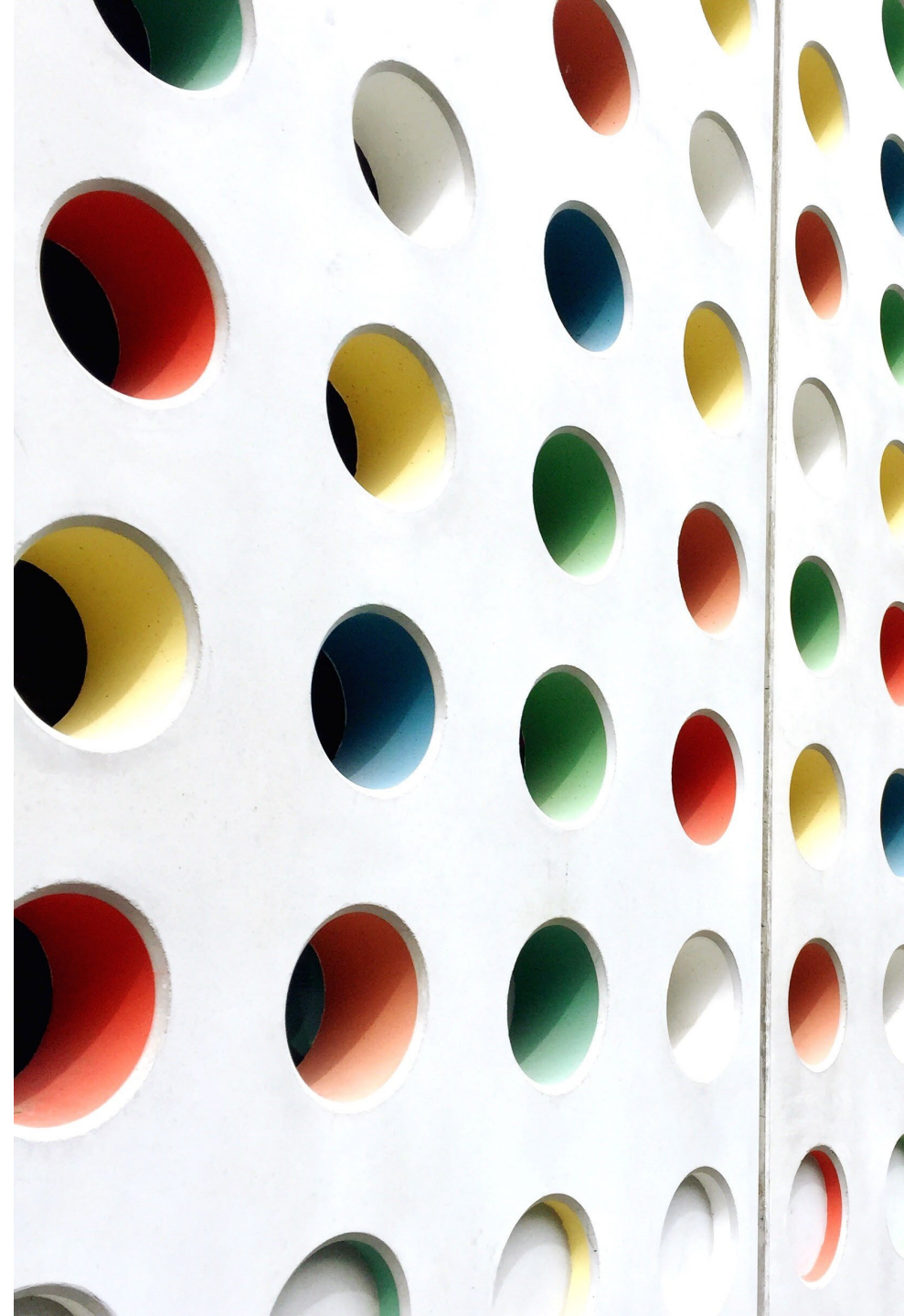
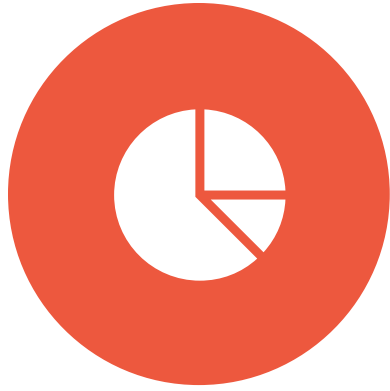


Equity Policy Implementation Committee (EPIC)

UPDATE- OCTOBER 5, 2020



Issue: Staff is seeking the Council's input on the 2020 Equity Policy outcomes prior to finalization



COLLABORATION



PRIORITIES SETTING



IMPLEMENTATION

City of Tukwila Adopted Equity Policy

Council adopted an Equity Policy that included six major goals, which can be found in Resolution 1921. The adopted goals are:

Background

Council adopted the City's Equity Policy in 2017 that contains six major goals

1. Our City workforce reflects our community
2. Community outreach and engagement is relevant, intentional, inclusive, consistent and ongoing
3. All residents and visitors receive equitable delivery of City services
4. City government is committed to Equity in the decision-making process
5. Equity services as a core value for all long-term plans moving forward
6. The City will build capacity around equity within City government and the broader community

2019 Priorities identified for implementation were achieved

Equity Training – Three trainings were provided to supervisors, managers and directors on Leading with a Racial Lens for Structural Transformation.

Changes to the Hiring Policy Practices – Staff identified information such as names, residences, and other affiliations on resumes and cover letters that have been masked to prevent potential bias in the review of job applications

Benchmarking City demographics – City staff members were asked to provide confidential demographic information so that the City has a clear understanding of the current make up of the staff in order to benchmark progress on goal one

2019 Implementation Priorities Achieved

EPIC is made up of representatives of each department and they came-up with four priorities for implementation in 2020. This was achieved through an all-day retreat that also included a keynote from Matias Valenzuela who was then the Director of King County's Office of Equity and Social Justice. These priorities were presented to the Council in December of 2019.

- Consistent Equity Training
- Changes to the Hiring Practices, specifically implementing anti-bias training in the hiring process
- Development of an Equity Toolkit
- Creation of an Outreach Guide to ensure equitable outreach

2020 Implementation

- EPIC broke into four small groups around each priority, reconvened as a large group to refine
- Drafts were shared with the Equity and Social Justice Committee at the July and August meetings, and staff returned in September to share how their comments were incorporated
- After staff receives Council feedback, EPIC will finalize and begin using the outreach guide and toolkit; the hiring policy changes have already been implemented and first round of training has been initiated this year, with one more session to be scheduled before the end of the year
- Goal is to set the 2021 priorities collaboratively between EPIC and the Equity and Social Justice Commission

Consistent Training

Equity Policy Implementation Committee Consistent Training Subcommittee

The Consistent Training Subcommittee recommends that EPIC approach the City's equity training on a budget cycle level. As such, the subcommittee has drafted a three-year proposed plan in order to develop a truly sustainable equity training program. While Admin Services will absorb the cost of paying for these trainings in 2020 (up to \$15,000), it is anticipated that a specific budget line item for citywide training will be requested in the 2021/2022 budget.

The Subcommittee believes there are two types of overall trainings needed: facilitated trainings provided by external expert trainers and staff-led "lunch and learns" that provide an opportunity for smaller groups to gather and discuss equity-related issues. We also recognize there is a difference between providing mandatory trainings vs elective trainings and have tried to account for these in the proposed training schedule below. Finally, given the size of the organization and natural turnover, we recognize that some of these trainings will need to be done over multiple years in order to train the entire staff. **Flexibility with the anticipated timeframes for roll-out is necessary in the event of unforeseen issues that may impact program implementation.**

Proposed Training	2020	2021	2022
Anti-Bias Training – Training designed to increase understanding of differences and challenge bias, stereotyping and discrimination; provide staff ways to recognize and mitigate biases. <ul style="list-style-type: none">• 100 employees per year• Mandatory for all employees• Departments represented on a proportional basis• Facilitated by external trainer• Subcommittee recommends following trainers:<ul style="list-style-type: none">◦ Kevin Baker, Baker Consulting◦ www.thebakerconsulting.com	X	X	X
Racial Equity Training – Provide staff and supervisors a common understanding and language around racial bias, systematic racism and traditionally marginalized groups. <ul style="list-style-type: none">• Supervisors and above• Mandatory• Facilitated by external trainer• Subcommittee recommends continuing with Scott Winn's training for continuity		X	
New Hire Training – Include overview of equity policy, discussion of annual equity policy priorities in the monthly new hire orientation <ul style="list-style-type: none">• Required for all new hires• Facilitated by HR director	X	X	X

Changes to Hiring Policy



Personnel Policies and Procedures

02.05.10

SUBJECT: HIRING PROCESS

PURPOSE: To establish a policy and procedure for all phases of the hiring process.

STATEMENT OF POLICY:

The Human Resources Department will coordinate the hiring process for position vacancies to ensure compliance with contractual requirements, legal requirements, as well as the City's Equity Policy Resolution No 1921.

The following procedures will be adhered to by all departments in announcing position vacancies. Separate procedures govern hiring for Civil Service positions. In cases where these procedures contradict existing labor agreements, the applicable provisions of the labor agreements shall prevail. Any waiving of any portion of this policy and procedure may only be done with prior approval of the Human Resources Director.

RECRUITMENT:

1. The Human Resources Department will be notified immediately of all position vacancies. Each Department will complete a requisition via the Employee Online Application System in order to start the recruitment process.
2. The hiring department collaborates with the Human Resources Department, as necessary, in formulating the job announcement, supplemental questions, testing materials, and in determining special applicant advertising sources. This will be completed by using the hiring toolkit which is located in the hiring tab of the Human Resources SharePoint site.
3. A determination will be made by the Human Resources Department, in cooperation with the department, whether to accept in-house candidate applications only or whether external candidates will be considered for employment.
4. The Human Resources Department will distribute to all City departments digital copies of the job announcement for posting. In those cases where external candidates will be considered, job announcements will also be distributed publicly.
5. Ads for posting distribution, trade publications, and professional networking sites will be developed and placed by the Human Resources Department with assistance provided by the hiring department. Funding of all general

Equity Toolkit

Draft Equity Toolkit

I. INTRODUCTION

The City of Tukwila's Equity Policy establishes a commitment to equitable delivery of services and recognizes the role that government can play in removing barriers to opportunities. Policy Goal 5, "Equity serves as a core value for all long-term plans moving forward," calls for the implementation of an **Equity Toolkit** to guide decision-making and create a layer of internal accountability with regard to racial and social equity.

An **Equity Toolkit** will support the City of Tukwila's efforts to deconstruct what has traditionally not worked, reconstruct and support what does work, and shift the way decisions are made.

What is the Equity Toolkit?

The Equity Toolkit guides the user in identifying a proposal's *purpose*, *impacts*, and *strategies* with an equitable lens. This toolkit is intended to be flexible with the analysis conducted in the way that works best for the proposal and those impacted.

When should the Equity Toolkit be used?

This **Equity Toolkit** outlines a set of questions to be considered when developing, implementing and/or evaluating policies, programs or proposals to address impacts on racial and social equity. The Toolkit should be used to ensure that individual decisions are aligned with organizational equity goals.

Examples of practical applications include but are not limited to: development agreements, traffic calming, street revisions, fee proposals, zoning changes, significant new initiatives.

Who should use the Equity Toolkit?

Staff from all levels of the organization should use the Toolkit to increase effectiveness and build accountability. Analysis should be conducted by people with different racial perspectives when feasible.

Where to find help

Peer guidance and support on use of the toolkit is available from members of the City's Equity Policy Implementation (EPIC) Committee and Community Engagement Manager.

II. EQUITY ANALYSIS WORKSHEET

The toolkit worksheet will be available to city employees primarily in an automated/wizard-style electronic format, with a paper version available upon request.

Worksheet Questions/Fields:

- Project title

Outreach Guide

Outreach Guide

Introduction:

Purpose: The purpose of this outreach guide is to help provide direction for all City Staff, Commission, Boards, and Volunteers who are planning a resident engagement program. This guide can also be used to support inter-departmental engagement.

Definition of Equity:

Eliminating systemic barriers and providing fair access to programs, services, and opportunities to achieve social, civic, and economic justice within the City of Tukwila.

Goal:

We acknowledge and recognize that many in our community do not have equitable access to services and other opportunities toward a better future. The desired outcome of using this guide will be

- More accessible and equitable services
- More inclusivity
- Healthier community relationships

Ultimately, this guide will be a tool that helps to reduce barriers for anyone who has not had easy access to City services.

When Should the Guide be Used:

The Toolkit should be used during the development, implementation and evaluation of policies, programs, and budget proposals to ensure that individual decisions are aligned with organizational equity goals. Any internal/external project, program, activity, where residents and/or staff are impacted

Examples:

1. PROS plan
2. Economic/Community Development Plan
3. Hiring Outreach
4. Public Safety
5. Budget

Who should use this guide:

Staff at multiple levels should use this guide to increase effectiveness and build accountability for their outreach and engagement. Analysis should be conducted for your engagement plan by people with different racial and social economic perspectives when feasible.

Members 2019 and 2020

John Perry, Tukwila Police Department
Greg Hansen, Tukwila Fire Department (Retired)
Hodo Hussein, Human Services
Stacy Hansen, Human Services
Peter Lau, Public Works
Laurel Humphrey, Legislative Analyst
Tracy Galloway, Parks and Recreation
Juan Padilla, Human Resource Director

Nate Robinson, Parks and Recreation
Alison Turner, Community Development
Jessica Schauburger, Human Resources
Tony Cullerton, Finance
Joseph Todd, Technology Information Services
Trish Kinlow, Municipal Court
Rachel Bianchi, Administrative Services
Niesha Fort-Brooks, Administrative Services (Facilitator)

TUKWILA EQUITY POLICY IMPLEMENTATION COMMITTEE(EPIC)



EPIC is eager to receive the Council's feedback and finalize the 2020 implementation outcomes

Thank you