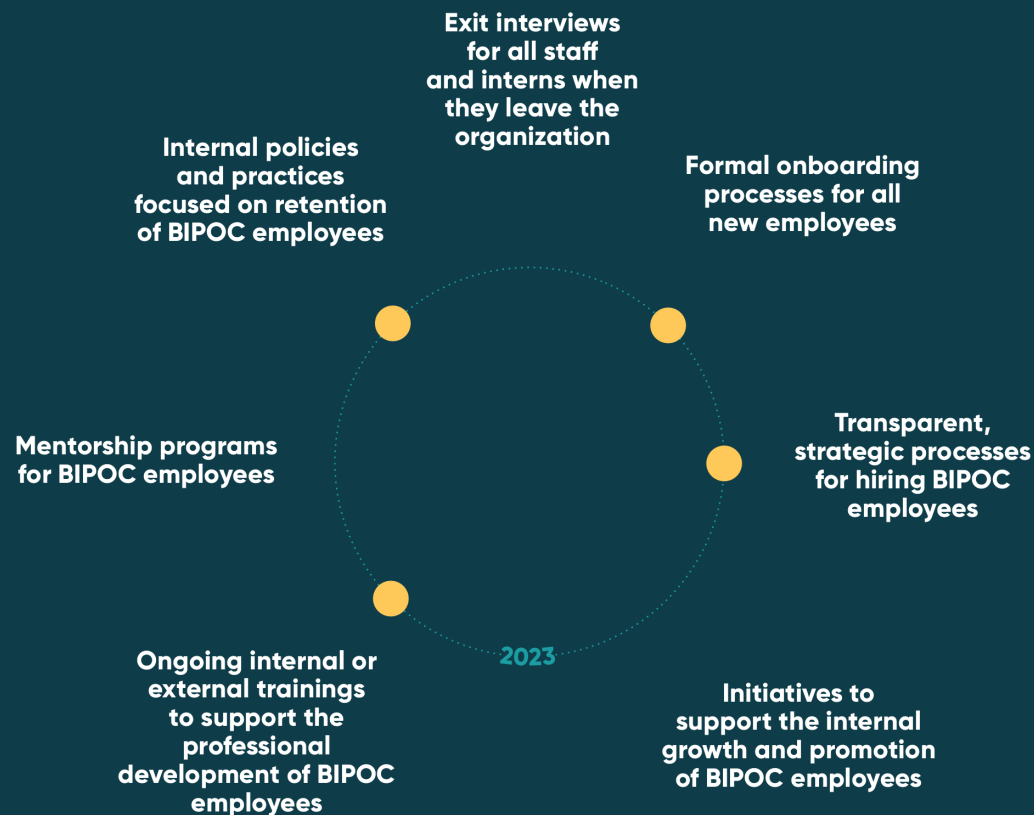
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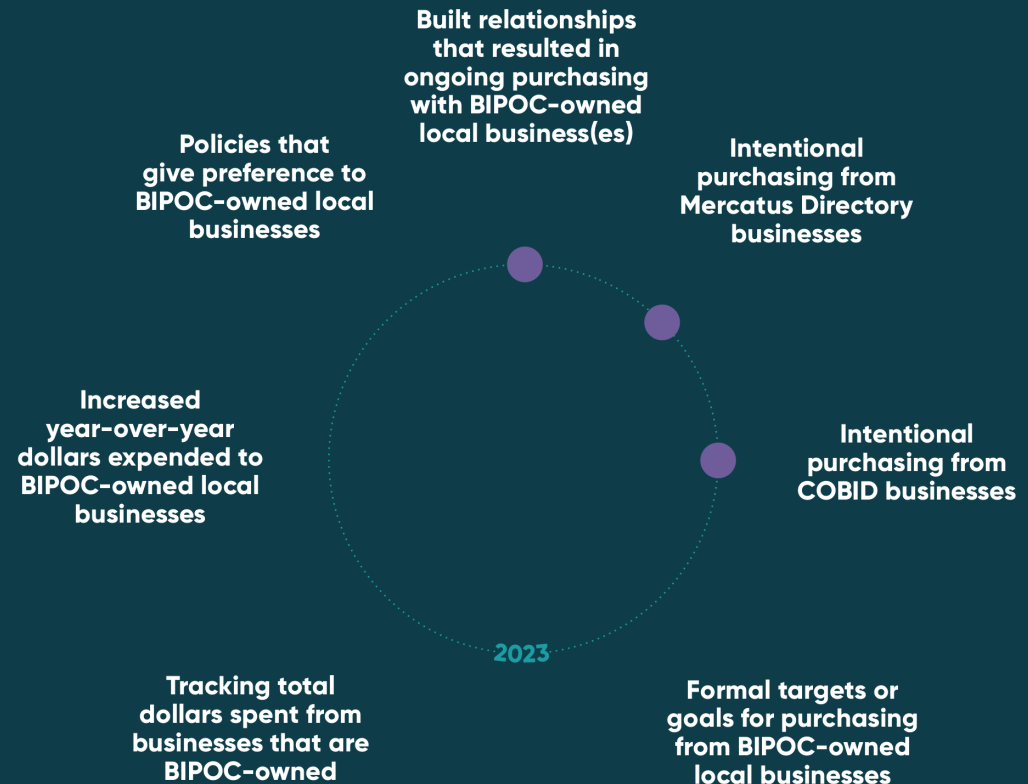
# Work Experience

Has your business implemented any of the following policies, practices, or actions?



# Intentional Purchasing

Has your business implemented any of the following policies, practices, or actions?



# Intentional Purchasing

How many dollars did your business spend on purchases from businesses in the Portland Metro area that are BIPOC-owned and what percentage of your business's purchases were from businesses in the Portland Metro area that are BIPOC-owned?

\$22.2M



2023

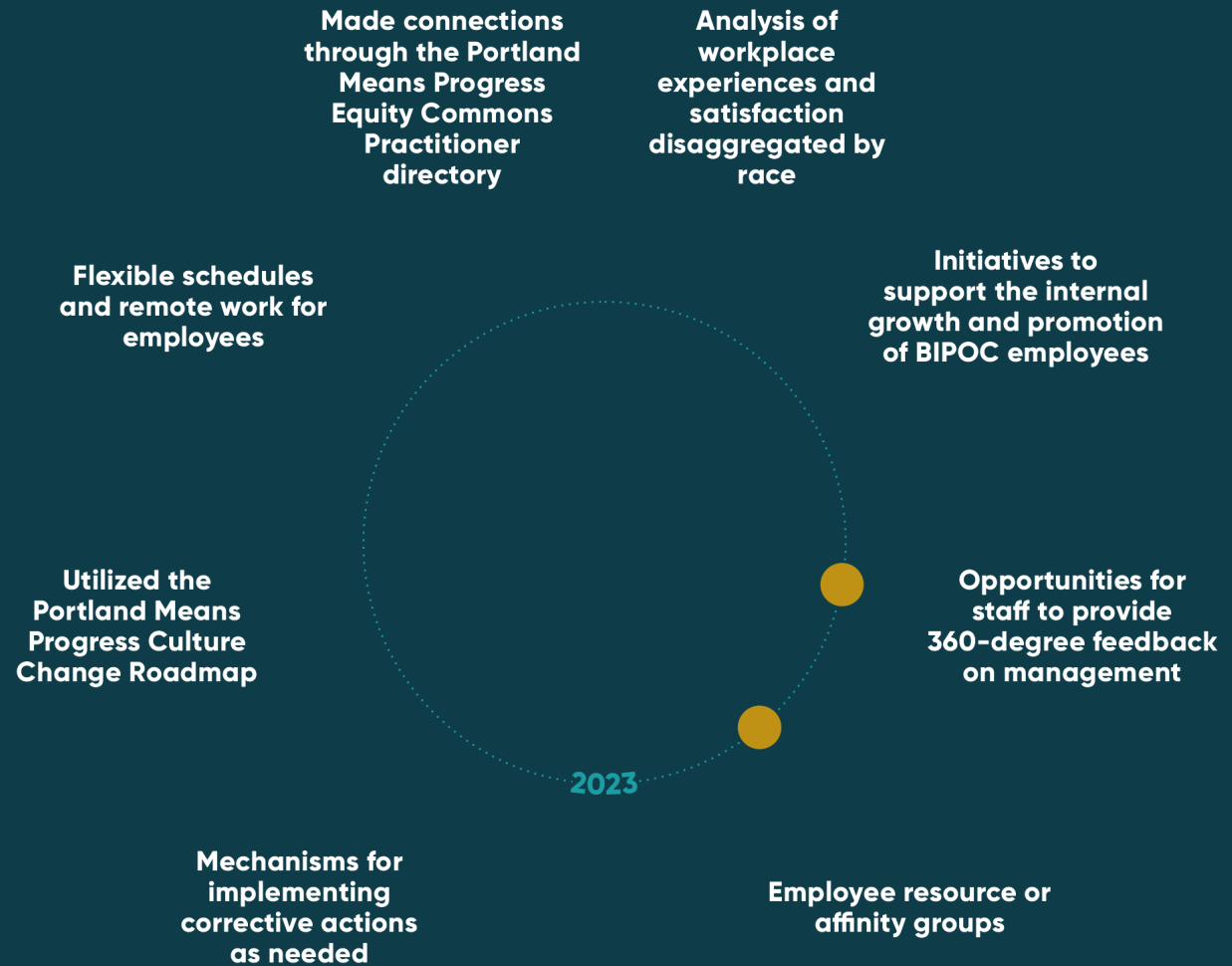
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# Culture Change

Has your business implemented any of the following policies, practices, or actions?

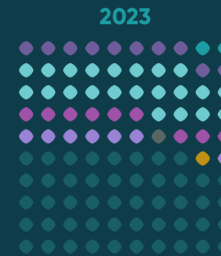


## Culture Change, continued



# Culture Change

Approximately what percentage of your employees in the Portland Metro area identify as a member of each of the following racial or ethnic groups?



## Employees

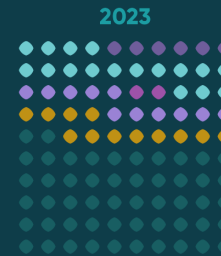
AI/AN *	2%
Asian	10%
Black, African, or African American	22%
Hispanic or Latinx	9%
Middle Eastern or North African	1%
Multiracial, or more than one race	7%
Native Hawaiian or Pacific Islander	0%
Other	1%
Slavic	0%
White	47%

2023

\* Native American, American Indian or Alaska Native

# Culture Change

Approximately what percentage of your leadership and management in the Portland Metro area identify as a member of each of the following racial or ethnic groups?



## Leadership & Management

AI/AN *	0%
Asian	6%
Black, African, or African American	18%
Hispanic or Latinx	2%
Middle Eastern or North African	0%
Multiracial, or more than one race	11%
Native Hawaiian or Pacific Islander	0%
Other	12%
Slavic	0%
White	53%

2023

\* Native American, American Indian or Alaska Native

# Meaningful Action

Please share about a time when your business took meaningful action to address work experience, intentional purchasing, culture change, or other equity issues



The Equity Council budget was increased substantially from FY 21/22 to FY 22/23 to operationalize our efforts and advance our DEI goals, including: Trauma-Informed Racial Equity Coaching for Managers, Equity Memo Tool intervention implementation, Support Staff Retention with Exit Interviews and "Stay Toolkit", Agency-Wide Racial Equity Training, Affinity Groups, Caucusing Support

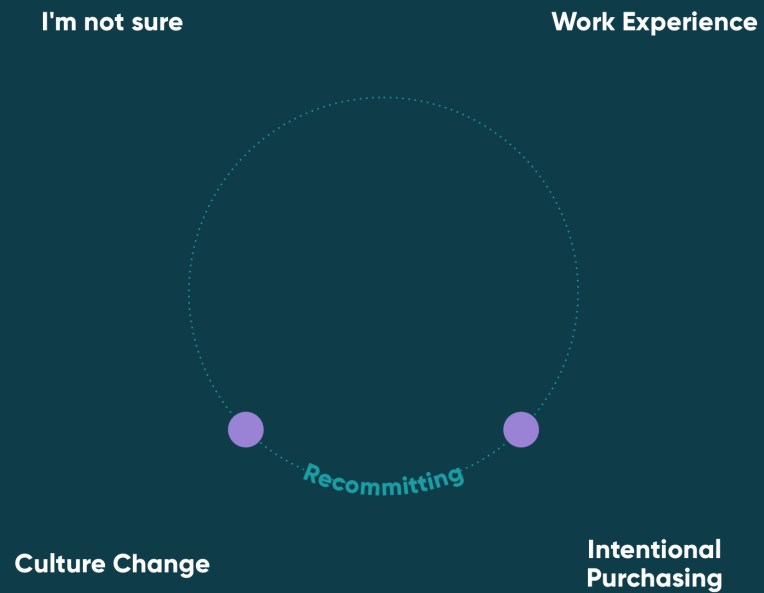
- Equity Council surveyed staff to better understand staff affinity group needs. Prosper now has six affinity groups for staff to engage in:
- Black Affinity for staff who identify as Black/African/African American, Caribbean diaspora.
  - Asian American, Native Hawaiian, and Pacific Islander Affinity group, for staff who identify as the Asian diaspora, Native Hawaiian, and or of the Polynesian islands.
  - Latine Affinity for employees who identify as Latine/x/a/o, Mestiza/o, Chicana/o, Afro-Latina/o).
    - The Multiracial affinity decided to gather under a new name Multiracial/Multicultural Affinity to create space for employees who showed up and have found affinity there (folks who are multiracial, of Jewish faith and culture, honor their multiple African tribal affiliations).
  - Queer Affinity is a group for Queer employees (Lesbian, Gay, Bisexual, Trans\*, Queer/Questioning, Asexual, Pansexual, Two-Spirited +)
  - Disability Affinity Group is for employees who identify as disabled (i.e. physically disabled, sick, deaf/deafblind/hard of hearing, low vision, blind, neurodivergent, or otherwise chronically ill)

The Accounting & IT teams are engaging in a project to begin to capture more full intentional purchasing spend information, embedding COBID certifications in our accounting tools.



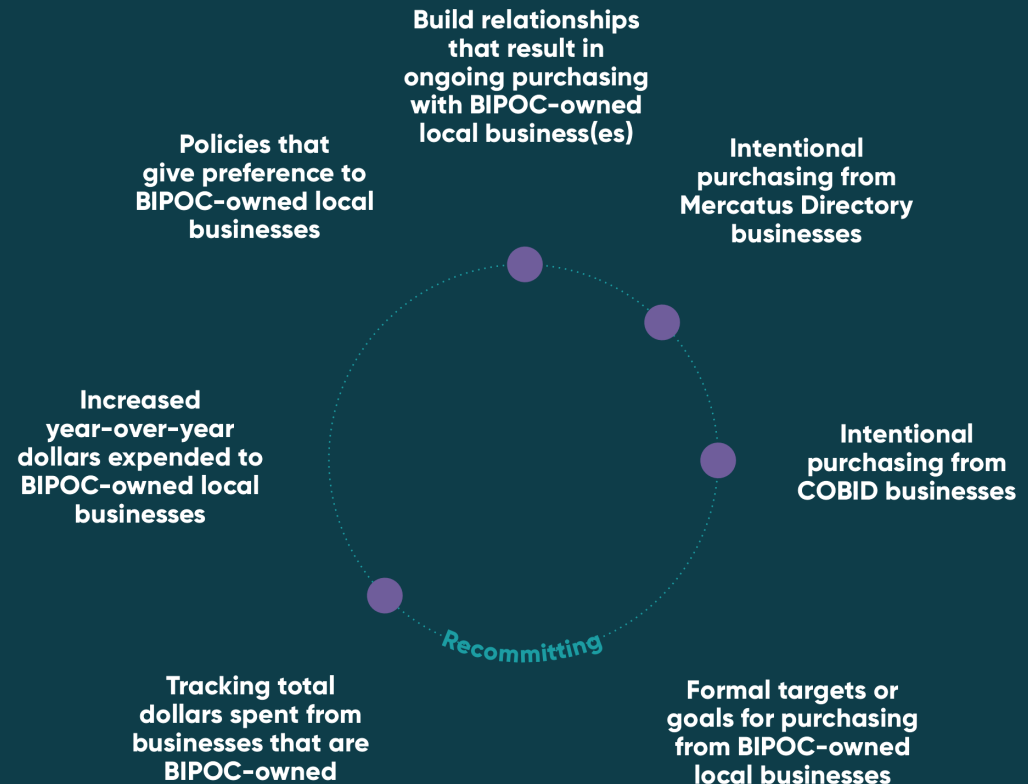
# Recommitting in 2024

Which Portland Means Progress action(s)  
does your business commit to in 2024?



# Intentional Purchasing in 2024

Which of the following policies, practices, or actions does your business plan on implementing or continuing in 2024?

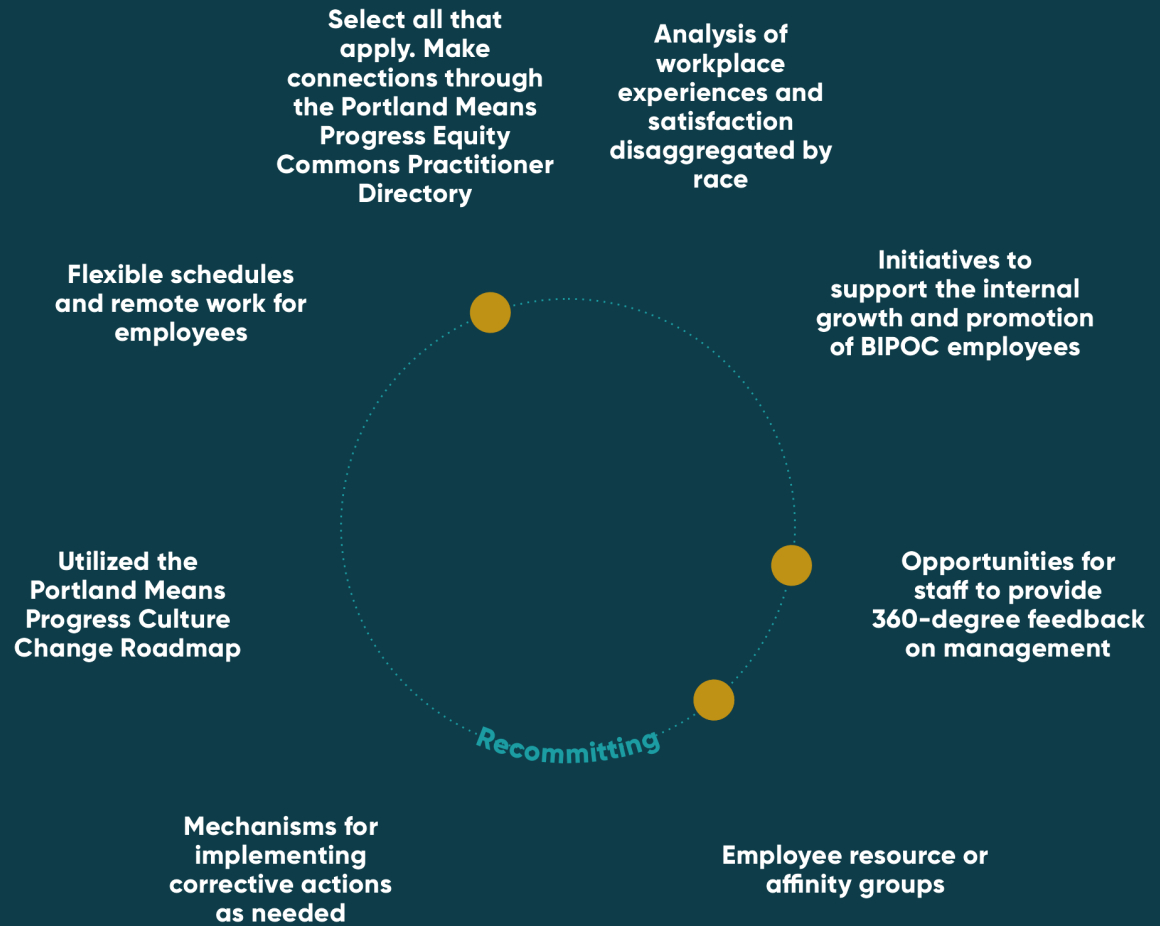


# Culture Change in 2024

Which of the following policies, practices, or actions does your business plan on implementing or continuing in 2024?



## Culture Change in 2024, continued



# Thank you

**portland**  
**means**  
**progress.**

**mean it with us.**