

Social Justice and Equity Commission – 2023-24 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

Section 1: Policy Issues

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.

1.1 Conduct a Community Discrimination Assessment

2-4 Commission hours over 3 meetings.

DEI Staff: 15-30 hrs

Other Staff: 5-10 hrs

Schedule: March – October 2023

Budget: \$74,988 cost to hire consultant

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.

1.2 Develop Recommendation for Civilian Police Oversight Models

Commission time: 6-10 hours over 6 meetings

DEI Staff: 20-40 hrs

Other Staff: 10-20 hrs

Schedule March - July 2023

Budget: \$65,000 cost to hire consultant

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

1.3 Lodging Tax Award Committee Application Update

Commission Time: 2-3 hours over 2-3 meetings

DEI Staff: 5-10 hrs

Other Staff: 20 hrs

Schedule: February – May 2023

Budget: None

The Commission will get a briefing on the LTAC process as it currently stands and give direction on areas to apply an equity lens to. Then will receive a staff recommendation on an update to send on to CLPS

1.4 Develop Recommendation for Anti-Discrimination

Commission time: 4 hours over 4+ meetings

DEI Staff: 15-30 hrs

Other Staff: 5-10 hrs

Schedule: January 2024 – unknown

Budget: Cost to implement program

After reviewing the results of the Community Discrimination Assessment, the Commission will consider potential interventions and make a recommendation for a new anti-discrimination program or effort.

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.

2.1 Develop Educational Materials

Commission Time: 2-4 hours over 1-3 meetings

DEI Staff: 30-50 hrs

Other staff: 15-30 hrs

Schedule: August 2023

- January 2024

Budget: \$2,000-4,000 cost to hire consultant and cost of printing

Know Your Rights Education Campaign

Employer/Landlord Education

Resource Materials and Referral Information

The Commission will help set goals for an education campaign, and review materials as they are created.

2.2 Police Auditor Oversight

Commission Time: 4-6 hours over 3 meetings

DEI Staff: 2-3 hrs

Other staff: 10-15 hrs

Schedule: Ongoing

Budget: None

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.

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.

3.1 Annual Retreat

Commission Time: 2-3 hours over 1-2 meetings

DEI Staff: 15-20 hrs

Other Staff: 10-15 hrs

Schedule: Date not yet confirmed

Budget: \$1,000-4,000 for food, venue, facilitator

An opportunity for the Commission to spend an extended amount of time together to tackle specific subjects, expand skills, and engage in team building.

3.2 Preparation of 2024-2025 Workplan

Commission Time: 1-2 hours over 2 meetings

DEI Staff: 10-15 hrs

Schedule: February – March 2024

Budget: None

Time allotted for proposing and discussing work items for the following year

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.

4.1 Olympia Internal Operations Equity Assessment

Commission Time: 1 hour over 1 meeting

DEI Staff: 1-2 hours

Other Staff: 1-2 hours

Schedule: Summer 2023

Budget: None

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 quantitative and qualitative data collected.

Additional Potential Briefing Areas

- Housing and Homelessness Response Team

- Crisis Response Unit
- Downtown Ambassadors
- Connection and Belonging Community Conversations
- And others as requested by Commissioners