

**Office of Economic Development  
2010 Race and Social Justice Initiative Workplan**

Desired Outcome(s)	Key Action(s)	Measure(s), Target(s) and Lead Staff	Due Date(s) Completed?	Action(s) Completed?	Result(s)
<b>Goal 1: End racial disparities within the City as an organization</b>					
<p><b>Workforce equity</b></p> <ul style="list-style-type: none"> <li>The City's workforce diversity reflects the diversity of Seattle's working age population</li> <li>Opportunities for upward mobility for workers in low wage occupations are increased</li> </ul>	<p>Implement strategies to address workforce equity, including increasing representation in occupational groups where some racial groups are under-represented.</p>	<ul style="list-style-type: none"> <li>Formalize OED communications and business development internship program to attract a broad pool of qualified potential interns</li> </ul> <p>(Karin Zaugg Black and Nancy Yamamoto)</p>			
	<p>Implement upward mobility strategies for employees in low wage occupations, with a focus on admin and/or laborers.</p>	<ul style="list-style-type: none"> <li>Develop regular work performance feedback to evaluate employee performance and identify opportunities for professional growth</li> <li>Leverage OED's workforce expertise and participate on the City's Workforce Equity and Planning Advisory Committee to develop the succession planning strategies</li> </ul> <p>(Brian Surratt and Matt</p>			

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<p><b>Contracting equity</b></p> <ul style="list-style-type: none"> <li>City increases MBE contracting.</li> </ul>	<p>Ensure equitable access by WMBE firms to compete for purchasing and consulting contracts.</p>	<p>Houghton)</p> <ul style="list-style-type: none"> <li>Targeted business assistance outreach to Seattle businesses in strategic sectors, including WMBE firms</li> <li>Launch OED's "Grow Seattle" business services web portal which will include City procurement opportunities</li> </ul> <p>(Brian Surratt)</p>			
<p><b>City employee knowledge and tools</b></p> <ul style="list-style-type: none"> <li>City employees have the understanding, skills and tools needed to eliminate institutionalized racism and work towards racial equity.</li> <li>Initiative has consistent Citywide visibility and employees have a greater understanding of the scope and depth of the Initiative.</li> </ul>	<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>	<ul style="list-style-type: none"> <li>Expand OED Change Team</li> <li>Finalize Change Team charter</li> <li>Establish RSJI activities for the year</li> </ul> <p>(Theresa Barreras)</p>			
	<p>Provide appropriate training to all employees to ensure attainment of RSJI core competencies.</p>	<ul style="list-style-type: none"> <li>Survey OED staff to gather input on RSJI programming</li> <li>Ensure all OED staff understand RSJI values and vision and have viewed "Race: The Power of An</li> </ul>			

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		<p>Illusion”</p> <ul style="list-style-type: none"> <li>Train staff to effectively utilize City language bank and translation resources</li> </ul> <p>(Theresa Barreras and Karin Zaugg Black)</p>			
	<p>Provide training to departmental directors, managers and supervisors who have not yet completed the management training series, and provide ongoing skill development opportunities for other directors, managers, supervisors and Change Teams.</p>	<ul style="list-style-type: none"> <li>Director has participated in training and work with SOCR to prioritize and develop RSJI training and education programs for OED management and Change Team</li> <li>Facilitate retreat with OED management team and Change team with OCR staff</li> </ul> <p>(Brian Surratt and Theresa Barreras)</p>			
	<p>Establish annual accountability agreements between director and senior management and between senior management and next level down inclusive of at least one RSJI priority.</p>	<ul style="list-style-type: none"> <li>Include RSJI activities in all employee performance evaluations</li> </ul> <p>(Brian Surratt)</p>			

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<b>Goal 2: Strength the way the City provides services and engages with the community</b>					
<b>Outreach and public engagement</b> <ul style="list-style-type: none"> <li>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.</li> <li>All boards and commissions reflect the diversity of Seattle's communities.</li> </ul>	Outreach and public engagement lead: <ul style="list-style-type: none"> <li>Coordinates internal departmental team and implements outreach and public engagement training within the department;</li> <li>Participates in Outreach and Public Engagement Work Group; and</li> <li>Shares departmental outreach and public engagement best practices with the Work Group.</li> </ul>	<ul style="list-style-type: none"> <li>Execute outreach to identify food businesses to participate in OED's healthy food business incentive program</li> <li>Lead technical assistance outreach to South Park businesses in response to bridge closure</li> <li>Participate on Outreach and Public Engagement Work Group</li> </ul> (Brian Surratt and Karin Zaugg Black)			
	Track, recruit, and facilitate the appointment of racially diverse board members, commissioners and advisory group members.	<ul style="list-style-type: none"> <li>Recruit diverse candidates to serve on Music Commission</li> <li>Recruit diverse candidates to serve on New Market Tax Credit Advisory and Investment Committees</li> </ul> (James Kebblas and Brian			

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<b>Immigrant and Refugee (I&amp;R) Action Plan:</b> <ul style="list-style-type: none"> <li>• Improve customer service with I&amp;R</li> <li>• I&amp;R will experience improved knowledge of and access to City services and funding</li> <li>• Support community-based organizations serving I&amp;R to assure effective service delivery</li> </ul>	Implement the Immigrant and Refugee Action Plan <ul style="list-style-type: none"> <li>• Improve access to services and information (includes implementation of the translation and interpretation policy)</li> <li>• Encourage work force and economic development</li> <li>• Strengthen service delivery</li> </ul>	Surratt) <ul style="list-style-type: none"> <li>• Develop immigrant business assistance program to address unique barriers and improve access to technical assistance and business finance</li> <li>• Translate business assistance information (i.e. finance, business services, immigrant summit, South Park) into various languages</li> </ul> (Tina Vlasaty and Karin Zaugg Black)			
<b>Goal 3: Eliminate race-based disparities in our communities</b>					
<b>Community race-based disparities</b> <ul style="list-style-type: none"> <li>• City, community and public and private institutions work together to address race-based disparities that impact our communities.</li> </ul>	Identify workforce development opportunities for low-income Seattle residents	<ul style="list-style-type: none"> <li>• Expand residential weatherization training and job placement program, which serves as a key entry point for the jobs in the clean energy sector</li> </ul> (Matt Houghton)			