



Equity Subcommittee

Tuesday, March 7, 2023

9:30-11am

City Hall Lobby, RM Tribal Room

[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 January Minutes	Alex Gibilisco
9:40	Share successes in work or live in advancing equity	All
9:50	EWU Presentation Metrics	Dr. Patrick Jones
10:20	Elect chair and vice chair	CM Wilkerson, Alex Gibilisco
10:40	Vote on Equity Subcommittee Bylaws	Alex Gibilisco
10:50	Working Groups	All

Standing Update(s):

--	--	--

1:30 Adjournment

- 1) Next Equity Subcommittee Meeting, April 4th, 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 msteinolfson@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.



Attendance: Salanyaporn (Vivian) Chalardsoontornvatee, Amanda Donovan, Kiana McKenna, Stephanie Beans Courtney, Lili Navarette, Jesus Alvarez, Doug, KJ January, John Adler

Staff: Alex Gibilisco, Mark Carlos, Council Member Wilkerson, Kelly Thomas, Chris Wright, Breean Beggs, Lisa Gardner, Matt Boston

Land Acknowledgment

Guest: Breean Beggs, Council President and Chris Wright, Council Policy Advisor

Chris Wright introduced himself and his new role in Council. He encouraged the Subcommittee members to reach out to him if they need his help.

President Beggs started a conversation about the City's motto which is currently, "The City of Choice." Inspired by Professor John Powell of UC Berkley, he proposed changing the City's motto to, "In Spokane, We All Belong"

- President Beggs said that it may be words, but it can be taken as a platform and a call-to-action.
- A lot of people don't know what "Equity" is so the new motto can be a conversation starter.
- President Beggs is working with Spokane Arts to come up with a rollout that inspires people to share what the new city motto means to them and start a conversation around Belonging.

Some comments from the Equity Subcommittee around Council President's proposal:

- It's now DEIB with "B" for Belonging
- It's not a big thing here yet in Eastern Washington but on the other side of the mountains they have workgroups around Belonging.
- A member said that they were recently on a panel about Belonging and there are many cities who are more ready to accept Belonging.
- It may be a pro that Professor Powell is a person of color, but he's in a more accepting environment for this conversation.
- We need to put dollars where we need to have the conversation in segments of Spokane
- We need to have a conversation within Communities of Color about tough topics like tokenism and colorism.
- Another member didn't know that "City of Choice" was our motto and agrees that we need to have a conversation and listen to the Community at large and ask them what "Belonging" means to them.
- As an immigrant who came to Spokane 30 years ago, one member likes the proposed motto as it reads, but doesn't believe it. They believe that we can work on it, but there's a lot of work to do to ensure that everyone feels like they truly belong.
- Another member of the Subcommittee doesn't like "City of Choice." They think that the proposed motto feels like a vision statement for the City. We have yet to understand what Belonging is to a Person of Color in a White Space. New motto feels very bold. This member did a focus group with members of the community who are Marshallese, Native Hawai'ians and



Samoan where most of them said that they don't feel safe in Spokane. We have work to do for folks to truly say, "I'm from Spokane, I belong in Spokane."

- People have to be aware of what belonging means and what does that look like.
- It feels good to say "In Spokane, we all belong" but it will take a lot of work.
- One person said that they weren't aware of the current motto, "City of Choice." What have people chosen and what are people choosing. Belonging is aspirational.
- Another person agreed that the proposed motto is aspirational but doesn't know if we are there yet. It's something we should strive for, but we need to be honest about it as well.
- One member thinks that the proposed motto is a good catalyst. It's a standard to set ourselves to and a good start for the Community. They also don't like "City of Choice."
- Another member doesn't feel like people in the LGBTQIA2S+ and BIPoC communities don't belong. Something to work towards for everyone to actually belong.
- One person said that not many cities have mottos that have an inclusive vision vs economic like "City of Choice," "City that Never Sleeps."

Council President said he agreed with the sentiments of the group and that is why he wanted to put it out there. He also agreed that we are not there yet as a City and Community.

Equity Subcommittee Workplan

Alex presented the Equity Subcommittee Workplan and a few statistics about the group.

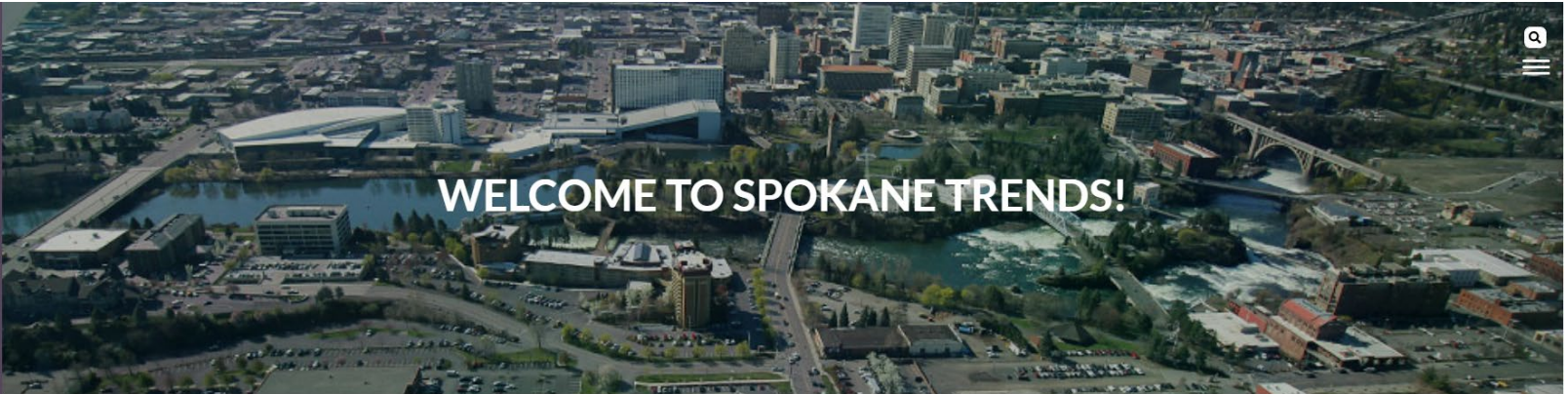
- He also asked the Subcommittee for volunteers for the ARPA group around Multicultural Center Funding

Next meeting will be March 7th at 9:30 via Teams and in the Tribal Conference Room

Peering behind the averages at key socio-economic measures of life in Spokane County

A Talk to Downtown Spokane Rotary
January 12, 2023

Our portal for a look behind the averages



WELCOME TO SPOKANE TRENDS!


Spokane Trends

- People
- Culture & Recreation
- Economic Vitality
- Education
- Environment
- Health
- Housing
- Public Safety
- Transportation
- Priority Spokane

Our Home

Spokane County and environs form the 99th largest MSA by population, but combines the best of both a large and small city environment. A large, rushing river runs through the County, with lakes and mountains within a half an hour drive. The community is home for four universities, a diversifying economy, significant...

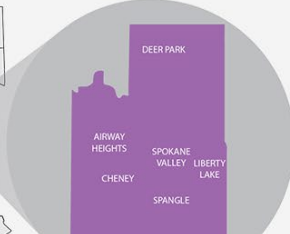
[Read More](#)



Blog

Throughout the year, each of the approximately 190 indicators on the Indicators website are updated within a few weeks of new data becoming available. But, which ones and when? Our blog webpage answers this providing a list of recently updated indicators. Sign up for email alerts here.

[Our Blog](#)



- DEER PARK
- AIRWAY HEIGHTS
- CHENEY
- SPokane VALLEY
- LIBERTY LAKE
- SPANGLE

Today - a look at Spokane via measures that reflect experiences of people of color (POC)

- Increasingly, socio-economic data are available by race & ethnicity
- Experiences by POC are usually different than for Whites
- A growing part of Spokane County
- Generally, the right thing to do



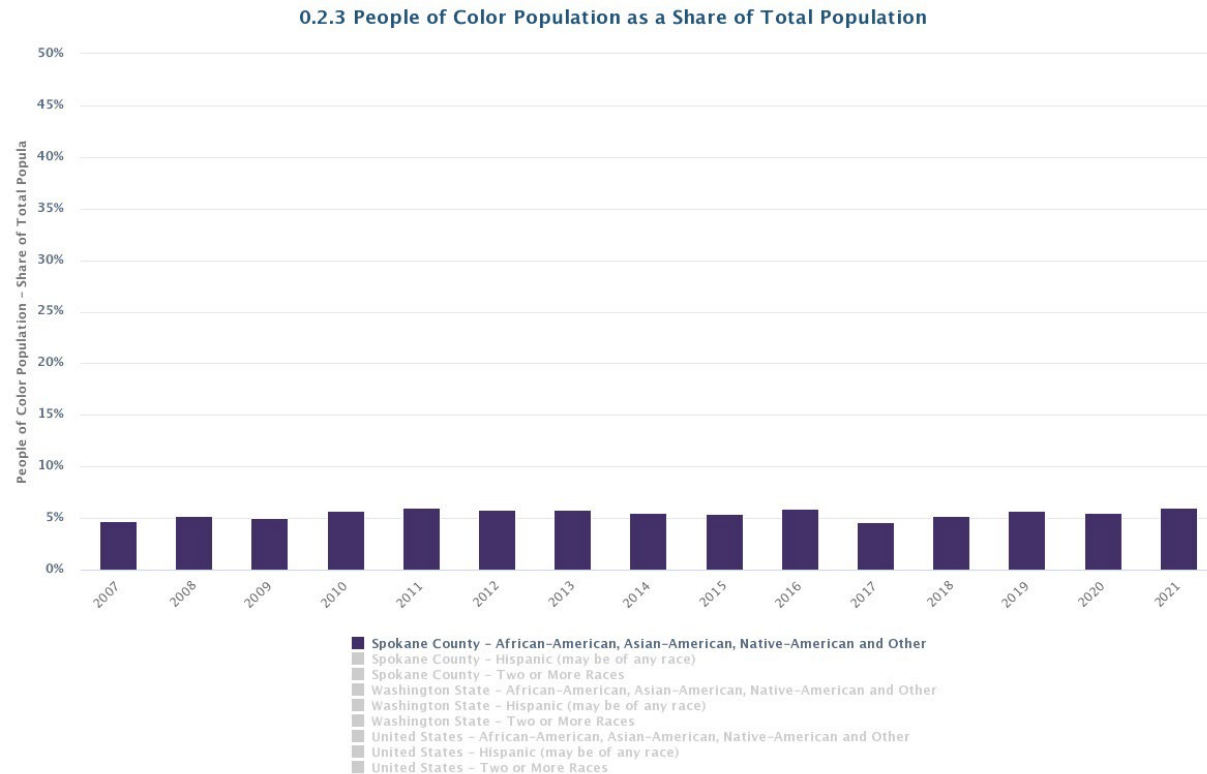
Key takeaways

- POC not a monolithic set of residents in Spokane
- In nearly all cases, the quality of life or living standards for POC are currently *lower* than Whites
- But...the readings today are much better than a decade ago for POC overall
- Will consider 5 measures
- Those trends give me reason for optimism



1st, Population: Consider the share of non-White *races* in Spokane County

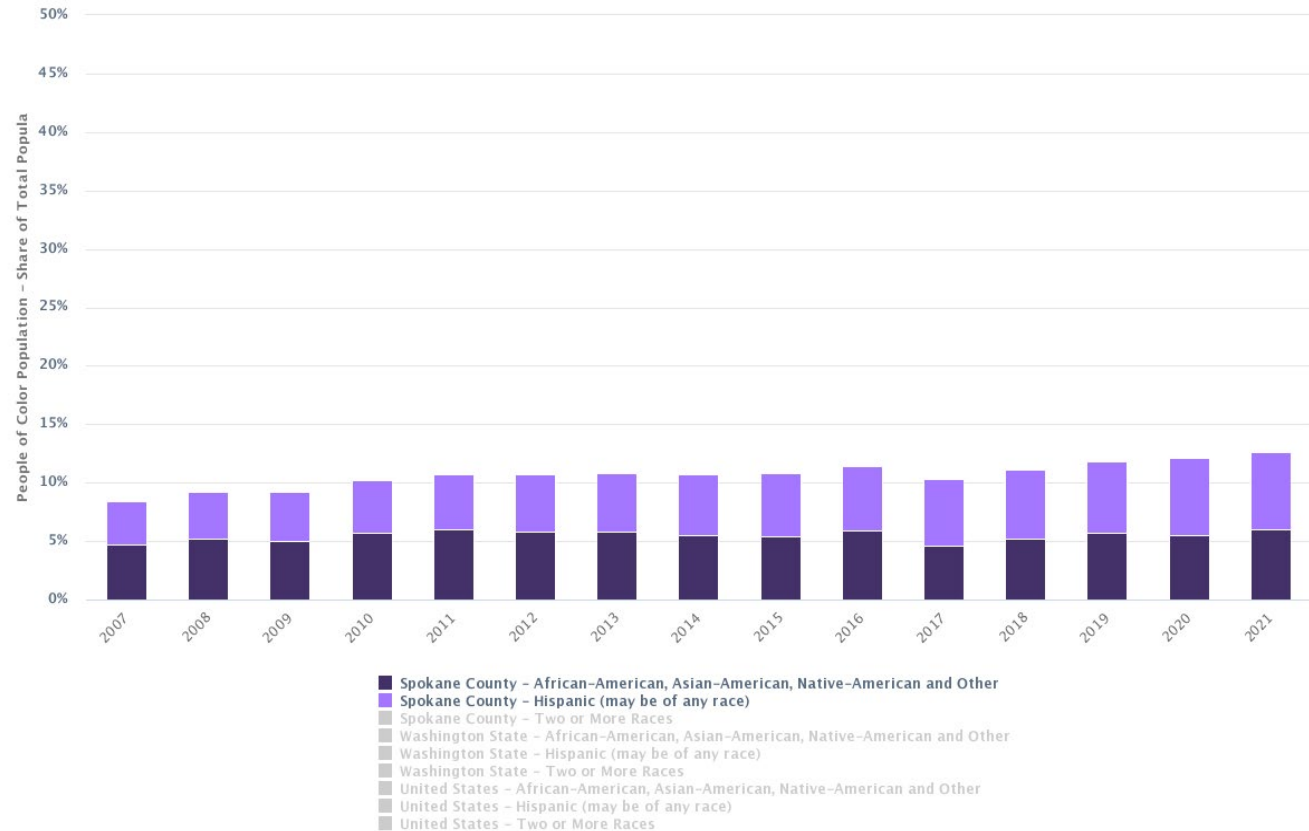
- Included:
 - American Indian/Alaskan Native
 - Asian
 - Black
 - Native Hawaiian/Pacific Islander
- Very slow growth of racial minorities' share here:
 - 2012: 5.8%
 - 2021: 6.0%



Population: Consider the size & growth of Hispanics/Latinos in Spokane County

- Hispanic/Latino shares:
 - 2012: 4.9%
 - 2021: 6.6%
- Largest of the 3 groupings...but not by much

0.2.3 People of Color Population as a Share of Total Population

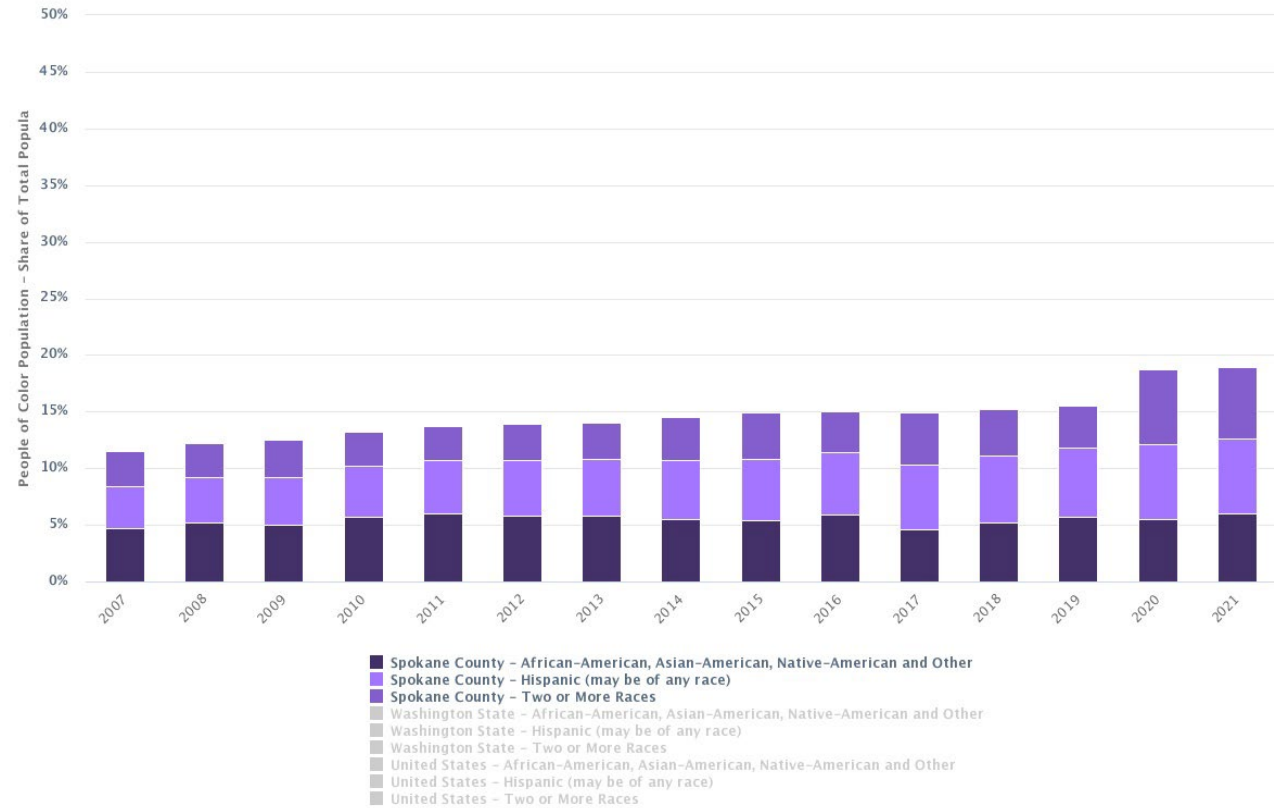


This graph was downloaded on 1/3/2023 from www.spokanetrends.org

Population: Consider the share of Multi-racial, the fastest-growing group in Spokane County

- 2 or more races:
 - 2012: 3.2%
 - 2021: 6.3%
- Large % increase, almost a doubling

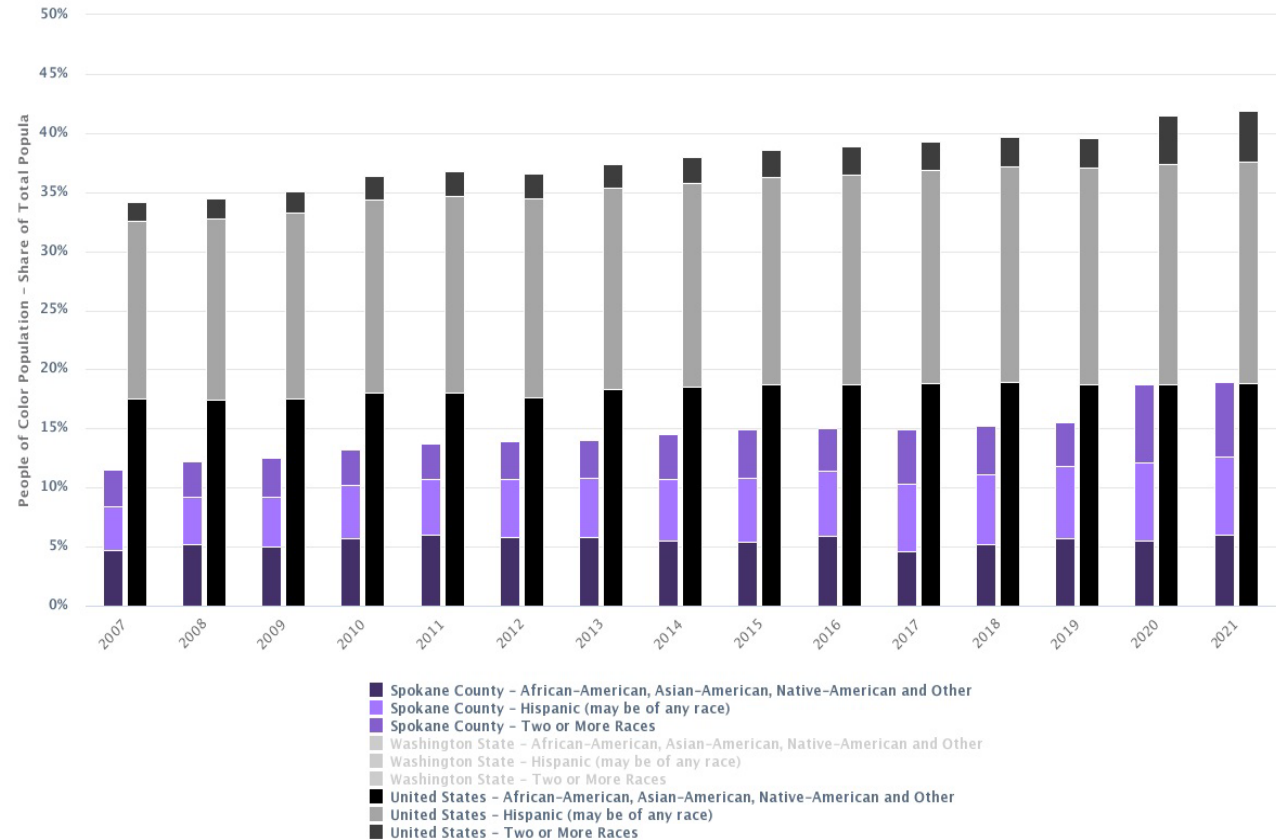
0.2.3 People of Color Population as a Share of Total Population



Population altogether: POC's 2021 share of County population ~19%

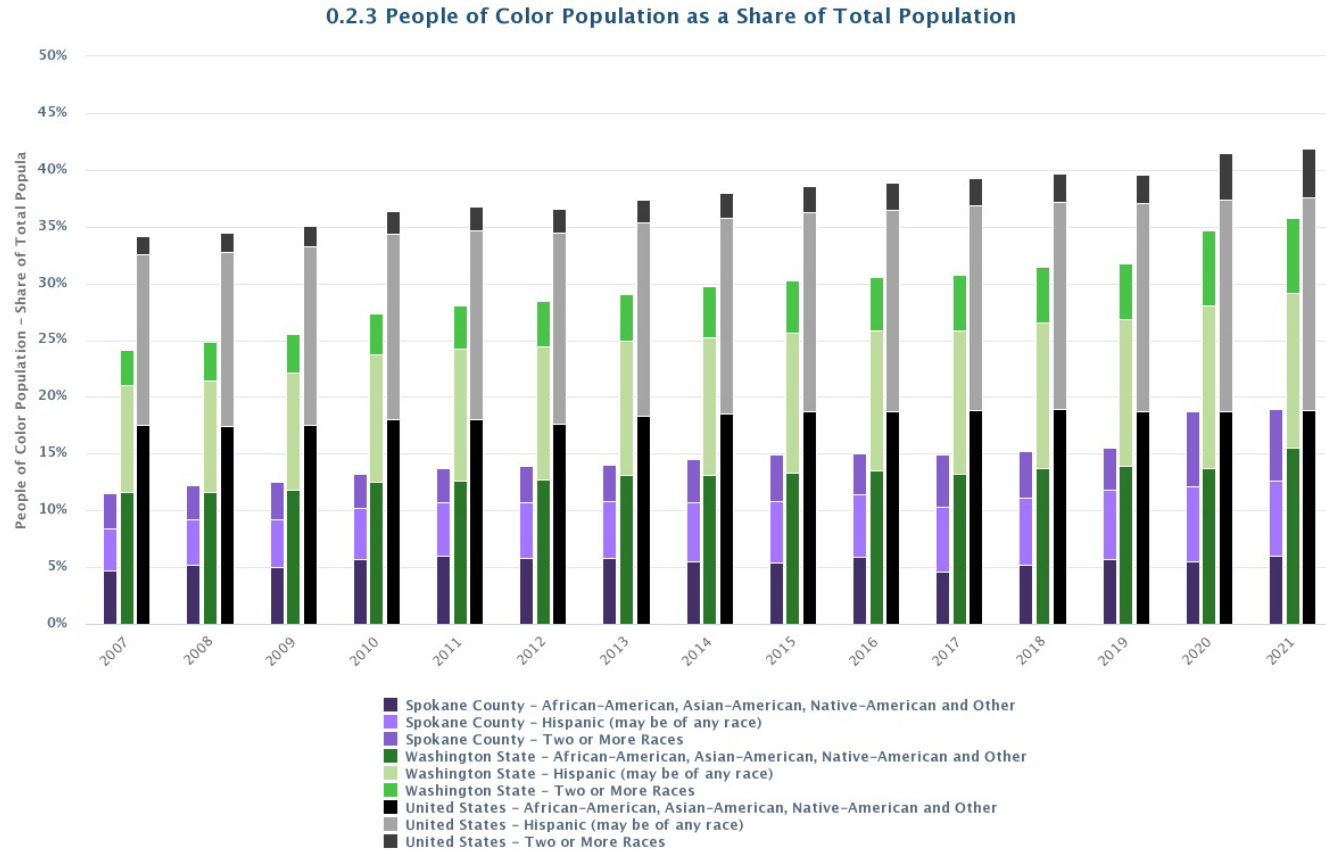
- U.S. share 42%
 - Or > 2x Spokane's share of POC
- But U.S. growth rate over the decade much slower than Spokane's
 - U.S. ~15%
 - Spokane: ~46%

0.2.3 People of Color Population as a Share of Total Population



Population: the near-future face of Spokane, U.S. & WA

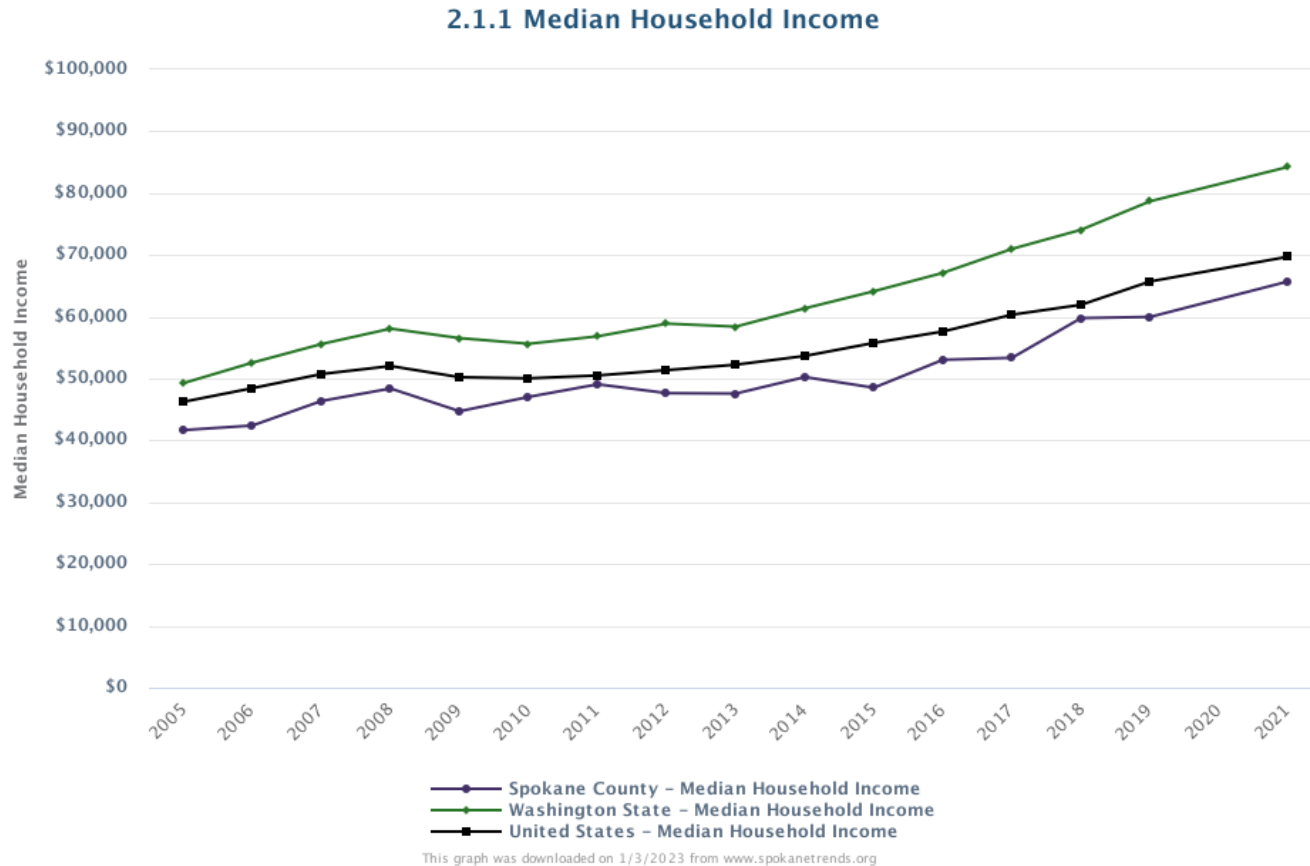
- 2030 POC shares, if growth rates of past decade stay:
 - U.S.: 50%
 - WA: 46%
 - Spokane: 28%
- Likely POC growth rates will not be as high for all 3 areas
- But my hunch that Spokane will be at least 25% , or 150,000



This graph was downloaded on 1/3/2023 from www.spokanetrends.org

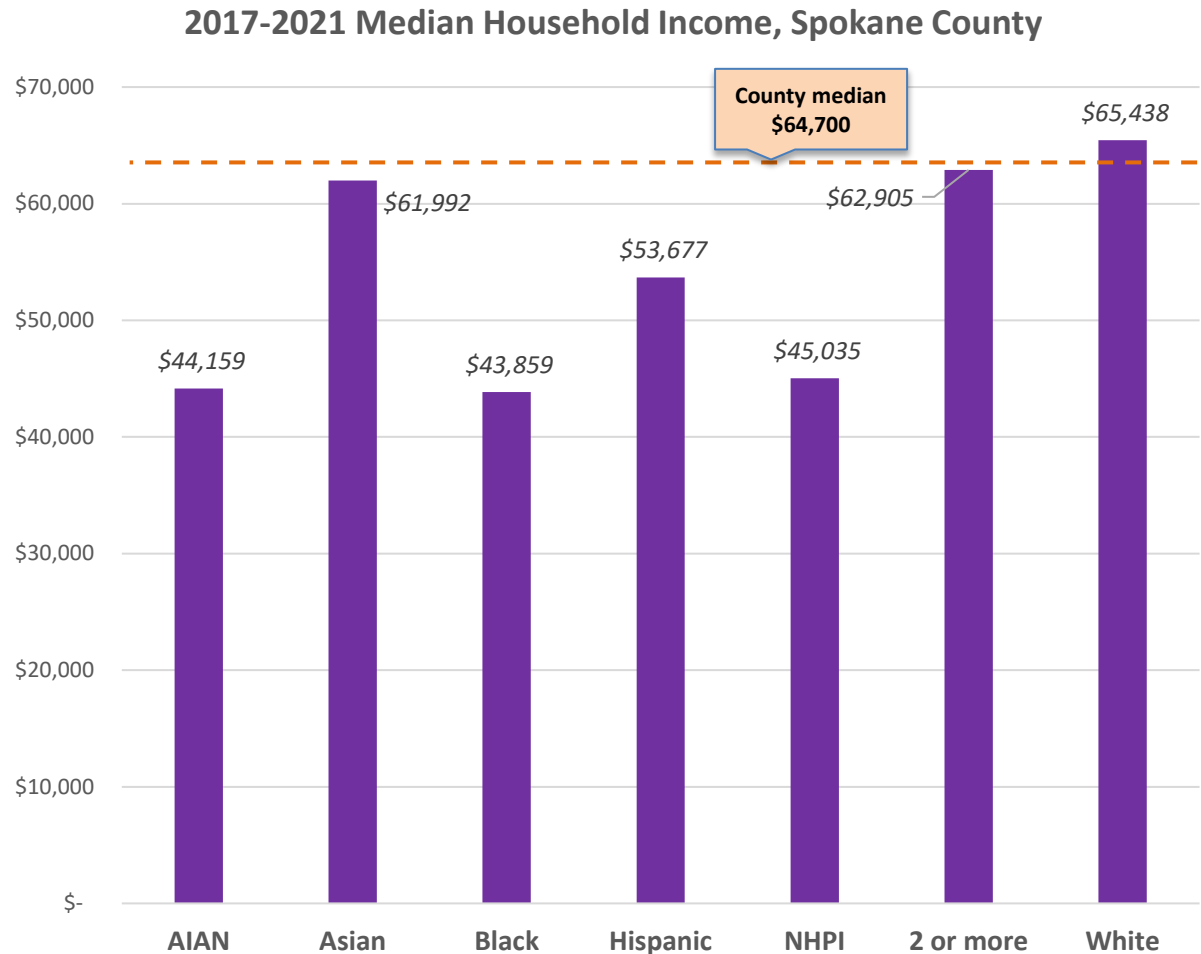
Income: Median Household Income (MHI) – the best single number of economic well-being

- 2021 County estimate: \$65,700
- As % of U.S.:
 - 2021: ~95%
 - 2012: ~93%
- Cumulative growth since 2017 – Spokane has outpaced
 - U.S.: ~16%
 - WA: ~19%
 - County: 23%



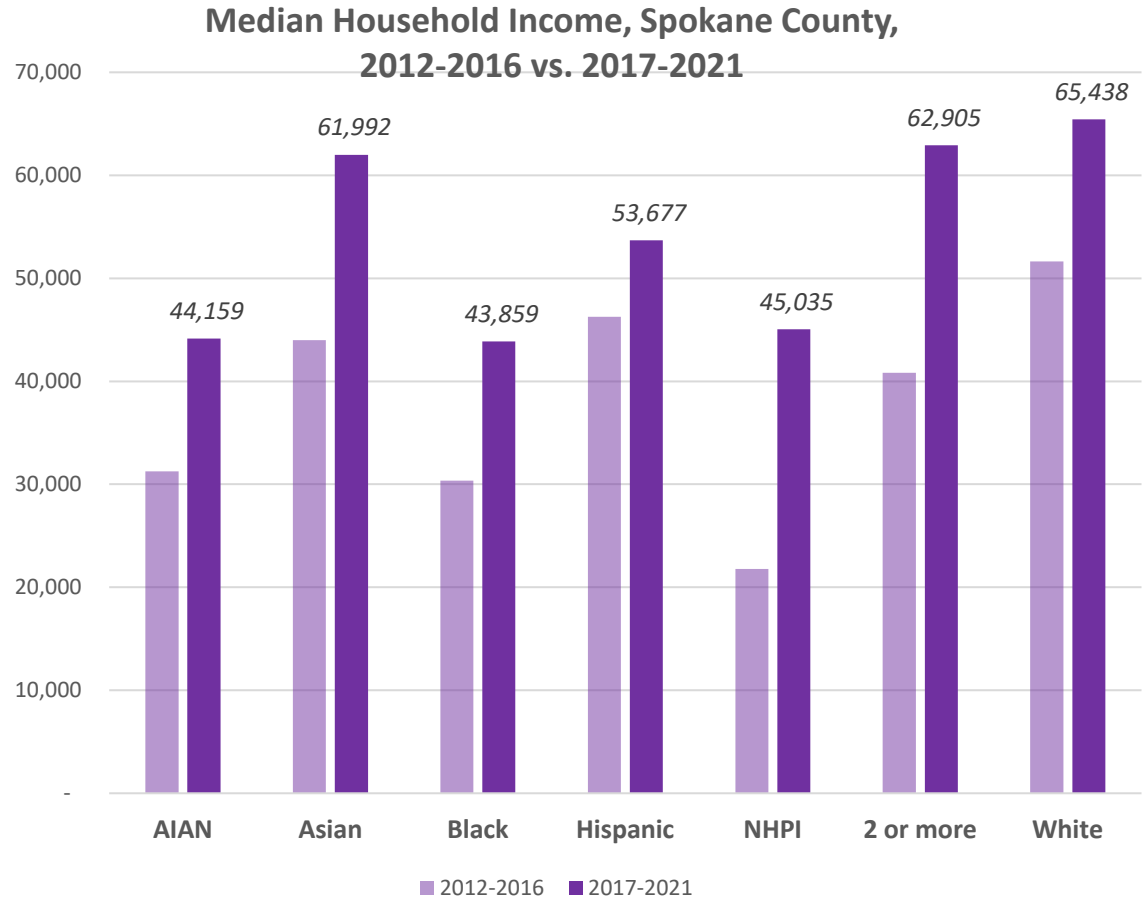
Income: Behind *overall* median household income, huge variation between races/ethnicities

- 3 groups:
 - *High*: Asian, non-Hispanic White & 2 or more
 - *Low*: American Indian/Alaskan Native, Black, Native Hawaiian/Pacific Islander
 - *Middle*: Hispanic
- For the High group – MHI is ~ 50% greater than low group



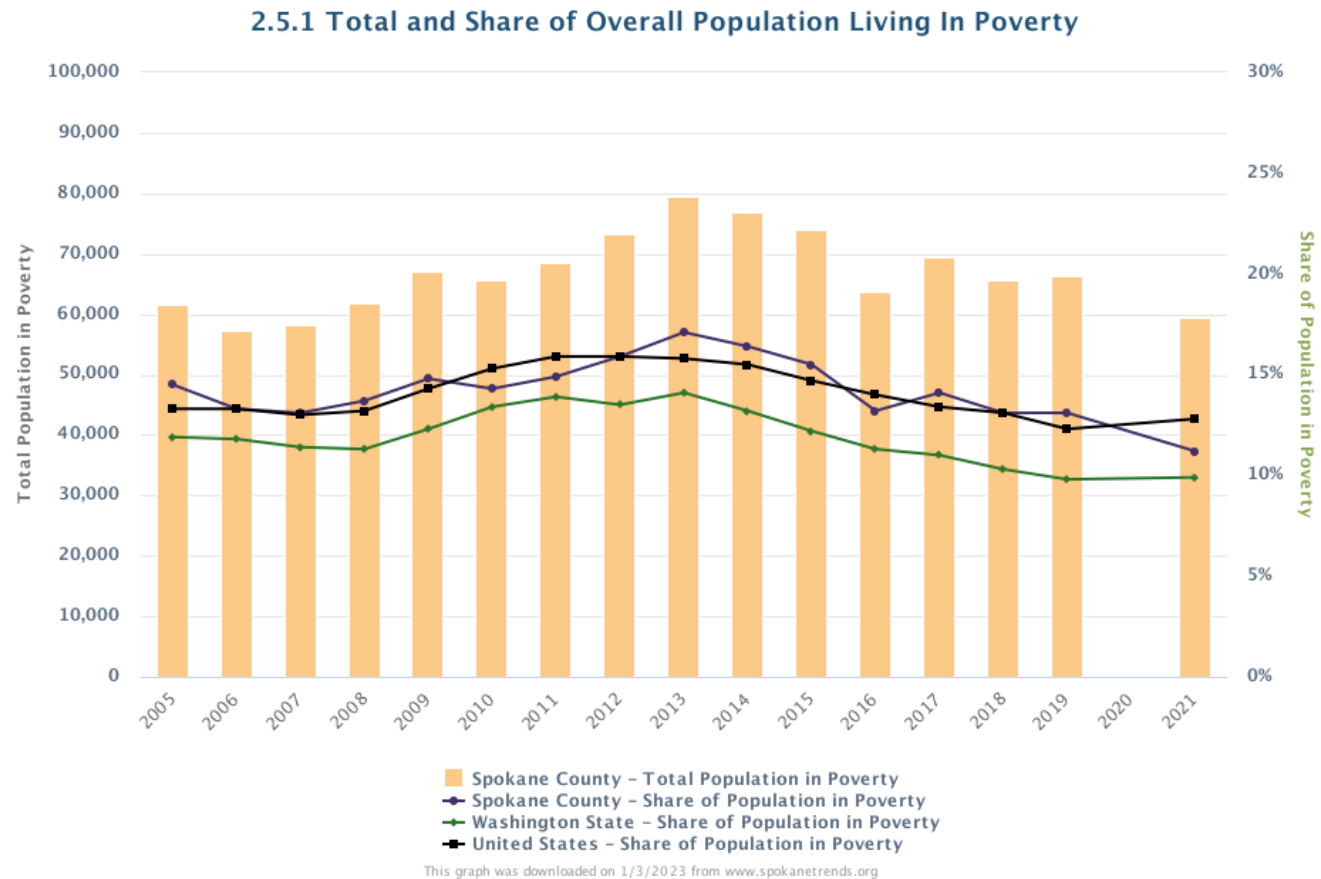
Income: But.... MHI for some POC groups has increased fast: comparing over a decade (\$)

- In the 2nd half decade, the “low” groups moved toward the middle
- So did Asians & 2 or more
- One POC group, Hispanics, did not
- Whites stayed at the same position, relative to the average



Poverty: Big improvement recently in the no. & share of County residents living at or below the FPL

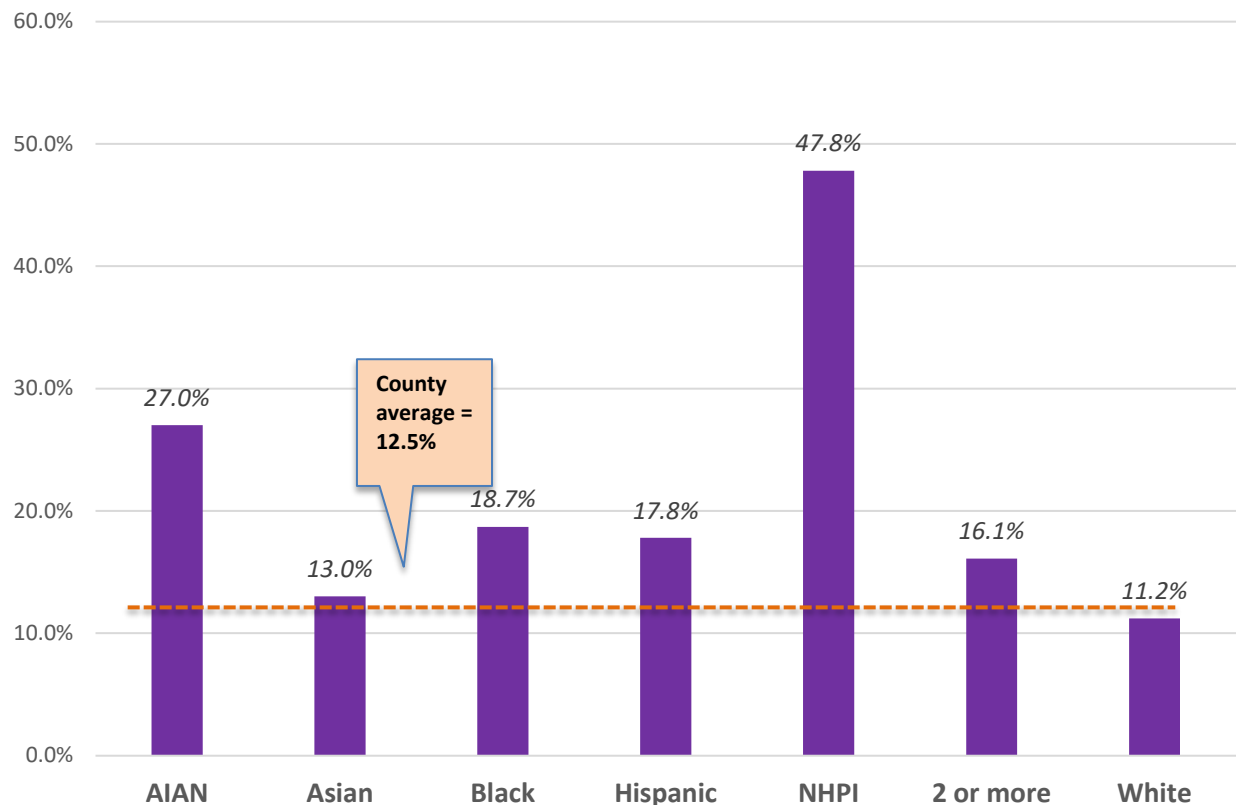
- FPL = Federal Poverty Level, or about \$26,000 for a family of 2 adults & 2 children in 2021
- Lowest no. since boom year 2007
- At 11.2%, lowest rate of *any* year tracked
- Now < U.S. rate
- Still....nearly 60,000 County residents!



Poverty: Most recent 5-year shares of POC living at or below the FPL

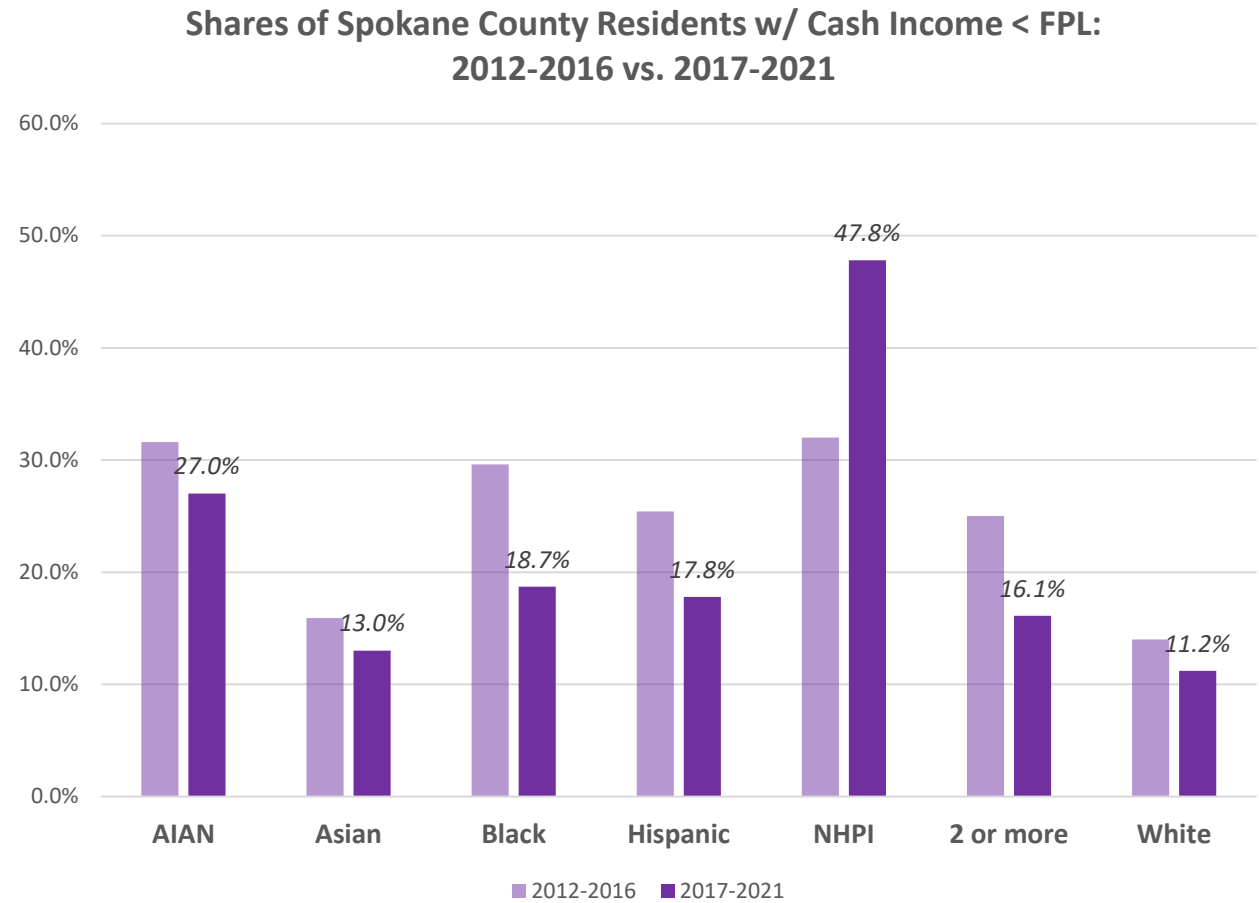
- All POC groups show shares of the population in poverty > County average in 2017-2021
- Whites, slightly below County average

Spokane County Share of Residents w/ Cash Income < FPL, 2017-2021



But.... Shares of POC living at or below the FPL have (almost) fallen faster than for Whites

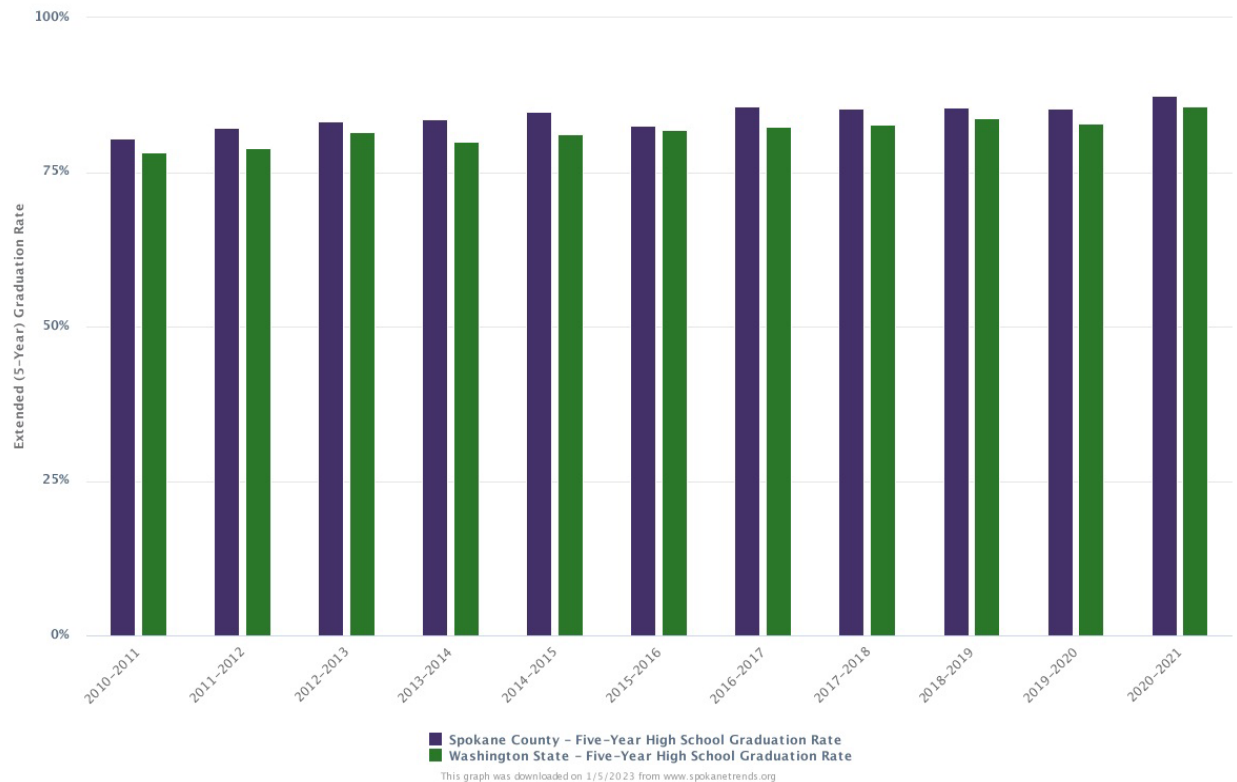
- Largest improvement
 - Blacks
 - Hispanics
 - 2 or more
- White share stayed the same, relative to the County average
- NHPI, a small population with big variation



Education: High school graduation rates are a local success story in our county

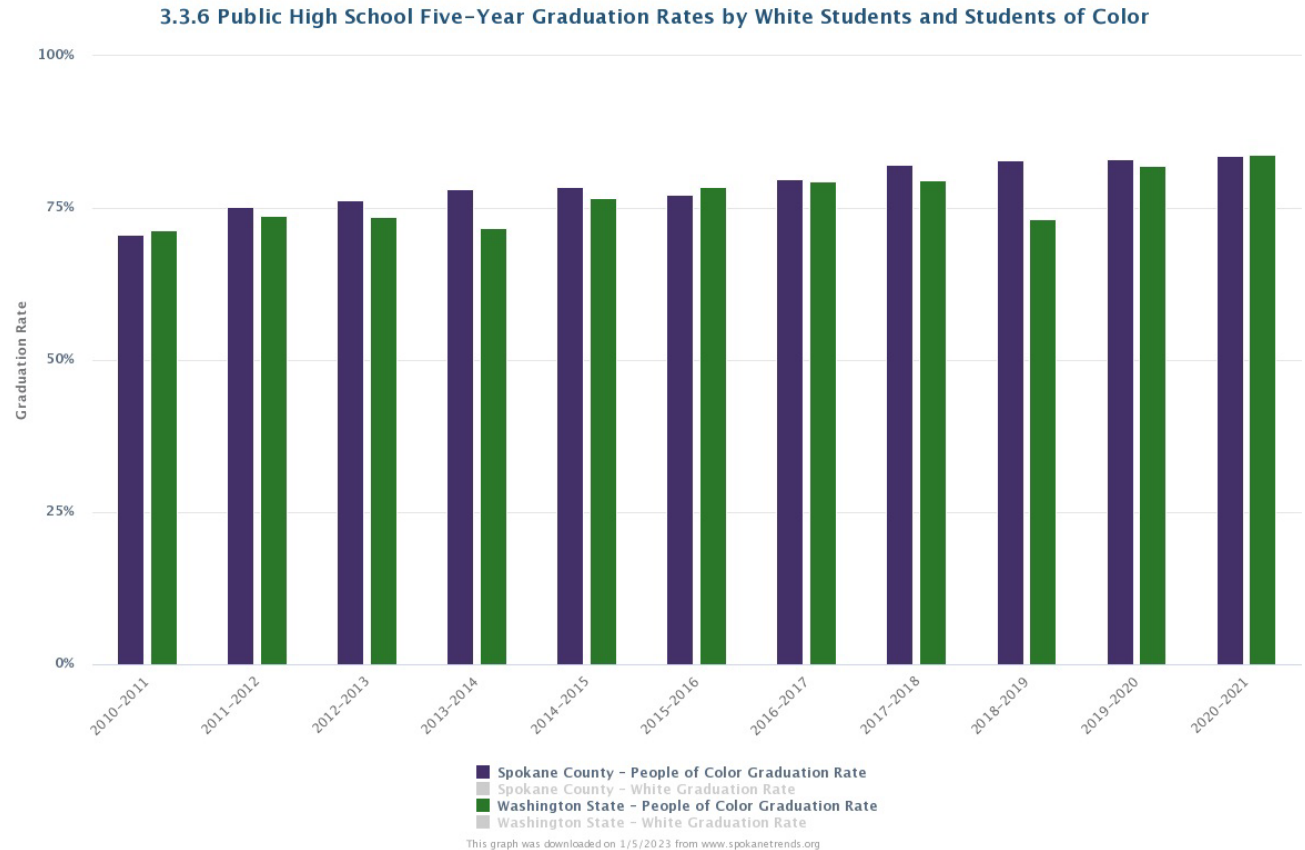
- Spokane County has outperformed WA over past decade
- Wasn't always so
- 2021:
 - 87% of all 9th grade cohort 5 years before County graduated
 - WA: 86%

3.3.4 Extended Graduation Rate for Public High School Students Who Graduate Within 5-Years



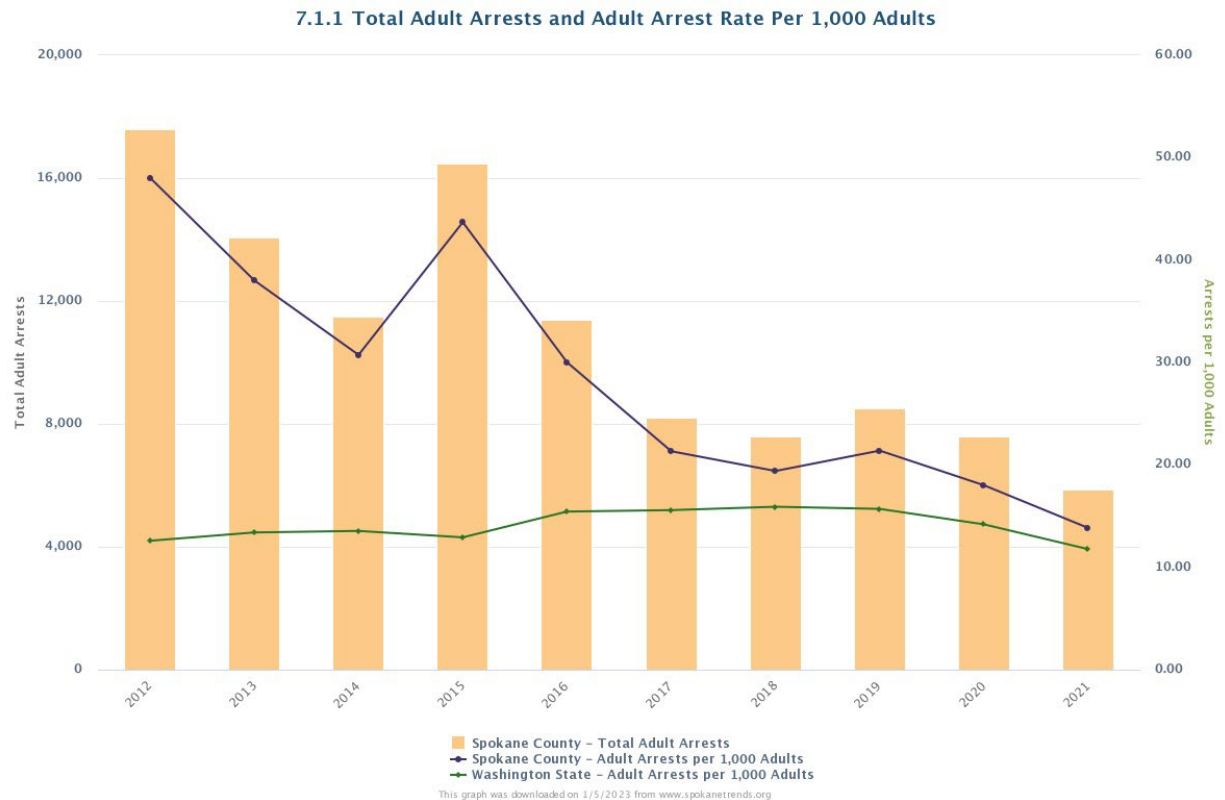
Education: HS Grad rates for *students of color* - also a point of pride

- Same measure – 5 yr. cohort
- Rate a decade ago: 71%
- Rate for cohort graduating in 2021: 84%
- Most years, higher performing than WA ave.



Criminal Justice: *Adult* arrest rates are in a long-term decline

- A decade ago, about 17,500, or 4.8% of all adults arrested
- 2021, ~5,900, or 1.4% of all adults arrested
- Now, Spokane County close to WA rate



Criminal justice: Arrests by race/ethnicity & for all ages show a different experience

7.1.7 Arrests by shares of the racial populations

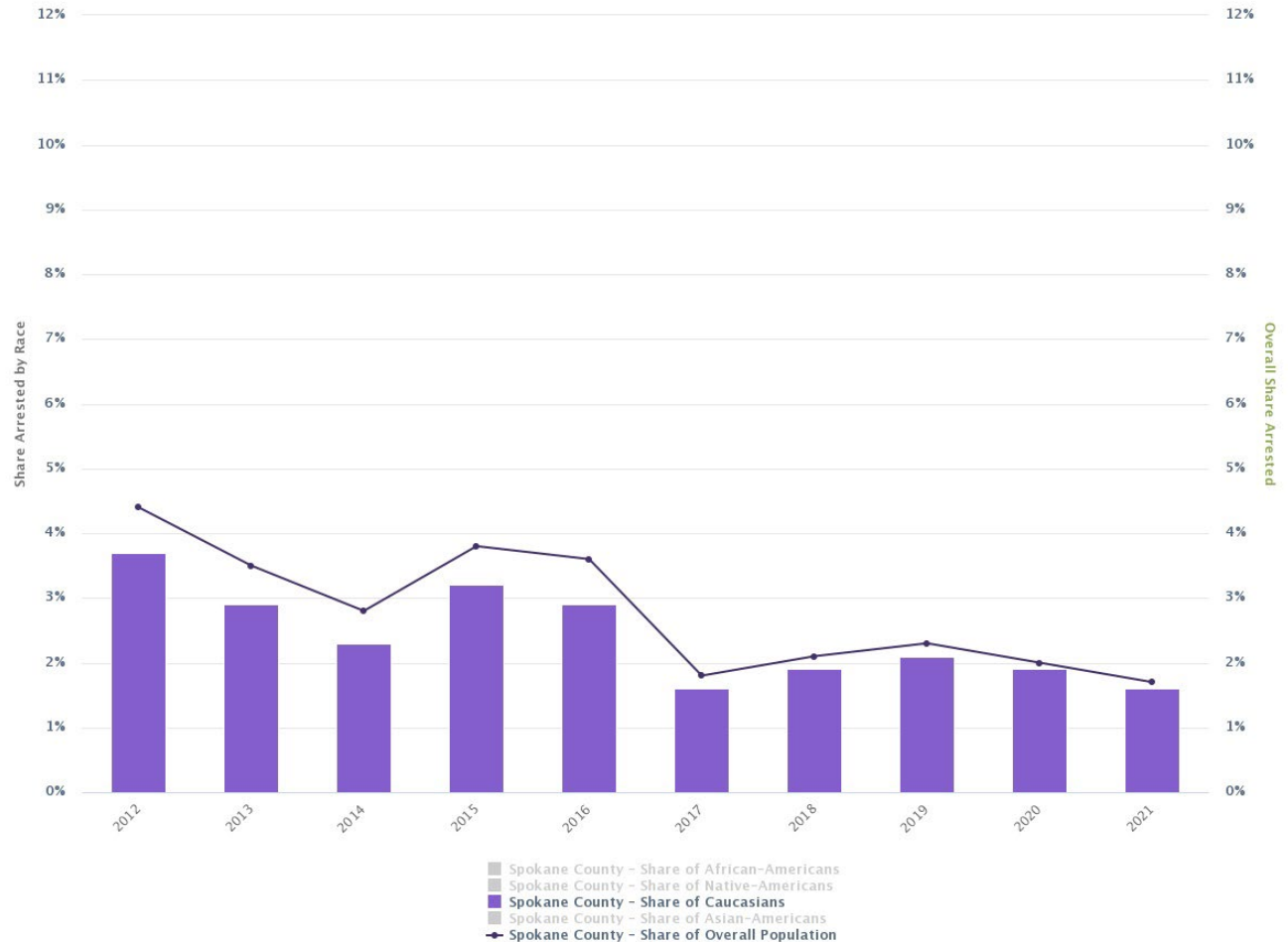
- Same welcome decline overall as share of the population

(line)

- 2012: 4.4%
- 2021: 1.7%

- Whites' experience – roughly same

- 2012: 3.7%
- 2021: 1.6%



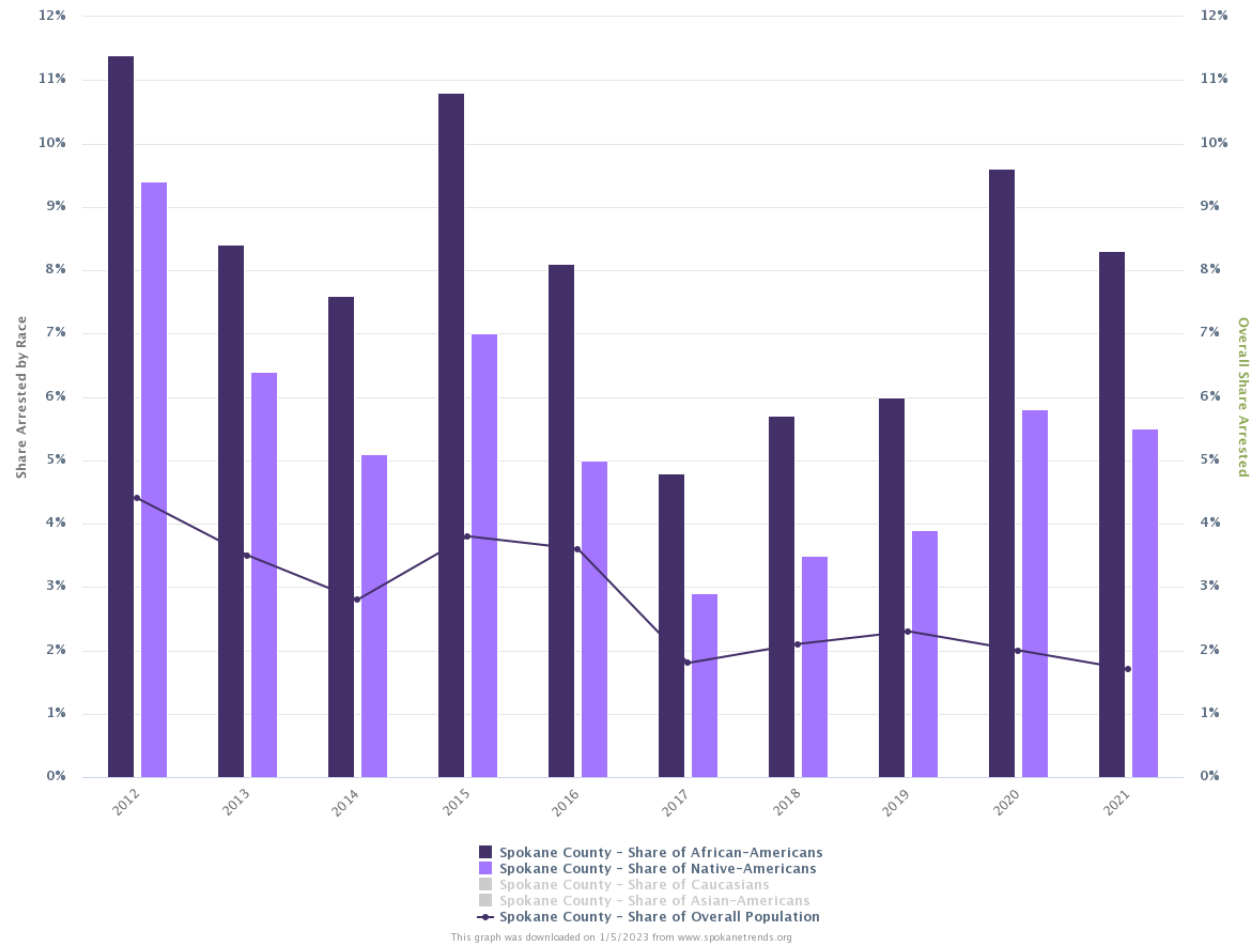
This graph was downloaded on 1/5/2023 from www.spokanetrends.org



Criminal justice: Arrests by race/ethnicity show a startling different experience

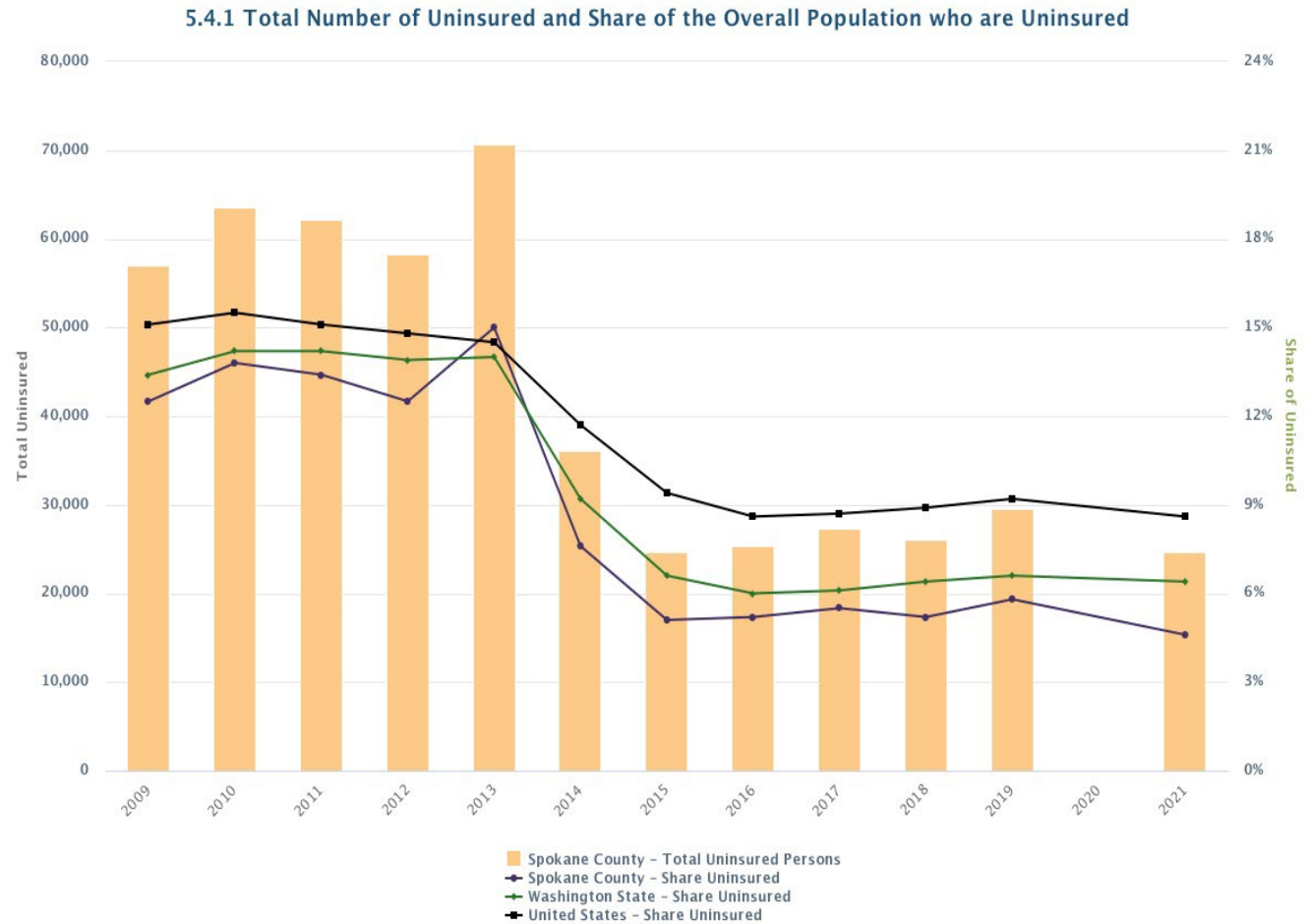
7.1.7 Arrests by shares of the racial populations

- In 2021, Black rate: 8.3% of total Black population (5X the overall rate)
- In 2021, AIAN rate: 5.5% of total AIAN population (3X the overall rate)
- Calls out for why?
- At least some decline in rates



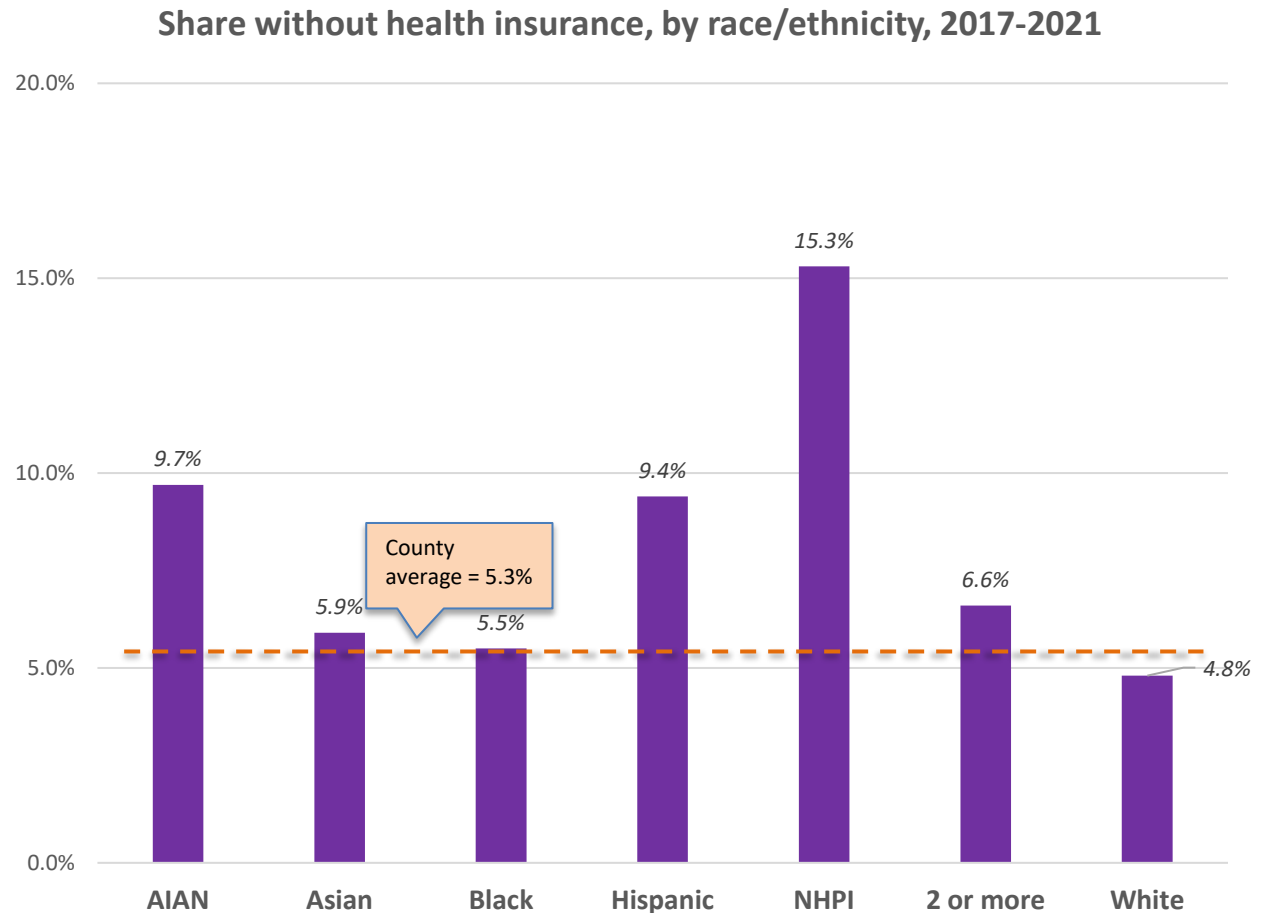
Health insurance: another point of pride for Spokane

- 2013:
 - ~71,000 uninsured
 - 15% of population
- 2021:
 - < 25,000 uninsured
 - 4.6% of population
- County rate of uninsured has consistently been < US & WA



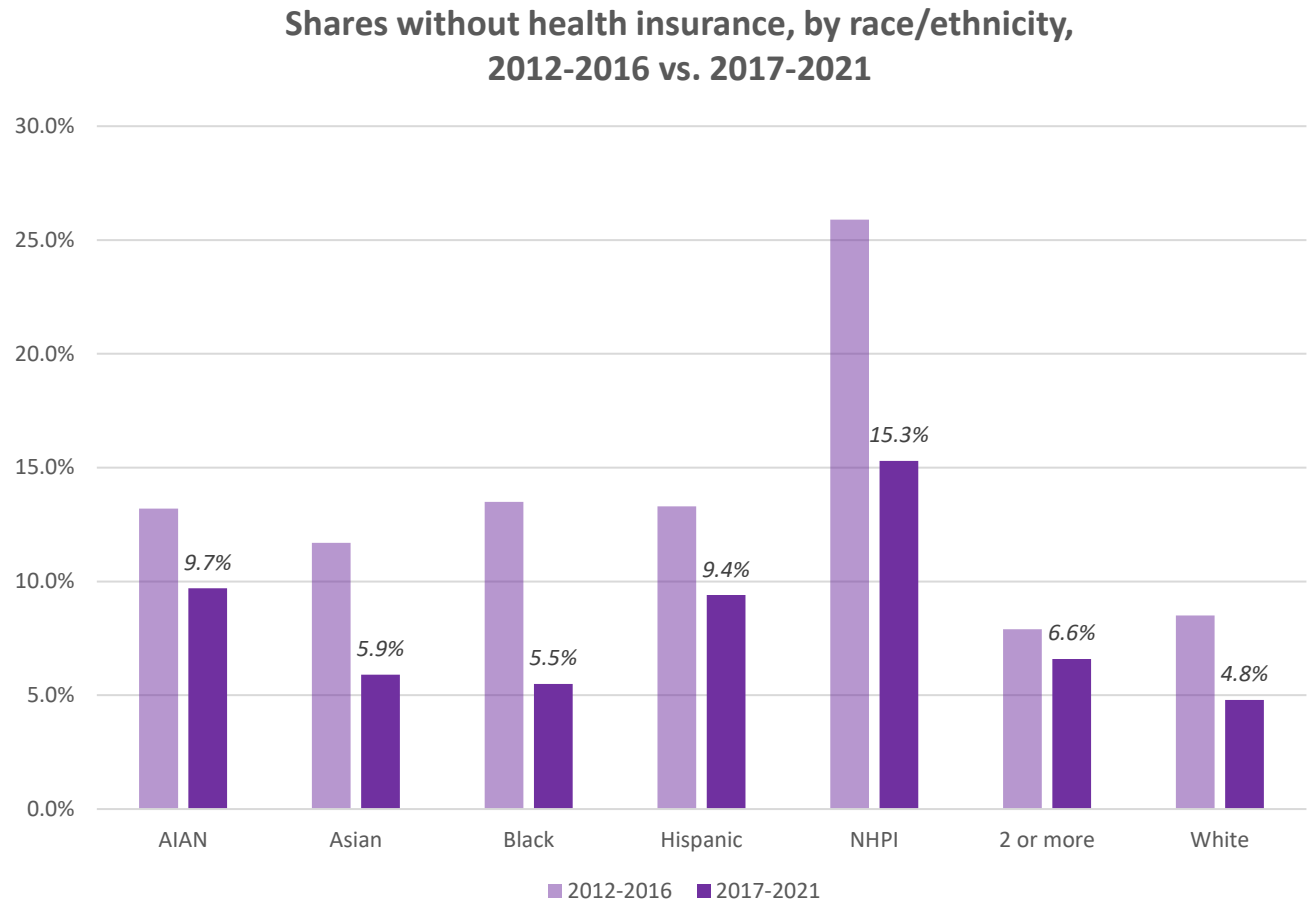
Not as much pride, considering health insurance experienced by Spokane POC

- All POC groups show uninsured rates > County average
- 3 groups deviating most from average: AIAN, Hispanic, NHPI
- Close to average: Asians, Black & 2 or more



Yet....a big improvement in POC groups over the past decade

- All groups show a dramatic reduction in the uninsured between 1st & 2nd halves of the decade
- Most pronounced for: Asians & Blacks, NHPI



Some thoughts after a quick look beyond the “tyranny” of averages (McKinsey Consulting)

- In nearly all cases, current metrics of quality of life for POC are *lower* than Whites
- Variations, often strong, among the POC are obvious
- Readings today are much better than a few years ago for POC overall
 - Snapshots are important, but.....
 - “A snapshot is not the movie”
 - Important to pay attention to the dimension of time ⇔ “are we moving the needle?”



THANK YOU

D. Patrick Jones, Ph.D.

509.828.1246 | dpjones@ewu.edu

www.ewu.edu/policyinstitute



EASTERN
WASHINGTON UNIVERSITY

start something **big**



Spokane Trends Indicators of People of Color

Spokane Trends

People

- [0.2.2](#) Foreign-born population, naturalized or not
- [0.2.3](#) Shares of People of Color in the population
- [0.2.4](#) Share of People of Color by race
- [0.2.5](#) Share of the population that does not speak English at home

Economic Vitality

- [2.6.1](#) Median household income by race & ethnicity
- [2.6.2](#) Average monthly earnings by race & ethnicity
- [2.6.3](#) Business owned by People of Color – total & as a share of all businesses
- [2.6.4](#) Total number of people employed by POC-owned firms & as a share of all employment
- [2.6.5](#) Shares of total employment by race & ethnicity
- [2.6.6](#) Employment by People of Color in four high-paying Sectors
- [2.6.7](#) Unemployment rates by race & ethnicity
- [2.6.8](#) Poverty rates by race & ethnicity

Education

- [3.1.3](#) Early learning enrollment by race & ethnicity
- [3.1.4](#) Shares of entering kindergarteners meeting all 6 domains of readiness by race & ethnicity
- [3.7.1](#) Shares of classroom teachers by race & ethnicity
- [3.7.2](#) Public high school graduation rates by students of color & non-Hispanic whites
- [3.7.3](#) Graduation rates of Bachelor's students from 3 Spokane universities, by race & ethnicity
- [3.7.4](#) Share of public high school students who attend a 2 year higher ed institution within 1 year of graduation, by race & ethnicity
- [3.7.5](#) Share of public high school students who attend a 4 year higher ed institution within 1 year of graduation, by race & ethnicity

Health

- [5.5.14](#) Life expectancy by race & ethnicity
- [5.5.15](#) Cancer deaths by race & ethnicity
- [5.5.16](#) Alzheimer's deaths by race & ethnicity
- [5.5.17](#) Heart disease deaths by race & ethnicity
- [5.5.18](#) Stroke deaths by race & ethnicity
- [5.5.19](#) Covid-19 deaths by race & ethnicity

Housing/Homelessness

- [6.1.3](#) Non-Hispanic White & People of Color home ownership rates
- [6.4.5](#) Homeless persons from the Point-In-Time count by shares of racial populations

Public Safety

- [7.1.2](#) Average daily census in Spokane jail by race by shares of adult population incarcerated
- [7.1.7](#) Arrests in all Spokane County's jurisdictions by race by shares of racial populations

3.06.2023

INSTITUTE FOR PUBLIC POLICY & ECONOMIC ANALYSIS

Catalyst Building | 601 E. Riverside Ave., Suite 134 | Spokane, WA 99202 | 509.828.1204 | ewu.edu/policyinstitute

EWU expands opportunities for personal transformation through excellence in learning.

2023

DRAFT - Equity Subcommittee Bylaws

SPOKANE CITY COUNCIL OFFICE

SPOKANE CITY COUNCIL OFFICE | 808 W Spokane Falls Blvd

Table of Contents

Introduction	2
Background	2
Equity Subcommittee Purpose	2
Land Acknowledgement	3
Equity Subcommittee Vision	3
Work-area Outcomes	3
Operating Guidelines	4
Roles and Responsibilities	65
Workgroups	7
Subcommittee Making a Recommendation	8
Criteria for department work to be brought to the subcommittee	9
Conflict Resolution	10

Introduction

The Equity Subcommittee is an official ad hoc subcommittee of the Spokane City Council's Finance and Administration Committee. It was established pursuant to City Council Resolution 2021-0098, which was adopted November 29, 2021. Under the terms of the resolution, the Equity Subcommittee was given broad discretion in conducting its affairs so long as its meetings complied with the state's Open Public Meetings Act and Public Records Act. As practical matter this means its meetings are to be open to the public, with the time, place and agenda of each meeting provided to the public in advance. All records of the committee (other than those governed by specific exceptions) are subject to public disclosure.

Within these basic limitations, these bylaws set forth how the Equity Subcommittee will operate. In other words, these bylaws are intended to foster an environment of honest and productive exchange of ideas in a way that is not unnaturally beholden to traditional rules.

Background

Equity Subcommittee Purpose

We are here as Black, Indigenous, Latinx, Pacific Islander, Native Hawaiian Islander, Asian, 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 and create an environment that is open and transparent. 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 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 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 because we care profoundly, and we want to serve to the best of our ability to benefit everyone in our regional community.

Land Acknowledgement

We acknowledge that we are on the unceded land of the Spokane people. And that these lands were once the major trading center for the Spokanes as they shared this place and welcomed other area tribes through their relations, history, trade, and ceremony. We also want to acknowledge that the land holds the spirit of the place, through its knowledge, culture, and all the original peoples Since Time Immemorial.

As we take a moment to consider the impacts of colonization may we also acknowledge the strengths and resiliency of the Spokanes and their relatives. As we work together making decisions that benefit all, may we do so as one heart, one mind, and one spirit.

We are grateful to be on the shared lands of the Spokane people and ask for the support of their ancestors and all relations. We ask that you recognize these injustices that forever changed the lives of the Spokane people and all their relatives.

We agree to work together to stop all acts of continued injustices towards Native Americans and all our relatives. It is time for reconciliation. We must act upon the truths and take actions that will create restorative justice for all people.

Equity Subcommittee Vision

The purpose of the Equity Subcommittee is to identify and dismantle racial and social economic inequities in City services, programs, and decision-making processes by collaborating with City Council and administration. The goal is to disrupt the existing mechanisms to ensure that outcomes and opportunities for all people are not predictable, by race, gender identity, income, gender expression, sexual orientation, country of origin, immigration status, religion, disability, or lived experience.

Work Areas Outcomes

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 equity, anti-racism and belonging 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 Equity Subcommittee on a regular basis to build relationships, trust, authenticity, and transparency.
- Council initiative managers and staff clearly understand how to work with the Equity Subcommittee, bring subcommittee members in at the right time for best use of their skills, and provide appropriate background information prior to work-specific conversations.

- Work towards recognizing lived experience as a valuable and provide stipends when seeking input from the community.
- City Council decisions recognize and respect contributions of the Equity Subcommittee.

Equity Subcommittee Operating Guidelines

Convening of Meetings / Communication

- In-person meetings will be held during the week at a time and place most people are 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 Hall at 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 1.5 hours.
- When meetings are virtual, they will take place monthly and will be 1.5 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 the Equity Initiative Manager) will provide and the meeting materials and agenda (along with minutes of prior meeting(s)) for the upcoming meeting at least seven (7) days prior to the next meeting. These materials will be provided via email, with additional phone follow-up for those who desire or need additional accommodation.
- Twice a year, the subcommittee will meet with to focus on continuing relationship building and inter-committee and committee/council dialogue.
- Equity Subcommittee members are encouraged to meet informally (in person or virtual) with rotating members of the Equity Subcommittee, including Council members and council staff, to build connections and relationships between regular meetings. Equity Subcommittee members are encouraged (but not required) to share the results of such informal meetings with the entire Subcommittee.

Conduct of meetings

- Meetings will be facilitated by the council staff, chair, 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.

- Twice a year, the committee will have a retreat to connect, with the focus and emphasis on continuing relationship building and within the subcommittee, council office, and community.
- Twice a year, council staff will meet one-on-one with each member to understand how to better support each member.

Subcommittee 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 positional** (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, ask "How am I applying in practice what I already know?"
- **Accept and expect non-closure** - This agreement asks participants to "hang out in uncertainty" and not rush to quick solutions, especially in relation to racial understanding, which requires ongoing dialogue

Agenda Setting and Meeting Format

- In-person meetings will provide time to spend time with one another prior to the meeting start.
- Agenda will be co-created with chair, co-chair, council staff and council liaison.
- The agenda will hold space and identify a person to deliver a land acknowledgement.
- The agenda will consider 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.

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 subcommittee.
- 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:

- Timely equip members with the information needed to support their role on the Equity Subcommittee, when such information is available to staff.
- Provide the Equity Subcommittee members the opportunity to collaborate, co-create and inform on council work to support the advancement of racial equity, using among other tools a recognized engagement spectrum .
- Ensure that council members and staff are embedded at Equity Subcommittee meetings to listen, ask questions and connect, to ensure ongoing trust, relationship building and transparency.
- Invite Equity Subcommittee members to participate in other subcommittees and projects facilitated by City Council policy staff (i.e.. SAS, HAS, etc.)
- Come to the Equity Subcommittee 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 Equity Subcommittee 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 Equity Subcommittee 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 Equity Subcommittee recommendations and provide insight on how to make improvements in the future for recommendations.

Chair and Vice Chair Responsibilities

The subcommittee will elect a chair and vice chair. The term of the chair is for one year. The term of the vice chair is for two years, with the expectation that the second year of the term they will serve as the chair. Candidates for the role will be self-nominated, the candidate with majority of the votes will be appointed to that role.

Roles:

The Chair will help facilitate meetings, co-create agenda with city council staff and council member liaison. The Chair will assist council staff and council member liaison with resolving conflicts amongst the group.

Vice-chair will co-create agenda with city council staff and council member liaison.

Council Member Liaison is annually appointed by the City Council. Works with assigned council staff, chair, and co-chair to create the agenda. Will also support resolving group conflicts. Council member liaison in partnership with chair or designated subcommittee member will present recommendations to council. Council member liaison will keep Equity Subcommittee members updated on recommendations at the monthly meeting.

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Membership

Per Council resolution 2021-0098, the Equity Subcommittee must have at least five (5) members, each appointed by the City Council. Membership of the Subcommittee shall consist of those persons appointed by the City Council from time to time as well as the Council Liaison and the Council's Equity Initiative Manager and Applications to the subcommittee will be hosted on the Equity Subcommittee Webpage. Interested person(s) will be invited to attend the scheduled Equity Subcommittee meeting to gauge the applicant's interest. At the following meeting the subcommittee members will determine whether to recommend to City Council to appoint the applicant to the Equity Subcommittee.

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

- Resigns from the workgroup in writing or expresses the intent to resign at a regular meeting of the Subcommittee
- Fails to attend more than two consecutive meetings without prior notice
- A member is removed after a determination by the Chair and Council Member Liaison that the member's participation is disruptive to the subcommittee's work.

Work Groups

Equity Subcommittee members may decide they would like to focus on a particular area of interest or council has requested feedback. In these cases, workgroups may be formed for this purpose. These workgroups will meet at different times from the regular monthly meetings, and on a date and place agreed upon by those in the workgroups.

- The number of members participating in a workgroup may not equal or exceed a quorum of the Subcommittee.
- So long as the members present at a meeting of a workgroup does not equal or exceed a quorum of the Subcommittee, the meeting will not be subject to Open Public Meetings Act.
- Whenever practical, the result of the workgroup will be presented at monthly Equity Subcommittee meeting, along with any proposed next step.
- Work groups may invite other community members to assist in research and refine proposals.

Decisions and Recommendations Actions of the Subcommittee

The Equity Subcommittee is an advisory body to the City Council. As such, and because by council resolution its meetings are subject to the Open Public Meetings Act, it is necessary to define the voting methods and quorum requirements of the Subcommittee.

Quorum

- A “quorum” of the Subcommittee shall consist of at least fifty percent (50%) of the members of the Subcommittee, including the Council Liaison and Council Initiative Manager

Voting

- Any recommendation, decision or proposal of the Subcommittee is to be approved by consensus of those members of the Subcommittee (including the Council Liaison and Council Initiative Manager) who are present (in person or by virtual means) at the time of the vote regarding such recommendation, decision, or proposal. Members will strive to reach agreement by consensus at a level that indicates that the large majority of the members present are willing to “live with” the proposed action.
- At the end of a dialogue period, members will indicate their preference for a recommendation, decision, or proposal with a show of “thumbs up” (good to go), “thumbs to the middle” (can live with it) or “thumbs down” (do not approve of proceeding.)
- If there are members of the committee in the “thumbs down” position, the Chair will continue the dialogue to further assess and understand assess those points in contention, and possibly revise the recommendation, decision, or proposal before a final tally of the vote of the committee.
- If a consensus cannot be reached on a particular issue, the committee acknowledges that the Council Liaison shall have final authority to determine how to proceed, including, but not limited to, allowing the matter to be resolved by simple majority vote of those members present (in person and virtually).

Criteria for Department Work to be Brought to the Committee

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



For the 2023 - 2024 period, within the framework of implementation, projects brought to the Equity Subcommittee should be considered if they have the potential to affect:

- Advancing racial equity and belonging
- Advance an Equitable Budget Process
- 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 2023 - 2024.
- The committee will determine the portfolio of work to take on with consideration to timeline and potential for impact.

Conflict Resolution

When an issue arises that cannot be easily resolved, the Equity Subcommittee 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.

DRAFT