



COMMISSION ON EQUITY AGENDA
WORKSESSION
OCTOBER 18, 2021
5:30 P.M.
REMOTE ATTENDANCE

The Commission on Equity meeting will be conducted remotely, not in-person. You may view and/or provide public comment at the Commission on Equity meeting by watching live on [Zoom](https://us02web.zoom.us/j/87150794650). (<https://us02web.zoom.us/j/87150794650>)

The public may also listen to the meeting via telephone by dialing toll-free:
(888) 788-0099 or **(877) 853-5247** - when prompted enter **Webinar ID 871 5079 4650**
press # (participant ID not required)

NEW: Watch live or as a recording on [YouTube](https://www.youtube.com/watch?v=dLtLM7L-O4s). (<https://www.youtube.com/watch?v=dLtLM7L-O4s>)

CALL TO ORDER: 5:30 P.M.

- 1. Strategic Diversity, Equity, and Inclusion Plan – Workshop #6 – How We Listen**
Ronald “Tevin” Medley, The Athena Group
- 2. November Community Engagement Sessions Discussion**
Shannon Kelley-Fong, Assistant City Manager

Next Meeting: October 25

Workshop #6 – How We Listen

Time	Item	Comments
5:30-5:40pm	Icebreaker	How are you showing up? Any access needs?
5:40-5:50pm	Can you describe a time when you have felt like you weren't being heard?	
5:50-6:10pm	How do we listen? Video + Discussion	
6:10-7:00pm	Discuss best practices for community engagement	

Successful Community Liaison Program: <https://www.seattle.gov/neighborhoods/community-liaisons>

Common Barriers	Best Practice Considerations
Meeting Accessibility	• Make meeting recordings and notes available to invited stakeholders who cannot attend. • Provide meeting participants including interpreters with meeting materials in advance. • Meeting times are offered outside of traditional working hours (9-5pm) • Provide alternative mechanisms for stakeholder input, such as email or online platforms • Provide up-to-date information so people can stay informed without having to attend meetings.
Frontline Communities and BIPOC Engagement	• Leverage existing relationships with trusted community groups to invite hard-to-reach populations such as communities of color, low-income, youth, elderly communities, and young families. • Provide stipends to compensate participants for their time. • Provide multiple mechanisms for sharing information and soliciting input. • Meet communities where they are at. Build relationships by attending various community spaces and sharing information using existing forums to maximize engagement
Overwhelm	• Use simple language and infographics in all engagement materials and interactions.
Technology and Accessibility.	• Reduce barriers to participation, such as holding events outside of regular working hours, providing non-digital avenues of participation, and providing written translation and verbal interpretation services.
Low Participation Rates	• Provide a range of engagement options • Provide hourly stipends for targeted engagement to recognize and help alleviate the costs of engagement (e.g., taking time from work, finding childcare, and arranging for transportation).