



## **TUKWILA EQUITY AND SOCIAL JUSTICE COMMISSION**

**June 6, 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)**
  - Review and discussion of Boards and Commissions Recruitment and appointments process
  - Preparation for July Human Resources presentation
  - Workplan Overview
  - Legislation target calendar
  - Boards and Commission update
  - Community feedback and knowledge
- VI. Miscellaneous**
- VII. Adjournment**





## **TUKWILA EQUITY AND SOCIAL JUSTICE COMMISSION**

**May 2, 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
  - Roy Busch
  - Joe Duffie
  - Nichelle Page
  - Chief Jay Whittwer
  - Wynetta Bivens
  - Stacy Hansen
  - Hodo Hussein
  - Nate Robinson
  - Allison Turner
  - Niesha Fort-Brooks
- III. Approval of Agenda (3 minutes)**
- IV. Approval of Minutes, April 4, 2019**

**Minutes were approved**
- V. Business Items**
  - Inclusive Hiring Practices & Employee Retention Recommendations overview presentation and debrief.
  - In-depth discussion on past and current inequities, lived experiences, and next steps.
- 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>**

Item	Committee & Next Steps
Ordinance for development agreement with Homestead for the Riverton Cascade Development	CDN; potential referral to C.O.W. Regular
Special Presentation of Scholarship recipients	N/A
WSDOT Transportation Demand Mgmt. Program allocation for 2019-2021	T&I 6/4; C.O.W. 6/10; Consent 6/17
Commission Appointment Process	N/A
Ordinances updating the Shoreline Master Program	C.O.W. 6/24
An ordinance renewing a moratorium within the TIB Study Area	CDN 6/11; C.O.W. 6/24
Artist in Residency Report (Tracy Gallaway, Olisa Enrico-Johnson & Sarah Kavage, Artist in Residence)	N/A



## TUKWILA EQUITY AND SOCIAL JUSTICE COMMISSION

### Boards and Commissions 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:**

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

Boards and Commission's	Updates
Arts Commission	April 2019 – Joint Meeting with Parks Commission; Special Presentations; Tukwila Public Safety Plan – Art for City Facilities (A) Fire Stations 51 & (B) Justice Center. Upcoming Meetings – Parks Commission June 12 and Art Commission June 26, 2019.
Civil Service Commission	April 8, 2019 – Police and Fire Staffing Updates
Community Oriented Policing Citizens Advisory Board	April 11, 2019- Three new hire lateral officers from Atlanta, GA; Community Liaison Officer has been working on Homeless issues.
Human Services Advisory Board	April 11, 2019 – Discussion 2019 Workplan, member sharing, tour of Rainer Industries and planning for June 5 <sup>th</sup> meeting.
Library Advisory Board	May 7, 2019 – Parking concerns Tukwila Library, New KCLS Executive Director, Lisa Rosenblum. Launch of the Dream Big campaign at the Tukwila Library. Campaign is in partnership with Chase Bank and the Why Not You Foundation. To encourage high school students/teens to take advantage of resource at libraries.
Lodging Tax Advisory Committee	January 22, 2019 – 2019 Lodging Tax Applications
Park Commission	April 2019 – Joint Meeting with Parks Commission; Special Presentations; Tukwila Public Safety Plan – Art for City Facilities (A) Fire Stations 51 & (B) Justice Center. Upcoming Meetings – Parks Commission June 12 and Art Commission June 26, 2019.
Planning Commission	April 25, 2019 – Periodic review of the Shoreline Master Program. City has drafted the SMP amendments to keep the SMP current with changes in state law, changes in Tukwila plans and regulations.



## INFORMATIONAL MEMORANDUM

TO: **Community Development & Neighborhoods Committee**

FROM: **Laurel Humphrey, Council Analyst**

DATE: **May 15, 2019**

SUBJECT: **Board & Commission Appointments**

### **ISSUE**

The Community Development & Neighborhoods Committee previously discussed an overview of processes relating to Planning Commission appointments, including process for reappointments, Council vs Mayor role, and term limits. The Committee requested the topic return with additional information about the current appointment process and the potential for improvements.

### **BACKGROUND**

The City is assisted in several operational areas by boards and commissions comprising members of the community. Residents and business representatives serve an important function by volunteering their time and expertise as members. In most cases, members are appointed by the Mayor and confirmed by the City Council per the RCW. Operational information about boards and commissions is located in the Municipal Code, in the By-Laws of each group, and in the Boards & Commissions Handbook.

### *Recruitment & Equity*

Vacancies are currently promoted on the City website, Channel 21, social media, and in the City Administrator Report in the City Council Regular meeting packets. The City's Community Engagement Manager has committed to promoting opportunities with local groups who can help empower underrepresented community members. One of these, Puget Sound Sage, offers a six-month Community Leadership Institute that supports and trains emerging leaders from low-income communities and communities of color to sit on boards and commissions. Councilmembers and currently seated members can play an important role in recruitment by spreading the word to constituents and by making a personal ask to qualified individuals. A discussion on equitable recruitment strategies has been scheduled for the June 6, 2019 Equity and Social Justice Commission meeting.

### *Appointment Process*

The application form is available by request and on the City's website. Completed applications can be submitted by postal mail, email to [BoardsComms@tukwilawa.gov](mailto:BoardsComms@tukwilawa.gov), or in person at City Hall. When applications are received by the Mayor's Office, they are scanned and routed for a background check. School District personnel, currently seated members, and Lodging Tax Advisory Committee members are exempt from the background check. An

email is sent to each applicant letting them know the application is under review. Once the background check has been completed, a copy of the application is provided to the Mayor and the staff liaison of the board or commission. The Mayor may ask the staff liaison to conduct an interview with the applicant or may opt to sit in on an interview with the applicant and the current Chair board, commission or committee. When the Mayor has determined the applicant(s) to recommend for appointment, the Executive Assistant will schedule the appointment(s) to go before Council at an upcoming Regular Meeting and prepare a memo to the City Council recommending the appointment(s). Copies of the application(s) (with address, phone number and emails redacted) are attached to the memo, which is then distributed to the Council by email and hard copy. Applicants are invited to attend the Council meeting at which their appointment is scheduled.

#### *Reappointment Process*

When a member's term is coming to an end, a letter is mailed to the individual to notify them of the expiring term and to ask if they are interested in continuing to serve. If the individual would like to continue, the Mayor will consider their request along with any new applications received that have expressed interest in that particular board or commission and then make a recommendation for reappointment or a new appointment, to the City Council via memo and schedule the item at an upcoming Regular Meeting in accordance with the process stated above.

#### *Applicants Not Appointed*

If an applicant applies for a position and the Mayor decides not to recommend the appointment, they receive a letter thanking them for applying, notifying them they were not appointed, providing information on other vacant positions, if applicable, and letting them know that their application will be kept on file for one year.

#### *Qualifications, Requirements & Representation*

Boards and commissions have varying requirements regarding community residency or business affiliation as outlined in the Municipal Code. Every member of an advisory board, commission or committee must sign a Conflict of Interest Disclosure Form and Ethics, OPMA and PRA Training Certification Form within 90 days of appointment or reappointment.

### **RECOMMENDATION**

When the Committee last discussed this issue, it agreed that a written, predictable appointment process would be beneficial. Committee members also expressed support for certain changes to the process including requiring reapplication for reappointments, receiving appointment memos at least two weeks prior to the potential confirmation date, and applying a stronger equity lens to recruitment. Council staff met with the Mayor's Executive Assistant and the Community Engagement Manager to discuss the Committee's requests and collaborate on improvements. The following suggestions in the areas of recruitment and appointments are proposed for the Committee's review and feedback.



- Advertise open positions in the Hazelnut, both online and printed editions
- Promote opportunities with community-based organizations and school districts
- Update Boards & Commissions Handbook to reflect current Codes and CDN Committee input
- Distribute updated Boards & Commissions brochure widely, including Foster High, Tukwila Library, TCC front counter, meetings of community groups, and more
- Require a letter of interest outlining an applicant's relevant background, experience, and interest
- Require reapplication for additional terms
- Provide memo of appointments to the City Council at least two weeks in advance of the Regular Meeting
- Create an Administrative Policy to formalize the internal appointment process, providing for better consistency and continuity

**RECOMMENDATION**

The Committee is asked to discuss this information and provide direction on next steps. Staff will return with updates to associated boards and commission materials.

**ATTACHMENTS**

Application  
Handbook  
Brochure