

# 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](mailto: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.				
Title, Description, Deliverables	Estimated Commission Meeting Time	Estimated Staff Time Commitment	Schedule	Budget Implications
<b>1.1 Conduct a Community Discrimination Assessment</b> 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 workplan item 1.4	2-4 hours 3 Meetings	DEI Staff: 15-30 hrs Other Staff: 5-10 hrs	March - October 2023	\$74,988 Cost to hire consultant
<b>1.2 Develop Recommendation for Civilian Police Oversight Models</b> The Commission will review different models for conducting police oversight, identify criteria and goals for a decision, and develop a recommendation for City Council's consideration	6-10 hours 6 meetings	DEI Staff: 20-40 hrs Other Staff: 10-20 hrs	March - July 2023	Cost to hire consultant allocated in 2023 operating budget
<b>1.3 Lodging Tax Award Committee (LTAC) Application Update</b> The Commission will get a briefing on the LTAC process as it currently stands and advice staff on how to incorporate equity into the application and selection process. Staff will brief the CLPS Committee and make a recommendation on how to update the LTAC process informed by SJEC guidance.	2-3 hours 2-3 meetings	DEI Staff: 5-10 hrs Other Staff: 20 hrs	February – May 2023	None
<b>1.4 Develop Recommendation for Anti-Discrimination Program</b> After reviewing the results of the Community Discrimination Assessment, the Commission will consider potential interventions and make a recommendation to City Council for a new anti-discrimination program or effort.	4 hours 4+ meetings	DEI Staff: 15-30 hrs Other Staff: 5-10 hrs	January 2024 - Unknown	To be determined

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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 1-3 meetings	DEI Staff: 30-50 hrs Other staff: 15-30 hrs	August 2023 - January 2024	Cost to hire consultant 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 3 meetings	DEI Staff: 2-3 hrs Other staff: 10-15 hrs	Ongoing	None

## 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 Annual Retreat</b> <p>An opportunity for the Commission to spend an extended amount of time together to tackle specific subjects, expand skills, and engage in team building.</p>	2-3 hours 1-2 meetings	DEI Staff: 15-20 hrs Other Staff: 10-15 hrs	Date not yet confirmed	\$1,000-4,000 Food, venue, facilitator
<b>3.2 Preparation of 2024-2025 Workplan</b> <p>Time allotted for proposing and discussing work items for the following year</p>	1-2 hours 2 meetings	DEI Staff: 10-15 hrs	February – March 2024	None

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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 Equity Index and Mapping</b> This briefing will share new equity index stormwater developed and how to use it.	1 hour 1 meeting	DEI Staff: 1-2 hours Other Staff: 1-2 hours	May 2023	None
<b>4.2 Olympia Internal Operations Equity Assessment</b> This briefing will share the report from the equity assessment and next steps.	1 hour 1 meeting	DEI Staff: 1-2 hours Other Staff: 1-2 hours	Summer 2023	None
<b>4.3 Human Resources Training on Equity Hiring Practices</b> The Commission requests a briefing from HR to better understand recruitment and hiring practices and what the City is doing to support a diverse workforce.	1 hour 1 meeting	DEI Staff: 1-2 hours Other Staff: 1-2 hours	Unknown	None
<b>4.4 Washington Department of Licensing</b> The Commission requests a briefing from DOL to better understand recent changes creating a space to identify having a disability on a driver's license and free photo IDs for unhoused people, and how the City may support people in these processes.	1 hour 1 meeting	DEI Staff: 1-2 hours Other Staff: 1-2 hours	Unknown	None
<b>4.5 World Relief</b> The Commission requests a briefing from World Relief to learn about the experiences of Ukraine refugees moving to Olympia and how the City can support them.	1 hour 1 meeting	DEI Staff: 1-2 hours Other Staff: 1-2 hours	Unknown	None

## Section 5: To be scheduled

Items in this section are not currently scheduled and will likely not be able to be scheduled into this work plan, but the Commission wants to track them for opportunities that may arise or for future workplans.

<b>5.1 Advise on the Creation of a Process on Naming and Re-naming City Assets</b> With the recent renaming of Squaxin Park and Rebecca Howard Peace and Freedom Park, there is interest in having a process and criteria for selecting names for city assets	Unknown	Unknown	Unknown	Unknown
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