

## **DEEP Affinity Group Guidelines**

Diverse and Empowered Employees of Portland (DEEP) was developed by City employees for City employees as a way to enhance the City work experience through networking, resource, and professional development and support. The mission of DEEP is to assist the City of Portland in creating and enhancing a work environment that is inclusive and supportive of the City's diverse workforce. DEEP is committed to working to support the City of Portland's interest in attracting, developing, and sustaining a diverse workforce committed to quality public service.

DEEP will provide the City assistance in a variety of ways, including:

- Mentoring
- Resources
- Assistance with diversity events
- Peer support on an individual or affinity group basis
- Interview panel resources
- Recruitment and retention strategies

### **Affinity Group Overview**

Affinity groups are voluntary, employee-driven groups that are organized around a particular shared interest or dimension. DEEP envisions that affinity groups will be organized around the protected classes set forth in non-discrimination laws such as race, disability, ethnicity, gender or sexual orientation. However, DEEP will consider approving an Affinity Group that is organized around other historical barriers to an equitable and inclusive work environment.

Each affinity group must be open to any and all employees within the City of Portland.

Each affinity group must conduct its discussion and activities in a manner that complies with City of Portland and Bureau rules regarding workplace conduct. For example, City and Bureau rules require employees to conduct themselves in a professional fashion. In addition, Human Resources Administrative Rule 2.02 sets the expectation that employees are to interact with one another in a respectful manner, and prohibits conduct that is based on an employee's race, religion, gender, marital status, family status, national origin, age, disability, sexual orientation, gender identity, source of income, or veteran status. Conduct that is contrary to Rule 2.02, or undermines the spirit or intent of Rule 2.02 will be grounds for dismantling or not approving an affinity group.

The affinity groups are not intended to create a public forum or platform. The affinity groups are not intended to establish or promote any political or social agenda. Rather, they are designed to facilitate employee professional development, cultural connections, diversity and understanding within the City's workforce.

State law prohibits public employees from engaging in political activity while on the job during working hours. As a result, an affinity group designed around political activity, including but not limited to the topic of political candidacy (whether for or against), will not be approved.

In order to become a recognized affinity group within the City of Portland, each proposed group must submit an application to the DEEP Executive Committee. The Executive Committee approves Affinity Groups for a renewable three-year term, provided the group remains active and within the guidelines.

The Executive Committee retains the right to suspend or terminate its recognition of an affinity group at any time for any reason. Rules and processes relating to affinity groups may be revised at any time.

### **Procedures for starting a new affinity group within the City of Portland**

A completed application (attached), which includes the following information, should be submitted to the Executive Committee of DEEP:

- Names and bureaus of at least five individual members supporting and joining the group
- A mission statement, group policy, and a list of goals
- Two proposed activities of the group
- Names and organizations of two individuals designated as Co-Chairs of the group and other leadership the group might choose
- Recruit and obtain a signature from an Executive Committee Advisor to help guide the development of the group.
- Commitments to have at least one of the co-chairs participate in DEEP's quarterly meetings.
- Present a proposed budget on forms provided.

### **Affinity Group Structure**

Affinity groups need formal roles to ensure that their meetings are structured and efficient. Those roles include the co-chairs, who coordinate the activities of the group; a secretary or recorder, who records the output of meetings such as actions items and recommendations; and a reporter, who serves as a liaison to other affinity groups and the Executive Committee.

### **Affinity Group Meetings:**

- Each affinity group should meet at least every two months.
- It is suggested that decisions be made by consensus.

- A quorum is attained when at least two thirds of the current affinity group members are present.
- Notes should be taken at every affinity group meeting.
- The note taker is expected to reproduce and distribute the notes in a timely fashion, but no later than 10 days before their next meeting.
- In addition, a copy of the notes for each affinity group meeting will be kept on permanent file with the Executive Committee.
- At least one of the affinity group co-chairs should attend the quarterly Executive Committee meetings, and provide a report on the status of the affinity group.

### **Affinity Group Objectives**

The affinity groups should share numerous objectives:

- To provide a network of employees to promote professional development and advancement; to foster mentor relationships
- To encourage all employees to value their respective groups' uniqueness and contribution to the City
- To discourage stereotyping
- To promote a positive work environment
- To bring to the attention of top management the concerns of their respective groups
- To work with other entities to address broader organizational and community concerns.

### DEEP Affinity Group Application

In order to start a new affinity group with the City of Portland, the following form needs to be completed. Please submit to the Executive Committee of DEEP.

**Name of Proposed Affinity Group:**

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**Shared interest or dimension (i.e., LGBT, African-American, Veterans, etc.):**

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**Names of at least five individual members supporting and joining the group (attach separate sheet if there are more than 5):**

<hr/> Print Name	<hr/> Signature	<hr/> Bureau/Agency
<hr/> Print Name	<hr/> Signature	<hr/> Bureau/Agency
<hr/> Print Name	<hr/> Signature	<hr/> Bureau/Agency
<hr/> Print Name	<hr/> Signature	<hr/> Bureau/Agency
<hr/> Print Name	<hr/> Signature	<hr/> Bureau/Agency

**Mission Statement:**

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DEEP's Mission Statement:  
*The Mission of the Diverse and Empowered Employees of Portland (D.E.E.P.) is to assist the City of Portland in creating or enhancing a supportive and inclusive environment, which encourages mentoring and networking opportunities to our diverse workforce. D.E.E.P. is open to all City employees who support the shared mission of facilitating positive changes across the City.*

**Group Policy:**

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**List of Goals:**

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**List a minimum of two community events, activities, or meetings that your group will engage in or partner with:**

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**Name of Co-Chairs:**

_____	_____	_____
Print Name	Signature	Bureau/Agency
_____	_____	_____
Print Name	Signature	Bureau/Agency

**Do you have other leadership roles designated?**

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**DEEP Executive Committee Advisor:**

_____	_____	_____
Print Name	Signature	Bureau/Agency

By submitting the document with the signatures, you agree to abide by the guidelines provided to you from the Diverse and Empowered Employees of Portland (DEEP) and the City of Portland.

*Please submit completed form to Debbie Caselton via interoffice at 813/ESCSO*

## Diverse and Empowered of Portland

The Mission of the Diverse and Empowered Employees of Portland (DEEP) is to assist the City of Portland in creating or enhancing a supportive and inclusive environment, which encourages mentoring and networking opportunities to our diverse workforce. DEEP is open to *all* City employees who support the shared mission of facilitating positive changes across the City.



### Purpose

Diverse and Empowered Employees of Portland (DEEP) is a networking resource and support mechanism developed by City employees for City employees. The mission of DEEP is to assist the City of Portland in creating and enhancing a work environment that is inclusive and supportive of the City's diverse workforce. DEEP is committed to working to support the City of Portland's interest in attracting, developing, and sustaining a diverse workforce committed to quality public service.

### Executive Committee Officers

**Debbie Caselton, Chair**  
*Bureau of Environmental Services*

**Mikal Shabazz, Vice Chair and PR**  
*Bureau of Development Services*

**Greg Wolley, Treasurer**  
*Bureau of Purchasing*

**Danilo Del Rosario, Secretary**  
*Bureau of Technology Services*

**Delphine Kennedy-Walker, Historian**  
*City Attorney's Office*



Voice mail: 503-XXX-XXXX  
[www.portlandonline.com/diversity](http://www.portlandonline.com/diversity)



*"Affinity groups serve as a source of support and solidarity for their members..."*

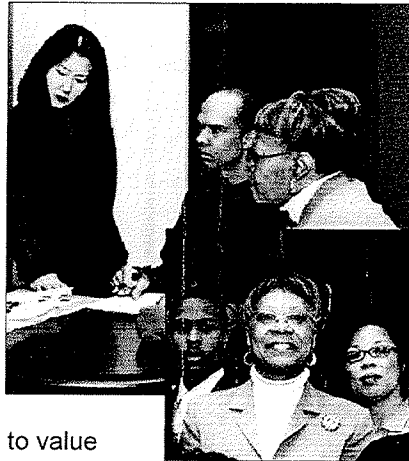
-- Luke Hauser,  
Author of *Direct Action: An Historical Novel*

## Affinity Group

### Objectives

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DEEP: DIVERSE AND EMPOWERED EMPLOYEES OF PORTLAND



### Affinity Groups

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### Program Goals

The goal of DEEP is to support the Mayor's Office in creating a supportive and inclusive work environment. DEEP will be establishing mentoring and networking opportunities for all City employees. Some of the goals that DEEP will strive to implement will be:

- Mentoring
- Resources
- Assistance with diversity events
- Peer support on an individual or affinity group basis
- Interview panel resources
- Retention & recruitment strategies

### Check out the website!

Need more information? Want to join a group or start your own affinity network? Go to the website to download the application and get more information!

[www.portlandonline.com/diversity](http://www.portlandonline.com/diversity)



# Diverse and Empowered Employees of Portland (DEEP) Executive Committee



**Debbie Caselton**  
Chairperson  
Environmental Services



**Mikal Shabazz**  
Vice Chairperson  
Development Services



**Greg Wolley**  
Treasurer  
Purchasing



**Danilo Del Rosario**  
Secretary  
Technology Services



**Delphine Kennedy-Walker**  
Historian  
City Attorney's Office



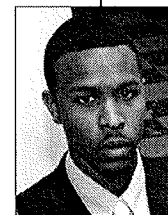
**Nickole Cheron**  
ONI



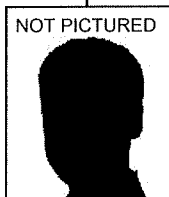
**Michelle Harper**  
Parks & Recreation



**Carolyn Quan Lee**  
Parks & Recreation



**Jared Spencer**  
Mayor's Office



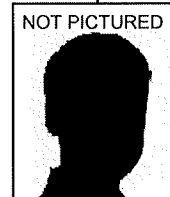
**Alex Bejarano**  
Transportation



**Karl Harn**  
Development Services



**Angie Harris**  
Commissioner  
Sten's Office



**Sean Murray**  
Portland Police



**Carmen Rubio**  
Mayor's Office