COMMISSION ON EQUITY AGENDA
SEPTEMBER 26, 2022
5:30 P.M.
IN-PERSON & REMOTE ATTENDANCE

In-person attendance: Lacey City Council Chambers, 420 College St SE, Lacey WA 98503

Remote attendance: You may view and/or provide public comment at the Commission on Equity meeting by watching live on Zoom. (https://us02web.zoom.us/webinar/register/WN_LCWfNCjuSgC6oV-MCCjvcg)

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**
press #: **830 0380 5416** *(participant ID not required)*

Watch live or as a recording on YouTube. (https://www.youtube.com/watch?v=euXfv9q3R0A)

CALL TO ORDER: **5:30 P.M.**

1. Approval of Agenda, Previous Meeting Minutes, and Consent Items
- Approval of Agenda
- Meeting Minutes from August 22, 2022

2. Public Comment
By Zoom - Please raise your hand to provide public comment.
By Phone – Please press *9
By E-mail

3. Inspirational Item
Vice Chair Brown

4. Business Items:

A. City Attorney's Office Introduction
David Schneider, City Attorney

B. Strategic Diversity, Equity, and Inclusion Plan Workshop – Focus Areas, Impact Statements, and Strategies, Part 4
Shannon Kelley-Fong, Assistant City Manager

5. Commissioner Reports

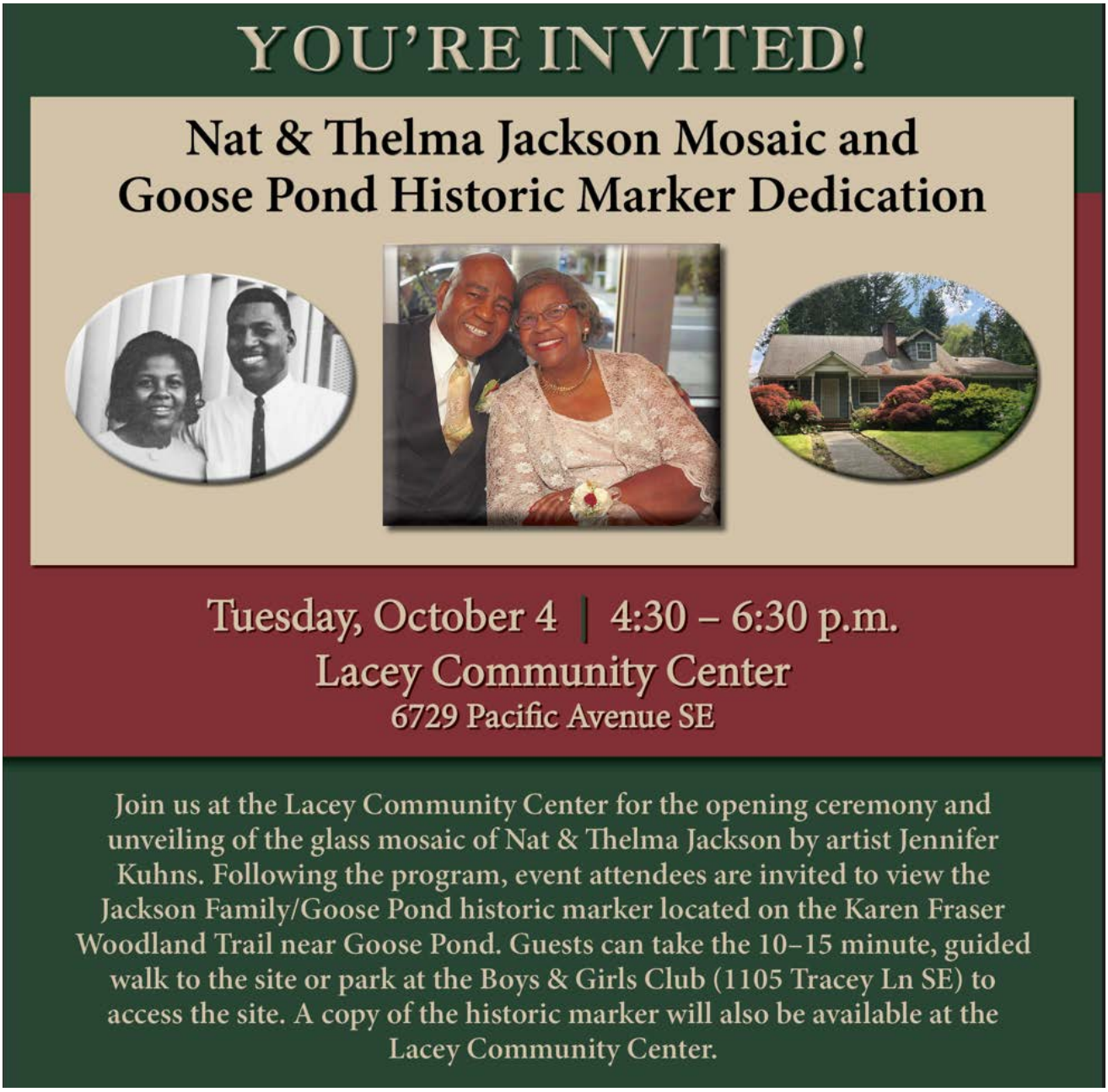
6. Director Report

7. ADJOURN

Next Meetings & Events:

- **Nat & Thelma Jackson Mosaic and Goose Pond Historic Marker Dedication** – Tuesday, October 4 – 4:30 p.m. to 6:30 p.m., Lacey Community Center, 6729 Pacific Avenue SE, Lacey, WA 98503

- **Commission on Equity Regular meeting** – Monday, October 24, 2022 - 5:30 p.m. at City Hall or remote.



MINUTES OF LACEY COMMISSION ON EQUITY,
MONDAY, August 22, 2022
VIA ZOOM WEBINAR

EQUITY COMMISSIONERS PRESENT: Vice Chair Cliff Brown, Annie Clay, Jon Hegwood, Makieda Hart

EQUITY COMMISSIONERS ABSENT: Chair Thelma Jackson, Kim Sauer, Kristine Stolberg

COUNCIL PRESENT: None

STAFF PRESENT: Shannon Kelley-Fong, Assistant City Manager (ACM); Troy Woo, Finance Director; Rafael Fernandez, Management Analyst (MA)

RECORDING: Commission on Equity - August 22, 2022 - YouTube

CALL TO ORDER:
Vice Chair Brown called the meeting to order at 5:32 p.m.

1. APPROVAL OF AGENDA AND CONSENT AGENDA:

Approval of the Consent Agenda:
- Approval of Agenda
- Meeting Minutes from July 25, 2022

COMMISSIONER CLAY MOVED TO APPROVE THE CONSENT AGENDA. COMMISSIONER HEGWOOD SECONDED. MOTION CARRIED.

2. PUBLIC COMMENT:

Virtual – No Public Comment

In-person – No Public Comment

Written Public Comments - The deadline to submit written public comments was 12:00 p.m. the day of the meeting. Written comments are not addressed during the meeting; however, they are added to the official record. One (1) written public comment was received and will be made part of the meeting record.

3. INSPIRATIONAL ITEM:
Commissioner Clay provided a reading from “On Leaving a Legacy” from the book “Carry On” written by John Lewis, and also a poem from Mahatma Gandhi.

4. BUSINESS ITEMS:

A. Finance Presentation
Troy Woo, Finance Director, provided an overview of the Finance and Information Services (IS) Departments. As part of this overview, Woo discussed the city budget and the various tasks assigned to these departments. Discussion ensued.

DRAFT

B. Strategic Diversity, Equity, and Inclusion Plan Workshop – Focus Areas, Impact Statements, and Strategies, Part 3

ACM Kelley-Fong introduced two new draft focus areas for consideration in the Diversity, Equity, and Inclusion (DEI) Strategic Plan: Policies, Programs, and Services, and Livability. ACM Kelley-Fong additionally provided a review of the various stages of the DEI Strategic Plan. Discussion ensued.

4. COMMISSIONER REPORTS

Vice Chair Brown volunteered to provide the inspirational item for the Commission on Equity meeting on September 26, 2022.

5. DIRECTOR REPORT

ACM Kelley-Fong informed the Commission on Equity that the City Attorney's Office will presenting at the next Commission on Equity meeting for September 26, 2022.

ACM Kelley-Fong informed the Commission on Equity that the Flag Policy will be going before the Lacey City Council at the Worksession on September 8, 2022, with a possibility of moving forward for adoption at a Regular Council meeting on September 15, 2022.

ACM Kelley-Fong provided an update that the City of Lacey Communications Plan 2022 to 2027 was adopted by the Lacey City Council.

MA Fernandez provided an update on the Lacey Youth Council's Orientation Day on August 24, 2022.

MA Fernandez provided an After-Action Review on the 41st Juneteenth Celebration hosted by the Fred U. Harris Masonic Lodge in partnership with the City of Lacey.

6. ADJOURN

Vice Chair Brown adjourned the meeting at 8:15 p.m.

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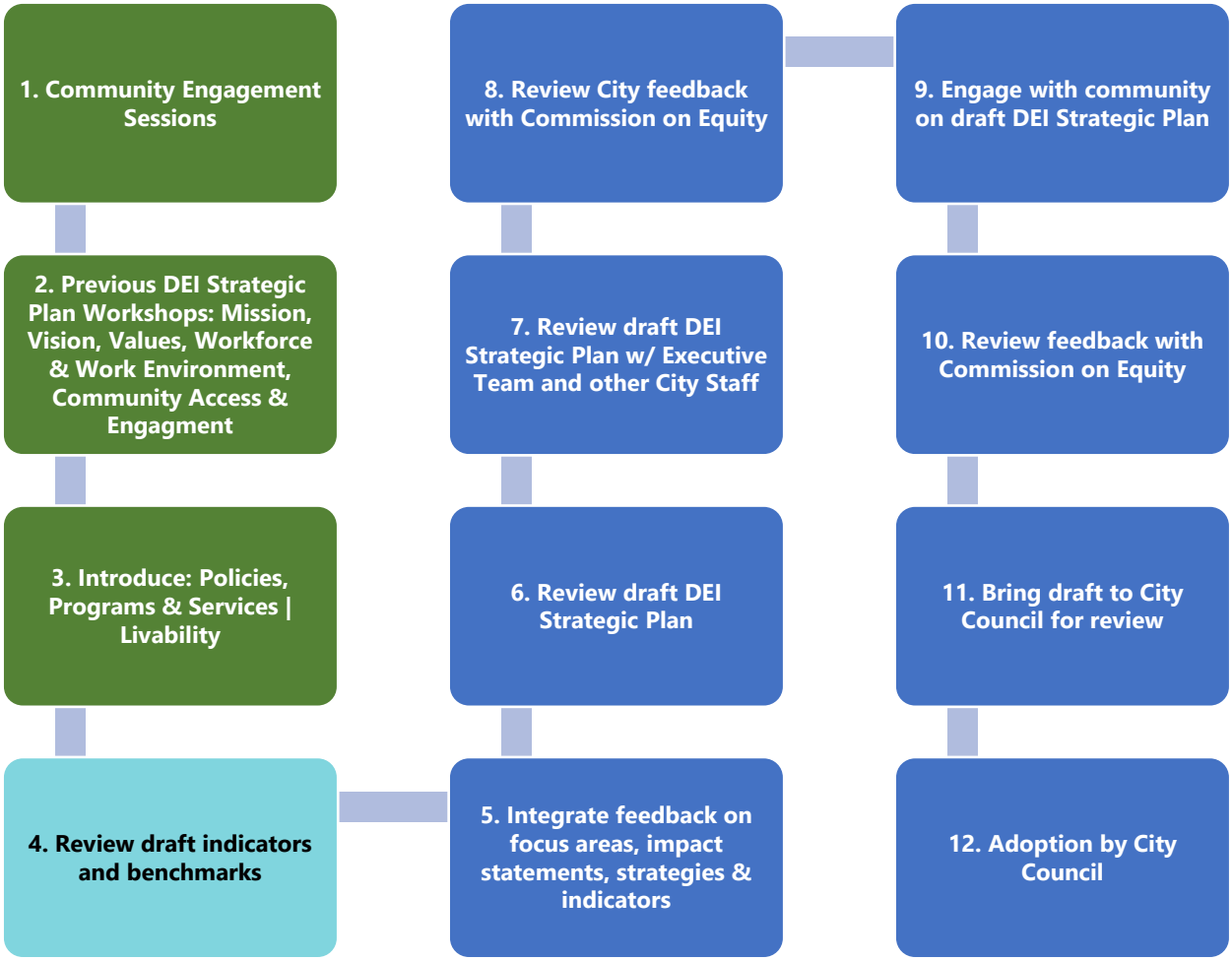
COE Agenda 9/26/2022

Time	Item
6:30pm	Discussion on additional elements of Plan
6:40pm	Draft Goal Area & Strategies Review | Draft Benchmark & Indicators - Workforce & Work Environment
7:40 pm	End Workshop



Draft Vision Statement:

The City of Lacey is an inclusive community that embraces the gifts, talents, experiences, and contributions of all community members and works collaboratively internally and externally to advance equity in Lacey. Lacey is a community where:

- Change starts by **listening**
- Diversity is **celebrated**
- **Actions** are aligned with values
- Opportunities are **equitable**
- Partnerships are **cultivated**
- Barriers to **full participation** are eliminated, and
- **Accountability** is central to achieving the above.

Draft Mission Statement:

The City is committed to delivering exceptional public services, policies, and programs that integrate equity and social justice as core principles as we continue to grow as a vibrant and thriving community.

The City is committed to working collaboratively with community partners to help create equitable access to opportunities and resources for all community members.

Draft Values Statement:

The City of Lacey champions change that leads to a more equitable society for ALL community members, regardless of race, gender, income, age, sexual orientation, disability, nationality, religion, gender expression, English proficiency, and educational attainment, among other identities, many of which can intersect to create compounding marginalization or privilege.

We strive to eradicate all forms of racism and oppression, which have had disproportionate negative impacts on Black, Indigenous, and People of Color, through actions, partnerships, support and advocacy.

We recognize the power City government has to impact the lives of our community members. In our City government and operations, we strive to shape, advance, and implement policies, practices, and programs that help eliminate inequities that result from centuries of racism and oppression.

We begin with self-examination and listening and creating platforms for historically marginalized and under-represented communities to be heard. The City is committed to working collaboratively with community partners to help create equitable access to opportunities and resources for all community members.

A closer look at draft Values:

• We champion social change that leads to a more equitable society for ALL community members.
• We strive to eradicate all forms of racism and oppression.
• We recognize the power City government has to impact the lives of our community.
• We begin with self-examination, listening and creating platforms for historically marginalized and under-represented communities to be heard.
• We are committed to working collaboratively with community partners to help create equitable access to opportunities and resources for all community members.

DRAFT DEI Strategic Plan Elements:

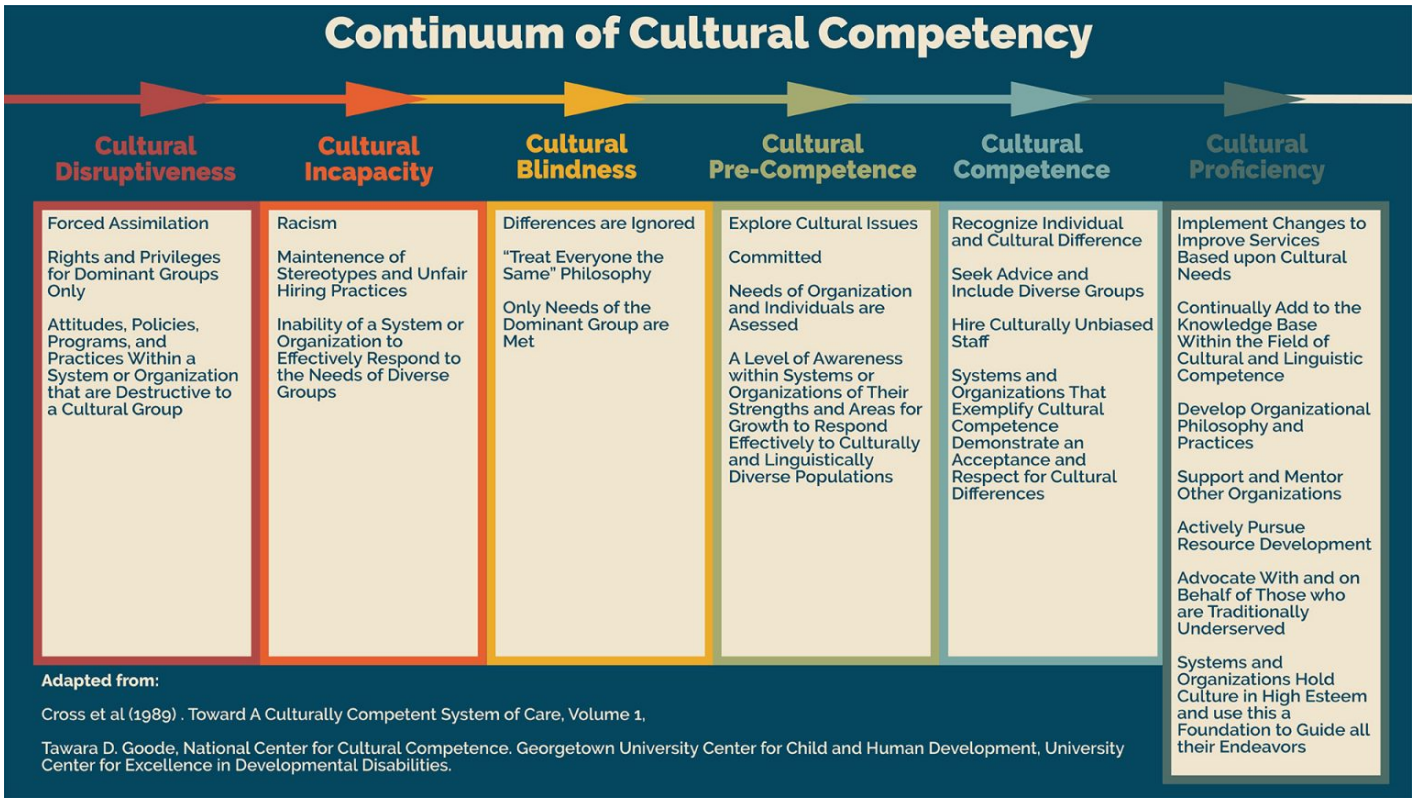
Item	Status
1. Cover Page / Design	Not started
2. Acknowledgements	Not started
3. City Council Message	Not started
4. City Manager Message	Not started
5. Commission on Equity Message	Not started
6. Commission on Equity Overview	Not started
7. Table of Contents	Not started
8. Introduction and about this document a. What it is b. Process c. Existing DEI efforts (broad) d. Future	Not started
9. Mission, Vision, Values	Draft
10. Goals and Strategies (general overview)	Draft
11. Data: Lacey now (general overview) a. Demographics b. Mean per capita income c. Percent below poverty line d. Homeownership rates by race and income e. Education rates f. Existing City efforts (in brief – appendix for full)	In-progress
12. Key Terms (OFM glossary) a. Anti-Racism b. Discrimination c. Marginalization d. Race Equity e. Privilege f. Equity g. Inclusion h. Cultural Competence i. Work Force Diversity j. Disparities k. Intersectionality l. Community m. Appendix for full OFM Glossary	Draft - OFM
13. Criteria: a. City's roles: Lead, Partner, Advocate b. Accountability: Benchmarks & Indicators	Not started
14. Goals, Strategies, and Accountability (in-depth) a. Workforce & Work Environment	In-progress

i. Strategies ii. Benchmarks/Indicators iii. Key Terms (specific to section) iv. Data (specific to section) v. Existing efforts (specific to section) b. Community Access & Engagement vi. Strategies vii. Benchmarks/Indicators viii. Key Terms (specific to section) ix. Data (specific to section) x. Existing efforts (specific to section) c. Policies, Programs, and Services xi. Strategies xii. Benchmarks/Indicators xiii. Key Terms (specific to section) xiv. Data (specific to section) xv. Existing efforts (specific to section) d. Livability xvi. Strategies xvii. Benchmarks/Indicators xviii. Key Terms (specific to section) xix. Data (specific to section) xx. Existing efforts (specific to section)	
15. Accountability – Reporting on Benchmarks/Indicators	In-progress
16. Appendices: a. Full OFM Glossary b. COE - Ordinance 1581 c. Engagement Findings d. Existing DEI efforts (in-depth) a. HR b. PD c. PCR d. CED e. PW f. CM g. PA h. CA	In-progress

Workforce & Work Environment

- **Additional information for page:**
  - City / City Employee Racial/Ethnic Comparison
    - General
    - Department / Function – EEO
    - Leadership
  - Existing HR DEI efforts overview
  - Existing PD hiring efforts overview

- **Key Terms**
  - Workforce Diversity
  - Inclusion
  - Cultural competency (emphasis on "a developmental process that evolves over an extended period." OFM definition)
    Cultural Competence - KU CSL Community Engagement Toolbox
  - Cultural Humility



Cultural Competence

An ability to interact effectively with people of all cultures and understand many cultural frameworks, values, and norms. Cultural competence comprises four components:

Awareness of one's own cultural worldview,
Attitude towards cultural differences,
Knowledge of different cultural practices and worldviews, and
Cross-cultural skills.

A key component of cultural competence is respectfully engaging others with cultural dimensions and perceptions different from our own and recognizing that none is superior to another. Cultural competence is a developmental process that evolves over an extended period.

[10] "Equity Language Guide." Office of Financial Management. Accessed October 9, 2019. https://www.ofm.wa.gov/state-human-resources/workforce-diversity-equity-and-inclusion/diversity-equity-and-inclusion-resources/dei-committee-documents.

[11] "What Is Ableism?" Accessed October 9, 2019. http://www.stopableism.org/p/what-is-ableism.html.

[12] "Diversity & Inclusion." U.S. Office of Personnel Management. Accessed October 9, 2019. https://www.opm.gov/policy-data-oversight/diversity-and-inclusion/.

Draft Workforce & Work Environment			
Draft Strategies		**City Role**	**Lead Department**
Equity Plan	A. Continue internal DEI efforts, including adoption and implementation of a workforce equity plan, that transforms policies, systems, and practices and enhances cultural competency at all levels within the organization (Executive Team, Staff).	Lead	CM HR All
Hiring & Retention	B. Continue to enhance recruitment efforts to attract, hire, and retain a workforce that reflects the greater community.	Lead	HR
Development & Workplace	C. Continue to improve training, workforce development opportunities, and ensure the workplace is welcoming for all.	Lead	CM HR All

Accountability:

Draft Benchmarks:

1. Perform organization-wide Equity Assessment on regular basis (2/3 years). Determine specific indicators based on assessment.

2. Adopt Workforce Equity Plan. Implement plan across Departments.

3. Comprehensively expand operating procedures for pre-hire and recruitment to include more systematic advertisement of open positions with specific professional and minority-servicing organizations and for candidate recommendations.

4. Continue to evaluate and remove barriers to City employment.

5. Establish a baseline equity training program that would be required for all City staff. Incorporate this training into on-boarding for future City staff members.

6. Establish optional, advanced equity training for City staff. Require advanced equity training for all supervisors and City leadership.

7. Establish a cross-departmental Equity Team (internal) sponsored by City leadership. Evaluate need for other internal support networks.

8. Create more opportunities for informal dialogue on equity.
9. Integrate Equity language (OFM glossary) into the City Policy Manual (internal).

10. Engage with professional organizations committed to/specializing in advancing workplace equity.

11. Create internal leadership / mentorship program to support workforce development.

Draft Indicators:

12. Determine specific organization indicators based on the organization-wide equity assessment.

13. % of job descriptions that incorporate equity as core competency.

14. % of staff members that take the required equity training program increases and eventually reaches 100%.

15. % of staff members that take the optional equity training program increases annually.

16. % of staff who identify as people of color and of different genders increasingly matches community demographics, at all departments and levels within the organization.

17. % of total job applications received from applicants who identify as people of color and of different genders increasingly matches community demographics.

18. % of staff who identify as people of color and of different genders, that remain with City employment over select intervals of time (e.g., 1 year, 5 years, 10 years) increasingly matches community demographics.

Draft Community Access & Engagement			
Draft Strategies		**City Role**	**Lead Department**
Communications	A. Implement the Communications Plan, including developing a Language Access Plan to improve communication accessibility, and continue to enhance the cultural relevancy of City materials.	Lead	PA
Engagement	B. Continue to develop and implement engagement strategies that build community trust and increase participation of BIPOC and other underrepresented voices in local decision making, including on advisory bodies, task forces, and planning efforts.	Lead	PA All
Relationships	C. Enhance relationships and opportunities in the community for continued dialogue and knowledge-sharing among the City, partner entitles, and community members through events, programs, forums, art, etc.	Lead	CM PA PCS
Collaboration	D. Create and maintain a clearinghouse of partner entities, advocacy groups, and community-wide DEI efforts to help facilitate collaboration between local service providers to enhance engagement and connectivity.	Lead	CM

Draft Policies, Programs & Services

Feedback on Draft Impact Statement:

Use of the word "Infuse" vs. "Integrate". Infuse comes off in a strong, forcible sense. Integration focuses on time-taking and collaboration.

Service Delivery	**Policies, Programs & Services**	The City works to integrate diversity, equity, and inclusion into all City policies, projects, programs, and services.
Budgeting / Policies		
Transportation / Mobility		
Infrastructure (Utilities)		
Parks		
Public Safety		
Criminal Justice		

Feedback on Draft Strategies:

Adding a statement within City Services in regards to identifying marginalized communities. Here or in Equity tool strategy.

Use of the word 'vulnerability' within City Services may need to be revisited. Examples such as 'underserved' may be better. Could be demeaning to point out vulnerabilities.

Under "Public Safety", add towards the end of the statement a line on low-income personnel.

Finding gaps to services (e.g., within low-income community members); is there an identified program to identify people within these groups and allocate needed resources to them.

On the Equity Tool, need to dictate why we want the tool; the purpose of it all. Identify and serve marginalized community members.

Try and identify more events which focus (highlight) on the Diversity and Inclusiveness of the community and the City of Lacey as a whole.

Put together a Business Showcase to highlight and market various underrepresented communities within the City of Lacey.

Draft Policies, Programs & Services - Strategies			
Draft Strategies		**City Role**	**Lead Dept**
City Policies	A. Integrate and reflect equity values in all policy documents, e.g., the Budget, Comprehensive Plan, etc.	Lead	All
City Services	B. Provide services that are responsive, transparent, accountable, and welcoming with an emphasis on providing a safe, trusted environment for underserved community members.	Lead	All
Public Safety	C. Public safety services (e.g., police, emergency management, and contract court and public defender services) reflect the community, build trusting relationships, and eradicate systems that negatively impact historically marginalized groups and low-income communities.	Lead Partner	PD HR
Parks, Culture, Recreation	D. Provide robust and community-driven park and recreation resources where physical, financial, and social barriers to use are eliminated.	Lead	PW
Infrastructure	E. Continue to increase equity across transportation modes and ensure all City facilities and other public assets are accessible and welcoming.	Lead Partner	PW
Utilities	F. Continue to provide affordable essential City utilities and collaborate with external providers to enhance services in the community.	Lead Partner	PW CM
~~**Equity Tool**~~	~~G. Implement an equity framework tool to help guide policy decisions~~. (Fold into Benchmark)	~~Lead~~	~~CM~~
Acknowledgement / Events	H. Recognize and support community diversity and inclusiveness through acknowledgement statements, public art, events, ~~and~~ programs, and other ways to amplify voices.	Lead	CM PCR PA

Draft Livability - Strategies

Feedback on Draft Impact Statement:

Environment	**Livability**	The City provides and assists with advancing equitable economic opportunities, a diversity of housing and human services, and a healthy environment for all.
Partnerships		
Social Services		
Individual & Family Support		
Housing		
Other Essential Life Activities		
Economic Opportunities		

Feedback on Draft Strategies:

Draft Livability - Strategies		City Role	Lead Dept.
Economic Development	A. Support and enhance community workforce education, training, and entrepreneurship opportunities that reduce wealth inequities, support underserved communities, and ensure living wages.	Lead	CED
Contracting	B. Raise awareness of contracting and procurement processes to increase opportunities for minority and women-owned businesses.	Lead	PW FI CM
Housing / Homelessness	C. Support efforts to increase homeownership and reduce displacement. Continue to implement and enhance affordable housing and homeless services with community partners.	Lead, Partner	CED CM
Social Services	D. Provide and support culturally appropriate social services that meet the needs of the Lacey community.	Lead, Partner	CM CED PW
Partnerships	E. Coordinate and collaborate with local schools, government entities, tribal governments, non-profit groups, and other community stakeholders to advance equity comprehensively in the community.	Lead, Partner, Advocate	CM CED PCR PA
Environment / Built Environment	F. Continue to support, protect, enhance, and restore the natural environment and eliminate health disparities so that all have the opportunity to achieve their full health potential.	Lead, Partner, Advocate	CM PCR CED PW