

SPECIAL MEETING NOTICE/AGENDA OF THE

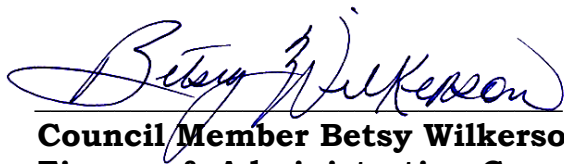
Equity Subcommittee of the City Council's Finance & Administration Committee

**A special meeting of the Equity Subcommittee will be held on Tuesday,
October 4, 2022, at 9:30 a.m.**

A special meeting of the City of Spokane's Equity Subcommittee will be held at **9:30 a.m. on Tuesday, October 4, 2022**, in Conference Room 5A at Spokane City Hall – 5th Floor, 808 W. Spokane Falls Blvd., Spokane, Washington. The meeting can also be accessed virtually via the Microsoft Teams meeting info on the attached agenda.

No public testimony will be taken, and discussion will be limited to appropriate officials, presenters and staff.

Agenda Attached



**Council Member Betsy Wilkerson
Finance & Administration Committee Chair**

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6237, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or mpiccolo@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.



Equity Subcommittee

Tuesday, October 4th, 2022

9:30-11am

City Hall, RM 5A;

[Meeting Link](#)

+1 323-618-1887

Phone Conference ID: 994 148 536#

TIMES GIVEN ARE AN ESTIMATE AND ARE SUBJECT TO CHANGE

Land Acknowledgment & Welcome

9:30 Land Acknowledgement, attendance

Subcommittee Briefing Session:

9:35	Approve August, September meeting minutes	Alex Gibilisco
9:40	Report out – community updates/ events/ concerns	All
9:50-11am	Subcommittee governance	All/ Alex Gibilisco

Standing Update(s):

--	--	--

1:30 Adjournment

- Next Equity Subcommittee Meeting, November 1st, at 9:30am, City Hall, Tribal Room (1st floor)

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Council Briefing Center in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or msteinfson@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

Equity Subcommittee Meeting Minutes – August 2, 2022 9:30 at the Central Library, Spokane WA

Attendance:

Amanda Donovan, Jennifer Morris, Jesus Torres, John Alder, Kiana McKenna, KJ January, Salanyaporn (Vivian) Chalardsoontornvatee, Stephanie Courtney, Wendy Levy

Staff: CM Wilkerson; Jerrall Haynes, Civil Rights Director; Matt Boston, Council Budget Director; Lisa Gardner, Council Public Information Officer; Alex Gibilisco, Council Manager of Equity and Diversity Initiatives; Mark Carlos, Legislative Assistant for CM Wilkerson

Land Acknowledgment

Introductions

Logistics and Background

OPMA Training is needed for subcommittee members

Scheduling, when is best?

- Tuesday Mornings

- Doodle Poll

Our goal is to create a space of belonging. This includes the spaces that the subcommittee meets and throughout the City of Spokane.

Budget Presentation

Budgetary Process was presented to the subcommittee by Matt Boston.

- Fall Budget can be seen at my.spokanecity.org/budget

- 2022 Budget is \$757 million

- “How we spend our money reflects on us as a City” – CM Wilkerson

Intro to Municipal Government

Group Expectations

Trusted Messengers

- Who community members can reach out to regarding certain concerns

- Distribution List

Goals and how things work with City Processes

Data specific to Spokane especially when it comes to BIPOC and historically marginalized communities.

City of Spokane’s Definition of Equity in writing

Accessibility as a Civil Rights issue

-Strategic Plan of OCREID includes Government Education on this topic.

Feed back on We all Belong Resolution

DRAFT



Equity Subcommittee Meeting Minutes – September 14, 2022 at the Liberty Park Library

Committee Attendance: Jesus Torres, John Alder, Kiana McKenna, KJ January, Salanyaporn (Vivian) Chalardsoontornvatee, Sarah Dixit, Stephanie Courtney, Tasia Weaselbear

City participation: CP Beggs, CM Wilkerson, Mark Carlos, Hannahlee Allers, Alex Gibilisco, Jerrall Haynes.

Guest/open forum: NA

Land Acknowledgment

Reflection: [Remembering Sandy Williams](#)

Last night she was called a Social Justice Warrior. We have lost a warrior in our Community.

Having a vision and coming together is how we get there.

As a White Person, the Black Lens has opened my perspective on the World.

Black People also got to see things differently through the Black Lens.

Alex reached out to Sandy, and she said, "First, are you wasting my time? We have had things like (EDI Initiatives) before and it was a waste of our time."

Agenda Logistics

- Minutes will be shared after the meeting.
- Meetings will be recorded for those who cannot make the meeting.
- We still need some OPMA forms to be submitted
- First Tuesday at 9:30 at Briefing Center in City Hall. Location can change
- How can we add more people to the subcommittee?

Updates

- Equity Subcommittee shall review all responsive proposals for siting Basic City Facilities
 - For input and not final decision. Council still has ultimate authority to decide.
 - Main interface with Community
 - This is the most diverse subcommittee and makes sense that it would bring multiple voices to the vetting process

Spokane Motto: "In Spokane, We All Belong"

Council President Breean Beggs gave a presentation on changing the City of Spokane's motto to be more inclusive and reflective of Spokane's identity

Expanding the Circle of Human Concern: Dr John Powell, Othering & Belonging Institute.

Working with Spokane Arts to come up with a logo.

Working with Spokane Public Library to do a photo booth.

CM Wilkerson suggested that committee members use the phrase to gauge the public reaction to it.

What does "belonging" mean.



-Belonging is something you do, provide funding for. Words are not enough.

Legislative Policy Making

Hannahlee Allers gave a presentation about City policy.

City Charter guides how the city works, including State and Federal Law

-Only Spokane city residents can change the Charter

Spokane Municipal Code

-What Council as the Legislative Body of Spokane sets and amends

-Ordinances

-enacts changes to Spokane Municipal Code

-Most ordinances are subject to Mayor's veto

-Mayoral Veto can be overridden by five of seven votes on Council

-Resolutions

-non-binding goals and policy recommendations

-Subcommittees

-Equity, Sustainability Action, and Housing

- each are led by a City Council Policy Team

Office of Civil Rights, Equity and Inclusion

Jerrall Haynes, Civil Rights Officer had a conversation with the subcommittee about his position.

The newly named Frances Scott Elementary is named after a civil rights activist and teacher who fought for this office.

-Councilwoman Wilkerson fought for it before she joined Council, as did many community members and current Council Members

Interviews are currently happening for the office which is budgeted to have four positions including the Director.

DRAFT - Equity Subcommittee

SPOKANE CITY COUNCIL OFFICE

SPOKANE CITY COUNCIL OFFIC | [Company address]

Table of Contents

Background	2
Equity Subcommittee Purpose	2
Equity Subcommittee Vision	2
Desired Outcomes	2
Work-area Outcomes	3
Terms of Membership	3
Equity Subcommittee Operating Guidelines	3
Roles and Responsibilities	4
Communication	5
Agenda-setting and meeting format	6
Criteria for department work to be brought to the subcommittee	7
Workgroups	8
Subcommittee Recommendation – Making	8
Conflict Resolution	8

Background

Equity Subcommittee Purpose

We are here as Black, Indigenous, Latinx, Asian and Pacific Islander, immigrant, refugee, able-bodied and disabled people bringing views and experiences to inform policies, budget and practices of the agencies that manage the City on behalf of the public. We are the survivors of displaced people both native to this land as well as from many places around the world who recognize our interconnectedness and inseparability to place, culture and land, and that we need to be in connection with the places we live.

We are here because we know we are connected to the earth and the environment and that our survival is intertwined with the natural world. We are passionate advocates for nature stewardship.

We are here to learn the current structures that govern our systems, and to help frame and shape them into structures that authentically support all members of the diverse public.

We are here because we stand at the intersection of racial, social, cultural, economic, and environmental justice.

We are here because we bring a diverse set of skills, abilities, and experiences to the table which inform how we work and how we innovate for changes in government to better reflect the needs of ALL people, not just those with traditional access to power.

We are here to increase the strength and resilience of our communities by working together, to learn from one another, and to take what we learn and apply it to how we work with government agencies.

We are here to advance racial equity, diversity, and inclusion and put them into action to bring the changes we want to see: Real access for all abilities, real inclusion of all people, real change.

We are here because we care profoundly, and we want to serve to the best of our ability to benefit everyone in our regional community.

Equity subcommittee Vision

The purpose of the Equity & Empowerment Subcommittee is to identify and dismantle (disrupt) racial and social economic inequities in City services, programs, and decision-making processes by collaborating with City Council. The goal is to ensure that all residents receive equitable services, regardless of race, gender identity, income, gender expression, sexual orientation, country of origin, immigration status, religion, disability, or lived experience.

Desired Outcomes

The Equity Subcommittee and the City Council's Finance and Administration Committee will work together to ensure;

- There is opportunity for long-term relationship building and collaboration.
- Successful developing and implementation of the racial equity, diversity, and inclusion action plan.
- Framework to evaluate proposals to meet equitable outcomes
- Subcommittee members are meaningfully engaged in evaluating identified policies, programs, processes and projects.

- The subcommittee provides clear, consensus-based recommendations and/or guidance to the department.
- City Council leadership participates in ES meetings on a regular basis to build relationships, trust, authenticity and transparency.
- Council initiative managers and staff clearly understand how to work with the ES, bring them in at the right time for best use of their skills, and provide appropriate background information prior to work-specific conversations.
- City Council decisions recognize and respect contributions of the ES.

Work Areas Outcomes

Terms of Membership

ES members are paid participants and receive a stipend of \$(amount TBD) per monthly ES committee meeting.

Initial recruitment will be coordinated with the steering committee.

- Put out an ask to nominate individuals to trusted messengers,
- take recommendations,

Still to be resolved

- Number (12-
- Availability?
- Criteria??

In the event that members form workgroup to work on projects at variable frequency, those members will receive stipends acknowledging the benefit City Council receives from their participation. Service terms for committee members are two years with an option for renewal of up to two additional (two-year) terms.

A member's position on the workgroup may be declared vacant if the member:

- Resigns from the workgroup (this should be in writing and forwarded to the City Council liaison, who at this time is Alex Gibilisco agibilisco@spokanecity.org)
- Fails to attend more than two meetings without prior notice.
- In the event of vacancy, a recruitment process will be co-created (between council office and workgroup members) to fill those positions

Equity Subcommittee Operating Guidelines

Convening of Meetings

- In-person meetings will be held during the week when people are most available to attend.
- On occasion longer retreats will be held at mutually agreed upon times and locations.
- Virtual meetings will be held at mutually agreed upon times.
- In-person meetings will be held in accessible and inclusive spaces, most regularly at City Council 808 W Spokane Falls Blvd, Spokane WA 99201, unless otherwise decided by the group.
- When in-person meetings are not possible, meetings will be held virtually via accessible video/phone conference software at an appointed and agreed-upon time and frequency.

- When in-person meetings are held, a virtual option to participate will be made available for those who prefer or need to maintain social distance.
- When meetings are scheduled in-person (with virtual participation as needed) they will take place monthly and will be 2.5 hours, with the first half-hour dedicated to breaking bread together.
- When meetings are virtual, they will take place monthly and will be 2 hours, with the option to log-in up to 15-minutes before the meeting starts to ensure equipment is functioning appropriately.
- The Council staff liaison (at this time Alex Gibilisco) will provide the previous meetings minutes / actions / decisions AND meeting materials and agenda for the upcoming meeting at least 7 days prior to the next meeting via email, with additional phone follow-up for those who desire or need additional accommodation.
- Twice a year, the subcommittee will meet with the focus and emphasis on continuing relationship building and inter-committee and committee/council dialogue.

Conduct of meetings

- Meetings will be facilitated by the council staff or a third-party facilitator.
- Meetings will end with a clear understanding of expectations and assignments for next steps.
- Meetings are expected to end at the appointed time.
- City Council staff support will keep a record of meeting attendees, key issues raised, and actions required.
- Comments from individual members will generally not be attributed and a verbatim record of the meeting will not be prepared.
- The previous meeting minutes and a meeting agenda will be forwarded to members of the committee at least one week before the next meeting.
- Twice a year, the committee will have a retreat to connect, with the focus and emphasis on continuing relationship building and with in the subcommittee, council office, and community.

Committee Meeting Agreements

- Through the following team norms, we strive to live up to our organizational values of Integrity, Compassion, Respect, Equity, Collaboration, and Innovation.
- **Cultivate brave space**
- **Speak your truth** (and speak truth, not about saying it right or trying to be perceived in a particular way)
- **Move up, move back**
- **Be accountable for your impact** (vs. your intention)
- **Be open and curious**
- **Notice your own defensive reactions** and attempt to use these reactions as entry points for gaining deeper self-knowledge, rather than as a rationale for closing off.*
- **Recognize how your own social positionality** (e.g., race, class, gender, sexuality, ability) informs your perspectives and reactions to your colleagues and facilitators*
- **Differentiate between safety and comfort.*** Accept discomfort as necessary for social justice and racial equity growth. (Often times, we think about comfort as safety, but they're actually

different things.) Understand when you or others are actually unsafe because you or they are the targets of racism and/or other forms of oppression.

- **Identify where your learning edge is and push it.** For example, whenever you think, I already know this, ask yourself, How can I take this deeper? Or, How am I applying in practice what I already know?
- **Accept and expect non-closure**

Roles and Responsibilities

The Equity Subcommittee is an advisory group to Finance and Administrations Committee

Equity subcommittee members agree to:

- Provide specific community expertise, including identifying emerging local issues.
- Review materials provided and comment promptly when assigned to do so.
- Attend all meetings possible and prepare appropriately.
- Complete all necessary assignments prior to each meeting.
- Relay information to their communities after each meeting and gather information/feedback from their community members as practicable before each meeting.
- Articulate and reflect the interests that the committee members bring to the table.
- Maintain a focus on solutions that benefit the people and environment of the region.
- Discuss, ask questions, and give reflection, feedback and guidance to City Council on department work regarding policies, programs, processes, and projects brought to the committee.
- Continue to learn how City Council operates to then share with community.
- In sharing your expertise with City Council, be an independent and honest voice.

City Council, staff and council leaders agree to:

- Equip members to have the information needed to represent their role on the department's ES to community members as it is available to staff.
- Provide the ES members the opportunity to collaborate, co-create and inform on council work to support the advancement of racial equity. (Engagement Spectrum)
- Ensure that council members and staff are embedded at ES meetings to listen, ask questions and connect, to ensure ongoing trust, relationship building and transparency.
- Invite ES to participate in the subcommittees and projects facilitated by City Council policy staff (ie. SAS, HAS, etc)
- Ensure that project managers bringing work to the ES have given the committee sufficient background information.
- Come to the ES at the onset of the planning process and in advance of each decision point, allowing them to interact directly with decision makers rather than later as a review body.
- Keep the ES informed quarterly of progress and how their guidance has supported department work.
- Provide an updated timeline of work projects related to policy, processes, programs and projects for the ES to identify where they best want to focus their current efforts.
- Provide technical expertise and break down concepts into everyday language for conversation.
- Manage logistics for meetings; including food and any special accommodations.

- Explain the reasons if deviations are taken from ES recommendations and provide insight on how to make improvements in the future for recommendations.

Communication

- ES members will be informed/reminded of meetings through email or by phone, depending on their preference, at least two weeks prior to the meeting.
- Meeting materials for review (including agenda and previous meeting minutes) will be provided no later than 7 days prior to the meeting.
- ES members also have the opportunity to participate in coffee get togethers (in person or virtual) with rotating members of the subcommittee, including Council members and council staff to build between meeting connections and relationship building. The staff liaison will support this opportunity with check-ins during each regular meeting.

Agenda Setting and Meeting Format

- In-person meetings will provide time to spend time with one another prior to the meeting start.
- The agenda will hold space and identify a person to deliver a land acknowledgement.
- The agenda will take into account time for people to check-in and share updates.
- The agenda will maintain time in the schedule monthly, every other month, or quarterly as determined by the committee, for learning about the City and processes of governance.
- The agenda will allow for time for people to ask clarifying questions before diving in deeply on to a topic for discussion.
- The agenda will create opportunities for small group discussions in addition to large group conversation.
- The agenda will have time for review of agreements and assignments at the end of each meeting to ensure mutual understanding of expectations prior to the next meeting.
- The agenda will provide opportunity for stretch or movement at least every 90 minutes for one to two minutes to support people's minds and bodies.
- The meeting space will reflect accessibility needs of participants, including but not limited to the limitation of perfumes and scents, specific lighting needs, chairs without arms to accommodate different body types and sizes, as well as space for those using mobility devices.
- Participants logging in virtually to in-person meetings will be placed on a screen/computer at the table near the meeting liaison or facilitator with a speaker to amplify their voice as they participate in the meeting real time.
- Items will be provided to support focus and listening (i.e. fidget spinners, legos, pipe cleaners, pencils/paper for sketching) will be provided at tables, in addition to nature elements (potted plants, etc.) to support a welcoming space and environment.

Criteria for Department Work to be Brought to the Committee

**Please check with ES staff manager to if confirmation of this unlikelihood is required.*



For the 2021 - 2023 time period, within the framework of bond implementation, projects brought to the ES should be considered if they have the potential to affect:

- Advancing racial equity
- Economic impact in communities (via contracting, hiring, recruitment, grant-making, paid partnership, or via impacts to economic justice)
- Health Equity
- Environmental justice
- Disability justice and inclusion
- Advancing successful outcomes for communities
- Project should be early enough in development that the committee has capacity for impact rather than a “rubber stamp”.
- Initiative managers, with a solid understanding of their roles and responsibilities (see roles and responsibilities section) may submit proposed work to the committee through the City Council subcommittee liaison.
- The committee will then have an opportunity to assess work they would like to take on 2021 - 2022.
- The committee will determine the portfolio of work to take on with consideration to timeline and potential for impact.

Sub-Committees

ES subcommittee members may decide they would like to focus on a particular area of interest that is not necessarily in the interest of the whole group. In this case, workgroups may be formed. These will meet at different times to the regular monthly meetings to be agreed upon by those in the sub-committee.

Subcommittee Recommendation Making

The ES is an advisory body. Where the committee comes together to discuss and make recommendations to council members, subcommittee members will strive to reach agreement by consensus at a level that indicates that all partners are willing to “live with” the proposed action.

Doing so will be done at the end of a dialogue period and will be done with a show of thumbs up (good to go), thumbs to the middle (can live with it) and thumbs down (do not approve of proceeding.)

If there are members of the committee in the thumbs down position, dialogue will continue to try to understand and assess those points which are up for contention before a final thumbs up / middle / down for recommendations to the parks and nature team members on their particular body of work.

- Committee members will strive to work expeditiously and try to avoid revisiting recommendations once made.
- If agreement cannot be reached on a particular issue, the committee acknowledges that the work team in charge will retain final authority on how to proceed.

Conflict Resolution

- When an issue arises that cannot be easily resolved, the ES committee agrees to:
- Remember that relationships, trust, and transparency are central to moving the dial forward on racial equity.
- Determine if the issue should be resolved within or outside of the subcommittee meeting and participate however is appropriate.
- Ensure the appropriate decision makers are at the table to resolve the issue.