



TUKWILA EQUITY AND SOCIAL JUSTICE COMMISSION

September 12, 2018

5:15 P.M.

Hazelnut Conference Room

AGENDA

- I. Call to Order**
- II. Introductions (2 minutes)**
- III. Approval of Agenda (3 minutes)**
- IV. Approval of Minutes, August 2, 2018 (5 minutes)**
- V. Tentative Presentation from Staff Equity Team (15 minutes)**
- VI. Unfinished Business**
 - Prioritize Wish List from August 2 Meeting Minutes (20 minutes)
 - Fall Training (10 minutes)
- VII. New Business**
 - Equity Policy Implementation Plan Update (5 minutes)
- VIII. Agenda for Next Meeting (5 minutes)**
- IX. Adjournment**



TUKWILA EQUITY AND SOCIAL JUSTICE COMMISSION

August 2, 2018

5:15 P.M.

Hazelnut Conference Room

MINUTES

I. Call to Order

5:22

II. Introductions

Councilmember Kathy Hougardy

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Mikkell Roeland

Nichelle Page

Guest: Councilmember Zak Idan

Staff: Mia Navarro

III. Approval of Agenda

The group approved the agenda by consensus.

IV. Approval of Minutes, July 11, 2018

Ms. Roeland requested that the first paragraph of the minutes be changed to state Waldron Organizational Development Practice advised King County on their strategic plan for equity and social justice. Ms. Hougardy asked for consensus for the group to approve the minutes as corrected.

V. Unfinished Business

• **Wish List**

The group listed items they want to accomplish as a result of being on the Commission. Items marked with * are items identified by more than one Commissioner:

- At each Commission meeting identify events, conferences, etc. to attend, and at least one or two Commissioners who will represent the Commission at those events, particularly Tukwila School District events. Attending Commissioners will be expected to report back to the Commission at the next meeting.*
- Serve in an advisory role: make policy recommendations to the Mayor/City Administration, and City Council.*

- Each Commissioner commit to attending or watching City Council meetings with an equity lens. Establish a rotation so that every meeting is covered.
- Partner with the City in implementing the Equity Policy.
- Have a role in the HR Director hiring process and decision-making.
- Analyze and make recommendations regarding minimum qualifications, unbiased hiring practices, and promotions.
- Increase Equity and Social Justice Commission Budget.*
- Engage in equity training on an annual basis, outside of regularly scheduled meeting times.*
- Intentionally seek out community concerns and knowledge.*
- Get feedback from the community regarding equity and diversity in Tukwila.
- Partner with community groups (school district, CBOs, Best Start for Kids, etc.) to advance racial equity and inclusion in Tukwila.
- Keep track of employee harassment and discrimination complaints and grievances, and their outcomes.
- Develop 2019-2020 budget with line items. The City is preparing for a 5% City-wide cut in 2019-2020.
- Request to fold the Equity and Social Justice commission and Sister City and Civic Awareness Committee budgets and activities together.
- Have Commissioners commit to multiple years of participation.
- Develop vision and mission statements for the Commission.
- Request that the City of Tukwila join the [Local and Regional Government Alliance on Race & Equity \(GARE\)](#) at \$1,000 per year for cities with up to 1,000 employees. Among other benefits, GARE members have access to training and consulting programs, and implementation grants.
- Support programs and possibly future grants for students in STEM/STEAM/Career/College exploration.
- Seek grants for equity work.
- Partner with Foster Civics Classes.
- Promote apprenticeships and workforce development.
- Meet with Tukwila Community Connectors.
- Meet with Tukwila School District Family Liaisons.

- **2019-2020 Budget Planning**

2019-2020 ESJ Commission Budget	Per Year
Training and Local Conferences	\$5,000
Supplies	\$500
Community Events	\$500
TOTAL	\$6,000

In 2018, the Equity and Social Justice Commission had a \$3,200 budget, and the Sister Cities and Civic Awareness Committee had budget of \$1,475, for a total of \$4,675. A \$6,000 budget would mean a request to increase the budget by \$1,325 when the City is considering a 3-5% budget cut for 2019-2020. We will have to justify this increase. Mia will write up the budget request.

The group raised the question again of whether or not the group wants to provide grant support to organizations in the community. Since grants as the group has done them in the past were not included in the wish list above, the group indicated they would like to discontinue receiving applications for and awarding grants after 2018. Motion to discontinue receiving applications for, and awarding grants after 2018. Mikkell/Nichelle. Passed.

- **2018 Spending**

The group decided to spend the remainder of the Equity and Social Justice Commission budget on more Equity Training, in the amount of \$1,525.12. The group also decided to award the remaining Sister City and Civic Awareness Committee funding (\$1,475) to Teens for Tukwila trip to Washington DC or other civic field trip. This would be the last grant opportunity since the Commission is switching focus away from awarding grants.

VI. New Business

N/A

VII. Agenda for Next Meeting

Homework and next meeting: Prioritize group wish list

VIII. Adjournment

6:51



CITY OF TUKWILA EQUITY POLICY 2017

I. BACKGROUND AND OVERVIEW

The Mayor, Council, and staff of the City of Tukwila have a strong commitment to equity in city government, and they desire that all residents, visitors and employees have the opportunity to reach their full potential. Societal, environmental and legal factors, both historic and present-day, have resulted in inequitable access to opportunities and services for some individuals and groups of people. These include but are not limited to:

- Age
- Physical and/or Cognitive Disability
- Economic Status
- Gender
- Gender Identity
- National Origin/Language
- Race and/or Ethnicity
- Religion
- Sexual Orientation

The City of Tukwila values its rich diversity. The majority of people who live in Tukwila are people of color, and 40% were born in a country other than the United States. More than 80 languages are spoken in our schools, and 50% of Tukwila households speak a language other than English at home. We benefit from friends and neighbors with different perspectives and cultures, the variety of businesses owned by immigrants and refugees, and the community forged when we share foods from around the world.

While we celebrate Tukwila, we recognize that many in our community do not have equitable access to services, government, education, employment and other opportunities toward a better future. More than 20% of our population does not have health insurance, and Tukwila's median household income is 40% of King County's. 23% of Tukwila households live below the poverty line, and more than 10% of students in the Tukwila School District currently experience homelessness.

We recognize the role that government can play in breaking down barriers to equitable access to opportunities. The City's Strategic Plan, adopted in 2012, provides us the guideposts for our work on behalf of our residents, businesses and guests, and emphasizes partnerships and collaboration. One of the goals -- *A Solid Foundation for All Tukwila Residents* -- clearly calls for equitable access to opportunity for Tukwila residents and serves as the foundation of this equity policy.

Though we fully acknowledge we have more work to do, the City has made many strides toward equity. We are proud of our successes and, in some cases, our leadership around identifying and implementing policies and programs to promote equity. We also realize that we as a city government have a much longer journey to take in our efforts to be truly equitable in the delivery of all City services.

II. PURPOSE

The purpose of this policy is to provide guidance to City elected officials, staff, boards and commissions, partners, residents, businesses and guests on how the City of Tukwila will actively promote equitable access to opportunities and services.

III. DEFINITION OF EQUITY

Equity: Eliminating systemic barriers and providing fair access to programs, services and opportunities to achieve social, civic and economic justice within the City of Tukwila.

IV. POLICY GOALS

In order to achieve equitable access to opportunities and services in the City of Tukwila, the City adopts the following goals.

1. **Our City workforce reflects our community.**

The City will identify strategies around recruitment and hiring, and personnel policies that provide equitable opportunities for existing employees, and support City's long-term goal that its workforce reflect the evolving make-up of the community.

2. **Community outreach and engagement is relevant, intentional, inclusive, consistent and ongoing.** *The City often has important information to share with the community, and often seeks dialogue with the community. The City will create a community outreach and engagement toolkit to enable inclusive public engagement that all departments will use when seeking community participation.*

3. **All residents and visitors receive equitable delivery of City services.**

The City will identify strategies that facilitate equitable access to current and future City services and facilities, regardless of race/ethnicity, language, ability, gender, age, family status, geography, and mode of transportation.

4. **City government is committed to equity in the decision-making process.**

The City will identify strategies to facilitate equitable access to decision-making, where the decisions themselves - and the process and context in which they are made -- are transparent.

5. **Equity serves as a core value for all long-term plans moving forward.**

The City will develop and implement an equity toolkit for City staff, consultants, contractors, and partners that will provide guidance for the equitable physical development of the city, and other activities. This goal applies to plans such as but not limited to the Comprehensive Plan, transportation, infrastructure, strategic plans, etc.

6. **The City will build capacity around equity within City government and the broader community.** *The City will resource this policy through activities such as but not limited to regular trainings and workshops, both internal and public, and establishing an Equity Policy Implementation Committee.*

V. IMPLEMENTATION

The City will be accountable for assessing a baseline, developing an implementation plan, and reporting measurable progress in meeting each of these goals.

1. Equity Policy Implementation and Evaluation Committee

The City will establish a committee that will be responsible for setting baselines, developing the implementation plan, and reporting measurable progress in meeting the goals of this policy. The implementation plan should specify staff leads responsible for key elements of the work, and include how the work will be distributed throughout the agency.

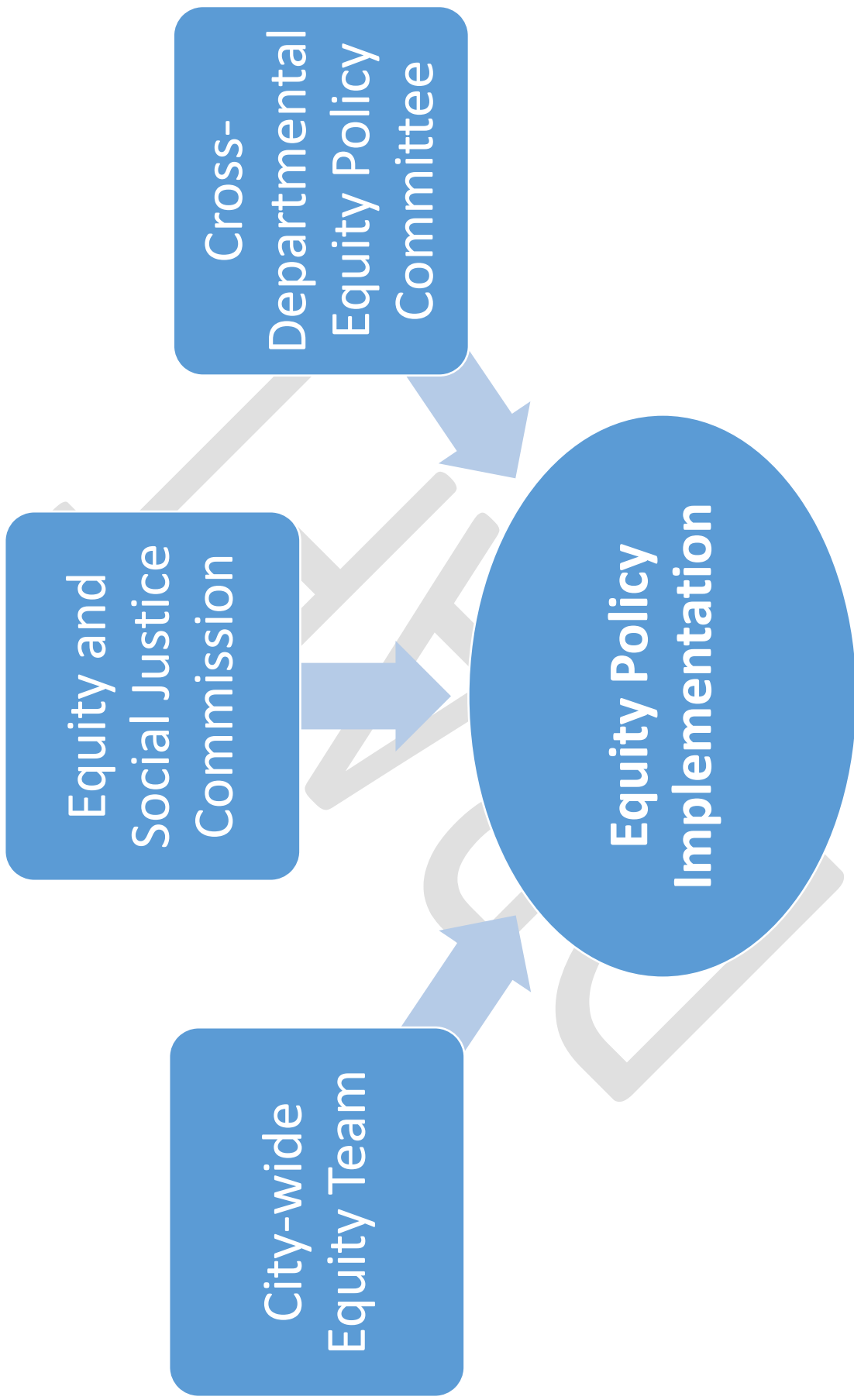
2. Equity and Social Justice Commission

The Equity and Social Justice Commission will monitor the work of the Implementation and Evaluation Committee, and provide information to the committee, as well as the Council as to the progress of the policy's implementation.

3. Timeline

The timeline for developing the implementation plan is one year from the adoption of this policy.

DRAFT





CITY OF TUKWILA EQUITY POLICY IMPLEMENTATION PLAN 2018-2020

The City of Tukwila is fortunate to be able to rely on the work and expertise of King County, the City of Seattle, the City of Bellevue, and others, to help us implement our Equity Policy. All of the deliverables mentioned below have been developed by other jurisdictions, and we will be able to take those documents and make them work for Tukwila.

Goal/Deliverable	Due Date	Metrics	Lead
Our City workforce reflects our community.			
<ul style="list-style-type: none"> Update and Implement Recruitment, Hiring, and Retention Policies and Procedures 	07/01/2019	Annual all employees and new employee demographic reports , including languages other than English. 2018 baseline year. Baseline report due 01/31/2019; full report annually thereafter.	
<ul style="list-style-type: none"> Professional Development Program 	01/01/2021	Annual promotional (internal or external) employee demographic report, including languages other than English. 2020 baseline year. Baseline report due 01/31/2021; full report annually thereafter.	
<ul style="list-style-type: none"> People from historically underrepresented groups feel supported, valued, included, and engaged. 	Ongoing	Analyze employee responses to the employee survey by race, gender, etc. in addition to analyzing responses by department, beginning with the 2019 employee survey.	
Community outreach and engagement is relevant, intentional, inclusive, consistent and ongoing.			
<ul style="list-style-type: none"> Outreach and Engagement Toolkit/Guidelines developed and in place 	03/31/2019	Brief outreach reports from each outreach campaign to include demographic information, including languages other than English, on event sign-in sheets, survey responses, etc. Compiled annually by January 31 each year for the previous year's data.	
All residents and visitors receive equitable delivery of City services.			
<ul style="list-style-type: none"> Review external customer service policies and procedures with an equity lens, and make any necessary changes. 	12/31/2020	External customer service policies and procedures identified and assessed in conjunction with the City-wide effort to update all policies; Annual Organizational Assessment (secondary measure).	

DRAFT Equity Policy Implementation Plan

Goal/Deliverable	Due Date	Metrics	Lead
<ul style="list-style-type: none"> • Translation, Transcreation and Interpretation Audit and Policy. 	12/31/2020	City services and information (video and print) are accessible in other languages upon request when possible. Comprehensive City-wide report on the production and use of translated and transcreated materials, and in-person interpretation services.	
City government is committed to equity in the decision-making process.			
<ul style="list-style-type: none"> • Equity Lens/Equity Impact Review Checklist 	06/30/2019	Major policy decisions and their impacts are examined through an equity lens.	
<ul style="list-style-type: none"> • Civic Academy, Leadership Academy, Community Connectors, and/or other programs 	Fall 2019	Civic engagement increases in the form of participation on boards and commissions, voter turnout, participation in virtual and online open houses and workshops. Base data year 20XX.	
Equity serves as a core value for all long-term plans moving forward.			
<ul style="list-style-type: none"> • Equity Lens/Equity Impact Review Checklist 	06/30/2019	Annual organizational equity assessment shows improvement; All City Plans going forward are developed and reviewed with an equity lens: <ul style="list-style-type: none"> • Comprehensive Plan • ADA Plan • Transportation Plan • ... 	
The City will build capacity around equity within City government and the broader community.			
<ul style="list-style-type: none"> • Equity Training Program for new employees 	01/01/2019	All new employees must watch a designated video and answer questions about it in Lanterria within 90 days of hire.	
<ul style="list-style-type: none"> • Equity Training Program for all employees 	01/01/2019	All existing employees must watch the designated video and answer questions in Lanterria; And each year must attend 1-2 trainings offered annually by the City and/or a third party.	
<ul style="list-style-type: none"> • Equity Training Program for all City volunteers, including Boards and Commissions 	01/01/2019	All new volunteers must watch a designated video and answer questions about it within 90 days of appointment, in conjunction with PRA, OPMA, etc. requirements.	
<ul style="list-style-type: none"> • Public equity training opportunities 	Future	The City hosts at least one equity-focused community event per year for all residents and businesses.	
<ul style="list-style-type: none"> • Monitor and respond to data on disparities in Tukwila/South King County. 	01/01/2019	Information to support Equity Lens/Equity Impact Review Checklist usage.	