



Desired Outcome(s)	Key Action(s)	Measure(s), Target(s) and Lead Staff	Due Date(s) Month/Year	Action(s) Completed?	Result(s)
<p>WMBE contracting.</p> <ul style="list-style-type: none"> <li>Implement Executive Order 2010-05</li> </ul>	<p>purchasing and consulting contracts.</p>	<p>results for Executive Offices.</p> <p><b>Staff: Darryl Smith</b></p>			<p>rates of -0- for consultant and 33% for purchasing.</p> <ul style="list-style-type: none"> <li>CBO has spent 88.5% of Purchasing dollars with WMBE firms, up from 18.3% in 2010. No consulting funds have been expended on WMBE firms, which is the same as 2010.</li> <li>OIR has spent 39% for WMBE purchasing, up from 26.6% in 2010. No funds have been spent for WMBE consultants.</li> <li>OSE has spent 1% with WMBE firms for consultants and 3.6% for Purchasing. In 2010, OSE spent 5.5% with WMBE firms for consultants, and 5.9% for purchasing. OSE has received federal grants which have a narrow scope and strict DOE requirements, making contracting difficult for firms. Further, OSE's work focus has shifted away from communications / outreach to technical contracts dealing with carbon neutrality and district energy. Unfortunately, there are few, if any, WMBE vendors for these projects. While OSE expects this trend will likely continue into 2012, they will continue to put their best effort into recruiting more WMBE firms.</li> </ul>
	<p>Improve internal processes to help City employees make better contracting and purchasing decisions with respect to the City's contracting equity goals.</p>	<ul style="list-style-type: none"> <li>Designate a Contract Equity IDT representative to coordinate executive order implementation.</li> <li>Complete annual outreach plan. Work with DEA to establish department's 2011 target for purchasing and consulting. Communicate plan, goal and results.</li> <li>Implement inclusion plan / outreach, report progress against the target each quarter.</li> <li>Provide training to employees on new executive order</li> </ul>		<p>Yes</p>	<ul style="list-style-type: none"> <li>PCSD (FAS) has been named to implement WMBE and the implementation of executive order expectations to City departments.</li> <li>The City finalized and adopted the Annual Outreach Plan for 2011, with a cumulative city-wide. Purchasing goal of 13.2% and a consultant goal of 15%.</li> <li>The WMBE Construction Inclusion Plan was implemented August 22. The Mayor is requiring a clear and measurable good-faith effort as a condition of responsiveness for all construction bids above \$300,000.</li> <li>Department-specific training for VCR, Search Tools and EO requirements is underway, customized to the requests and needs of each department. More extensive City-wide training program is being developed through RSJI.</li> <li>The Accountability Agreements between the</li> </ul>

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		requirements; how to locate and use the Business and Blanket Vendor Contract Search Tool to search for WMBE vendors. <ul style="list-style-type: none"> <li>Report department participation in outreach events, trade shows, contracting regional forum, etc.</li> </ul> <b>Staff: Darryl Smith</b>	Quarterly		Mayor and each department head includes reports on progress and participation by each department for WMBE outreach. <ul style="list-style-type: none"> <li>OSE completed 2011 outreach plan. Report on progress in department's quarterly performance expectations, available online. All staff utilize the vendor search tools and broadcast RFP and other opportunities widely, including at least one WMBE firm when available.</li> </ul>
<b>City employee knowledge and tools</b> <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>	<b>Change Teams</b> implement baseline standards for success, including development and implementation of a Change Team charter, and lead and/or provide support for key RSJI activities.	<ul style="list-style-type: none"> <li>Work with SOCR liaison to assess and address Change Team and Action Plan technical support needs.</li> </ul> <b>Staff: Karl Stickel, Candace Inagi</b>	On-going	Yes	<ul style="list-style-type: none"> <li>The Change Team worked with SOCR on development of the 2011 Work Plan, finalizing the Change Team Charter, and updates to both.</li> <li>The Change Team has coordinated with SOCR for the Executive Office trainings in March 2011.</li> </ul>
	<b>Staff Development Lead / Change Teams / Leadership</b> -- Provide appropriate training and support to all Executive Office employees to ensure attainment of RSJI core competencies.	<ul style="list-style-type: none"> <li>Coordinate with SOCR to develop and engage all Executive staff with training in 2011;</li> <li>Track the training taken by all staff and offer additional training as appropriate;</li> <li>Ensure that new staff get RSJI orientation training within a year of hire.</li> </ul> <b>Staff: Sandra Pinto de Bader</b>	Annually  On-going  On-going		<ul style="list-style-type: none"> <li>In addition to series of two trainings in 2010 and early 2011, July 2011 training organized for new MO staff, Dept Dirs and their executive staff;</li> <li>Have begun departmental inventories tracking each staff person's training levels and participation;</li> <li>Implemented tracking of training taken by Executive Offices staff;</li> <li>All new staff have received RSJI training.</li> <li>All new Department Directors have completed RSJI training within their first year.</li> </ul>
	<b>Executive Leadership</b> -- Provide training to Executive Office directors, managers and supervisors who have not yet completed the management training series, and provide	<ul style="list-style-type: none"> <li>Work with Change Team and SOCR to assess RSJI leadership competency levels – prioritize needs, and design and implement skill building approach</li> </ul>	On-going	Yes	<ul style="list-style-type: none"> <li>Mayor and Deputy responsible for ensuring that for each Executive Dept, each staff person has received RSJI training without exceptions;</li> <li>Make-up being scheduled and invitation extended to other new executive level dept staff;</li> <li>Have also recommended that all interns,</li> </ul>

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	ongoing skill development opportunities for other directors, managers, supervisors and Change Teams.	<ul style="list-style-type: none"> <li>Work with change team and management team to assess progress and establish a plan to increase application of RSJI Best Practices Criteria and Equity Filter Toolkit throughout department.</li> <li>Assist with recruitment and support of potential RSJI Core Team members.</li> </ul> <p><b>Staff: Darryl Smith, Karl Stickel, Candace Inagi, Julie Nelson</b></p>	On-going  On-going	Yes  Yes	<p>AmeriCorps, temps, etc, receive training when available during the course of their assignment.</p> <ul style="list-style-type: none"> <li>Have added RSJI question to MO Briefing Papers to be submitted by each department; CBO reviewing filter responses from the 2012 Budget Issue Papers (BIPs).</li> <li>Sandra Pinto de Bader (OIR) and James Bush (MO) added to the Change Team.</li> <li>Related to training, the Mayor also worked closely with SPD to develop RSJI training and outreach programs for all levels of management within the Police Department.</li> </ul>
	<b>Management Teams --</b> Establish annual accountability agreements between director and senior management and between senior management and next level down inclusive of at least one RSJI priority.	<ul style="list-style-type: none"> <li>Build development and application of RSJI Competencies into job descriptions, performance expectations and performance evaluations.</li> </ul> <p><b>Staff: Julie McCoy, Ethan Raup, Candace Inagi, Darryl Smith</b></p>	Annually	Yes	<ul style="list-style-type: none"> <li>MO has added RSJI competencies to performance evaluations used last year;</li> <li>CBO has included RSJI skills in its performance evaluation matrix.</li> <li>OSE staff have RSJI performance expectation in their workplans and evaluations with OSE Director. Also part of weekly check-in template for RSJI executive team members.</li> </ul>

**Goal 2: Strengthen the way the City provides services and engages with the community**

<p><b>Outreach and public engagement</b></p> <ul style="list-style-type: none"> <li>Public engagement activities are more intentionally inclusive and culturally appropriate. Communities' cultural assets and knowledge are better</li> </ul>	<p><b>Outreach and public engagement lead:</b></p> <p>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.</p>	<p><b>Outreach and public engagement lead in each department:</b></p> <ul style="list-style-type: none"> <li>Participate in and arrange for others, as needed, to attend IOPE Train the Trainer session.</li> <li>Coordinate internal departmental team and implements outreach and public engagement training within the department, including</li> </ul>	On-going		<ul style="list-style-type: none"> <li>Developed extensive ethnic media outreach/contact list (2010 Census effort).</li> <li>Work with other City departments, in particular HSD, to identify appropriate ethnic media outlets for their outreach efforts.</li> <li>Briefed HSD and OSE on Ethnic Media tour for their outreach efforts.</li> <li>HSD and OSE currently conducting ethnic media tour. MO will resume in August.</li> <li>MO held ethnic and alternative media roundtable to learn how to better support the flow of information between the city and historically disenfranchised communities.</li> </ul>
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<p>utilized, and participation by people of color increases.</p> <ul style="list-style-type: none"> <li>All boards and commissions reflect the diversity of Seattle's communities.</li> </ul>		<p>management staff.</p> <ul style="list-style-type: none"> <li>Participate in Outreach and Public Engagement Work Group; including development of an evaluation component.</li> <li>Share departmental outreach and public engagement best practices with the Work Group.</li> </ul> <p><b>Management and staff who plan, approve and/or conduct public engagement processes:</b></p> <ul style="list-style-type: none"> <li>Attend IOPE Toolkit training Assure application of IOPE Toolkit to process design and implementation.</li> </ul> <p><b>Staff: Aaron Pickus, Sol Villarreal, Kenny Pitman, Jeanie Boawn, Beth Hester</b></p>			<ul style="list-style-type: none"> <li>Two outreach efforts going on in OSE this year: Community Power Works (CPW) and the Climate Action Plan (CAP). CPW launched in the spring, the CAP process will get started this fall.</li> <li>Because CPW focuses on the most diverse areas of central and south Seattle, a thorough analysis of the population, languages and barriers to participation was done. As a result, the program identified several ways to engage residents (and soon small businesses) in the program: Presence at all cultural and community events throughout program area;</li> <li>ECOSS is contractor to have specific language speakers on hand for events as appropriate (for example, African Diaspora event had Amharic and Tigrinya speakers at the event to discuss program and help with the application as needed);</li> <li>Program application has a phone # for non-English speakers to call to connect with ECOSS staff, who then assist with the application process.</li> <li>Home Delivery Partners, such as Sustainable Works, use trusted advocate model to engage with residents at faith-based organizations, etc., and this model will be replicated for the small commercial sector as well, i.e., outreach via the Korean Grocer's Assn., etc.</li> <li>Reduce barriers to participation by making loans affordable and attainable by all residents:</li> <li>In the home and small business programs, the City is partnering with Enterprise Cascadia (EC) and National Development Council's Grow America Fund, which are community development financial institutions. As non-profits, their products and services are driven by community benefits and asset building, rather than profits.</li> <li>In the home program, EC uses non-traditional under-writing criteria when approving loans-- FICO&gt;590 and on-time utility history--to ensure that homeowners with low-incomes and low credit</li> </ul>

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					scores can access the program and build their financial assets. Additionally, EC has progressive loan products for homeowners, where income-qualifying (low-income) homeowners pay a lower interest-rate (3.99%) than other homeowners (5.99%). Finally, the loans have a 20-year term, which keeps monthly payments low.
	Track, recruit and facilitate the appointment of racially diverse board members, commissioners and advisory group members.	<ul style="list-style-type: none"> <li>Report status as part of mid-year and year-end progress reports.</li> </ul> <b>Staff: Tania Maria Rosario</b>	July, Dec 2011	Yes, for July update.	<ul style="list-style-type: none"> <li>Began electronically tracking (via Excel file) every Board/Commissioner (<b>500+</b>) by name, appointment date, term number &amp; demographic data. Previously tracked for only 4-6 Commissions City-Wide. New tracking system revealed number of individual B/C members who served multiple terms rather than recruiting &amp; developing new community members.</li> <li>Began tracking the demographics of members of Boards &amp; Commissions to develop a benchmark for diversity &amp; recruitment.</li> <li>Developed a system for all B/C liaisons to collect &amp; report demographic info.</li> <li>Developed an electronic file and interface for the public to apply for any B/C via the web.</li> <li>INFO: <a href="http://bit.ly/GetInvolved206">http://bit.ly/GetInvolved206</a> APPLY: <a href="http://1.usa.gov/BCapply">http://1.usa.gov/BCapply</a></li> <li>This portal has increased applications to B/C that have had a high number of vacancies &amp; very few POC.</li> <li>New tracking system has put more pressure on all departments to recruit more diverse B/C members.</li> </ul>
	Increase access to communities of color which do not normally have access.	<ul style="list-style-type: none"> <li>Engage Mayor to continue to attend ethnic/cultural events;</li> <li>Identify and engage communities of color who do not normally have access to the Mayor;</li> <li>Develop strategies for engaging communities of color in the City's process and access to leadership;</li> <li>Report relevant progress.</li> </ul> <b>Staff: Darryl Smith,</b>	On-going  On-going  March 2011  @ Change Team mtgs	Yes  Yes  Yes  Yes	<ul style="list-style-type: none"> <li>Mayor launched Engage Seattle initiative to deepen MO relationships with and access for under-served communities, communities of color and immigrant and refugee communities;</li> <li>Has launched community-specific Round Tables and Community Forums on budget discussions and other issues of concern;</li> <li>During YFI outreach and engagement, conversations held in multiple languages;</li> <li>Mayor and DM ensured all outreach staff attended IOPE trainings in 2010;</li> <li>MO Communications staff is deepening relationships with ethnic media, press.</li> </ul>

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<p><b>RSJI best practices criteria</b></p> <ul style="list-style-type: none"> <li>Staff increases familiarity with a racial equity framework through practice and application of tools.</li> <li>A systematic racial equity review of City programs, policies, practices and procedures is established.</li> </ul>	<p>Identify key programs or policies and evaluate using the Racial Equity Toolkit.</p>	<p><b>Candace Inagi</b></p> <ul style="list-style-type: none"> <li>Review list of Mayor's 2011 priorities and initiatives for policies and programs which may benefit from a RSJI analysis;</li> <li>Develop work plan, prioritization and timeline for addressing the items on the list of City programs and policies.</li> <li>Report progress at year-end.</li> </ul> <p><b>Staff: Ainsley Close, Rebecca Deehr</b></p>	<p>On-going</p>		<ul style="list-style-type: none"> <li>Reviewed list of Mayor's 2011 priorities for RSJI analysis including Seattle Job's Plan, Walk Bike Ride, Engage Seattle, Youth and Families Initiative, and Let's Move Seattle.</li> <li>Work plan has been drafted and timeline set for addressing the items. Will report progress at year end 2011.</li> <li>Please see "Goal 3" (page 10) for updates and progress to date on these Mayoral priorities.</li> </ul>
	<p>Results and recommendations from the analysis will be used in conjunction with RSJI best practices to develop improvements.</p>	<ul style="list-style-type: none"> <li>Evaluate results from 2012 BIPs and training comments. Recommend improvements to future processes for the Executive.</li> </ul> <p><b>Staff: Karl Stickel</b></p>	<p>Nov 2011</p>		<ul style="list-style-type: none"> <li>The 2012 BIPs have been reviewed by CBO Analysts and summaries of the BIP results have been developed and submitted for review.</li> </ul>
	<p>Develop system to compile and review departmental best practices.</p> <p>Strengthen key City processes or institutionalized templates and evaluate using the Racial Equity Impact Analysis.</p>	<ul style="list-style-type: none"> <li>2012 Budget Issue Paper (BIP) initial review and evaluation;</li> <li>Review of Senior Team briefing papers and process;</li> <li>Develop coordinated system for reviewing process.</li> </ul> <p><b>Staff: Karl Stickel</b></p>	<p>July 2011</p> <p>On-going</p> <p>Dec 2011</p>	<p>Yes</p>	<ul style="list-style-type: none"> <li>The 2012 BIPs have been reviewed by CBO Analysts and summaries of the BIP results have been developed and submitted for review.</li> <li>Have added RSJI question to MO Briefing Papers to be completed and submitted by each department.</li> <li>Senior Team briefing papers include prompt to list relevant race and social justice issues and potential unintended impacts of the policy or action, including steps to mitigate. Relevant issues are discussed at the meeting.</li> </ul>
	<p>Integrate RSJI more clearly into the City's environmental Sustainability strategies.</p>	<ul style="list-style-type: none"> <li>Track and monitor application of RSJI principles to Community Power Works grant</li> </ul>	<p>Dec 2011 and on-going</p>	<p>Yes</p>	<ul style="list-style-type: none"> <li>Climate Action Plan (CAP) process just getting under way with technical advisory groups and in-depth analysis by consultants. Currently evaluating consultant proposals for work on the</li> </ul>

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		<p>program;</p> <ul style="list-style-type: none"> <li>• RSJI integrated into update to Climate Action Plan, particularly on climate impacts and preparedness;</li> <li>• Ensure residential High Road Agreement implemented according to goals for targeted workers and WMBE business participation. Similar targets will be incorporated into Agreements for other sectors.</li> </ul> <p><b>Staff: OSE (Jeanie Boawn and Sandra Pinto de Bader)</b></p>		<p>Yes</p> <p>Yes</p>	<p>climate impacts and preparedness analysis. Proposals included information about disparate health impacts and consultants will be asked about other RSJI impacts and considerations during interview process.</p> <ul style="list-style-type: none"> <li>• CAP outreach is hoping to utilize the POLs if budget allows; outreach strategy not fully developed yet.</li> <li>• High Road Agreement (Residential) - OSE approved 13 Community High-Road Contractors to perform home retrofits; all are small business and two are minority-owned. OSE is reopening the contractor pool in October 2011 and will work directly with women and minority owned businesses to encourage their participation and meet high-road participation goals.</li> <li>• OSE is developing business support services for participating contractors to hire and retain targeted workers and reduce barriers (i.e., capacity, experience with energy efficiency work, etc.) for minority contractors to join the Community High-Road Contractor Pool.</li> <li>• Similar Agreement has been developed for commercial, with hospital sector to be done shortly. Small commercial contractor pool application is currently open, with broad recruitment underway via City and CPW websites and contractor associations (such as Home Performance Washington). The review of municipal workforce development and contracting equity on all public works contracts is being done now; results and recommendations will be available in October.</li> </ul>
<p><b>Immigrant and Refugee (I&amp;R) Action Plan:</b></p> <ul style="list-style-type: none"> <li>• Improve customer service with I&amp;R</li> <li>• I&amp;R will experience improved</li> </ul>	<p>Implement the Immigrant and Refugee Action Plan (select departmental appropriate actions)</p> <ul style="list-style-type: none"> <li>• Improve access to services and information (includes implementation of the translation and interpretation policy)</li> </ul>	<ul style="list-style-type: none"> <li>• Review Census data to re-asses language needs based on most recent Seattle population count. Implement changes as needed.</li> <li>• Provide interpretation services so immigrant and refugee can access city</li> </ul>	<p>Qtrly</p>		<ul style="list-style-type: none"> <li>• Translation and interpretation needs are taken into account for all MO public meetings &amp; outreach processes, Sol participates in the joint IOPE/T&amp;I workgroup on behalf of the MO.</li> </ul>

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<p>knowledge of and access to City services and funding and have</p> <ul style="list-style-type: none"> <li>City will support community-based organizations serving I&amp;R to assure effective service delivery</li> </ul>	<ul style="list-style-type: none"> <li>Protect civil rights</li> <li>Promote civic engagement</li> <li>Encourage work force and economic development</li> <li>Strengthen service delivery</li> </ul>	<p>services.</p> <ul style="list-style-type: none"> <li>Assess department needs for staff training on RSJI core competencies, the use of language line, and how to work with translators and interpreters.</li> <li>Apply RSJI Filter and Racial Equity Toolkit to programs and services to assess immigrant and refugees access to department services.</li> </ul> <p><b>Staff: Sol Villarreal, Candace Inagi</b></p>			

**Goal 3: Eliminate race-based disparities in our communities**

<p><b>Community race-based disparities</b></p> <ul style="list-style-type: none"> <li>Institutional barriers to racial equity within the City are identified and analyzed.</li> <li>City, community and public and private institutions work together to address race-based disparities that impact our communities.</li> <li>Major City initiatives/activities development and implementation are evaluated by application of</li> </ul>	<p>Apply best practices and equity filter to design and implementation of projects with high potential community impact, such as:</p> <ul style="list-style-type: none"> <li>Neighborhood Planning</li> <li>Youth and Family Initiative</li> <li>Walk, Bike, Ride</li> <li>Engage Seattle</li> <li>Let's Move Seattle</li> <li>Family and Education Levy</li> <li>Food Security Initiatives</li> <li>Emergency Preparedness</li> <li>Seattle Jobs Plan</li> <li>Legislative agendas preparation</li> </ul>	<ul style="list-style-type: none"> <li>Identify program involvement and assign staff to coordinate and/or participate in an equity analysis of elements in which the Executive Offices are involved.</li> </ul> <p><b>Staff: All Executive Office Staff-</b> (Mayor's Office, City Budget Office, Office of Intergovernmental Relations, Office of Sustainability and Environment)</p>			<ul style="list-style-type: none"> <li>A RSJI training exercise was conducted based on this Key Action at the Executive team training practicum with SOCR.</li> <li>Parks has completed good work on the food security issue, creating the Parks Urban Food Systems (PUFS) program. Work includes food sharing program (collection and distribution for food banks), healthy vending machines at community centers, nutrition in childcare programs, etc. More info at <a href="http://www.seattle.gov/parks/pufs/default.htm">http://www.seattle.gov/parks/pufs/default.htm</a>.</li> <li>OSE is in the process of hiring the Food Systems coordinator position. Position is recruiting widely through traditional and non-traditional means (and open for 3 weeks) and anticipates hiring in mid-September.</li> <li>Mayor McGinn held a series of community roundtables that emphasized racial and social justice, including meetings with leaders from the LGBT and API communities. In July 2011, the Mayor held a town hall focused on the African Diaspora. Members of the community were involved in the planning of the town hall, which</li> </ul>
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RSJI Best Practices and equity filter.					<p>was conducted in four different languages.</p> <ul style="list-style-type: none"> <li>The central theme of the Walk Bike Ride initiative is designing transportation systems that help reduce inequality and promote social justice.</li> <li>The Mayor has signed onto the First Lady's Let's Move campaign to end childhood obesity rates. The Mayor has also directed OED to help small grocery stores with funding to sell healthy food in communities that have few healthy choices.</li> <li>With direction from the Executive, the City is reaching out to underrepresented community members to apply for grant funding to help them organize and engage their neighbors and plan for emergency and disaster situations through the DON Small and Simple community granting program.</li> </ul>
	Designate staff to participate in relevant interdepartmental teams convened to address racial disparities	<ul style="list-style-type: none"> <li>RSJI Sub-cabinet convenes an internal racial disparity team to address priorities.</li> </ul> <p><b>Staff: Karl Stickel</b></p>	On-going	Yes	<ul style="list-style-type: none"> <li>Karl participates in the RSJI Sub-cabinet meetings monthly.</li> </ul>
	<p>Analyze departmental barriers and opportunities for the given racial disparity.</p> <p>Support the Race and Social Justice Community Roundtable's efforts to eliminate racial inequity in education.</p>	<ul style="list-style-type: none"> <li>Track and share data on an on-going basis.</li> <li>Identify departmental barriers, opportunities and strategies to support the Community Roundtable action plan.</li> <li>Analyze departmental barriers and opportunities. Develop actions to affect racial inequity in education.</li> <li>Implement and track action plan items within the department.</li> </ul> <p><b>Staff: Darryl Smith, Julie Nelson</b></p>	<p>@ Change Team mtgs</p> <p>Sept 2011</p> <p>Nov 2011</p> <p>2012 Plan</p>		<ul style="list-style-type: none"> <li>The work on department barriers and department strategies is being completed through the YFI Subcabinet, which will be reconvening in September.</li> <li>Through Engage Seattle, increasing volunteer service and community engagement in support of children and youth in Title 1 schools in early literacy, middle school CLC after school programs and mentoring;</li> <li>In last school year, volunteers were in four Cities of Service schools in support of early literacy working with 86 struggling 3rd graders, 87% of whom improved a grade level or reached benchmark.</li> <li>When SPS was forced to cancel summer school, organized community organizations and volunteers to support 90 struggling 2nd and 3rd grade readers who otherwise would lost all reading skills gained in the last school year.</li> </ul>

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<p><b>Community race-based disparities</b></p> <ul style="list-style-type: none"> <li>Continue or increase efforts to analyze and implement best practices for health and equity in planning, evaluation, and implementation.</li> <li>Increase community knowledge of transportation, housing, planning, and health disparities related to race and income.</li> </ul>	<p>Inventory transportation, housing, planning, and health efforts throughout city departments that utilize health and equity indicators in their work; identify gaps in efforts</p>	<ul style="list-style-type: none"> <li>Visit other departments' change teams to gather information and let them know of the inventory</li> <li>Create inventory and identify gaps</li> <li>Ensure that any deliverables are incorporated into Mayor's Office performance evaluations for departments</li> </ul> <p><b>Staff: Rebecca Deehr</b></p>	<p>On-going</p> <p>June 2011</p> <p>Oct 2011</p>		<ul style="list-style-type: none"> <li>RSJI workplans and other information have been gathered from OH, DPD, and SDOT. Those items are being compiled and put into an inventory listing built environment projects, processes, and programs and the ways in which they address health and equity issues. A draft of the inventory is planned to be sent to the Executive Change Team for review.</li> </ul>
	<p>Work with SOCR, boards and commissions, and the Race and Social Justice Community Roundtable to develop a communications action plan on transportation, housing, and health disparities related to race and income.</p>	<ul style="list-style-type: none"> <li>Create a Communications Action Plan.</li> </ul> <p><b>Staff: Julie Nelson</b></p>	<p>July 2011</p>		<ul style="list-style-type: none"> <li>To maximize on this effort, this action item has been rolled into the RSJI strategic planning assessment for 2012-2014.</li> </ul>

**Attachment 2: RSJI Coordinating Team responsibilities**

<p><b>Julie Nelson</b> SOCR Director</p> <p>Tel: 3-7822 Cell: 255-6914</p> <p><b>RSJI responsibilities</b></p> <ul style="list-style-type: none"> <li>• RSJI oversight</li> <li>• Co-chair, Workforce Equity and Advisory Committee</li> <li>• Departmental management support</li> </ul> <p><b>Department liaison for:</b></p> <ul style="list-style-type: none"> <li>• Executive</li> <li>• Police</li> </ul>	<p><b>Glenn Harris</b> RSJI Manager</p> <p>Tel: 3-5199 Cell: 255-7556</p> <p><b>RSJI responsibilities</b></p> <ul style="list-style-type: none"> <li>• Overall RSJI leadership</li> <li>• Outreach and public engagement</li> <li>• RSJ Community Roundtable</li> <li>• Departmental management support</li> </ul>	<p><b>Darlene Flynn</b> RSJI Policy and Development Lead</p> <p>Tel: 4-0291 Cell: 255-8553</p> <p><b>RSJI responsibilities</b></p> <ul style="list-style-type: none"> <li>• Capacity building, including overall coordination, Change Team leads and Core Team</li> </ul> <p><b>Department liaison for:</b></p> <ul style="list-style-type: none"> <li>• Arts</li> <li>• Civil Rights</li> <li>• Executive Administration</li> <li>• Human Services</li> <li>• Neighborhoods</li> <li>• Planning and Development</li> <li>• Public Utilities</li> </ul>	<p><b>Scott Winn</b> RSJI Policy and Development Lead</p> <p>Tel: 4-4541 Cell: 255-8830</p> <p><b>RSJI responsibilities</b></p> <ul style="list-style-type: none"> <li>• Race and Social Justice Community Roundtable</li> <li>• RSJI Core Team</li> </ul>	<p><b>Jacque Larrainzar</b> Policy &amp; Outreach Manager</p> <p>Tel: 4-4533 Cell: 423-0482</p> <p><b>RSJI responsibilities</b></p> <ul style="list-style-type: none"> <li>• Coordinates with DEA on contracting equity and DON on Immigrant and Refugee Action Plan</li> </ul> <p><b>Department liaison for:</b></p> <ul style="list-style-type: none"> <li>• Economic Development</li> <li>• Fire</li> <li>• Fleets and Facilities</li> <li>• Housing</li> <li>• Library</li> <li>• Parks and Recreation</li> </ul>	<p><b>Elliott Bronstein</b> Public Information</p> <p>Tel: 4-4507</p> <p><b>RSJI responsibilities</b></p> <ul style="list-style-type: none"> <li>• Communications</li> <li>• Coordinates with DON on Interpretation and Translation policy</li> </ul>	<p><b>Brenda Anibarro</b> Policy Analyst</p> <p>Tel: 4-4514</p> <p><b>RSJI responsibilities</b></p> <ul style="list-style-type: none"> <li>• RSJI e-newsletter</li> <li>• Special events</li> </ul> <p><b>Department liaison for:</b></p> <ul style="list-style-type: none"> <li>• City Light</li> <li>• Information Technology</li> <li>• Personnel</li> <li>• Seattle Center</li> <li>• Transportation</li> </ul>
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