



TUKWILA EQUITY AND SOCIAL JUSTICE COMMISSION

May 2, 2019

5:15 P.M.

Hazelnut Conference Room

6200 Southcenter Boulevard, Tukwila, WA 98168

AGENDA

- I. Call to Order**
- II. Introductions (2 minutes)**
- III. Approval of Agenda (3 minutes)**
- IV. Approval of Minutes, April 4, 2019 (5 minutes)**
- V. Business Items (50 minutes)**
 - Introduction of City of Tukwila Equity Committee
Wynetta Bivens, Nate Robinson, Alison Turner, Hodo Hussein
 - Inclusive Hiring Practices & Employee Retention Recommendations Overview
 - Workplan and committee assignments update
 - Legislation target calendar
 - Community feedback and knowledge
- VI. Miscellaneous**
- VII. Adjournment**



TUKWILA EQUITY AND SOCIAL JUSTICE COMMISSION

April 4, 2019

5:15 P.M.

Tukwila City Hall, Hazelnut Conference Room

6200 Southcenter Boulevard, Tukwila, WA 98168

MINUTES

I. Call to Order

II. Introductions (2 minutes)

Mikkell Roeland, Chair
Bridgette Agpaoa-Ryder, Vice-Chair
Nora Gierloff
Aaron Dragonav
Nichelle Page
Councilmember Kathy Hougardy
Joe Duffy
Rachel Bianchi
Niesha Fort-Brooks

III. Approval of Agenda (3 minutes)

IV. Approval of Minutes, April 4, 2019

Minutes were approved

V. Business Items

- New position available for the ESJ Commission and recruitment to fill the spot.
- Niesha Fort-Brooks presented an overview of the Tukwila Connectors program. Nichelle recommended bridging the Community Connectors with the Tukwila School District Community Liaisons.
- Rachel Bianchi discussed the 2019 High School Internship Program. Job posting is accessible on the City of Tukwila website, staff tabled at Foster High School for Career Day. Nichelle promoted the internship program via social media platforms.
- Niesha Fort-Brooks and Rachel Bianchi are both attending the GARE annual conference.
- Mikkell Roeland discussed the workplan and went over the tasks for each ESJ commission member.
- The group reviewed the legislation target calendar provided in the packet.

- Commission members shared the following information in the Feedback and Knowledge item:
 - Kathy Hougardy discussed Challenge Seattle and the involvement of tech company's financial contribution to find solutions for the homeless crisis.
 - Aaron Dragonav shared out that the Tukwila School District has a program for teachers on home buying programs. Cost of living for teachers in Tukwila does not allow home ownership opportunities.
 - Nichelle Paige announced April 2019 school events at Showalter Middle School and Foster High School. Summer School programming will be not available for this summer due to new construction.

VI. Miscellaneous

VII. Adjournment 6:25 p.m.



TUKWILA EQUITY AND SOCIAL JUSTICE COMMISSION

City Council Potential Agenda Items

IMPORTANT NOTE: Items often shift meeting dates; please review published agendas to ensure items are scheduled. This is not a comprehensive or final list as items may be added list minute. For up to date information visit: <http://www.TukwilaWA.gov/Departments/City-Council>

Month	Item	Committee & Next Steps
April	Planning Commission appointments and terms	Discussion Only
May	Ordinance for development agreement with Homestead for the Riverton Cascade Development	CDN; potential referral to COW Regular
May	Authorization to apply for 2020 CDBG funds for the Minor Home Repair Program	Consent 5/20
June	Police Department peer support program and resiliency training	N/A




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Boards and Commissions Agenda Items

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<https://www.tukwilawa.gov/departments/mayors-office/boards-and-commissions/>

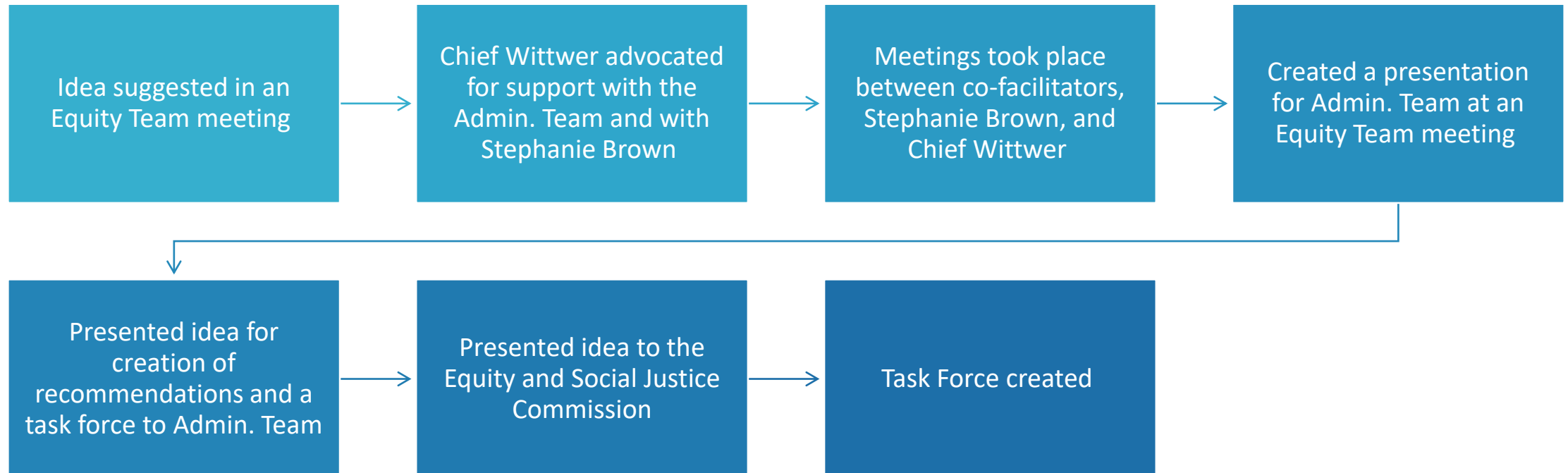
Board and Commission	Update
Parks Commission	2018 focus on supporting and championing the Tukwila New Green Program. 2019 focus on Parks, Recreation, & Open Space (PROS) (acquisition)
Planning Commission	Public hearing update of the Shoreline Master Program (3/28/2019) – update of the environmentally critical areas on (4/11/2019) with recommendations on these items to the council on (4/25/2109). 6/27/2019 planning for Fire station 52 design review and conditional use permit.
Lodging Tax Advisory	Brandon Miles would like to come and provide information about the Lodging Tax Advisory.



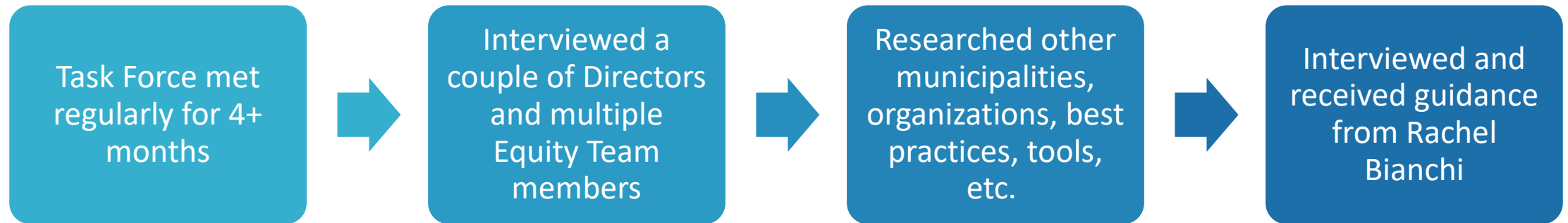
Inclusive Hiring Practices & Employee Retention Recommendations

From the City of Tukwila Equity Team

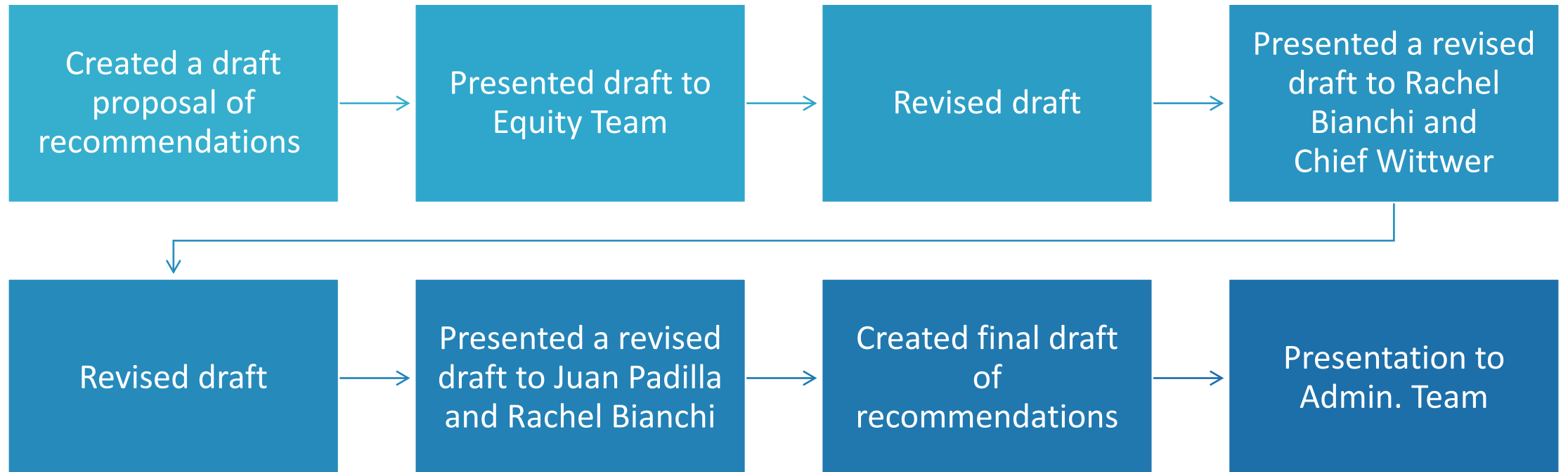
Creation of Task Force



Information Gathering and Research



Development



Progress happening in the City



Efforts to engage and invest in the young people of the community



Equity trainings



Involvement of stakeholders in hiring processes




Efforts made to create a diverse management team within the City



The City's formal commitment in support of Equity throughout our organization

Recommendations

For Inclusive Hiring & Employee Retention



1. Develop an inclusive hiring practices document provided to everyone administering and/or assisting in a hiring process.

Such as a one-page instruction sheet or a handbook



2. Broaden awareness of the Employee Assistance Program (EAP) as a resource that includes support for equity related issues for all City Staff.

This resource would be beneficial towards employee retention.



3. Remove job qualification barriers and create equitable pathways to meet requirements.

Review job descriptions to remove any non-essential requirements

Remove certification requirements that may be obtained after being hired.

For positions that qualify for a signing bonus, allow employee to determine if they would like to use a portion to cover required certification cost(s). Otherwise qualified candidates are allowed a 90-day grace period to obtain the required certifications.



4. Be intentional and strategic when advertising job openings to reach a broader pool of candidates.

Use intentional recruitment methods to reach under-represented groups.

Expand job advertising efforts, such as:

- Associations that represent diverse groups of professionals
- Religious groups in the Tukwila community
- Newspapers (regional/community based)
- Attend local job fairs with partner agencies and organizations
- Social media
- Colleges/Universities
- Local libraries
- Unemployment offices



5. Trainings/Education to support Equity and Diversity

All departments schedule a mandatory Equity and Diversity training annually.

- Led by an external facilitator to allow all staff to participate
- Tailored to the department

Provide city-wide Equity and Diversity training at minimum once a year.

Add an Equity component to the on-boarding process for every new staff/board and commission member.



Additional Recommendations

1. Internal employee mentorship program
2. Budget for Equity set aside in every department
3. Add equity-related questions to the employee survey
4. Provide resources for people who need help with the application process
5. Create a place/process for Equity related issues/concerns for employees to receive support and for accountability
6. Transparency, consistency, and equal opportunity should be practiced with all internal job openings

Thank you

The Equity Team would like to thank you for this opportunity and for your consideration of these recommendations.