



City of Seattle

Mike McGinn, Mayor

Seattle Office for Civil Rights

Julie Nelson, Director

May 7, 2010

To: Department Directors

From: Julie Nelson, Director
Seattle Office for Civil Rights

Subject: Presentations to City Council Committees on 2010 Race and Social Justice Initiative Work Plans

Background

At the end of last year City Council passed a resolution affirming their support of the Race and Social Justice Initiative, including the vision, mission, goals, strategies and outcomes; internal work, including departmental infrastructure and work plans; and external work aimed at eliminating racial disparities in the community, including the RSJ Community Roundtable.

The Resolution directed City departments to use available tools to work to eliminate racial and social disparities across key indicators of success, including health, education, criminal justice, the environment, employment and the economy; and to promote racial and social equity in the delivery of City services. Further, the resolution directed City departments to:

- a) Develop and implement annual work plans aligned with the City-wide plan and coordinated by SOCR;
- b) Implement racial equity tools in budget, program and policy decisions, including review of existing programs and policies; and
- c) Provide support for internal resources, such as departmental Change Teams, to ensure that the RSJI will be sustained into the future.

Action

In accordance with this resolution, Council President Conlin and Councilmember Harrell, Chair of the Energy, Civil Rights and Information Technology Committee, have asked that **all departments make presentations on their 2010 RSJI Work Plans during the month of June**. These presentations will help increase City Council familiarity with RSJI, and will allow departments to share information about the use of the Racial Equity Toolkit in making policy, program and budget decisions.

RSJI Manager Glenn Harris I will be providing an overall RSJI update to the full Council on May 24. We will be sharing the structure for 2010 work plans, as well

as some of the City-wide highlights from 2010 thus far. For your briefings in June, I have attached a suggested briefing memo format to help ensure consistency across departments. Please do not make modifications to the structure of the table, as it captures our city-wide goals, outcomes and actions. Mid-year accomplishments and challenges should provide a summary of your department's work thus far this year. You will likely want to personalize the introduction and closing.

I have indicated to City Council that departments that have been most successful with RSJI have:

- Active Change Teams that work to ensure the completion of work plan items.
- Completed the RSJI Management training series and created accountability measures for management.
- Implemented changes in the design and delivery of programs and services, as well as changes in internal policies and procedures, to address institutionalized racism.
- Used the Racial Equity Toolkit and RSJI Best Practices Criteria to focus efforts on actions to help reduce disproportionality and race based inequities.

These briefings are an excellent opportunity to demonstrate Executive department's continued support of the Initiative and commitment to racial equity, as well as enthusiasm about our accomplishments and recognition of the on-going challenges. Presentations should ideally be made by you, your Change Team lead, and Core Team members, if you have representation on the Core Team. If your Change Team and management teams attend, please acknowledge their presence in the audience

If you would like additional information or assistance, feel free to call me at 233-7822, RSJI Manager Glenn Harris at 255-7556, or your RSJI liaison. Please copy me, Glenn and your RSJI liaison on your briefing papers as they will also serve as mid-year progress reports.

Cc: RSJI Coordinating Team
RSJI Change Team leads
RSJI Core Team

TEMPLATE FOR DEPARTMENTAL BRIEFINGS ON 2010 RSJI WORK PLANS

June x, 2010

To: City Councilmember, Chair
____ Committee

From: ____, Director

Subject: (Department) presentation on 2010 Race and Social Justice Initiative Work Plans

I am looking forward to sharing (department)'s Race and Social Justice Work Plan with your committee on (date).

Despite our difficult financial environment and increasing constituent needs, I am pleased that RSJI continues to be a priority, not only for the Mayor, but for City Council as well. Use of the RSJI filter and the Racial Equity Toolkit in making policy, program and budget decisions is more important than ever in our current environment. Eliminating race-based inequities in our city is difficult work, and requires a long-term commitment. Your shared commitment and support is critical to our success.

(Department) has been working on RSJI since (year). Although we will be focusing on our 2010 work plan at the Committee meeting, I also wanted to share some of our accomplishments from previous years:

- Accomplishment
- Accomplishment

The attached table describes our major accomplishments thus far in 2010, as well as some of our challenges. Because of limited time, we won't be able to cover this information in detail, but will highlight the following:

- Accomplishment / challenge relating to your Change Team / training
- Accomplishment / challenge relating to your use of the Racial Equity Toolkit / strengthening a program or policy to focus on racial equity
- Other department-specific accomplishment / challenge
- Other department specific accomplishment / challenge

I look forward to sharing our work, and strategizing with the Committee about how we can collectively work for racial equity.

Cc: (dept) Change Team
SOCR – Julie Nelson, Glenn Harris and (your department's RSJI liaison)

Desired Outcome(s)	Key Action(s)	Mid-year Accomplishments	Challenges
Goal 1: End racial disparities within the City as an organization			
Workforce equity <ul style="list-style-type: none"> The City's workforce diversity reflects the diversity of Seattle's working age population Opportunities for upward mobility for workers in low wage occupations are increased 	<p>Implement strategies to address workforce equity, including increasing representation in occupational groups where some racial groups are under-represented.</p> <p>Implement upward mobility strategies for employees in low wage occupations, with a focus on admin and/or laborers.</p> <p>Use new out-of-class rules and best practices as a part of the department's out-of-class assignments. Change Teams and/or management will evaluate their department's use of the new rules and best practices.</p>		
Contracting equity <ul style="list-style-type: none"> City increases MBE contracting. 	<p>Ensure equitable access by WMBE firms to compete for purchasing and consulting contracts.</p> <p>Improve internal processes to help City employees make better contracting and purchasing decisions with respect to the City's contracting equity goals.</p>		
City employee knowledge and tools <ul style="list-style-type: none"> City employees have the understanding, skills and tools needed to eliminate institutionalized racism and work towards racial equity. Initiative has consistent Citywide visibility and employees have a 	<p>Change Teams implement baseline standards for success, including development and implementation of a Change Team charter, and lead and/or provide support for key RSJI activities.</p> <p>Provide appropriate training to all employees to ensure attainment of RSJI core competencies.</p> <p>Provide training to departmental directors, managers and supervisors who have not yet completed the management training series, and provide ongoing skill development</p>		

Desired Outcome(s)	Key Action(s)	Mid-year Accomplishments	Challenges
greater understanding of the scope and depth of the Initiative.	opportunities for other directors, managers, supervisors and Change Teams.		
	Establish annual accountability agreements between director and senior management and between senior management and next level down inclusive of at least one RSJI priority.		
Goal 2: Strengthen the way the City provides services and engages with the community			
Outreach and public engagement <ul style="list-style-type: none"> Public engagement activities are more intentionally inclusive and culturally appropriate. Communities' cultural assets and knowledge are better utilized, and participation by people of color increases. All boards and commissions reflect the diversity of Seattle's communities. 	Outreach and public engagement lead: <ul style="list-style-type: none"> Coordinates internal departmental team and implements outreach and public engagement training within the department; Participates in Outreach and Public Engagement Work Group; and Shares departmental outreach and public engagement best practices with the Work Group. Build competency in the use of the OPE Toolkit as a resource in public engagement activities to ensure coordinated and effective approaches to City engagement activities. Track, recruit and facilitate the appointment of racially diverse board members, commissioners and advisory group members.		
RSJI best practices criteria <ul style="list-style-type: none"> Staff increases familiarity with a racial equity framework through practice and application of tools. A systematic racial equity review of City programs, policies, practices and procedures is established. 	Identify key programs or policies and evaluate using the Racial Equity Toolkit. Results and recommendations from the Analysis will be used in conjunction with RSJI best practices to develop improvements.		
Immigrant and Refugee	Implement the Immigrant and Refugee Action		

Desired Outcome(s)	Key Action(s)	Mid-year Accomplishments	Challenges
<p>(I&R) Action Plan:</p> <ul style="list-style-type: none"> • Improve customer service with I&R • I&R will experience improved knowledge of and access to City services and funding • Support community-based organizations serving I&R to assure effective service delivery 	<p>Plan</p> <ul style="list-style-type: none"> • Improve access to services and information (includes implementation of the translation and interpretation policy) • Protect civil rights • Promote civic engagement • Encourage work force and economic development • Strengthen service delivery 		
<p>Goal 3: Eliminate race-based disparities in our communities</p>			
<p>Community race-based disparities</p> <ul style="list-style-type: none"> • Institutional barriers to racial equity within the City are identified and analyzed. • City, community and public and private institutions work together to address race-based disparities that impact our communities. 	<p>Designate staff to participate in relevant interdepartmental teams convened to address racial disparities</p> <hr/> <p>Analyze departmental barriers and opportunities for the given racial disparity.</p> <hr/> <p>Work with SOCR and the Race and Social Justice Roundtable to develop action plans to affect community conditions and measures to track improvements.</p> <hr/> <p>Implement and track action plan items within the department.</p>		