

RACE & SOCIAL JUSTICE WORK PLAN

Working for racial equity in the community

For the Period January 1 to December 31, 2012

Department: Office of Economic Development Director: Steve Johnson Date of Update:

RSJI Work Plan Lead: Tina Vlasaty

Change Team Lead: Brian Surratt

Desired community outcome and measure to track progress	Strategies and key actions	Measures, Targets and Lead Staff	Due Date(s)	Actions Completed	Results	HOUSING	JOB	EDUCATION	HEALTH	ENVIRONMENT	COMMUNITY DEVELOPMENT	CRIMINAL JUSTICE
Community outcome: Opportunities for upward mobility for workers in low wage occupations are increased. Community measure:	Strategy 1: Apply Racial Equity Tool to departmental programs and projects											
	<ul style="list-style-type: none"> Review departmental work plan through the lens of the racial equity tool kit. 	Steve Johnson		In progress								
	Strategy 2: Build racial equity into departmental policies											
	<ul style="list-style-type: none"> OED management will evaluate department's use of the best practices if hiring or out of class opportunities arise. 	Steve Johnson		In progress	Currently utilizing best practices, including making out of class assignments publically available							
	Strategy 3: Partner with City departments, the community and other institutions to achieve racial equity in the community											
<ul style="list-style-type: none"> Leverage OED's workforce expertise and participate on 		Matt Houghton		In progress	OED staff		X					



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	<p>the City's Workforce Equity and Planning Advisory Committee to develop the succession planning strategies.</p> <ul style="list-style-type: none"> Develop Pathways to Career initiative to demonstrate new models of service delivery that double student completion of training pathways that lead to good paying jobs with potential career tracks. OED and HSD are exploring strategies to help low-income residents, with limited work experience and other barriers to employment. 	<p>Nancy Yamamoto</p> <p>Nancy Yamamoto</p>			<p>regularly participating on Workforce Equity Advisory Committee</p> <p>Formalized Pathways to Career partnerships with the Seattle Community College District</p> <p>Coordinated 5 meetings with community partners to outline skill development strategies</p>							
<p>Community outcome: Increase access to services and resources for WMBE businesses.</p> <p>Community measure:</p>	<p>Strategy 1: Apply Racial Equity Tool to departmental programs and projects</p>											
	<ul style="list-style-type: none"> Review departmental work plan through the lens of the racial equity tool kit. 	Steve Johnson		In progress			X					
	<p>Strategy 2: Build racial equity into departmental policies</p>											
	<ul style="list-style-type: none"> Establish departmental target for WMBE services purchasing and consulting. Provide training to employees on new executive order 	Tina Vlasaty		Complete	OED's voluntary target for WMBE purchasing and consulting							



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	requirements; how to locate and use the Business and Blanket Vendor Contract Search Tool to search for WMBE vendors.				services is 20%. So far, OED actual rate is 18.46%. Staff aware of and utilize search tools and to identify new WMBE vendors to certify in the system.							
	Strategy 3: Partner with City departments, the community and other institutions to achieve racial equity in the community											
	<ul style="list-style-type: none"> OED participates in outreach events, trade shows, regional contracting forum, etc. Incorporate WMBE outreach goals into business services contracts. Create and provide culturally appropriate and linguistically accessible technical assistance training for East African and Vietnamese entrepreneurs. 	<p>Lance Randall</p> <p>Lance Randall</p> <p>Andres Mantilla</p>		In progress	OED has representation at the monthly meet and greet events put on by Tabor 100 and the City's purchasing department. After the event OED schedules visits with all WMBE business in attendance.					X	X	



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					<p>OED continues to work with NW Minority Supplier Development Council to connect members to opportunities to bid on work with the City, and with business opportunities in the private sector.</p> <p>To date, 63 of the 289 business visits we have conducted so far have been to WMBE firms. That is 21.5% of our visits. Our goal was 20%.</p> <p>Over 175 East African and Vietnamese entrepreneurs</p>							

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					have been served with 42 business developed							
Community outcome: All boards and commissions reflect the diversity of Seattle's Communities Community measure:	Strategy 1: Apply Racial Equity Tool to departmental programs and projects											
	<ul style="list-style-type: none"> Review departmental work plan through the lens of the racial equity tool kit. 			In progress								
	Strategy 2: Build racial equity into departmental policies											
	<ul style="list-style-type: none"> Cultivate new NMTC Committee members to anticipate turnover and maintain diversity. Formalize a process for outreach and nominations. 	Ken Takahashi			In progress	Due to eligibility for this funding, NMTC projects are often in low-moderate income communities and communities of color. The NMTC committee is therefore designed to include members who have a strong connection to and background in working within		X				

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					these communities. OED will be seeking to fill two vacant NMTC Advisory Board positions by first quarter of 2013.							
	Strategy 3: Partner with City departments, the community and other institutions to achieve racial equity in the community											
	<ul style="list-style-type: none"> Ensure the development of Economic Development Commission (EDC) includes membership that reflects Seattle’s diverse business community Support other City departments outreach to identify diverse members from the business community 	Brian Surratt		In progress	Held two “sounding boards” with members of the business community to introduce the concept of the EDC and seek feedback on the goals of the EDC. Participants included several men and women of color executives and business owners and immigrant		X				X	

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					business owner. On the behalf the Seattle Fire Department, OED reached out to African American business leaders to identify potential candidates for the Fire Code Advisory Board.							

A common foundation across all departments					
Desired department outcome	Key actions	Measures, Targets and Lead Staff	Due Date(s)	Actions Completed	Results
City employees have the skill to eliminate institutional racism and partner with the community to address structural racism.	<ul style="list-style-type: none"> Develop and implement supplemental RSJI training that increases racial equity understanding related to the department's line of business. Managers and Change Team members participate in Racial Equity Toolkit training. All City employees participate in "Race: the Power of an Illusion." 	<p>Ensure that new employees participate in RSJ training</p> <p>Management Team</p>		In progress	
Department Leadership Team and Change Team are working together to achieve racial equity.	<ul style="list-style-type: none"> Department Leadership Team and Change Team adopt and implement a charter with clearly defined roles and responsibilities. 	<p>Integrate RSJ topics into regular staff meeting agendas</p>		In progress	



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		Change Team			
Inclusive outreach and public engagement is promoted / Immigrants and refugees have access to City programs and services.	<ul style="list-style-type: none"> Public information officers, outreach staff and managers participate in IOPE training. Use City-wide sign-in sheet for collection of participant information at engagement events. Implement City translation and interpretation and policies. 	Karin Zaugg		In progress	Regularly participates in and arranges for others, as needed, to attend IOPE Train the Trainer session.
The City's workforce diversity across positions reflects the diversity of the Seattle community.	<ul style="list-style-type: none"> Conduct an analysis of positions within the department to determine which job categories are not representative of Seattle's diversity. Develop strategies for recruitment and retention of employees in classifications where diversity is lacking. Train hiring managers, supervisors and other staff involved with hiring processes on HR RSJI best practices. 	Danielle Hursh		In progress	
Access to contracts for Minority Business Enterprises is increased.	<ul style="list-style-type: none"> Establish departmental goals for percent of MBE consulting, construction and purchasing. Implement actions to achieve MBE goals Implement new WMBE inclusion policy for construction projects. 	Tina Vlasaty		In progress	
Create greater public will and commitment to ending racial inequity.	<ul style="list-style-type: none"> Share RSJI priorities with one or more of the department's constituencies. Participate in a campaign that increases the urgency and commitment to ending racial inequity. 	Lance Randall		In progress	See above note on business services contract to include WMBE targets



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