HISPANIC NETWORK EMPLOYEE RESOURCE GROUP
MISSION & VISION

MISSION
HispNet advises DHS Leadership and other committees actively seeking to support, promote awareness, and increase service access to all Hispanic/Latinx Oregonians. HispNet creates professional development opportunities for Hispanic/Latinx staff, while providing resources, information, and tools for success in their current roles.

VISION
All Hispanic/Latinx Oregonians and staff will feel welcome and safe in DHS offices and have opportunities to achieve their goals.

CHAPTERS & OFFICERS

<table>
<thead>
<tr>
<th>STATEWIDE ERG OFFICERS</th>
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<tbody>
<tr>
<td><strong>Executive Sponsor:</strong></td>
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<tr>
<td><strong>Management Advisor:</strong></td>
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<td><strong>OEMS Liaison:</strong></td>
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<table>
<thead>
<tr>
<th>Name: Rebecca Arce</th>
<th>Name: Diana Sapera</th>
<th>Name: Linden Willie</th>
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<tbody>
<tr>
<td>Title: Statewide Chair</td>
<td>Title: Statewide Co-Chair</td>
<td>Title: Statewide Treasurer</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:rebecca.e.arce@state.or.us">rebecca.e.arce@state.or.us</a></td>
<td>E-mail: <a href="mailto:diana.sapera@state.or.us">diana.sapera@state.or.us</a></td>
<td>E-mail: <a href="mailto:Linden.s.willie@state.or.us">Linden.s.willie@state.or.us</a></td>
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<tr>
<th>Name: Nancy Lara</th>
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<tbody>
<tr>
<td>Title: Statewide Administrative Assistant</td>
<td></td>
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<tr>
<td>E-mail: <a href="mailto:Nancy.Lara@state.or.us">Nancy.Lara@state.or.us</a></td>
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<td>Term: 2017-2019</td>
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<th>DISTRICT 4 ERG CHAPTER OFFICERS</th>
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<tr>
<td><strong>District Manager:</strong></td>
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<td><strong>Management Advisor:</strong></td>
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ACTIVITIES & GOALS

Progress towards Goals for Fiscal Year 2017-18

GOAL A: Workforce Data and recommendations to leadership

- Develop White Paper on the recommendation for DHS to start an Oregon Hispanic Employment Plan (OHEP) housed in OEMS.
- Recruit OHEP Advisory Council members on approval of recommendation.

A complete and thorough white paper on the needs of Hispanic Employees regarding recruitment and retention was developed in a work group. The work groups of HispNet are to meet every month between meetings and during the quarterly meetings to work toward their goals. This group had strong leadership and clear direction making the work load easy and facilitation of the process smooth. While members of the work group were dedicated to the outcomes, there was often little participation outside the quarterly meeting due to members not being allowed to attend. The work was done in small steps and often without full agreement of all members due to the issue of absences.

The recommendations will prove successful if they are implemented by OEMS. Clear and consistent communication between the ERG and OEMS is a vital component of the success of this work. ERG’s do face continued institutional barriers when members are not allowed to participate outside meetings and managers see this work as side work or volunteer not an essential part of the DHS Core Value of Service Equity.

GOAL B: Continuous Improvement

- Create and submit issue brief regarding translations to Aging & People with Disabilities (APD) Governance Team

On 06/28/2018, this work group submitted an Issue Brief to APD regarding decision notices being available in Spanish. They were successful in submitting and receiving a response from APD on the same day. APD reviewed the Issue Brief and are in progress on addressing the issue in the top 8 languages.

This work group tracked the progress of this activity through the APD quarterly business review and through the transmittal process, which went out to all staff.
This work group has historically encountered systemic institutional barriers. At the February 2018 quarterly meeting, it was learned that APD CI sheets took up to 2 to 3 years to process due to the lack of direct communication with the Governance Team. Since the introduction of the Issue Brief, there have not been obvious systemic institutional barriers encountered yet. A foreseeable systemic institutional barrier includes a delayed response from programs that do not support ERG’s.

**GOAL C: Community Events**

- Fiesta en el Parque
- Statewide Diversity Conference
- Roseburg Multicultural Event
- Hispanic Heritage Event
- Career Fair in Hermiston in partnership with Human Resources

This work group determines which events HispNet will participate in and communicates with event planners regarding logistics. They gather material to have available to distribute and develop a schedule for staff to work a HispNet table. This work group has been successful as HispNet has been invited to be a part of the planning committees for each event listed above. HispNet members would coordinate for events and work with communities on implementing them.

Systemic Institutional barriers include staff members receiving permission from their managers to be volunteers, especially if events fall on the weekend, funding, managers not seeing value in this work, and a general lack of knowledge on ERG’s purpose within the agency.

**GOAL D: Supporting and Retaining Hispanic/Latinx Employees through culturally specific mentorship program**

- Being trained on EDP Program process
- Every member that wants a mentor has the ability to be mentored
- Completed EDP process

This goal is being tracked through HispNet members’ EDP completion. Interest has been garnered through the ORRAI office and other ERG’s that see a need for this type of program.
Systemic barriers include a lack of engagement that stems from a fear of staff not being supported by their managers, deficit of leaders of color, staff who do not support or value ERG participation, fear of retaliation from peers and managers, deficit in bilingual management positions, lack of staff encouragement, internal state data that shows institutional barriers for retention and promotion of staff of color.

**OTHER ACTIVITIES & CONTRIBUTIONS TO THE AGENCY**

- We have a direct and targeted outreach plan to staff and supervisors about ERG’s.
- Identified HispNet members to participate in outreach work throughout all Districts.
- We have established a ERG Liaison Group.

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**MEETINGS & MEMBERSHIP**

<table>
<thead>
<tr>
<th>Number of Official ERG Members:</th>
<th>55</th>
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<tr>
<td>Number of “Guests”:</td>
<td>Approximately 20 per meeting</td>
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<tr>
<td>Meeting Schedule:</td>
<td>Quarterly General Meeting / Monthly Officer Meetings</td>
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**ERG Recruitment Activities**

- Have time on agendas at local and statewide all staff meeting.
- Develop talking points at the end of each meeting for members to take back to their offices.
- Participate in local and statewide events that promote HispNet.
- All meetings are in accessible buildings.
- Meetings are also available via Skype.
- Alternate format language is used on all agendas.
- Microphones and other technology are available for members who are hard of hearing.
• We strive to ensure ADA compliance with how documents are drafted and technology available. We also work to ensure that all members, staff, and managers know HispNet is open to all employees that are interested in supporting Hispanic/Latinx staff and consumers regardless of their identity, Sexual Orientation, Gender Identity, religion, age, or affiliations.
• We have outgrown two meeting spaces in the last year, showing our outreach efforts have been successful.
• We gained 30 members and guests in the last 10 months.
• Continue to grow the group by setting goals and being a community recognized for achieving results and moving our Hispanic/Latinx voices across the agency and that state.

PARTNERSHIPS & ENGAGEMENT

• DHS Human Resources
• OHA OEI
• ODE DACAmended/Undocumented Collaborative
• Hispanic Heritage Day at the Capitol Planning Committee
• Washington County Parks and Recreation
• Other DHS ERG’s such as the AAMC, AbleNet, BEST, and APINet to work toward an ERG liaison network
• SEIU Local 217

RECOMMENDATIONS FOR AGENCY

Does your ERG as subject-matter experts have any recommendations for DHS as a whole in terms of policy, process, practice that can structurally or institutionally benefit the target population that we recruit, retain, or provide services to?

1. Recommendation on Employee Recruitment & Retention. Why?
   Please see the attached document from the Work Force Work Group. Using the quarterly Employee Diversity Data it is well documented that DHS needs support and resources to build and retain a diverse workforce. As an advisory body to DHS, HispNet would like to see OEMS
or HR convene an advisory committee to draft an Oregon Hispanic Employee Plan. Involving current state employees in the recommendation process will give a unique insight into employee’s needs and reinvigorate the diversity recruitment plan.

2. Recommendation on Service Equity. Why?
Equity is needed in the flow of communication and expectations of the ERG’s and OEMS.
The ERG’s were devised to act as an advisory body to DHS leadership, however there is no clear process or policy that lays out how the ERG’s are to advise DHS leadership. Furthermore, there is not a dedicated training for managers, leaders, or staff on the role of ERG’s, who can join, and how time is allocated.
Service Equity needs to be given to ERG’s and their members so that all who want to participate can and to ensure that the voices of the ERG’s are heard and responded to. HispNet recognizes and appreciates the resource allocation that was bestowed to all the ERG’s recently and would like to make further changes that will allow for positive outcomes for all members.
HispNet recommends the follow for communication and expectations of ERG’s.
- Standardized the role of OEMS liaisons to ERG’s.
- Create a process for communication to ERG’s from OEMS and from ERG’s to OEMS and DHS Leadership, with timelines.
- Provide clear and consistent communication to managers and leadership on the ERG policy.
IMPORTANT NOTE: For FY 2018-19 OEMS will no longer require individual grant requests for ERGs but will instead require only one budget proposal for the entire Fiscal Year using this section of the ERG Annual Report. While ERGs may request budgets up to $2,000 for the year, there is NO AUTOMATIC GUARANTEE of funding. Funding is only awarded to Statewide ERGs, not their chapters.

For Fiscal Year 2018-19, HispNet ERG will focus on these main priorities

1. **GOAL A:** Outreach
2. **GOAL B:** Professional Development

Proposed Action Items:

1. For Goal A: Hosting the 2018 Hispanic Heritage Month Celebration at the Human Services Building in Salem on October 4, 2018
2. For Goal B: Allow two members to attend the ResolutionsNW regarding systems change and racial equity.

<table>
<thead>
<tr>
<th>Description/Line Item</th>
<th>Estimated Cost</th>
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<td>Updated brochures</td>
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<td><strong>Goal A: Outreach</strong></td>
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<td>Ballet Folklorico</td>
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<td>Coffee x 3</td>
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<td>In order to offset some costs we have reached out for sponsorships.</td>
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<td>Vendor fees</td>
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APPENDICES

IMPORTANT FISCAL AND FUNDRAISING INFORMATION

- Can agencies solicit for charitable causes?
  An administrative rule guides the state on what’s appropriate regarding soliciting state employees for charitable causes. The following excerpt from OAR 125-030-0006 (formerly 121-030-0000) clarifies that state government restricts charity drives:
  - "No organized charitable solicitations of state employees in state offices, facilities or other places of employment shall be permitted without prior approval of the Director of the Department of Administrative Services.
  - "All solicitations by charitable organizations that are approved in accordance with this rule shall be made in one combined annual fund drive for cash contributions or payroll deductions that shall be conducted on dates established by order of the Director of the Department of Administrative Services.
  - "OAR chapter 125, division 30, does not apply to the Governor’s Annual Food Drive, the annual Christmas Toys for Joy Program or the Campaign for Equal Justice."
  - Administrative Rule 125-030-0006

- Revenue from “pass the hat” staff fundraisers may be used for in-group events like office parties, celebrations, gifts, or refreshments, but not for Official Agency sponsored programs. Such programs should be funded from agency sources, like OEMS. It is appropriate to collaborate through community-type partnerships where no money is exchanged for co-sponsored type events. Any revenue cannot be earmarked for specific purposes as it goes to the General Fund.

ACCEPTABLE AND UNACCEPTABLE USE OF FUNDS

Examples of acceptable funding requests may include:
- Piloting a project to enhance equitable services to our communities
- Projects or events that partner with community organizations
- Partnering with other ERG groups or local Diversity Committees
- Presentations/Trainings for Management or Staff Teams
- Bringing outside trainers, presenters, or educational programs
- Mentoring programs

Proposed Budget for the Fiscal Year 2018-19

<table>
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<th>Goal C: Professional Development</th>
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<td>Training fees x 2</td>
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- Hosting community forums to get input and promote DHS services
- Celebrating a history or heritage month
- Providing child care to allow community members to participate in an event
- Leadership development
- Organizing conferences or events
- ERG Strategic Planning Retreat
- Attending a job recruitment fair with HR
- Printing membership brochures for tabling at events
- Printing a banner or tablecloth for your ERG
- Recruiting minority and women-owned businesses to apply for contracting opportunities with DHS
- Research on equity issues with a local college or university
- Recruiting foster care parents
- Outreach programs to let communities know how to apply for DHS jobs
- Conducting surveys or focus groups (e.g. – customer satisfaction, employee morale, etc.)
- Other innovative proposals that meet the mission of your ERG

Unacceptable Use of Funds Include:
- Food/beverages for staff-only events
- Paying current State of Oregon employees (or family members) for services or goods
- Prohibited political activity
- Endorsing/evangelizing a religion (other than for educational purposes)
- Excessive or unreasonable speaker, trainer, or travel costs (as determined by the OEMS Director)
- Buying flowers or gifts for employees
- One-time use decorations that are not necessary for the event
- Proposals that violate applicable policy and laws
- Proposals that are unethical
- Proposals that have nothing to do with your ERG chartered populations
- Proposals that benefit only one or two ERG members
- Proposals that are too general
- Proposals that do not specify what specifically the funds will pay for
- Proposals that do not have justification aligned with agency goals.
- Proposals that are not well-planned, incomplete, or appear disorganized
- Proposals that do not explicitly explain how the monies will further the diversity and equity goals of DHS
- Proposals that would not pass the “front page of the newspaper” smell test