



Tukwila Equity and Social Justice Commission

City of Tukwila – City Hall

6200 Southcenter Boulevard, Tukwila, WA 9818

IS HEREBY GIVEN that the Equity and Social Justice Commission will be held on, February 3, 2022,
at 5:30 p.m. THE MEETING WILL NOT BE CONDUCTED IN PERSON.

The phone number to participate in the call is: 253-292-9750, Conference 854 286 836#

Join on your computer or mobile app: [Click here to join the meeting](#)

For assistance during the meeting, please call the Equity and Social Justice Staff Liaison,
Niesha Fort-Brooks at 206-406-6692

MEETING AGENDA

February 3, 2022 – 5:30 p.m.

- I Call to Order
- II Introduction (2 min)
- III Approval of Agenda (2 min)
- IV Approval of Minutes, Thursday, February 3, 2022 (2 min)
- V Business Items
 - Welcome and check ins (5 min)
 - Cyndy Knighton, Senior Program Manager – Transportation, from the Public Works Department will brief the Commission on the Neighborhood Traffic Calming Program (NTCP) and request input. Commissioners are being asked to provide feedback on any equity-related improvements that could be made to the program within the existing scope, staffing level and budget. (25 min).
 - Commission to discuss the 2022 Juneteenth Celebration, event planning roles of the commission and responsibilities. (20 min)
 - Commission to discuss and review example rubric processes for the Tukwila Police Department Hiring Process: Interview Panel Member - Tukwila Community Representative and determine what would be the best selection process. (25 min)

- Equity and Social Justice Commission Year and Review of 2021 (10 min)

VI Miscellaneous

VII Adjournment



City of Tukwila Equity and Social Justice Commission Year In Review 2021

Mission Statement

The commission advises policymakers; advocating and promoting for initiatives that dismantle system racial, gender, and economic inequities, to create and strengthen a sense of belonging for all community members.

Members

- | | |
|------------------------------------|-------------------------------|
| - Aaron Draganov, Co-chair | Tukwila School District |
| - Gabriela Quintana, Co-Chair | Resident |
| - Kraig Boyd, Commissioner | Tukwila Police Department |
| - Roy Busch, Commissioner | City of Tukwila, Public Works |
| - Joe Duffie, Commissioner | Community member |
| - Dr. Eileen English, Commissioner | Community member |
| - Kathy Hougardy, Commission | City Councilmember |
| - Jonathan Joseph, Commissioner | Community member |

Equity and Social Justice Commission - Purpose

- Serve in an advisory role to the City Council, the Mayor, and other city officials for the City of Tukwila.

Role of the Commission

- To promote understanding that accepts, celebrates and appreciates diversity with the community.
- To serve as a resource for the community by providing information and educational forums that will facilitate a better understanding and awareness of social justice and human rights.
- To provide recommendations to the Mayor and City Council regarding opportunities to increase equity and social justice awareness and promote social justice programs.
- Advise and collaborate with the City Council, the Mayor, and the Equity Policy Implementation Committee. (EPIC)
- Align and implement Equity and Social Justice Commission work and goals closely with the City's Equity Policy Implementation Plan

Year in Report: 2021

- The Commission was briefed on the City of Tukwila's Permanent Police Chief recruitment process.
- The Commission developed a personal commitment to the ESJ's new mission statement:

The commission advises policymakers; advocating and promoting for initiatives that dismantle system racial, gender, and economic inequities, to create and strengthen a sense of belonging for all community members.
- Commissioners developed a shared analysis; calibrated members' understanding of interpersonal, institutional and structural racism. Commissioners practiced the "how": community agreements and practices; understanding the cycle of adult behavior change.
- The commission is continually focused on creative ways how to engage and recruit Foster High School students to apply and participate as a youth representative. The development of a youth flier with a QR code was developed to include a compensation incentive.
- Commissioners participated in a two-part Equity and Social Justice training with the Puget Sound Educational Service (PSESD).
- The Commission provided input and supported the City of Tukwila's 1st Juneteenth Commemoration.
- The commission in collaboration with the Tukwila Police Department are currently discussing and developing panelist questions for a Community Volunteer – Interview Panelist to participate in the hiring process for new police officers. This plan will carry over into the new year of 2022.
- Commissioners agreed that on-going Equity training should be on-going and consistent each year. This plan is consistent with the Equity Policy.
- Will Ragin, Technology Specialist with the City of Tukwila's Technology Innovation Services department has been appointed; Including re-appointment of the following: Aaron Draganov, Dr. Eileen English and Councilmember Kathy Hougardy.



Tukwila Equity and Social Justice Commission
City of Tukwila – City Hall
6200 Southcenter Boulevard, Tukwila, WA 9818

MEETING MINUTES

January 6, 2022 – 5:30 p.m.

I Call to Order

II Introductions

Aaron Draganov, Co-Chair
Gabriela Quintana, Co-Chair
Dr. Eileen English
Jonathan Joseph
Councilmember Kathy Hougardy
Will Ragin
Seth Brown
Perri Doll
Trish Kinlow
Rachel Bianchi
Niesha Fort-Brooks, Staff Liaison

III Approval of Agenda (2 min)

IV Approval of Minutes, Thursday, January 6, 2022 (2 min)

V Business Items

- Welcome and check ins
- Co-Chair Aaron Draganov welcomed Will Regan newest ESJC Commissioner.
- City staff reviewed the establishment of the Equity and Social Justice Commission Tukwila Municipal Code (TMC)
- The Commission was updated on the Tukwila Police Department hiring process for the Interview Panel Member - Tukwila Community Representative with Chief Drever and the ESJC subcommittee to clarify on

interview questions. Commission is requesting more time to discuss examples of a selection or rubric process and next steps.

- City staff reminded new and re-appointed commissioners of the Open Public Act (OPA), Public Records Act (PRA) and Ethics Training (ET).
- Commissioners requested to add the 2022 Juneteenth Celebration on the February agenda.
- Community feedback and Knowledge

VI **Miscellaneous**

VII **Adjournment**

Equity and Social Justice Commission

Tukwila Police Department Hiring Process – Interview Panel Tukwila Community Representative

Draft Roster Questions

1. Why are you interested in volunteering as a community member?
2. What is your lived experience and relationship with policing in Tukwila?
3. What are the qualities you would like to see in new police officers working in Tukwila?
4. How do you respond under pressure during an interview process?
5. How would you ensure that your participation as a community member will be fair and transparent in the hiring process for the Tukwila Police Department?

Draft Tukwila Police Department Hiring Selection Process Examples – Interview Panel Tukwila Community Representative.

Draft – Expectations

- Tukwila Police Department Community Representatives will be utilized twice a year.
Example: (March/October)
- Participants are required to complete the Tukwila Police Department Community Representative Application and submit them via email or in-person. Applications can be mailed to: *Attention: Equity and Social Justice Commission*
City of Tukwila, 6300 Southcenter Blvd, Tukwila, WA 98188 or
Email: Niesha.Fort-Brooks@Tukwilawa.gov
- Commissioners to review and discuss the King County Anti-Bias Video before each candidate interview process.
- Commissioners will not discuss candidates until all interviews are complete.

Example Grading Rubric: Tukwila Police Department Hiring Process – Interview Panel Tukwila Community Representative

Candidate Name,

Core Competencies:

Rating Scale: 1 2 3

Themes: (EXAMPLES ONLY)

Community Specific Problems & Understanding

- | | |
|-------------------------------|--|
| Rating 1: Unacceptable | Unable to recognize community specific issues. |
| Rating 2: Acceptable | Understands and generally can recognize community specific issues and applies the appropriate resource to the situation. |
| Rating 3: Superior | Easily able to describe community specific problems and explain how it relates to Tukwila’s diverse community. |

Interviewing Experience

- | | |
|-------------------------------|--|
| Rating 1: Unacceptable | Unable to respond to the questions adequately. |
| Rating 2: Acceptable | Understands and can comprehend interview questions. |
| Rating 3: Superior | Is able to communicate effectively and respond calmly. |

Problem Solving Skills

Rating 1: Unacceptable

Rating 2: Acceptable

Rating 3: Superior

Acts without thought or is indecisive.

Able to reason out problems and difficult questions.

Excellent perception in foreseeing and understanding difficult questions and responses.

Comments:



Tukwila Equity and Social Justice Commission

* Note – the Council traditionally does not hold meetings in the last half of December.

Council subcommittee meets 5:30 p.m.

<i>FIN</i> - Finance Committee	2 nd and 4 th Mondays
<i>PED</i> - Planning & Economic Development	1 st and 3 rd Mondays
<i>TIC</i> - Transportation & Infrastructure Committee	1 st and 3 rd Mondays
<i>CSS</i> - Community Services & Safety Committee	2 nd and 4 th Mondays
Reg - Regular Council Meeting – 1 st and 3 rd Mondays	7:00 p.m.
<i>C.O.W.</i> - Committee of the Whole – 2 nd and fourth Mondays	7:00 p.m.

THE MEETINGS WILL NOT BE CONDUCTED AT TUKWILA CITY HALL, BASED ON THE GOVERNOR’S PROCLAMATION 20-28 ADOPTED MARCH 24, 2020, WHICH SAYS IN PART:

ANY PUBLIC AGENCY, SUBJECT TO RCW 42.30, IS PROHIBITED FROM CONDUCTING ANY MEETING, SUBJECT TO RCW 42.30 UNLESS (A) THE MEETING IS NOT CONDUCTED IN-PERSON AND INSTEAD PROVIDES AN OPTION(S) FOR THE PUBLIC TO ATTEND THE PROCEEDINGS THROUGH, AT MINIMUM, TELEPHONIC ACCESS, . . .”

CITY COUNCIL REGULAR MEETING

THE PHONE NUMBER FOR PUBLIC LISTEN IN THIS MEETING IS:
1-253-292-9750, ACCESS CODE 670077847#. For Technical Support during the meeting call: 1-206-431-2179

Those wishing to provide public comments at the above meeting will have the opportunity to deliver public comments via email. All written comments received by email to citycouncil@tukwilawa.gov prior to 5:00 p.m. on the date of the meeting, will be read aloud during the meeting by City staff within the normal five-minute time limit.

FINANCE COMMITTEE

THE PHONE NUMBER FOR THE PUBLIC TO LISTEN TO THIS MEETING IS:

1-253-292-9750, Access Code – PLEASE VISIT [TUKWILA CITY COUNCIL: UPCOMING EVENTS TO OBTAIN CURRENT ACCESS CODE](#)

PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE

THE PHONE NUMBER FOR THE PUBLIC TO LISTEN TO THIS MEETING IS:

1-253-292-9750, Access Code – PLEASE VISIT [TUKWILA CITY COUNCIL: UPCOMING EVENTS TO OBTAIN CURRENT ACCESS CODE](#)

TRANSPORTATION AND INFRASTRUCTURE COMMITTEE

THE PHONE NUMBER FOR THE PUBLIC TO LISTEN TO THIS MEETING IS:

1-253-292-9750, Access Code – PLEASE VISIT [TUKWILA CITY COUNCIL: UPCOMING EVENTS TO OBTAIN CURRENT ACCESS CODE](#)

COMMUNITY SERVICES AND SAFETY COMMITTEE

THE PHONE NUMBER FOR THE PUBLIC TO LISTEN TO THIS MEETING IS:

1-253-292-9750, Access Code – PLEASE VISIT [TUKWILA CITY COUNCIL: UPCOMING EVENTS TO OBTAIN CURRENT ACCESS CODE](#)

LODGING TAX ADVISORY COMMITTEE

THE PHONE NUMBER FOR THE PUBLIC TO LISTEN TO THIS MEETING IS:

1-253-292-9750, Access Code – PLEASE VISIT [TUKWILA CITY COUNCIL: UPCOMING EVENTS TO OBTAIN CURRENT ACCESS CODE](#)



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 last minute.

February 14 <i>Item Type</i>	COMMUNITY SERVICES & SAFETY COMMITTEE <i>Topic (Staff)</i>	Starts 5:30 pm
Discussion	Police Co-Responder Program	N/A
Committee Decision	Safe and Sane Fireworks Proposal	N/A
February 14 <i>Item Type</i>	COMMITTEE OF THE WHOLE & SPECIAL <i>Topic (staff)</i>	Starts 7:00 p.m. <i>Committee & Date</i>
Special Issues	Teen & Senior Center Siting	N/A
February 14	SPECIAL MEETING	
Consent Agenda	Lodging Tax Fund Request: Experience Tukwila Seattle SeaWolves	PCD 1/18
February 28 <i>Item Type</i>	COMMITTEE OF THE WHOLE Topic (Staff)	Starts 7:00 p.m. <i>Committee & date</i>
Special Issues	Consensus on the Teen & Senior Center Siting	N/A
Special Issues	Resolution adopting Tukwila Pond Master Plan	N/A
Special Issues	Fire Investigation ILA	CSS 2/14



Tukwila Equity and Social Justice Commission

Boards and Commission 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 at the last minute. For up-to-date information, visit: [TukwilaWA.gov/departments/mayors-office/boards-and-commissions](https://www.tukwila.wa.gov/departments/mayors-office/boards-and-commissions)

Boards and Commissions

Community Oriented Policing Citizens Advisory Board (COPCAB)	January 13, 2022 – Approval of 12/9/21 minutes, Chief’s updates, brief update of Officer of the month program, Annual report to the City Council and word of the street.
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