



October 11, 2024

TO: **Port of Tacoma Strategic Plan Consultant**

SUBJECT: RFP NO. PA000000021

ADDENDUM NUMBER # 01

This addendum is issued to add, remove, clarify, and amend the following:

Adding of DEI Charter

See Attachment 1 to this Addendum.

Port of Tacoma & The Northwest Seaport Alliance

DIVERSITY, EQUITY & INCLUSION



Team Charter 2024

Introduction

The Port of Tacoma and Northwest Seaport Alliance seek to establish a lasting culture of equity and belonging within our organization. To help achieve this goal, in early 2023, an equity and organizational development consulting team was brought on board to begin working with staff to help develop a DEI Plan. The first step was to convene a DEI Steering Committee to help lead this effort.

Throughout 2023, the DEI Steering Committee met regularly with the consultants to build DEI knowledge and competencies and develop a framework for a DEI plan. The next step is to invite all staff who are interested to join the DEI Team and work alongside the DEI Steering Committee to develop and finalize the plan by the end of 2024.

Implementing DEI into our organizational culture will help to ensure a positive, safe, welcoming, respectful, and inclusive workplace that reflects the demographics of the region and equitably serves our entire community. DEI is not only the right thing to do, but will drive innovation, engagement, and business success.



DEI Team & Subcommittee Membership

DEI Team and Subcommittee membership is open to all staff and will work alongside the Steering Committee to help develop and finalize a DEI plan. The goal is to finalize a plan that creates practical, inclusive, and equitable opportunities in our community and for all employees.

In addition, the DEI Team will help to identify opportunities and recommend targeted strategies to improve our organizations' capacity to equitably and inclusively drive innovation, engagement, and business success.

Monthly DEI Team meetings will be held in-person at the Port administration building. Meetings will be facilitated by the Athena Group and will include DEI discussions and trainings.

This document supports a shared understanding of the work the DEI Team will be embarking upon and memorializes the agreements we make about how we will work together.



2023 Process & Timeline

DEI Steering Committee

- Berny Rodriguez
- Carol Bua
- Joe Caldwell
- Eric Johnson
- Erin Galeno
- Helen Hickman
- Jason Jordan
- Mark Moore
- Michael Dehner
- Sara Kern
- Thais Howard
- Commissioner Dick Marzano
- Commissioner Kristin Ang

The Athena Group

This Charter was developed in collaboration with The Athena Group.



Christina Chang

czwchang@gmail.com
(206) 261-5987



Tevin Medley

tevinm@athenaplace.com
(425) 306-4042

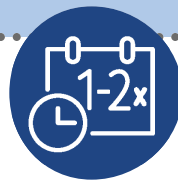


Steering Committee Milestones



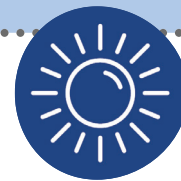
February 15, 2023

Steering Committee Meeting
Kickoff



**February–
December 2023**

Steering Committee met 1-2
times per month



June 2, 2023

Steering Committee
All-Day Retreat



November 29, 2023

Review of DEI efforts at All-Staff meeting

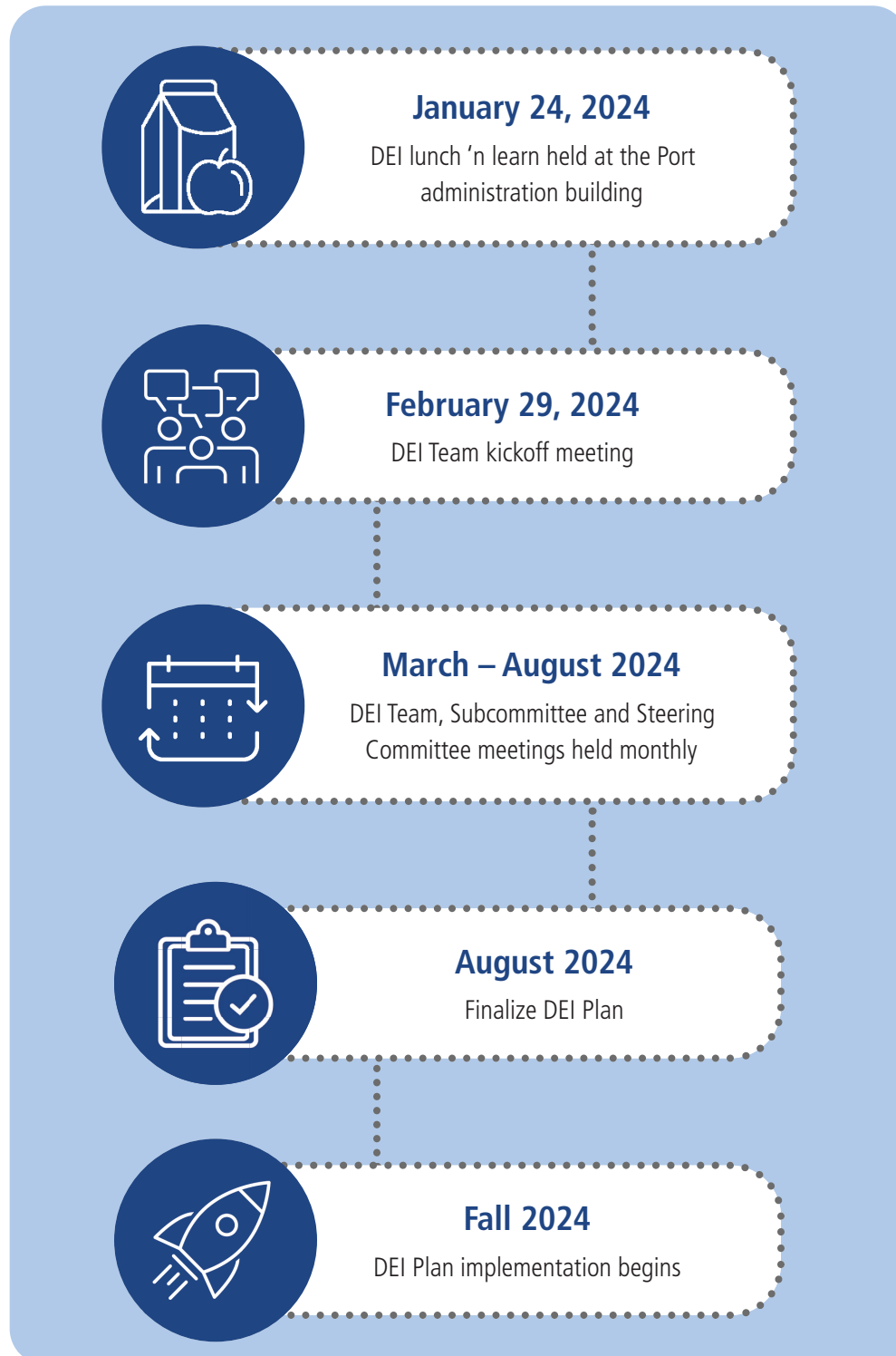


July–September 2023

Cultural Awareness, Implicit/Explicit Bias Training

2024 Process & Timeline

Throughout 2024, the DEI Team, Subcommittees and Steering Committee will continue work to finalize a DEI Plan for the Port/NWSA. Below are the milestones we hope to accomplish together.



DEI Team Roles & Responsibilities

Prerequisites for DEI Team membership

- Team member will be an employee in good standing.
- Team member will obtain approval from supervisor.
- Team member and supervisor agree to a minimum 12-month commitment.

DEI Team	Membership open to all Port/NWSA staff.	<ul style="list-style-type: none"> • Attendance and active participation in all DEI Team meetings, workshops and trainings • Review meeting materials and complete homework in advance of each meeting • Follow the norms for courageous conversations
DEI Sub-Committees	<p>Membership open to any members of the DEI Team.</p> <p>Three DEI Subcommittees:</p> <ol style="list-style-type: none"> 1. Business Practices 2. Workplace & Workforce 3. Communications & Public Engagement 	<ul style="list-style-type: none"> • Attendance and active participation in all DEI Team meetings • Attendance and active participation in all Subcommittee meetings (in the focus area of choice) • Review meeting materials and complete homework in advance of each meeting • Provide regular updates to Steering Committee • Follow the norms for courageous conversations
Steering Committee	13 Members (Port/NWSA staff members)	<ul style="list-style-type: none"> • Attendance and active participation in all required meetings • Review meeting materials and complete homework in advance of meetings • Provide DEI Team and Subcommittee members with information and resources as requested • Expeditiously fill any vacancies on the DEI Subcommittee • Provide regular updates to Port/NWSA staff and leadership • Provide recognition for all who engage in positive DEI efforts, including DEI Team • Follow the norms for courageous conversations
The Athena Group	Christina Chang and Tevin Medley	<ul style="list-style-type: none"> • Design and facilitate meetings • Support the work of DEI Team and subcommittee including all necessary deliverables and continued DEI learning • Ensure all team members feel heard and included • Ad hoc consulting and coaching as requested • Follow the norms for courageous conversations

2024 Meeting Schedule

The DEI Team, Subcommittees and Steering Committee will each meet monthly. Each meeting is scheduled for 1.5 hours.

Date	Time	Group	Location	Facilitators
Wed, Jan 24	11:30 a.m. – 1:30 p.m.	DEI Lunch 'n Learn	Port Atrium	Christina/Tevin
Thu, Jan 25	1:00 – 2:30 p.m.	DEI Steering Committee	Blair Conference Room	Christina/Tevin
Thu, Feb 29	9:00 – 10:30 a.m. 1:00 – 2:30 p.m.	DEI Team DEI Steering Committee Meeting	Blair Conference Room	Christina/Tevin
Thu, Mar 28	9:00 – 10:30 a.m. 1:00 – 2:30 p.m.	DEI Team/Subcommittees DEI Steering Committee	Blair Conference Room/ Atrium	Christina/Tevin
Thu, Apr 25	Meeting times TBD	DEI Team DEI Subcommittees 1, 2, and 3 DEI Steering Committee	Blair Conference Room/ Atrium	Christina/Tevin
Thu, May 30	Meeting times TBD	DEI Team DEI Subcommittees 1, 2, and 3 DEI Steering Committee	Blair Conference Room/ Atrium	Christina/Tevin
Thu, Jun 27	Meeting times TBD	DEI Team DEI Subcommittees 1, 2, and 3 DEI Steering Committee	Blair Conference Room/ Atrium	Christina/Tevin
Thu, Jul 25	Meeting times TBD	DEI Team DEI Subcommittees 1, 2, and 3 DEI Steering Committee	Blair Conference Room/ Atrium	Christina/Tevin
Thu, Aug 29	Meeting times TBD	DEI Team DEI Subcommittees 1, 2, and 3 DEI Steering Committee	Blair Conference Room/ Atrium	Christina/Tevin
Thu, Sep 26	Meeting times TBD	DEI Team DEI Subcommittees 1, 2, and 3 DEI Steering Committee	Blair Conference Room/ Atrium	Christina/Tevin
Thu, Oct 24	Meeting times TBD	DEI Team DEI Subcommittees 1, 2, and 3 DEI Steering Committee	Blair Conference Room/ Atrium	Christina/Tevin
Thu, Nov 21	Meeting times TBD	DEI Team DEI Subcommittees 1, 2, and 3 DEI Steering Committee	Blair Conference Room/ Atrium	Christina/Tevin
Thu, Dec 19	Meeting times TBD	DEI Team DEI Subcommittees 1, 2, and 3 DEI Steering Committee	Blair Conference Room/ Atrium	Christina/Tevin

Our Norms for Courageous Conversations

All DEI Team members agree to work together to advance courageous conversations as follows:

Speak my Truth

- Be open and honest
- Keep it real and authentic
- Don't be afraid to be vulnerable
- Be brave!

Stay Engaged

- Fully participate: actively listen, actively comprehend, actively contribute
- Be open to others' thoughts and opinions, even when different than mine
- Stay with the issue/problem

Expect & Accept Nonclosure

- Some communications are difficult or messy, so know that they can't be taken to closure quickly

Embrace Discomfort

- Discomfort is okay and important
- Discomfort and hard work lead to growth
- Have grace for self and others
- Value truths

Definitions

DEI Glossary of Equity-Related Terms

What is equity?

The act of developing, strengthening, and supporting procedural and outcome fairness in systems, procedures, and resource distribution mechanisms to create equitable (not equal) opportunity for all people. Equity is distinct from equality which refers to everyone having the same treatment without accounting for differing needs or circumstances. Equity has a focus on eliminating barriers that have prevented the full participation of historically and currently oppressed groups.

What is diversity?

Describes the presence of differences within a given setting, collective, or group. An individual is not diverse — a person is unique. Diversity is about a collective or a group and exists in relationship to others. A team, an organization, a family, a neighborhood, and a community can be diverse. A person can bring diversity of thought, experience, and traits, (seen and unseen) to a team — and the person is still an individual.

What is inclusion?

Intentionally designed, active, and ongoing engagement with people that ensures opportunities and pathways for participation in all aspects of group, organization, or community, including decision-making processes. Inclusion is not a natural consequence of diversity. There must be intentional and consistent efforts to create and sustain a participative environment. Inclusion refers to how groups show that people are valued as respected members of the group, team, organization, or community. Inclusion is often created through progressive, consistent, actions to expand, include, and share.

What is success?

This project will be a success when:

- We can say we are “living” the charter and DEI Plan Impact Statements.
- Our employees understand what it means to be diverse, equitable, and inclusive.
- We are meeting the metrics of specific goals and identified objectives.
- The engagement and energy of the DEI program, team, and committees is sustained.



THE NORTHWEST
SEAPORT ALLIANCE
SEATTLE + TACOMA