

Work Plan for the Committee on Racial Equity
Fiscal Year 2017-2018
Draft 5 – Jan. 9, 2018

This work plan for Metro’s Committee on Racial Equity (CORE) outlines the main tasks that the committee is charged with undertaking, and their anticipated timeline for start and completion, if applicable.

Purpose of the CORE:

When the Metro Council created the CORE, the purpose of the committee was defined in the following terms:

- Providing input and advising on direction to Metro Council and staff for the successful implementation of the Strategic Plan to Advance Racial Equity, Diversity and Inclusion (Strategic Plan).
- Providing community oversight and opportunities for Metro to increase its accountability to the community in the implementation of the Strategic Plan.
- Providing an independent perspective to assess Metro’s progress in implementing the Strategic Plan.
- Assisting Metro Council and staff in communicating the agency’s progress in implementing the Strategic Plan.
- Assisting Metro staff in the creation and implementation of the Strategic Plan evaluation.
- Providing input, feedback and ideas to Metro Council and staff at times when significant changes to the Strategic Plan are contemplated or required.
- Making recommendations to, and communicating with, Metro Council about the subjects indicated above.

Priorities for the CORE:

During its retreat on Nov. 4, 2017, the CORE identified seven (7) priority activities to include in its Work Plan:

- Develop weighted performance metrics by department to assess plan implementation
 - Identify training and professional development delivered by Metro leaders and staff
 - Provide advisement on “next phase” training / professional development needed
 - Internal facing
- Identify and deliver forums based on specific communities that are impacted and not usually represented “at the table”
 - Connecting to CBOs: geography & identity
- Track communication to Metro (informal letter, analysis) and track responses from Council (accountability) to close communication loop

- In role as advisors / coaches / representatives from communities, use opportunities to review, critique and recommend policy reviews and implementation
- Informal gatherings with all Metro Councilors to learn more about their motivations / what is important to them – and candidates for Metro
- RTP / SW Corridor presentation / housing update for CORE members to weigh in and offer feedback
- Hold Metro Council and staff accountable for making this work sustainable and longitudinal – ensure this work will lead to next Plan

Structure of the CORE:

The CORE contemplated different ways of organizing itself in order to accomplish its purpose and priorities. During the Nov. 4 retreat, the CORE formalized the creation of three subcommittees:

1. Internal Policies and Work Culture
2. External Policies, and
3. Evaluation. This subcommittee's work is being conducted under the broader Impact Evaluation Cohort, which seeks to develop an impact evaluation model to evaluate the implementation of the Strategic Plan, and eventually an impact evaluation model that could be applied to all aspects of Metro's work. After the Impact evaluation cohort ends its work in Oct. 2018, this subcommittee will come up with its scope of work moving forward.

Each subcommittee has five CORE members in it, and they will play a significant role in implementing the CORE Work Plan. The CORE will meet regularly as a whole committee every other month, starting in Jan. 2018, for two hours. The first two subcommittees will meet regularly during the months when the CORE does not have regular meetings, starting in Feb. 2018. The Evaluation Subcommittee will continue to meet once per month, as part of the Impact Evaluation Cohort meetings, until the cohort complete its work in Oct. 2018. After that date, it is anticipated that the Evaluation Subcommittee meetings will follow the meetings schedule of the other two CORE subcommittees.

CORE Work Plan details:

This work plan seeks to accomplish the purpose and priorities of the CORE by implementing the following activities:

July 2017:

Start of Activities	Responsible party	Deliverables	Anticipated completion date
Hold the CORE kick-off meeting	Metro staff	Meeting	July 27, 2017
Define the CORE's internal culture, agreements and expectations	CORE	CORE by-laws	Nov. 30, 2017
Provide opportunities for the CORE members to get to know each other and promote cohesion and effective team work	Metro staff	Opportunities during meetings	Ongoing

August 2017:

Start of Activities	Responsible party	Deliverables	Anticipated completion date
Increase knowledge of Metro's programs and equity-related activities	Metro staff	Tour of Metro facilities	Ongoing
Agree on work plan for Fiscal Year 2017-2018	CORE	Final work plan	Nov. 30, 2017
Define the CORE structure and meeting frequency needed to achieve the work plan	CORE	Final work plan	Nov. 30, 2017

October 2017 – December 2018

Start of Activities	Responsible party	Deliverables	Anticipated completion date
Participate in the Equity Impact Evaluation Cohort – Oct. 2017	Evaluation subcommittee	Racial equity impact evaluation measures and model	Oct. 2018
Review implementation of Metro's Strategic Plan to Advance Racial Equity, Diversity and Inclusion (Strategic Plan) and provide input on activities – Nov. 2017	CORE and subcommittees		Ongoing
Provide updates to Metro Council on the CORE activities, through the Council Liaisons – Nov. 2017	CORE	Reports to Metro Council	Ongoing
Hold Metro Council and staff accountable for making this work sustainable and longitudinal. Ensure this work will lead to next Strategic Plan – Nov. 2017	CORE and Metro staff	Next iteration of the Strategic Plan	Ongoing
Communicate the success and challenges in implementing the Strategic Plan to the community – Jan. 2018	CORE and Metro staff		Ongoing

Develop weighted performance metrics by department and venue to assess plan implementation – Jan. 2018	Evaluation subcommittee	Performance metrics	Ongoing
Review and provide input to the department-specific racial equity action plans for Parks + Nature, Planning & Development, Property & Environmental Services and the Oregon Zoo – Jan. 2018	CORE and subcommittees	Feedback to Metro departments and venue	Mar. 2018
Track communication from community to Metro and track responses from Metro Council, to close communication loop – Jan. 2018	Metro staff		Ongoing
In role as advisors, coaches and community representatives, seize opportunities to review, critique and make recommendations on policy and implementation – Mar. 2018	CORE and subcommittees		Ongoing
Identify and implement forums based on specific communities that are impacted and not usually represented “at the table” – May 2018	CORE and Metro staff	Community forums	Ongoing
Informal gatherings with all Metro Councilors to learn more about their motivations and what is important to them – May 2018	CORE	Gatherings with Metro Councilors	Ongoing
Sponsor and participate in the Metro Community Summit to report to stakeholders on Strategic Plan implementation and other racial equity work undertaken by Metro – May 2018	CORE and Metro staff	Report to the community	Sept. 2018
RTP, SW Corridor and housing presentations to the CORE, so members can weigh in and offer feedback – May 2018	Metro staff	Presentations to the CORE	Sept. 2018
Participate in a joint work session with Metro Council to report on Strategic Plan implementation and CORE work to date – May 2018	CORE and Metro staff	Report to Council and work session materials	July 2018
Hold Community Forum to provide accountability to the community on Metro’s work to implement the Strategic Plan – May 2018	CORE and Metro staff	Community Forum	Sept. 2018
Hold joint Work Session with the Metro Council to report on CORE’s work and better understand Council’s vision for racial equity work at Metro – July 2018	CORE and Metro staff	Joint Work Session with Metro Council	Nov. 2018
Hold CORE retreat to plan for the committee work in 2019 – Sept. 2018	CORE and Metro staff	CORE retreat	Dec. 2018
Planning work to develop report from CORE to Council	Metro Staff and CORE		Dec. 2018

Schedule of CORE activities:

Based on these activities and deliverables, the schedule of CORE and subcommittee meetings and topics for 2018 is as follows:

January 2018

<p>CORE general meeting – Jan. 18, 6 – 8 p.m., Metro Regional Center</p>	<ul style="list-style-type: none"> • CORE Work Plan – consideration and approval • How to communicate the successes and challenges in implementing the Strategic Plan – introductory discussion • Main Topic: Presentations on the department-specific draft racial equity action plans – feedback and input <ul style="list-style-type: none"> ○ Parks + Nature ○ Property & Environmental Services
<p>Evaluation subcommittee – Jan. 23, 8:30 a.m. – noon, Metro Regional Center</p>	<ul style="list-style-type: none"> • Continue the work as part of the Metro Impact Evaluation Cohort

February 2018

<p>CORE Internal Policies and Work Culture subcommittee meeting – date, time and location TBD</p>	<ul style="list-style-type: none"> • Subcommittee work plan – discussion of preliminary ideas from Nov. CORE meeting • Presentations on the department-specific draft racial equity action plans – feedback and input <ul style="list-style-type: none"> ○ Parks + Nature ○ Property & Environmental Services
<p>CORE External Policies subcommittee meeting – date, time and location TBD</p>	<ul style="list-style-type: none"> • Subcommittee work plan – discussion of preliminary ideas from Nov. CORE meeting • Presentations on the department-specific draft racial equity action plans – feedback and input <ul style="list-style-type: none"> ○ Parks + Nature ○ Property & Environmental Services
<p>Evaluation subcommittee – Feb. 27, 8:30 a.m. – noon, Metro Regional Center</p>	<ul style="list-style-type: none"> • Continue the work as part of the Metro Impact Evaluation Cohort

March 2018

CORE general meeting – Mar. 15, 6 – 8 p.m., location TBD	<ul style="list-style-type: none"> • How to communicate the successes and challenges in implementing the Strategic Plan – continued discussion • Identify opportunities for the CORE to provide input on Metro policies and implementation – discussion • Main Topic: Presentations on the department-specific draft racial equity action plans – feedback and input <ul style="list-style-type: none"> ○ Oregon Zoo ○ Planning & Development
Evaluation subcommittee – Mar. 19, 8:30 a.m. – noon, Metro Regional Center	<ul style="list-style-type: none"> • Continue the work as part of the Metro Impact Evaluation Cohort

April 2018

CORE Internal Policies and Work Culture subcommittee meeting – date, time and location TBD	<ul style="list-style-type: none"> • Subcommittee work plan – discussion and finalization • Presentations on the department-specific draft racial equity action plans – feedback and input <ul style="list-style-type: none"> ○ Oregon Zoo ○ Planning & Development
CORE External Policies subcommittee meeting – date, time and location TBD	<ul style="list-style-type: none"> • Subcommittee work plan – discussion and finalization • Presentations on the department-specific draft racial equity action plans – feedback and input <ul style="list-style-type: none"> ○ Oregon Zoo ○ Planning & Development
Evaluation subcommittee – Apr. 24, 8:30 a.m. – noon, Metro Regional Center	<ul style="list-style-type: none"> • Continue the work as part of the Metro Impact Evaluation Cohort

May 2018

CORE general meeting – May 17, 6 – 8 p.m., location TBD	<ul style="list-style-type: none"> • Report on Racial Equity Plans—if process of adoption has been completed—implementation next steps • Main Topic: Planning Conversation • Identify and plan forums based on specific communities that are impacted and not usually represented “at the table” – discussion and action
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	<ul style="list-style-type: none"> • Establish a calendar of informal gatherings with Metro Councilors to learn their motivations and what is important to them – action item • Community forum preparation (September of 2018?)– discussion of the CORE’s role and how the committee can support the event. This is meant to be the primary opportunity for the CORE to provide accountability to the community on the implementation of the Strategic Plan • Presentations on Metro policy initiatives to which the CORE wants to provide feedback •
Evaluation subcommittee – May 29, 8:30 a.m. – noon, Metro Regional Center	<ul style="list-style-type: none"> • Continue the work as part of the Metro Impact Evaluation Cohort

June 2018

CORE Internal Policies and Work Culture subcommittee meeting – date, time and location TBD	<ul style="list-style-type: none"> • Implementation of activities identified in the subcommittee work plan • Community forum preparation – action items • Report on ERG work and plans
CORE External Policies subcommittee meeting – date, time and location TBD	<ul style="list-style-type: none"> • Implementation of activities identified in the subcommittee work plan • Community forum preparation – action items • Report on Housing bond and other external programming
Evaluation subcommittee – June 26, 8:30 a.m. – noon, Metro Regional Center	<ul style="list-style-type: none"> • Continue the work as part of the Metro Impact Evaluation Cohort

July 2018

CORE general meeting – July 19, 6 – 8 p.m., location TBD	<ul style="list-style-type: none"> • Main Topic: Presentation on progress of Impact Evaluation work • Presentations on Metro policy initiatives to which the CORE wants to provide feedback • Planning for Community forum – action items (September of 2018) • Joint work session CORE-Metro Council – discussion and preparation
Evaluation subcommittee – July 31, 8:30 a.m. – noon, Metro Regional Center	<ul style="list-style-type: none"> • Continue the work as part of the Metro Impact Evaluation Cohort

August 2018

CORE Internal Policies and Work Culture subcommittee meeting – date, time and location TBD	<ul style="list-style-type: none"> • Implementation of activities identified in the subcommittee work plan • Community forum preparation – action items
CORE External Policies subcommittee meeting – date, time and location TBD	<ul style="list-style-type: none"> • Implementation of activities identified in the subcommittee work plan • Community forum preparation – action items
Evaluation subcommittee – Aug. 28, 8:30 a.m. – noon, Metro Regional Center	<ul style="list-style-type: none"> • Continue the work as part of the Metro Impact Evaluation Cohort

September 2018

CORE general meeting – Sept. 20, 6 – 8 p.m., location TBD	<ul style="list-style-type: none"> • Main Topic: COMMUNITY forum • SUGGESTION: Have the Community Forum in lieu of the CORE general meeting • If not, then: • Presentations on Metro policy initiatives to which the CORE wants to provide feedback • Joint work session CORE-Metro Council – discussion and preparation
Community Forum – date, location and time TBD	<ul style="list-style-type: none"> • Joint project with Communications Department, Public Engagement Office
Evaluation subcommittee – Sept. 26, 8:30 a.m. – noon, Metro Regional Center	<ul style="list-style-type: none"> • Continue the work as part of the Metro Impact Evaluation Cohort

October 2018

CORE Internal Policies and Work Culture subcommittee meeting – date, time and location TBD	<ul style="list-style-type: none"> • Implementation of activities identified in the subcommittee work plan
CORE External Policies subcommittee meeting – date, time and location TBD	<ul style="list-style-type: none"> • Implementation of activities identified in the subcommittee work plan
Evaluation subcommittee – Oct. 30, 8:30 a.m. – noon, Metro Regional Center	<ul style="list-style-type: none"> • Continue the work as part of the Metro Impact Evaluation Cohort

November 2018

CORE general meeting – Nov. 15, 6 – 8 p.m., location TBD	<ul style="list-style-type: none"> • Main Topic: Joint work session CORE-Metro Council – discussion and preparation
Joint CORE-Metro Council Work Session – date, time and	<ul style="list-style-type: none"> • CORE reports on the work undertaken by the committee since its creation

location TBD	<p>in 2017</p> <ul style="list-style-type: none"> • Dialogue with Metro Council about their vision for the future of racial equity work at Metro and the CORE's role in achieving that vision
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December 2018

CORE annual retreat – Dec. 1 or Dec. 8, 10 a.m. – 3 p.m., location TBD	<ul style="list-style-type: none"> • Team building activities • CORE Work Plan for 2019 – discussion and approval
End of year holiday greeting to community – Dec. 14	<ul style="list-style-type: none"> • Develop CORE committee message and post on website/possible holiday cards, etc.

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