



Equity Subcommittee

Tuesday, June 4, 2024

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
------	----------------------------------

9:35	Approve May minutes
------	---------------------

Subcommittee Briefing Session:

9:40	Check in on goal progress <ul style="list-style-type: none"> • Vision • Relationships with Finance Chairs • Equity questions on briefing papers 	All
9:55	Vote on Vice Chair – Stephaine Courtney	Chair Dixit
10:00	Share Belonging and Anti-Racism Vision	Alex Gibilisco
10:30	Resolution Appointing Members to the Equity Subcommittee	Alex Gibilisco
10:35	Visit Bylaws including length of terms	Alex Gibilisco

Standing Update(s):

	Council Liaison Update	CM Navarrete
	Share successes in life, work, or advancing equity	
	Recruitment	

11:00 Adjournment

- 1) Next Equity Subcommittee Meeting, August 6, 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 Risk Management at 509-625-6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or mlovmaster@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.

Implementing Belonging and Anti-Racism at the City

Belonging and Anti-Racism Vision – co-creating – Outline the vision

Work towards systemic change → Visualize, Normalize, Organize, and Operationalize

Racial Equity and anti-racisms as the development of policies, practices and strategic investment to reverse racial disparity trends, eliminate institutional racism, and ensure that outcomes and opportunities for all people are no longer predictable by race;

“We are an anti-racist organization creating just and equitable outcomes for all, focusing on long term, systemic change and accountability to the community.” - [Tacoma](#)

[WA Governor Executive Order 22-04](#), [President Executive Order](#), [Tacoma Anti-Racism Resolution](#)

Opportunity: embed equity and belonging into all aspects of City business and to support creating a government that is transparent, innovative, data driven, and responsive to the needs of all residents.

Normalizing

Developing staff: The goal is to train all staff with basic racial equity and belonging principles and tools. Develop a culture. (Create capacity and time)

- Racial Equity 101: training, history and understanding, conscious and unconscious bias, choice points
- Othering and Belonging
- Continuous Improvement and project management training that includes racial equity tools
- Develop train the trainers- staff that are interested in helping facilitate equity 101 training

Organizing

Develop tools:

Racial Equity Map

- Identify and track disparities
- Support Data driven decision-making
- Increase transparency and accountability – make it available to the public
- [Tacoma example](#)
 - [Hb1220](#)
 - [HB 2384](#)

Assessments: Internal assessments, and external surveys, to identify priorities.

- [Belonging Barometer](#) (Cities of Belonging)
- [Racial Equity Organizational Assessment](#)

Community engagement and building relationships with appropriate stakeholders – co-creation

- Boards and Commissions – along with OPMA attach and equity and belonging training
- Equity Subcommittee
- Environmental Justice Working Group

- Housing Action Subcommittee

Affinity groups

Operationalizing

Priorities/ provide more technical support:

Equity in Budgeting

Criminal Justice

Appropriations Process – CHHS and Procurement

Human Resources/ Civil Service at the City- Include hiring and training

CEO Belonging Group

Develop reports based on priorities:

- [Dallas- Racial Equity Plan](#)
- [Philadelphia – Diversity, Equity and Inclusion](#)
- [10 Year Plan to Dismantle Poverty](#)

Next Steps:

Reviewed and worked with Director of Civil Rights

Council reach out to administration staff

Make any recommended edits → work towards a governing document either resolution or ordinance → create working group

Working group (add timelines)

- Create a shared understanding of equity, the change process, and implications within our work
- identify- jurisdictions with an equity policy to benchmark effective practices around equity lens tools, infrastructure and accountability mechanisms
- analyze- local policies, structure, and operations
- design model to address Spokane's needs
- develop- Spokane Policy
- Introduce – policy- Communicate and implement

Other opportunities: make it foundational, embed into strategic plan, comprehensive plan...

Committee Briefing Paper

Urban Experience Committee

Committee Date	06/03/2024
Submitting Department	City Council Office
Contact Name	Alex Gibilisco
Contact Email & Phone	agibilisco@spokanecity.org ; 509-904-5465
Council Sponsor(s)	CM Cathcart, CP Wilkerson, CM Zappone, CM Navarrete
Select Agenda Item Type	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion Time Requested:
Agenda Item Name	Appointing members to the Equity Subcommittee
Proposed Council Action	<input checked="" type="checkbox"/> Approval to proceed to Legislative Agenda <input type="checkbox"/> Information Only
Summary (Background) *use the Fiscal Impact box below for relevant financial information	<p>The Equity Subcommittee has received four applications from the biggening of 2024. Current members of the equity subcommittee invited them to meetings with an Equity Sc and interviewed them.</p> <p>At the April 12, 2024 meeting the current Equity SC members voted to advance the names of four candidates.</p> <p>The candidates are two from district 2, and two from district 1.</p> <p>The resolution also asks the subcommittee to clarify length of terms in their bylaws.</p>
<p>Fiscal Impact</p> <p>Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p> <p>Total Cost: Click or tap here to enter text.</p> <p>Current year cost: Unknown</p> <p>Subsequent year(s) cost: Unknown</p> <p>Narrative: ! Please provide financial due diligence review, as applicable, such as number and type of positions, grant match requirements, summary type details (personnel, maintenance and supplies, capital, revenue), impact on rates, fees, or future shared revenue</p> <p>Funding Source <input type="checkbox"/> One-time <input type="checkbox"/> Recurring <input checked="" type="checkbox"/> N/A</p> <p>Specify funding source: Select Funding Source*</p> <p>Is this funding source sustainable for future years, months, etc? Click or tap here to enter text.</p> <p>Expense Occurrence <input type="checkbox"/> One-time <input type="checkbox"/> Recurring <input checked="" type="checkbox"/> N/A</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>	
<p>Operations Impacts (If N/A, please give a brief description as to why)</p> <ul style="list-style-type: none"> What impacts would the proposal have on historically excluded communities? <p>Advancing equity requires systematically embedding fairness in decision-making processes so City department heads, policymakers, and community organizations can recognize and remove inequities in policies and</p>	

programs that serve as barriers to equality of opportunity. An engaged group of community members can provide insight to identify, remove, and dismantle racial, social, and economic inequities in City services, programs, and policy.

- How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

The application to the Equity SC collects this information provided on a voluntary basis.

- How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?

See above

- Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

Increased Civic participation and social health is encouraged in the Chapter 10 of the Comprehensive Plan.

Council Subcommittee Review

- Please provide a summary of council subcommittee review. If not reviewed by a council subcommittee, please explain why not.

The Equity Subcommittee Reviewed the applications of the applicants, interviewed them, and made the recommendation.

RESOLUTION NO. 2024-_____

A resolution appointing new members to the Equity Subcommittee of the City Council's Finance and Administration Committee and setting the length of member terms.

WHEREAS, Resolution 2021-0098 establishes an ad hoc Equity Subcommittee of the City Council's Finance and Administration Committee; and

WHEREAS, among the purposes of the Equity Subcommittee are to identify, remove, and dismantle racial and social economic inequities in City services, programs, and decision-making processes through collaboration with the City Council and administration leadership; and

WHEREAS, an additional goal of the Equity Subcommittee is to ensure that an individual's success and quality of life, so far as affected by City programs, policies and services, is not improperly impacted by race, religion, creed, color, sex national origin, marital status, familial status, domestic violence victim status, age, sexual orientation, gender identity, veteran discharge history or military status, refugee status, nor affected by the presence of any sensory, mental or physical disability as defined by the Americans with Disabilities Act and/or the Washington State Law Against Discrimination; and

WHEREAS, the Equity Subcommittee recently solicited applications for new members, and the current membership of the Equity Subcommittee reviewed the applications and interviewed four applicants; and

WHEREAS, on April 12, 2024 the Equity Subcommittee voted to recommend four applicants for consideration by City Council; and

WHEREAS, the City council has the authority to create ad hoc committees or subcommittees for a designated term or for a specific task by City Council resolution, and to appoint members of each subcommittee, all as provided under City Council Rule of Procedure 6.4 and Resolution 2021-0098;

WHEREAS Resolution 2021-0098 did not specify the length of terms for subcommittee members or a process for setting term lengths;

NOW, THEREFORE, BE IT RESOLVED that the individuals listed below are hereby appointed to membership on the Equity Subcommittee of the City Council's Finance and Administration Committee:

- Ana Trusty
- Lindsey Shaw
- Tyler Tamoush
- Wendy Schatz

and,

BE IT FURTHER RESOLVED, that appointed members of the Equity Subcommittee shall adopt and publish bylaws setting forth (a) procedures for the conduct of its meetings, (b) the length and number of consecutive terms for its members and officers, and (c) procedures for election of officers.

Passed by the City Council this ____ day of _____, 2024.

City Clerk

Approved as to form:

Assistant City Attorney

DRAFT

~~2023~~20
24

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	6
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.

Commented [GA1]: Look at examples of other Cities; GARE folder. 50-100 racial equity plans (reach out to Jordan)

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~~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~~spectrum.
- Ensure that council members and staff are embedded at Equity Subcommittee meetings to listen, ask ~~questions~~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~~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;~~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, and up to two years if voted on by the members. The term of the vice chair is for two years, with the expectation that ~~the second year of the~~ the following 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.

Commented [GA2]: Vote for more one year, Consider "up to two years"

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.

Membership from outside the City limits- tribes, and liaison roles

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.

Membership term is set for 3 years. Members can seek reappointment by informing council liaison, and Equity Initiative Manager.

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.