

AGENDA ITEM FOR ADMINISTRATIVE MEETING

( ) Discussion only

( X ) Action

FROM (DEPT/ DIVISION): Douglas R. Olsen  
County Counsel

SUBJECT: Community Corrections Payable

<p>Background: Approval is sought for payment for consultant for diversity, equity and inclusion strategic planning for Community Corrections. Funding for the services will be paid by a grant. The total cost for the services is \$19,500. The payable is before the Board for approval due to the amount.</p>	<p>Requested Action: Approve payable to Fly Expectations in the amount of \$7,500, and total payment of \$19,500</p>
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ATTACHMENTS: Payable

\*\*\*\*\*For Internal Use Only\*\*\*\*\*

Checkoffs:

- ( ) Dept. Head (copy)
- ( ) Budget (copy)
- ( ) Fiscal
- ( X ) Legal (copy)
- ( ) (Other - List:)

To be notified of Meeting:  
Robert Pahl

Needed at Meeting:

\*\*\*\*\*

Scheduled for meeting on: April 5, 2023

Action taken:



# INVOICE

INVOICE NUMBER  
1002

DATE OF ISSUE  
3/28/2023

BILLED TO  
Umatilla County Justice Department  
4705 NW Pioneer Place  
Pendleton, OR 97801

PAYEE  
Fly Expectations, LLC  
2813 Toney Drive  
Decatur, GA 30032  
EIN 84-3544813

DESCRIPTION	UNIT COST	RATE	AMOUNT
Phase I DEI efforts including survey, survey analysis, interview, roundtable facilitation with travel, leadership workshop facilitation, and roadmap preparation.	\$12,500.00	1	\$12,500.00

INVOICE TOTAL

**\$7,500.00**

SUBTOTAL	\$12,500.00
DISCOUNT	-\$5,000.00
(TAX RATE)	0%
TAX	\$0.00
TOTAL	\$7,500.00

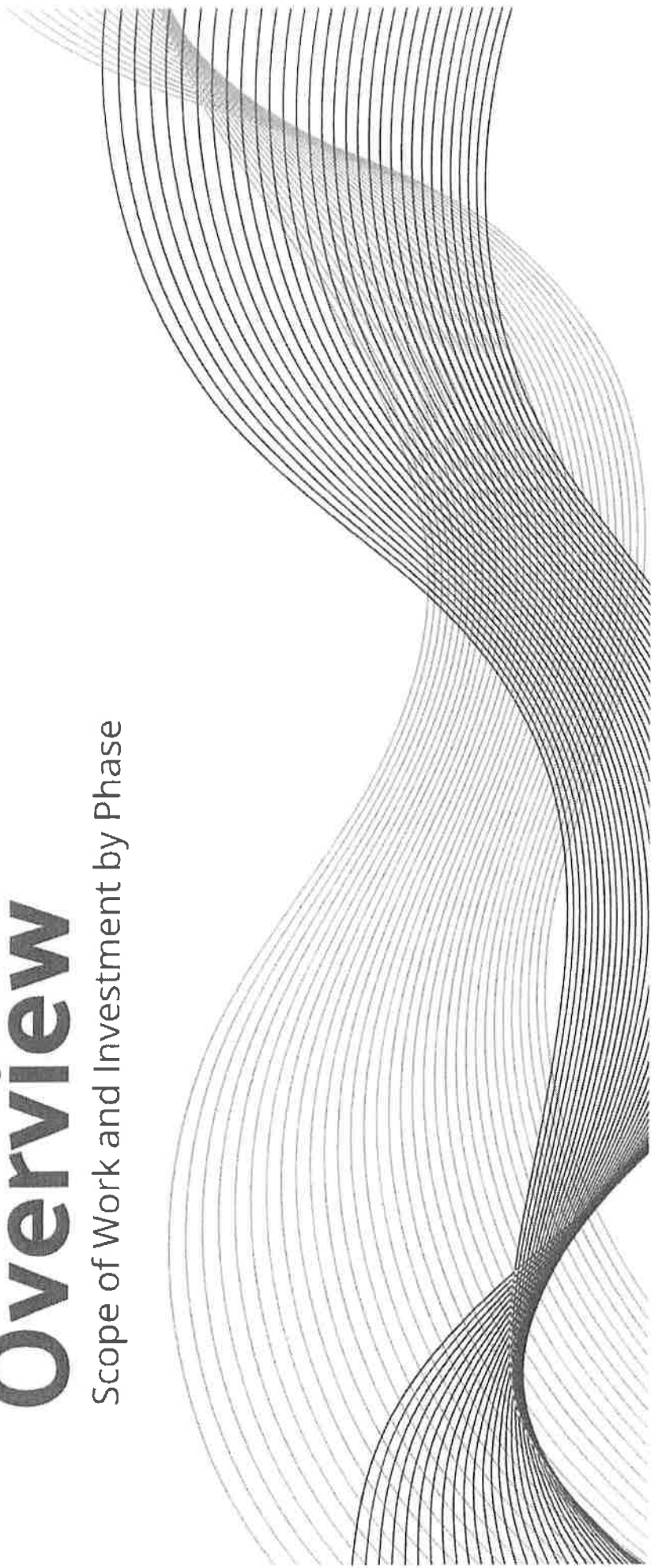
**Notes**

Payable by April 11, 2023 (60 Days from the signed agreement).  
Nonprofit discount applied.



# Strategic DEI Planning & Activation Overview

Scope of Work and Investment by Phase



## **SJC Cultural Consultant & Associates Phased DEI Strategic Planning Summary**

### **Phase 1: Months 1 - 3**

#### *Developing an Environment for Change*

- Identification of approach and leadership commitment.
- Completion of an organization-wide assessment and analysis to determine a baseline/current state of the agency.
- Facilitation of a roundtable and education programming for the leadership team.

### **Phase 2: Months 4 - 5**

#### *Engaging Everyone (Entire Organization)*

- Delivery of Strategic DEI Plan and statement. Includes a road map for the future of the agency with action steps by functional area.
- Facilitation of training engagement series.

### **Phase 3: Month 6+**

#### *Continuous Education & Impact*

- Continuing education via Learning Management System.
- Develop DEI-focused education components for integration into existing onboarding process
- Development of community outreach and collaboration



# SCOPE OF WORK

## PHASE I

### Objective

*Identification of approach and leadership commitment and resource required to facilitate the effort.*

### Overview

Establishment of the framework needed to launch a successful DEI strategy.

### Primary Activities

- Create a comprehensive leadership team contact list and **confirm preferred intervals and modes of communication**
- Conduct an audit (survey and interviews) and mixed method analysis to **determine an agency benchmark**
- Facilitate a Leadership Roundtable\* to **establish a collective effort in advancing DEI** throughout the organization
- **Provide education** on biases for leadership and/or senior members

### Primary Deliverables

Survey and interview results will be compiled, analyzed, and presented along with feedback and identification of issues. A report will also be provided to recap the Leadership Roundtable and the *Inclusive Leadership education session*. The analysis and report will be leveraged as the roadmap for efforts slated for Phase II.

*Projected Timeline: Months 1 - 3*

*\*The Leadership Roundtable may be facilitated in-person by Dr. Shari Clarke*



# SCOPE OF WORK

## PHASE II

### Objective

*Establishment of strategic DEI plan, identification of priority areas, and launch of educational programming.*

### Overview

Focusing on a comprehensive strategic DEI plan and launch of organization-wide education.

### Primary Activities

- **Employee Education Immersion**
  - Define the organizational **launch of the strategic DEI plan**
  - Develop "**DEI Knowledge Newsletter**" communication schedule
  - Facilitate introductory **education programming organization-wide\***

### Primary Deliverables

Comprehensive DEI Strategic Action Plan designed to provide impact. The plan will serve as the roadmap for all diversity and inclusion related efforts and initiatives for a 12-month period. Launch of employee education programming.

*Projected Timeline: Months 4 - 5*

*\* The employee education may be launched with an in-person workshop day with Dr. Shari Clarke and associates*



# SCOPE OF WORK

## PHASE III

### Objective

*Continued implementation of approved methods for education programming.*

### Overview

Focusing on advancement and evaluation of organization-wide training and onboarding education.

### Primary Activities

- **Continued educational programming** via custom modules within a learning management system
- Development of **collaborative initiatives** with identified community partners
- **Identification of new community partners** and opportunities to build support

### Primary Deliverables

Organization-wide educational programming and training plan for new hires.  
Community engagement project plan and annual event recommendation schedule.

*Projected Timeline: Months 6+*





# THE INVESTMENT OUTLINE OF FEES

## Projected Timeline & Engagement Fees:

The DEI Strategic Planning process will begin immediately following the date of the signed agreement and will be completed within approximately 180 days.

SJC Cultural Consultant & Associates will work with Leadership and staff on an all-inclusive, fixed-fee basis (plus approved travel, if any).

The total investment of \$19,500 is divided into in three installments of \$7,500, \$6,000, and \$6,000 for remittance by the dates below.

Phase I:	\$7,500	60 Days from the signed agreement date
Phase II:	\$6,000	120 Days from the signed agreement date
Phase III:	\$6,000	180 Days from the signed agreement date

## *Of Note:*

Design and production of cost of custom materials are included in the estimated fees. Estimated fees *do not* include ancillary costs such as shipping, any required travel, or fees associated with membership or sponsorship opportunities.

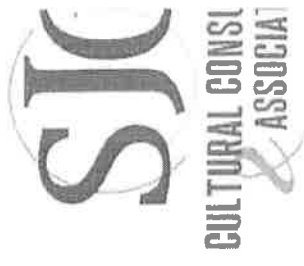
# COLLABORATIVE COMMITMENT

## INTEGRATION SUMMARY

The phases of developing a strategic DEI plan require that the work be conducted with transparency and inclusivity. In addition to agreeing to the financial investment, it is imperative that everyone within the leadership team understands their role in developing a more inclusive, equitable, and knowledgeable organization.

We believe that there is tremendous knowledge and capability within the agency to assess the current situation, build on strengths, and address critical issues. With this in mind, we will coordinate the agreed process in ways that honor and include multiple voices and perspectives, and create organizational ownership of the process and its products.

The process will include surveys, interviews, facilitations, and training as noted in the phase breakdown. To ensure a smooth transition into these activities, SJC Cultural Consultant & Associates will require a leadership roster with role and contact information from the leadership team as well as identification of main point of contact for agency-wide communications within the first week of the process launch.



*Thank you for trusting SJC Cultural Consultant & Associates with this opportunity. We look forward to producing a successful strategic plan equity, and inclusion plan your organization.*

