



**City of Seattle**  
**Seattle Department of Neighborhoods**  
Stella Chao, Director

**MEMORANDUM**

Date: July 8, 2010

To: Mike O'Brien, City Councilmember, Chair  
Seattle Public Utilities & Neighborhoods Committee

From: Stella Chao, Director  
DON Change Team 

CC: Darryl Smith, Deputy Mayor  
Karl Stickel, City Budget Office  
Julie Nelson, Office of Civil Rights

Subject: Department of Neighborhoods report on 2010 Race and Social Justice Initiative Work Plans July 13, 2010

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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 economic 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.

The Department of Neighborhoods has always been and always will be fully engaged and committed to the goals of the City's Race and Social Justice Initiative. It has always aligned with the department's values and mission. In previous years, key DON accomplishments have been:

- The establishment of Race and Social Justice category awards in the Neighborhood Matching Fund program – to date we have awarded 242 projects since 2008 which equates to 44.6% of the total number of projects awarded.
- Outreach and engagement of emerging immigrant communities and low-income neighbors in the P-Patch community gardening program – 3 Market Garden sites, a new Large Tract Farming pilot program, and close partnership with SHA
- Embarking on a new model of meaningful engagement for neighborhood planning, targeting 13 under-represented populations – We just received the Governor's Award for Civic Engagement.



On a more administrative and institutional level, the attached table describes our major accomplishments thus far in 2010, as well as some of our challenges. DON reassessed the effectiveness of our Change Team, and developed a new structure, charter and work plan to address issues and recommendations. With work plan additions as a result of staffing cuts, more effective representation and accountability was established. As a result, a new Change Team Charter has been completed and adopted; there are new members on the Change Team and new strategies have been adopted to strengthen the connection between the Change Team and the Senior Management Team. In addition, with a member of the Senior Management Team co-leading the Change Team, opportunities for dialogue, joint planning and implementation have been created.

- DON employees received training on the RSJ Budget & Policy Filter to inform on-going programmatic changes, especially with budget cuts.
- DON employees were trained in use of the Language Bank and appropriate language capacity resources.
- A large challenge has been the continuing meaningful engagement of participants from the 2009 Neighborhood Planning update process, especially for historically under-represented groups. We have successfully convened action teams to recommend implementation items, of which 50% are participants from historically underrepresented communities who were active in last year’s process.
- An analysis of EEOC data is guiding workforce equity and upward mobility planning. DON is considerably diverse for its size; however, to meet the workforce equity goal, DON needs to focus on more opportunities for Hispanic and American Indian/Alaskan Native. In addition, more upward mobility opportunities need to be available for low wage occupations, which, in general, are predominately held by people of color. In the first half of 2010 we have conducted the following hiring decisions:

	African-American/ African	Native American	Asian – American/ Asian	Latino	Caucasian
New Hires	1 F			1 M	1 M
Out-of-Class	1 F		1 M, 1 F		1 F
Promotions	1 F				

- DON continues to support the City’s strong commitment to end racial disparities in contracting and purchasing. DON far exceeds the City’s overall goal of about 14%. DON’s WMBE rate is 51%.