



TUKWILA EQUITY AND SOCIAL JUSTICE COMMISSION

October 4, 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, September 12, 2018 (5 minutes)**
- V. Unfinished Business**
 - Budget Update (5 minutes)
 - Equity Policy Implementation Plan Update (10 minutes)
 - Fall Training (10 minutes)
- VI. New Business**
 - 2019 Work Plan (45 minutes)
- VII. Agenda for Next Meeting (5 minutes)**
- VIII. Adjournment**



TUKWILA EQUITY AND SOCIAL JUSTICE COMMISSION

September 12, 2018

5:15 P.M.

Hazelnut Conference Room

MINUTES

I. Call to Order

II. Introductions (2 minutes)

Kathy Hougardy, Chair

Nora Gierloff

Dr. Bridgette Agpoa-Ryder

Roy Busch

Joe Duffie

Mikkell Roeland

Dat Tran

Nichelle Page

Aaron Draganov

Guest:

Amina Ahmed

Staff:

Mia Navarro

III. Approval of Agenda (3 minutes)

Add to new business: presentation of our work plan to City Council as soon as we can get on the schedule. The group made this change by consensus.

Amina Ahmed, Executive Director of Partners In Employment, is here to listen and observe, and wants to make sure that the community is involved in advancing equity in the community.

IV. Approval of Minutes, August 2, 2018 (5 minutes)

Mikkell/Joe. PASSED.

V. Tentative Presentation from Staff Equity Team (15 minutes)

Nate Robinson and Wynetta Bivens introduced the Commission to the Equity Team. The Equity Team is an internal group of employees that self-select to join this group, it is open to all City staff. The group meets monthly to educate themselves and have conversation around issues of equity and inclusion. The Equity Team recently made a request to the Admin Team to provide recommendations on inclusive hiring practices, and to be involved in the recruitment process for the new Human Resources Director.

The Equity Team has formed a task force to compile this information. The Admin Team asked the Equity Team Task Force to collaborate with the Equity and Social Justice Commission on this project.

The group talked a long time about how this collaboration could look, and decided to rely on Mia to bring information back and forth between the two groups. Mia is a member of the Equity Team, and sits on the Equity Team Task Force.

With regard to hiring the new HR Director, the group talked about the importance of having input on the job description and the recruitment/application process, and to participate on interview panel. The group raised the question of whether or not to have a candidate forum for community members/employees to meet the top three or so candidates.

VI. Unfinished Business

- Prioritize Wish List from August 2 Meeting Minutes (20 minutes)

The group voted on their top six items from the wish list the group developed last month. The items were put into categories: In Progress, 2018, 2019, Future/Needs More Info. The number of votes for each item is indicated in parentheses.

IN PROGRESS

- 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.
- Increase Equity and Social Justice Commission Budget.

2018

- Keep track of employee harassment and discrimination complaints and grievances, and their outcomes. (9)
- Engage in equity training on an annual basis, outside of regularly scheduled meeting times. (7)
- Serve in an advisory role: make policy recommendations to the Mayor/City Administration, and City Council. (7)
- Have a role in the HR Director hiring process and decision-making. (4)
- Partner with the City in implementing the Equity Policy. (4)

2019

- Analyze and make recommendations regarding minimum qualifications, unbiased hiring practices, and promotions. (7)
- Intentionally seek out community concerns and knowledge./Get feedback from the community regarding equity and diversity in Tukwila. (7)
- 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. (3)

- Support programs and possibly future grants for students in STEM/STEAM/Career/College exploration. (2)
- Promote apprenticeships and workforce development that are equitable for City residents. (2)

FUTURE--NEEDS MORE INFO/WORK

- Each Commissioner commit to attending or watching City Council meetings with an equity lens. Establish a rotation so that every meeting is covered. (2)
 - Develop vision and mission statements for the Commission. (2)
 - Meet with Tukwila School District Family Liaisons. (1)
 - Seek grants for equity work. (1)
 - Have Commissioners commit to multiple years of participation. (1)
 - 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. (0)
 - Partner with community groups (school district, CBOs, Best Start for Kids, etc.) to advance racial equity and inclusion in Tukwila. (0)
 - Partner with Foster Civics Classes. (0)
 - Meet with Tukwila Community Connectors. (0)
 - Ensure that RFP Contract Language is Equitable. (0)
- Fall Training (10 minutes)
Mia and Nichelle will work together to get the next training set up.

VII. New Business

- Equity Policy Implementation Plan Update (5 minutes)
Moved to next meeting.
- Presentation to City Council
Mikkell, Bridgette, and Aaron will work on the presentation based on the work plan developed at this meeting.

VIII. Agenda for Next Meeting (5 minutes)

- Budget Update
- Fall Training
- Equity Policy Implementation Plan Update
- 2019 Commission Work Plan

IX. Adjournment

6:45 pm