



TUKWILA EQUITY AND SOCIAL JUSTICE COMMISSION

December 6, 2018

5:15 P.M.

Tukwila Community Center, Meeting Room B

12424 42nd Ave S, Tukwila, WA 98168

AGENDA

- I. **Call to Order**
- II. **Introductions (2 minutes)**
- III. **Approval of Agenda (3 minutes)**
- IV. **Approval of Minutes: October 4, 2018 & November 1, 2018 (5 minutes)**
- V. **Business Items (60 minutes)**
 - Update on HR Director Recruitment (5 minutes)
 - Review draft Community Engagement Manager job description (10 minutes)
 - Review workplan (10 minutes)
 - Officer Elections for 2019 (5 minutes)
 - Dinner (30 minutes)
- VI. **Miscellaneous**
- VII. **Adjournment**



TUKWILA EQUITY AND SOCIAL JUSTICE COMMISSION

October 4, 2018

5:15 P.M.

Hazelnut Conference Room

MINUTES

I. Call to Order

6:24

II. Introductions (2 minutes)

Kathy Hougardy, Chair

Roy Busch

Nora Gierloff

Joe Duffie

Aaron Draganov

Mikkell Roeland

Nichelle Page

Bridgette Agpaoa-Ryder

Staff: Mia Navarro

III. Approval of Agenda (3 minutes)

Joe moved to approve the agenda. Kathy requested to add the Council presentation to the agenda right after new business. Mikkell seconded the motion as amended. PASSED.

IV. Approval of Minutes, September 12, 2018 (5 minutes)

Kathy pointed out our work plan items in the minutes and asked everyone to look through the minutes before we vote on them. Joe moved to approve the minutes as submitted. Aaron seconded. Passed.

V. Unfinished Business

• **Budget Update (5 minutes)**

The Mayor's budget was presented to Council on Monday 10/1, and included the full \$6,000 for the Equity and Social Justice Commission that we requested.

• **Equity Policy Implementation Plan Update (10 minutes)**

Mia walked through the draft plan. The group recommends that the cross-departmental equity policy team members go through an interactive training together in order to have a common understanding of equity before beginning the

work of the committee. The group agreed that all City staff must have mandatory equity training including unconscious bias, and that equity be part of the annual performance evaluation for all staff.

- **Fall Training (10 minutes)**

Nichelle met with Melia today. We need to give Melia some date options for us to receive a follow-up to our training from March. Mia will send out some date options. Avoid Wednesdays, last Saturday in October, avoid Council and Committee meeting nights. Use our December meeting to debrief the training. Some place with a private meeting room, like Billy Baroo's. No tree nuts, gluten.

- **Council Presentation**

The idea is to present the Equity and Social Justice Commission Work Plan. Let Council know we will be making recommendations throughout the year via letter to the Mayor and the City Administrator, CCing the Council. All recommendations will be summarized in the ESJC annual report to Mayor/Council. Mikkell, Aaron, and Bridgette are working on the presentation, and will meet on Monday to begin working on it. Plan on a 20 minute presentation including Q&A.

A future recommendation may address viewing increases to the water bill through an equity lens. Another future recommendation would be computer literacy for all staff.

VI. **New Business**

- **2019 Work Plan (45 minutes)**

The group went through the work plan items in the minutes from the last meeting, and gave status updates, and made adjustments. Bridgette recommended that whoever is passionate about any item or items on the list can be point (1-3 people) on those items and report back on progress.

Mia will put the work plan items into a work plan format and email to the group before the next meeting.

Meetings are 90 minutes, not 60 minutes.

VII. **Agenda for Next Meeting (5 minutes)**

- Rachel Bianchi update on HR Director Recruitment Process
- Presentation to Council
- Draft Equity Policy Implementation Plan (45 minute discussion) *Homework-read through and submit questions/comments ahead of time.*
- Officer elections for 2019

VIII. **Adjournment**

6:32



TUKWILA EQUITY AND SOCIAL JUSTICE COMMISSION

November 1, 2018

5:00-8:00 P.M.

Tukwila School District Board Room

4640 S 144th St, Tukwila, WA 98168

MINUTES

- I. Call to Order**
- II. Introductions (2 minutes)**
- III. Approval of Agenda (3 minutes)**
- IV. Approval of Minutes, October 4, 2018 (5 minutes)**

The group decided to approve the October minutes at the December meeting.
- V. Agenda for Next Meeting (5 minutes)**

The group approved the proposed agenda for the next meeting.

 - Update on HR Director Recruitment (10 minutes)
 - Discuss Presentation to Council (10 minutes)
 - Equity Policy Implementation Plan Update (45 minutes)
 - Officer Elections for 2019 (10 minutes)
- VI. Fall Training (Remaining time)**

Staff from the Educational Service District gave a training on Racial Equity as a follow up from the training in March.
- VII. Adjournment**

Adjourned 8:40 pm

City of Tukwila Equity and Social Justice Commission
2018-2019 Work Plan

Year	Activity	Equity Policy Goal(s)	Status
2018	<ul style="list-style-type: none"> Keep track of employee harassment and discrimination complaints and grievances, and their outcomes. 		
	<ul style="list-style-type: none"> Engage in equity training on an annual basis, outside of regularly scheduled meeting times. 		
	<ul style="list-style-type: none"> Serve in an advisory role: make policy recommendations to the Mayor/City Administration, and City Council. 		
	<ul style="list-style-type: none"> Have a role in the HR Director hiring process and decision-making. 		
	<ul style="list-style-type: none"> Partner with the City in implementing the Equity Policy. 		
	<ul style="list-style-type: none"> Analyze and make recommendations regarding minimum qualifications, unbiased hiring practices, and promotions. 		
	<ul style="list-style-type: none"> Intentionally seek out community concerns and knowledge./Get feedback from the community regarding equity and diversity in Tukwila. 		
	<ul style="list-style-type: none"> 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. 		
	<ul style="list-style-type: none"> Support programs and possibly future grants for students in STEM/STEAM/Career/College exploration. Promote apprenticeships and workforce development that are equitable for City residents. 		

City of Tukwila Equity and Social Justice Commission
2018-2019 Work Plan

Year	Activity	Equity Policy Goal(s)	Status
	<ul style="list-style-type: none"> Each Commissioner commit to attending or watching City Council meetings with an equity lens. Establish a rotation so that every meeting is covered. 		
	<ul style="list-style-type: none"> Develop vision and mission statements for the Commission. 		
	<ul style="list-style-type: none"> Meet with Tukwila School District Family Liaisons. 		
	<ul style="list-style-type: none"> Seek grants for equity work. 		
	<ul style="list-style-type: none"> Have Commissioners commit to multiple years of participation. 		
Future	<ul style="list-style-type: none"> 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. 		
	<ul style="list-style-type: none"> Partner with community groups (school district, CBOs, Best Start for Kids, etc.) to advance racial equity and inclusion in Tukwila. 		
	<ul style="list-style-type: none"> Partner with Foster Civics Classes. 		
	<ul style="list-style-type: none"> Meet with Tukwila Community Connectors. 		
	<ul style="list-style-type: none"> Ensure that RFP Contract Language is Equitable. 		