

# Social Justice and Equity Commission – 2022-23 Workplan

*The purpose of the Social Justice and Equity Commission is to eliminate racism and fulfill human rights for a just and equitable Olympia for all people. The Commission will work to identify, respond to, and ultimately reduce discrimination and human rights violations occurring within the city.*

**Meetings:** Fourth Monday of the month from 6-8pm

**Staff Liaison:** Tobi Hill-Meyer, 360-753-8285, [thill@ci.olympia.wa.us](mailto:thill@ci.olympia.wa.us)

| Section 1: Policy Issues<br>Commission recommendations on many of these items would be forwarded to the City Council. Recommendations may be conveyed in writing, directly by the Commission chair or a delegate, or by City staff.   |  |   |                    |                         |
|---|--|---|--------------------|-------------------------|
| Title, Description, Deliverables  | Estimated Commission Meeting Time                                | Estimated Staff Time Commitment                   | Schedule           | Budget Implications     |
| <b>1.1 Conduct a Community Discrimination Assessment</b><br>The Commission will help select a consultant and assist with community engagement in order to develop a community assessment of equity and discrimination. The goal will be to gain a better understanding of what kinds of discrimination are most prominent in our community, where it appears, and what kinds of interventions would be most effective, and lead into the creation of an anti-discrimination program in the 2023-24 Work Plan. | 2-4 hours<br>3 Meetings<br><br>3-5 hour<br>Sub-Committee Meeting | DEI Staff: 15-30<br>Other Staff: 5-10             | September - March  | Cost to hire consultant |
| <b>1.2 Develop Recommendation for Civilian Police Oversight Models</b><br>The Commission will review of different models for conducting police oversight, identify criteria and goals for a decision, and develop a recommendation for City Council   | 3-4 hours<br>4 meetings  | DEI Staff: 10-20 hours<br>Other Staff: 5-15 hours | October - February |                         |

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Section 2: As programs are developed and implemented and code amendment proposals and administrative procedures refined, staff often consults with the Commission for their input and perspective. This work is secondary to the primary committee purpose of policy recommendations and advice to the City Council. Depending on scope, there may not be sufficient staff time/resource available to accomplish or advance these items.

| Title, Description, Deliverables   | Estimated Commission Meeting Time | Estimated Staff Time Commitment                    | Schedule           | Budget Implications                             |
|--|-----------------------------------|--|--------------------|---|
| <b>2.1 Develop Educational Materials</b> <ul style="list-style-type: none"> <li>Know Your Rights Education Campaign</li> <li>Employer/Landlord Education</li> <li>Resource Materials and Referral Information</li> </ul> <p>The Commission will help set goals for an education campaign, and review materials as they are created</p> | 2-4 hours<br>3 meetings           | DEI Staff: 15-30 hours<br>Other staff: 15-30 hours | October - February | Cost to hire consultant<br><br>Cost of printing |
| <b>2.2 Police Auditor Oversight</b> <p>In the interim before a permanent civilian police oversight model is selected, the Commission will provide community oversight of the police auditor including reviewing the report, findings, and recommendations.</p>   | 4-6 hours<br>3 meetings           | DEI Staff: 2-3 hours<br>Other staff: 10-15 hours   | October - March    |   |

## Section 3: Administrative Activities

In addition to their role in providing input on policy and program implementation, the Commission reviews and approves their work plan on an annual basis. Other activities may include an annual retreat and meeting with other organizations.

| Title, Description, Deliverables   | Estimated Commission Meeting Time | Estimated Staff Time Commitment                | Schedule             | Budget Implications |
|--|-----------------------------------|--|----------------------|---------------------|
| <b>3.1 Establish Mission, Vision, Values</b> <p>The Commission will decide on a mission, vision, and values to guide the work moving forward</p> | 2-3 hours<br>1-2 meetings         | DEI Staff: 3-5 hours<br>Other Staff: 2-5 hours | September - November |                     |
| <b>3.2 Preparation of 2023-2024 Workplan</b> <p>Time allotted for proposing and discussing work items for the following year</p>                 | 1-2 hours<br>2 meetings           | DEI Staff: 10-15 hours                         | February - March     |                     |

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## Section 4: Informational Briefings

In addition to their role in providing input on policy and program implementation, the Commission seeks to be a well-informed and effective advisory body. The activities below are intended to improve how the commission accomplishes their work plan each year and ensure they have information and knowledge necessary to fulfill their role. It is not atypical to not complete the informational briefings listed below, as they are the first items to be displaced when staff and commission time is needed for higher priority work items. Commissioners can submit questions to the staff liaison prior to scheduled briefings; they will be forwarded to the presenters to help them prepare.

| Title, Description, Deliverables   | Estimated Commission Meeting Time | Estimated Staff Time Commitment                | Schedule | Budget Implications |
|--|-----------------------------------|--|----------|---------------------|
| <b>4.1 Olympia Strong</b><br>The City of Olympia is creating a plan for economic resiliency. This process will identify a long-term strategic framework and specific actions the City can take to help residents, businesses and the broader community weather challenging times and thrive. We are also focused on the City organization itself, to ensure revenues are available over the long-term to fund community goals. | 1 hour<br>1 meeting               | DEI Staff: 1-2 hours<br>Other Staff: 1-2 hours | November |                     |
| <b>4.2 Olympia Internal Operations Equity Assessment</b><br>The City will assess and analyze our policies, codes, practices, and culture to build capacity and a strategic plan to ingrain DEI principles into every aspect of the City to transform how we operate. This briefing will provide an update on initial quantitative and qualitative data collected   | 1 hour<br>1 meeting               | DEI Staff: 1-2 hours<br>Other Staff: 1-2 hours | January  |                     |