



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

September 1, 2015

Motion 14418

Proposed No. 2015-0178.2

Sponsors Hague

1 A MOTION approving the office of equity and social
2 justice 2015-2016 work plan, in compliance with
3 Ordinance 17941, Section 19, Proviso P1.

4 WHEREAS, Ordinance 17941, Section 19, Proviso P1, requires the executive to
5 transmit a work plan and motion for the office of equity and social justice, and

6 WHEREAS, the work plan includes specific outcomes planned to be achieved and
7 deliverables planned to be completed by the office of equity and social justice during the
8 2015-2016 biennium, and

9 WHEREAS, the plan also identifies funding and staff resources associated with
10 all anticipated outcomes and deliverables for the office of equity and social justice, and

11 NOW, THEREFORE, BE IT MOVED by the Council of King County:

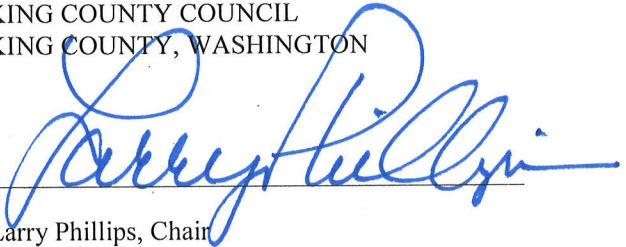
12 The council approves the office of equity and social justice 2015-2016 work plan,

13 which is Attachment A to this motion, in compliance with Ordinance 17941, Section 19,
14 Proviso P1.
15

Motion 14418 was introduced on 6/15/2015 and passed by the Metropolitan King County Council on 8/31/2015, by the following vote:

Yes: 8 - Mr. Phillips, Mr. von Reichbauer, Mr. Gossett, Ms. Hague,
Ms. Lambert, Mr. McDermott, Mr. Dembowski and Mr. Upthegrove
No: 0
Excused: 1 - Mr. Dunn

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON



Larry Phillips, Chair

ATTEST:



Anne Noris, Clerk of the Council

Attachments: A. Work Plan and Budget 2015-2016 dated August 19, 2015, B. Office of Equity and Social Justice -- 2015-2016 Biennium Budget

OFFICE OF EQUITY AND SOCIAL JUSTICE**Work plan and budget - 2015/2016****August 19, 2015**

Attachment A

Revised

King County Office of Equity and Social Justice: 2015-2016 Work Plan

In 2015 and 2016, the major goal of the Office of Equity and Social Justice (ESJ) will be to lead the development of the ESJ Strategic Innovation Priority (SIP) Plan.

The plan will be developed in collaboration with all county departments and agencies, as well as with community partners.

Per Executive Dow Constantine's Order from October 4, 2014, titled "Advancing Equity and Social Justice through development of a Strategic Innovation Priority Plan and Executive department actions," the plan shall, at a minimum:

- A. Prioritize actionable countywide equity and social justice goals and strategies for how the county can most effectively advance equity within county government and in partnership with the community to improve access to the determinants of equity;
- B. Establish systems to engage and empower all county employees to advance equity through their daily work;
- C. Identify standards, processes, metrics and systems of accountability to advance equity and social justice goals, including:
 - raising the visibility of ESJ efforts among county employees and in the community;
 - linking county service delivery to increased access to the determinants of equity;
 - institutionalizing an equity and social justice focus in decision-making;
 - promoting fairness and opportunity in county government's practices;
 - collaborating across agencies; and
 - building community trust and capacity;
- D. Define King County's role in regional and national efforts to promote equity;
- E. Recommend updates to K.C.C. 2.10.200 through 2.10.230; and
- F. Outline a timeline and the resources needed to implement the plan.

The County Council has had extensive involvement in the County's Strategic Planning Process. The Director of the Office of ESJ will specifically seek involvement of the Council through participation of Council staff, briefing of individual members, and updates to the Committee of the Whole.

The ESJ SIP will be completed by the end of 2016; by early 2016, a draft ESJ SIP should be available to guide King County agencies during the 2017-2018 budget development process.

Once completed, the Office of Equity and Social Justice will have significant responsibility in working with the ESJ Inter-Branch Team, Cabinet, Operations Cabinet, departments/agencies and partners to implement the ESJ SIP. The Director of the Office will report back to the Council on the strategies and elements of the Strategic Plan, and will propose a regular reporting process on the progress towards objectives and accomplishments of the strategic plan and the work plan as a whole.

Staff Resources: .5 FTE in ESJ Office; ESJ IBT members

Budget: \$264,205

- Salaries and Benefits: \$149,205
- Non-Labor: \$115,000

In addition to the ESJ SIP, the ESJ Office has the following goals, outcomes and deliverables for 2015/16:

Establishment of the ESJ Office

Outcome: ESJ Office established and positioned to lead and support ESJ activities in county government and regionally.

Deliverable products:

- Physical space and office established by April 2015
- 1.5 FTE (1 FTE Inclusion Manager and .5 Program Manager) hired by June 2015
- Office work plan developed by April 2015
- Relationships established by June 2015 and continued with key internal groups (ESJ Inter-Branch Team, Cabinet, Operations Cabinet, Policy Pod)

Staff Resources: .1 FTE in ESJ Office

Budget: \$72,016

- Salaries and Benefits: \$29,841
- Non-Labor: \$42,175

Embed Equity Impact Review in decision-making processes

Outcome: Enhanced and consistent use of ESJ equity impact review tools by providing continuous and pro-active support, training and technical assistance.

Deliverable products:

- Technical assistance to departments and partner organizations on use of equity impact review tools and process
- Updated Equity Impact Review Tool and new Equity toolkit online by December 2015

- New Equity Tools Training offered quarterly through King County Training and Development Institute (TDI) starting in March 2015 and through 2016. Trainings also offered to individual programs, departments and agencies on request

Resources: .2 FTE in ESJ Office; ESJ IBT members

Budget: \$59,682

- Salaries and Benefits: \$59,682

Improve Community Engagement practices

Outcome: Enhanced and consistent use of Community Engagement Guide and Language Access (translation and interpretation) Tools.

Deliverable products:

- Technical assistance to departments/agencies and partner organizations on use of Community Engagement Guide and community engagement best practices
- New language tiers for Translation Policy by September 2015
- Updated Community Engagement Guide by December 2015. Community Engagement Guide and Language Access training integrated into quarterly tools training, and delivered to departments and agencies on request.

Staff Resources: .2 FTE in ESJ Office; ESJ IBT members

Budget: \$59,682

- Salaries and Benefits: \$59,682

Lead regional efforts to advance equity and social justice

Outcome: Technical assistance, support and leadership to local, regional and national partners trying to advance equity and social justice in communities and within their institutions/organizations.

Deliverable products:

- Support, leadership and training to philanthropic organizations, such as the Seattle Foundation and others
- Support, leadership and training to regional bodies, such as the Puget Sound Regional Council and the Puget Sound Clean Air Agency
- Support, leadership and technical assistance to local jurisdictions, such as City of Renton, City of SeaTac and City of Kent
- Main convener of the 2015 Governing for Racial Equity Conference on June 11-12 at the Washington State Convention Center with participation of 400-500 individuals from local and

national jurisdictions; and convener with other jurisdictions of the Governing for Racial Equity Network

- Support to other jurisdictions and organizations across the nation that are seeking information about King County's ESJ activities to guide their work
- Represent King County on the leadership groups of local and national equity initiatives, including the Seattle Race and Social Justice Community Roundtable and the Regional Equity Network

Staff Resources: .2 FTE in ESJ Office; ESJ IBT members

Budget: \$109,682

- Salaries and Benefits: \$59,682
- Non-Labor: \$50,000

Robust employee and community engagement

Outcome: Strengthened engagement, communication, awareness and training of ESJ both internally with employees and externally with the public.

Deliverable products:

- Quarterly Basic ESJ training to employees and partner organizations through King County TDI
- Inclusion of ESJ section in the Leadership Academy
- Yearly train-the-trainer course to train new **county employees** and staff in partner organizations to teach the Basic ESJ curriculum
- Produce a quarterly newsletter for employees, and a quarterly newsletter for the public and community partners
- Annual ESJ forum for nearly 400 employees, featuring a national equity speaker
- Annual ESJ fair for all King County employees
- A competitive process and disbursement of funds to support employee efforts to advance ESJ activities and engagement through the ESJ Opportunity Fund
- Increased ESJ presence and engagement through social media

Staff Resources: .3 FTE in ESJ Office; ESJ IBT members

Budget: \$193,523

- Salaries and Benefits: \$ 89,523
- Non-Labor: \$104,000

Accountability and organizational advancement towards equity

Outcome: ESJ work plans advanced countywide, ESJ skills developed among county leadership, and collaboration catalyzed and supported across county agencies

Deliverable products:

- ESJ Inter-Branch Team (IBT) supported and ESJ integrated across King County by leading, coordinating and providing work plans for main IBT team, planning committee, and strategy teams
- Operations Cabinet, Cabinet and other leadership bodies supported and strengthened through briefings and trainings that advance the ESJ activities and develop equity capacity among leadership
- Department/agency ESJ commitments and work plans advanced and supported
- Department/agency ESJ commitments/work plans coordinated and tracked
- ESJ report drafted, coordinated and completed

Staff Resources: .3 FTE in ESJ Office; ESJ IBT members

Budget: \$107,523

- Salaries and Benefits: \$89,523
- Non-Labor: \$18,000

Coordination, collaboration and ESJ lens in major county priorities and initiatives

Outcome: Coordination of major county initiatives and priorities, and collaboration to ensure a strong equity lens and approach.

Deliverable products:

- Prominence and inclusion of equity considerations in
 - The Transformation Plan, Best Start for Kids, and Communities of Opportunity
 - Criminal Justice Reform and Disproportionality
 - Best Run Government and Employer of the Future
 - Budget development, Lines of Business

Staff Resources: .1 FTE in ESJ Office; ESJ IBT members

Budget: \$29,841

- Salaries and Benefits: \$29,841

In 2015 and 2016, a major goal of the Office of Equity and Social Justice (ESJ) will be implementing the next steps and recommendations in the Limited-English Proficiency (LEP)

Outcome: Implementation of most elements in the Limited-English Proficiency (LEP) Proviso Report's short term recommendations.

Deliverable products from the LEP Proviso Report:

- Statement of Values: Executive transmittal and Council adoption of a policy document (motion or ordinance) stating King County's values in serving LEP residents that builds on the Executive Order on Translation, the Community Engagement Guide, and the Equity and Social Justice Ordinance.
- Translation and Interpretation Services: A Translation Coordinator for increased coordination of translation services across the county and additional budget for translation services costs across agencies; Expansion and increased coordination of interpretation efforts across the county.
- Outreach and Engagement: Expansion and increased coordination of outreach and engagement efforts to community based organizations (CBOs) that serve LEP communities and LEP residents across the county; Implementation of a "Trusted Advocate" model in the county's outreach and engagement efforts (with either King County staff with specific language skills that is embedded in LEP communities or a contracted member within specific LEP communities or CBOs); Investment in LEP CBOs through outreach and engagement contracts to help build CBO capacity, enabling the CBOs to better serve their community members and to be better partners with the County; Development of a more-coordinated and deeper presence in LEP communities, by regularly attending LEP community events, coordinating media ad buys, and by holding focus groups.
- Online Communications (Website and Social Media): Continued development of existing Language Portals; Increased and more strategic use of Social Media tools.
- County Workforce and Hiring Practices: Preference for hiring staff with language skills in standard countywide hiring; Expanded financial recognition for language skills; Development and support of apprenticeships and other training programs that target LEP communities.

Staff Resources: .6 FTE in ESJ Office; ESJ IBT members

Budget: \$229,846

- Salaries and Benefits: \$179,046
- Non-Labor: \$ 50,800

Office of Equity and Social Justice

Attachment B

2015-2016 Biennium Budget

1,126,000

	Total Salaries and Benefits
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746,025

Strategic Innovation Plan (SIP)	264,205
Salaries and Benefits (0.5 FTE or 20%)	149,205
Small grants, Summit, consultant, facilitation	115,000
Establish OESJ Office	72,016
Salaries and Benefits (0.1 FTE or 4%)	29,841
Space cost, workstations, etc.	42,175
Equity Impact Review in Decision-Making Process	59,682
Salaries and Benefits (0.2 FTE or 8%)	59,682
Improve Community Engagement Practices	59,682
Salaries and Benefits (0.2 FTE or 8%)	59,682
Lead Regional Efforts to Advance ESJ	109,682
Salaries and Benefits (0.2 FTE or 8%)	59,682
GRE Conference, leadership and training to local and regional organizations	50,000
Employee and Community Engagement	193,523
Salaries and Benefits (0.3 FTE or 12%)	89,523
Opportunity fund	50,000
Trainings, ESJ annual forum, ESJ annual fair, Lunch-and-Learns, etc.	54,000
Accountability and Organizational Advancement for Equity	107,523
Salaries and Benefits (0.3 FTE or 12%)	89,523
ESJ annual report, trainings, etc.	18,000
ESJ Lens in County Priorities and Initiatives	29,841
Salaries and Benefits (0.1 FTE or 4%)	29,841
Limited English Proficiency Recommendations	229,846
Salaries and Benefits (0.6 FTE or 24%)	179,046
LEP, inclusion and Community Engagement	50,800

1,126,000