



Tualatin Hills Park & Recreation District Minutes of a Regular Meeting of the Board of Directors

A meeting of the Tualatin Hills Park & Recreation District Board of Directors was held on Tuesday, August 13, 2019, at the HMT Recreation Complex, Dryland Training Center, 15707 SW Walker Road, Beaverton, Oregon. Work Session 4:30 pm; Executive Session 6:30 pm; Regular Meeting 7:00 pm.

Present:

Felicita Monteblanco	President/Director
Tya Ping	Secretary/Director
Wendy Kroger	Secretary Pro-Tempore/Director
Ashley Hartmeier-Prigg	Director
Doug Menke	General Manager

Absent:

Heidi Edwards	Director
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Agenda Item #1 – Board Work Session: Diversity, Equity, Inclusion & Access (DEIA)

A Work Session of the Tualatin Hills Park & Recreation District Board of Directors was called to order by President Felicita Monteblanco on Tuesday, August 13, 2019, at 4:40 pm.

Holly Thompson, Communications director, introduced Lillian Tsai with TsaiComms, LLC, the district's consultant in assisting THPRD with its planned organizational culture process to institutionalize diversity, equity, inclusion and access. Work completed to-date includes gathering quantitative and qualitative feedback regarding historical practices and current staff knowledge, attitudes, and understanding, as well as DEIA training for regular status employees and part-time/seasonal employees. As a result of this effort, Lillian has prepared a report titled *Observations, Findings and Recommendations for Diversity, Equity & Inclusion at Tualatin Hills Park & Recreation District* for consideration, a copy of which was entered into the record.

Lillian provided a detailed overview of the findings and recommendations from the report via a PowerPoint presentation, a copy of which was entered into the record. The executive summary presented from the report included the following comments:

- The district is doing well; dozens of positive DEI-related programs initiated and implemented
- Majority say district makes effort to make employees feel welcomed and respected
- Many are passionate about their work and serving patrons
- Instances of either disinterest, discontent, and/or bias against DEI surfaced
- Many actions are already being put into place post assessment and should be shared

Lillian concluded her presentation by noting that THPRD has a hardworking and dedicated staff and leadership team committed to making a difference and that areas where disparities exist in policies, practices and behaviors are opportunities to move forward toward a more equitable and inclusive culture both internally and externally with patrons. Lillian offered to answer any questions the board may have.

Ashley Hartmeier-Prigg asked for clarification regarding the following statement within Finding #1, District Leadership, Managers and Supervisors: “While improvement in increase in diversity in managers/supervisors, they’re not seen as understanding DEI or of personal roles in ensuring equitable and inclusive organizational culture.”

- ✓ Lillian explained that this statement is in reference to leadership’s ability to explain DEI and how it applies to staffs’ roles.

Wendy Kroger asked whether the recommended trainings Lillian proposes will specifically address this issue.

- ✓ Lillian confirmed this, noting that the trainings proposed are based on a combination of information specifically requested by staff, as well as the recommendations presented within the report.

Tya Ping asked whether this finding statement was developed prior to district staff receiving the recent DEI training and, if so, was there an exit interview conducted to gauge participants’ increased competence.

- ✓ Lillian confirmed that this statement was developed prior to the training conducted. She noted that there was an online evaluation offered after the training and she received a 90% approval rating. Many participants expressed appreciation for the comprehensive level of training received.
- ✓ Christine Hoffmann, Human Resources manager, noted that the approval rating Lillian received, in addition to participants’ comments regarding their increase in personal understanding of DEI, was an exemplary outcome not often experienced through such mandatory trainings.

President Monteblanco expressed appreciation for this process, noting that it is wonderful to see the momentum continuing to build. She acknowledged to Lillian the emotional toll this work can take, noting that candid feedback was surely given.

Holly provided comments acknowledging the contents of the report, noting that district staff sees it as being a foundational document and launching point in terms of determining where the district takes its DEIA strategy moving forward. Christine provided an overview of some of the steps forward the district has taken in the area of DEIA while the report was in the process of development, or shortly after completion, which included, but is not limited to, the following:

- Updated the district’s Internal Diversity Development Plan
- Conducted twelve employee DEIA training sessions attended by 571 employees, as well as training for the district’s advisory committee members
- Facilitated a follow up, in-depth training for the district’s leadership team to reinforce the results of the districtwide baseline training, specifically to help supervisors be able to articulate why DEIA is important
- Evaluated structural equity by way of the review of regular part time positions transitioning to fulltime, standardization of benefits, and pay equity compliance
- Updated policies and practices, including the district’s bilingual pay policy
- Developed a new employee welcome program
- Continued deepening connections with peers and networks, such as the Equity Seminar Series, sponsorship of the Northwest Public Employers Diversity Conference, and becoming a gold-level sponsor of Partners in Diversity
- Conducted certified interpreter training for customer service as a beta program
- Scheduled three Employee Assistance Program wellness trainings and started distribution of their newsletter to all employees
- Standardized the process for exit interviews
- Drafted a DEIA training schedule currently in process based on the recommendations within the report, including work with the Conversation Project and other trainers and partners available

Holly and Christine thanked Lillian for her efforts and quality work with the district.

Ashley lauded the district's movements forward in this area, noting that DEIA is a practice that needs to be integrated into daily life, is always a work in progress, and that missteps are part of the journey. For example, this evening she noticed the large "Women" sign on the restroom outside of the Tualatin Hills Aquatic Center and thought about how this designation might make her transgender friend feel.

Tya complimented Lillian's work and the steps forward the district has taken in this area. She loves the addition of "access" to DEI, noting that access is essentially the end goal for all DEI work; to make sure everyone has access and is included. She commented that DEIA training will need to be ongoing and wondered whether the district will have the ability to conduct some of that training in-house. As an employee of a large company, she understands the impact of top-down leadership and how important it is to create a culture of DEI, especially knowing that the district's frontline staff are those who most interact with the community. They are the experts in that, so creating a space where all levels of staff can feel empowered to speak up and contribute is important.

- ✓ Holly described some in-house training already taking place, noting that it is an area that the district is eager to explore.
- ✓ Doug commented that the addition of "access" to DEI was a suggestion made by Lillian and that the district has already been making great strides in this area with its Access for All initiatives.

President Monteblanco expressed support for additional staff training and commented that she is happy that the report touched on microaggressions as it is an accessible place to start in that no one is exempt from either experiencing or inflicting microaggressions. She is also reflecting on how this work ties to the district's recruitment and retention of staff of color, and the important ripple effects this work will have on other areas of the district needing improvement. She would like to see a check-in on this topic in six months with an added component of the Coalition of Communities of Color report previously presented to the board, noting that there are action items within that report as well.

Lillian concluded this portion of her presentation by asking each board member the following questions:

1. What did you learn?
2. What three to four recommendations surface as high-impact priorities to work on first?

Ashley replied that although she tries to be conscious of using non-gendered language, she has somewhat dismissed being bothered by the term "you guys," but hearing how that phrase may be negatively perceived by other cultures was enlightening.

President Monteblanco replied that she now has a stronger understanding of the organization as a whole, and how DEI can be used in exit interviews.

Tya expressed agreement with Felicita regarding the benefits of understanding more about the organization and what is already being done. She described the importance of changing the culture to make sure DEIA is a component of everything the district does, starting at the top with the board making it a top priority and continually reevaluating how the district is addressing it.

Wendy complimented district staff on their efforts and referenced fundamental changes taking place within the district, noting that she is pleased that DEIA will be a continued effort and priority for the district.

President Monteblanco identified the recommendations that surfaced for her as high-impact priorities to work on first:

- Identify staff leaders at all levels with strong interest in and/or lived experience around topics of DEIA
- Revisit current Diversity & Inclusion Vision Statement
- Continue to make efforts to include more than one woman or diverse candidate in the finalist pool for open positions
- Continue to attend job fairs that specialize in the recruitment of employees with diverse backgrounds in order to network and create awareness about the district
- Provide training to all employees on awareness about ADA requirements, disability language, and the meaning of “reasonable accommodation” and “access” for employees and patrons

Wendy identified the recommendations that surfaced for her as high-impact priorities to work on first:

- Structural improvements in the Human Resources area, such as classification studies and the evaluation of part-time and full-time positions
- Continued improvement in internal and external communications

Ashley identified the recommendations that surfaced for her as high-impact priorities to work on first:

- Ensure that job candidates feel that the hiring process is fair, whether internal or external
- Encourage the formation of affinity groups
- Coaching and reverse mentoring opportunities that can provide real-time feedback to employees, as well as empowers a new way of leadership
- Installation of all-gender, accessible, family restrooms in all facilities

Tya identified the recommendations that surfaced for her as high-impact priorities to work on first:

- Revisit current Diversity & Inclusion Vision Statement
- Provide ongoing training opportunities
- Determine how to measure and evaluate DEIA for all employees, especially management

Lillian provided a board training session titled *Foundations of Diversity, Equity, Inclusion and Access* via a PowerPoint presentation, a copy of which was entered into the record. The goals of the training were stated as:

- To provide a foundational understanding of diversity, equity, inclusion and access
- To have a shared understanding about how the board envisions their role in setting priorities and goals with regard to DEIA

Lillian asked the board members how they believe DEIA might show up in their roles as board members and what it would look like practically and operationally to lead on DEIA-related issues. The following responses were received:

- Revisiting the district’s Diversity & Inclusion Vision Statement and setting goals against it
- Making it a habit to consider the DEIA implication of any topic that is before the board for consideration
- Asking critical questions and advocating for the values of the community that they were elected to represent
- Establishing DEIA as a priority and intentionally communicating and reflecting that value as board members
- Supporting staff’s DEIA efforts
- Determining how to concretely measure and evaluate the district’s DEIA efforts in order to be able to provide clear guidance and direction

General Manager Doug Menke commented that hearing the support and passion for DEIA on the board enables staff to also project that value when resistance to change or pushback occurs.

Lillian concluded her presentation by noting that an organization's sustained commitment to DEIA attracts the brightest, most creative and innovative employees. Organizations who are inclusive and equitable have the most success; whereas, a lack of inclusion effects productivity and presenteeism. Outside of this evening's training, she asked that each board member reflect upon what they are proactively doing personally and as a group to be a diverse, equitable and inclusive board.

- ✓ The board members thanked Lillian for her presentations this evening.

Agenda Item #3 – Call Regular Meeting to Order

A Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was called to order by President Felicita Monteblanco on Tuesday, August 13, 2019, at 7 pm.

Agenda Item #5 – Audience Time

There was no testimony during Audience Time.

Agenda Item #6 – Board Time

Ashley Hartmeier-Prigg noted that the district's Audit Committee has set the dates of their upcoming meetings for Monday, September 9 and Wednesday, November 20.

Ashley provided a brief overview regarding the new board member training workshop that she and Wendy Kroger recently attended hosted by Special Districts Association of Oregon (SDAO). She noted that topics included public meetings law, ethics and how to use SDAO as a resource.

- ✓ Wendy agreed that the workshop was beneficial and requested that the training materials that were provided by SDAO be forwarded to the entire board. She suggested that it may also be worthwhile to have a presentation to the board at a future meeting.
- ✓ President Monteblanco commented that SDAO also has training videos posted on their website that she found informative. She noted that required viewing of the videos could be an expectation in holding each board member accountable and that consideration could be given to having a future board presentation as time allows.

Wendy noted that the Parks & Facilities Advisory Committee has been focused recently on the topic of dog parks and dog runs.

Tya Ping stated that she is looking forward to attending her first Programs & Events Advisory Committee meeting next week.

President Monteblanco commented that although board member Heidi Edwards is the liaison to the Tualatin Hills Park Foundation, in her absence she gave an update on the foundation's latest activities, including the hiring of an executive director.

President Monteblanco referenced previous board discussion earlier this year on the topic of changing the board's stipend practice. She inquired whether there is a board consensus to direct district staff to request a recommendation from the Oregon Government Ethics Commission (OGEC) regarding how the board can approach this topic. She would like to be able to continue this discussion in an ethical and responsible way and inquired whether the other board members agree.

- ✓ Ashley and Tya expressed agreement with moving forward in seeking a recommendation.

- ✓ Wendy inquired whether the opinion being sought would come from the official ethics commission or OGEC staff.
- ✓ Felicita replied that her understanding is that the OGEC staff opinion rarely deviates from the commission's opinion and takes only five to six weeks versus six months, so she recommends seeking a staff opinion.

Ashley referenced her service on the district's budget committee earlier this year and the topic of affordable housing and system development charges (SDCs) that arose during a budget committee meeting. She expressed interest in learning more about how Bend Metro Park & Recreation District recently implemented support of affordable housing via their SDC program, as well as the options available to THPRD in terms of our SDC methodology.

- ✓ Felicita expressed agreement, noting that she, too, would like to learn more about Bend's actions and how their public outreach process went.
- ✓ General Manager Doug Menke noted that funding is currently budgeted for a consultant to review this issue, including surveying Bend and other agencies.
- ✓ Keith Hobson, director of Business & Facilities, added that district staff have been speaking with Bend staff regarding their process and have received some good insight. If the board is desirous of moving forward with a consideration of reopening the district's SDC methodology, he would recommend that a consultant with expertise in policy-level decisions be sought. The board could expect to be engaged in policy-level discussion as soon as the December Regular Board meeting, which would then drive any changes needed to the methodology.
- ✓ Wendy noted that affordable housing is a nationwide issue and that she would be interested in hearing how other areas are addressing it. Ultimately, she would like to see a list of options detailing the different ways the district could assist affordable housing, taking into consideration criteria such as the income levels required for the housing, percentage of affordable units included in the development, etc. She would also like to see exploration of whether the district could tailor options in order to ensure a public benefit component to the affordable housing development.
- ✓ Felicita described a menu of sorts from which to choose various options available in assisting affordable housing partners.
- ✓ Keith explained that the intent would be to have a series of board discussions about these policy-level decisions in order to frame how the methodology is developed.

Agenda Item #7 – Consent Agenda

Wendy Kroger moved that the board of directors approve consent agenda items (A) Minutes of July 23, 2019 Regular Board Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) Resolution Acknowledging Property Acquisitions for Fiscal Year 2018/19 and Describing Funding Source(s) and Purpose, and (E) Resolution Appointing Audit Committee Member. Tya Ping seconded the motion. Roll call proceeded as follows:

Ashley Hartmeier-Prigg	Yes
Tya Ping	Yes
Wendy Kroger	Yes
Felicita Monteblanco	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #8 – Unfinished Business

A. General Manager's Report

General Manager Doug Menke provided an overview of his General Manager's Report included within the board of directors' information packet, including the following:

- Security Operations Update for Schiffler Park and Mountain View Champions Park
 - Mark Pierce, Security Operations manager, and Cameron Hall, Park Maintenance specialist, provided a security update regarding incidents that had

occurred earlier this year at Schiffler and Mountain View Campions Parks via a PowerPoint presentation, a copy of which was entered into the record.

- National Welcoming Week
 - LuLu Ballesteros-Jones, Cultural Inclusion specialist, provided an overview of the district's planned activities for National Welcoming Week in September via a PowerPoint presentation, a copy of which was entered into the record.
- Board of Directors Meeting Schedule

Doug offered to answer any questions the board may have.

Wendy Kroger referenced the Beaverton School District's resource officers and inquired whether they are assisting in addressing vandalism that is occurring by students using the parks during school hours.

- ✓ Mark noted that the resource officers have limited resources to assist but have recently become more engaged with THPRD.

Wendy asked if Park Patrol still desires notification of graffiti that users see when out and about using parks and trails.

- ✓ Mark confirmed this and encouraged anyone who sees graffiti on THPRD property to please report it to Park Patrol.

Tya Ping inquired whether anyone has been apprehended for the vandalism.

- ✓ Mark replied that some have been identified, but not prosecuted. Unfortunately, it is difficult to prosecute without video evidence and/or an admission of guilt. BSD's resource officers have assisted in identifying suspects and a close eye will be kept on those students going into this upcoming school year.

Ashley Hartmeier-Prigg described graffiti prevention methods used in other communities by bringing in street artists to trouble spots.

- ✓ Mark replied that at this point all options are on the table.
- ✓ Tya described the success of intentional art being used at a bus stop that was consistently experiencing vandalism.

President Monteblanco asked for additional information about the security cameras being used at trouble spots and whether signage is posted notifying park users of the cameras.

- ✓ Mark replied that the type of cameras currently being used are temporary, portable cameras that can be moved to different locations based on need. Staff discussion is occurring regarding the consideration of permanently installed cameras with signage. Mark noted that although legally the district does not have to inform park users that they are being filmed, he believes it would be a good idea to do so via posted signage.

Felicita stated that she would rather that the cameras be used as a deterrent rather than as a tactic to catch vandals. She referenced a Diversity, Equity, Inclusion & Access component of security cameras at park sites in that the communities who use these particular sites already feel justifiably marginalized and that the district wants to promote a welcoming environment. Felicita commented that there might be a policy element that needs to be further explored by the board in relation to security cameras and signage.

President Monteblanco complimented the new Management Report included within the board of directors' information packet, noting that she would like to see other highlights included as well, such as particular job openings and scholarship program dollars utilized.

Agenda Item #2 – Executive Session (A) Legal (B) Land

President Monteblanco called executive session to order for the following purposes:

- To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed, and
- To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

The Executive Session is held under authority of ORS 192.660(2) (e) & (h).

President Montebianco noted that the news media and designated staff may attend executive session. Representatives of the news media were directed not to disclose information discussed during executive session. No final action or final decision may be made in executive session. At the end of executive session, the board welcomed the audience into the room.

Agenda Item #3 – Call Regular Meeting to Order

President Montebianco reconvened the Tualatin Hills Park & Recreation District Board of Directors meeting for Tuesday, August 13, 2019.

Agenda Item #4 – Action Resulting from Executive Session

Wendy Kroger moved that the board of directors authorize staff to acquire a property in the northwest quadrant of the district for a purchase price not to exceed that discussed in executive session using system development charge funds, subject to the appropriate due diligence review and approval by the general manager. Ashley Hartmeier-Prigg seconded the motion. Roll call proceeded as follows:

Tya Ping	Yes
Ashley Hartmeier-Prigg	Yes
Wendy Kroger	Yes
Felicita Montebianco	Yes

The motion was UNANIMOUSLY APPROVED.

Wendy Kroger moved that the board of directors authorize staff to acquire a property in the northwest quadrant of the district for a purchase price discussed in executive session using system development charge credits, subject to the appropriate due diligence review and approval by the general manager. Ashley Hartmeier-Prigg seconded the motion. Roll call proceeded as follows:

Tya Ping	Yes
Ashley Hartmeier-Prigg	Yes
Wendy Kroger	Yes
Felicita Montebianco	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #9 – Adjourn

There being no further business, the meeting was adjourned at 8:55 pm.

Felicita Montebianco, President

Tya Ping, Secretary

Recording Secretary,
Jessica Collins