

**Minutes**  
**Joint Municipal Action Committee**  
January 10, 2020 – 8:00 a.m.  
Tacoma Municipal Building, Conference Room 248

**CALL TO ORDER**

The Joint Municipal Action Committee Meeting was called to order at **8:10** a.m. by Chair, Andrea Smith.

**ROLL CALL - JMAC COMMITTEE**

Andrea Smith, Commissioner/Chair, Metro Parks Tacoma  
Tim Reid, Commissioner, Metro Parks Tacoma  
Marty Campbell, Pierce County Council, District No. 5

**GUEST INTRODUCTIONS**

Evette Mason, Government Affairs Manager, Port of Tacoma  
Jackson Skinner, Management Fellow in Government Affairs, Metro Parks Tacoma  
Nick Bayard, Deputy Chief Officer of Equity, Equity and Human Rights, City of Tacoma  
Alison Beason, Management Analyst II, Equity and Human Rights, City of Tacoma  
Chrisy Vindivich, Office Manager, Community and Economic Development, City of Tacoma

**APPROVAL OF MINUTES**

It was moved that the minutes of the December 13, 2019 be approved; motion seconded and passed unanimously.

**APPROVAL OF AGENDA**

It was moved that the agenda be approved; motion seconded and passed unanimously.

**AGENDA ITEM**

**City of Tacoma's Equity Index/Indicators Overview**

Presented by Nick Bayard & Alison Beason, Office of Equity and Human Rights (OEHR)

Andrea Smith started off by stating: My goal this year was to have more discussion-based agenda items rather than just presentations. Equity is a great one to start with because that touches all of our jurisdictions. Thank you very much Nick and Alison for kicking us off. They will now give an overview of what the City has done, and thank you very much for the handouts as well.

Alison Beason–

Thank you everyone. I currently have one branch of the great things that are happening in the Office of Equity and Human Rights (OEHR) at the City. We currently have a lot of programs, and I'd like to help you understand how we're integrating an equity lens into policy, services, operations and initiatives.

Nick Bayard-

In 2014, the City did significant outreach into the community to prepare our 2025 plan, and equity was a big part of the feedback that was shared, and they wanted it to be part of our priorities at the City. The City then really started to bake equity into their Strategic priorities, and that is when the Office of Equity and Human Rights was created. That office is charged with carrying out the equity and empowerment framework. It's got some pretty lofty goals that work together in meaningful

ways. There was a really intentional push to make sure that the City workforce reflected the community that we serve. There were and continue to be disparities. As in many government agencies, there is over-representation of white employees, especially as you go up the org chart. One of the things that this office has been really focused on is changing its recruiting, hiring and retention strategies in order to transform City leadership to be more reflective of the community.

The City has developed an Equity 101 training. It's a 4-Hour training required for all our staff. It's an introduction to equity, and it includes a history and inequities of Tacoma in particular, as well as the Native American experience in this region and different forms of oppression that have led us to see the disparities that we have today. So far, this Office has trained about 85% of General Government staff. Right now we're working on developing the second wave of equity training now that most everyone has taken Equity 101. We want to get deeper and more specific, so perhaps an Equity 201 training session on LGBTQ, cultural competence, the Native American experience, immigration, people with disabilities, and general awareness.

The policy tools that the Office has been working on throughout the City have been through that equity lens of Tacoma 2025. Now what's under development is a new Council Action Memo (CAM) process whereby any council action has to consider how it fits in with a 2025 plan and with Equity goals at the City. It's a nice gut check for anyone developing policy to see how this fits with our broader goals. The office has been really focused on community input to evaluate what's working and what isn't, and why certain groups might not be so happy with the City, and why they are not applying for jobs at the City. We are really trying to create a dialogue around the equity work.

We printed a few copies of the 'Recruiting, Hiring and Retention Handbook' created in 2015. A link to the Handbook can be found [here](#). If anyone wants/needs to start from scratch, this is one of the best tools to break down what we get wrong in recruiting, hiring & retention.

Another big project for the City was Project Peace which was a community outreach effort to foster dialogue between the African American community and the Police department.

This Office also shares best practices and learning nationally with others around the country. Our Chief Equity Officer, Diane Powers launched this work. We travel around the Pacific Northwest and share best practices, training opportunities, so it's an exciting time because there's a lot of new research coming out, and a lot of new material being developed. We're all learning together.

Lastly, the Equity Index has been a huge part of our work, and Alison will speak to that in a moment. This year will be a big year for us because we are really working to continue to bake in the stuff that's been developed over the last five years, but we are also really starting to ramp up the process around "Equity in Budgeting" at the City of Tacoma. So when a Department creates its budget proposals, there are tools and best practices you can implement to ensure the budgeting is done with an equitable lens/equity-focus. A department might have been budgeting a certain way in the past, but not really asking questions around- How does this budget request impact disproportionately disadvantaged populations? Or how does this impact people with disabilities, or underrepresented neighborhoods?

OEHR started as a small team in 2015, and now there are 10 employees in our office working on various programs and initiatives. We now have a position over at Tacoma Public Utilities, and we're

going to be hiring two training positions that we will partner with so we can implement equity in a meaningful way across the City.

Alison Beason-

As the equity initiatives at the City have been rolled out, we are getting a lot of questions and discussion like- How does this apply to my job? Now that I'm aware of it, how do I make what I am doing every day equitable? How do I even begin? I was given the task of creating a "community profile" which ultimately turned into the Equity Index/analysis. A link to the Equity Index and FAQs can be found [here](#). The Equity Index is assembled around 20 indicators which are really data points. We divided the data points into buckets that were based off of the Tacoma 2025 Strategic plan. This way we can prepare for the future, but also understand how to apply it to your job today.

The data points combine to an aggregate Equity Score that corresponds to what you have access to at every location/address in the City of Tacoma. The index maps out demographic levels by census block groups/Washington State Report Card that reflects overall accessibility to healthy food, transportation, voting participation, education levels, economic indicators and more. These all roll up into a score to see if they're Very High to Very Low. And that score means- Are you surrounded by sources that could create a very high chance to succeed in life, OR are you surrounded by sources that are limiting your success- meaning you do not have access to transportation to your job because there's no bus stop nearby, or there's not a lot of healthy foods or other amenities in a particular area. We need to understand that sometimes as a jurisdiction, we've made a conscious or unconscious bias to place those resources/amenities around certain individuals/locations. You can also layer Race over the score, and can see the correlation between resources in certain areas with high populations of white/non-Hispanics versus limited resources in non-white neighborhoods. This tool provides helpful data that can help organizations make decisions on what they can do to address inequities and start conversations on how we can help these individuals based on their needs using real data. These would be considered high-opportunity areas. An example would be budgeting for the installation of more street lights in higher crime neighborhoods using real data.

The tool started in ArcGIS. If anyone in your organization is a GIS/mapping person, the City has the shapefiles available that they can download and layer information of their own, such as routes to school, access to a public park, proximity to available hospitals, or access to public transportation.

This tool/index will be updated yearly. Alison then provided a very helpful demo of the Equity Index. After the demo, Alison asked the group how the City can help you with your equity initiatives.

Andrea Smith –

I do know that that Metro Parks has built heavily on the City's hard work. We don't want to duplicate this good work. One of the things that was brought up a couple years ago was a really robust presentation on what the City was doing regarding equity. Here we are again a couple years later, and it's amazing to see how far you have come from the planning stages to implementing meaningful initiatives today. Where you are now is just absolutely amazing, and we are incredibly impressed.

Tim Reid-

When you schedule your training sessions on Equity 101, do you invite Equity officers from other agencies so we are all on the same page and we all have the same definitions? We can go back and incorporate that information to those municipalities since the City has already created such great equity tools. We would like to be in lock-step.

Nick Bayard-

We have primarily focused on City of Tacoma staff for training. It's important to give our staff the tools and ability to process equity in a safe space as the representatives of the City. The priority was to train all of the City staff before we started to go out the community, but the goal for the coming year is to actually start to provide that training externally to community groups and other municipalities/jurisdictions. Leadership buy-in is key to sharing these best practices with other agencies. If leadership is committed, it will get traction, and I am committed to engaging in a dialogue with your organizations on how we can partner going forward.

Jackson Skinner-

Metro Parks has a Diversity and Outreach Specialist that is charged with planning opportunities and community outreach for participatory budgeting and understanding of park design for different community areas. This position is currently in the Planning Department.

Andrea Smith-

Currently, about 600 of Metro Park staff have gone through diversity training, and it is something that will be continuing. We also have a cross-departmental team that regularly meets to discuss topics related to equity and inclusion.

Marty Campbell-

Pierce County has held a 1-day training for employees on Equity Awareness. There was also a more in-depth, 2-day training that was required of Leadership that was offered across the state presented by the trainer, James Gordon. Marty recommended sharing more details on this training with Alison Beason.

Evette Mason-

The Port of Tacoma was looking into using the same training that Pierce County used, but we'd like something with a bit more focus on Puyallup tribal issues, and not the West Coast tribal information included in the James Gordon training. This trainer may also have a State contract.

Evette also spoke to Alison about the Equity Index and the data it shows for the Port of Tacoma. There are employers down there that have great entry-level employment opportunities for \$20 to \$30 an hour, but we have no transportation. We have no bus service. All of the roads are bad. We have very few sidewalks, and it is dangerous walking around down there. Nobody lives there. There are public and private job opportunities yet people can't get to them. I'm in ongoing conversations with Pierce Transit and how we can remedy this for not just the Port properties but also the private companies.

Alison Beason-

This is the value of the Equity Tool as it can help tell a story for advocating, planning or budgeting for your organization. I am always available to help analyze the data, especially if the tool isn't indicating what you thought you understood about a census block/location.

Topics that will be included in the future Equity Index are more health/life expectancy impacts, definitions of parks/open spaces/school playgrounds/etc., other data sources, and descriptors from other jurisdictions. It is vital that we all have these ongoing conversations so we are all on the same page for definitions and speaking the same language when it comes to equity and inclusion in our community.

## **SETTING OF NEXT MEETING AGENDA**

Quarterly Meeting to Review High-level 2019 Accomplishments & 2020 Priorities; CEO Quarterly Updates- (All Agencies to Report, CEOs to Attend)

## **DISCUSSION OF MUTUAL INTERESTS AND CONCERNS/FOR THE GOOD OF THE ORDER**

No items were discussed.

## **FUTURE AGENDA ITEMS**

Sound Transit apprenticeships (get representatives from schools to attend this meeting)  
Forterra Mapping Tool Follow-up: Usage and Maintenance (City of Tacoma)  
Economic Development Board Presentation (Bruce Kendall)  
Advanced Metering (Tacoma Public Utilities)  
Tacoma Creates (City of Tacoma and Arts Non-Profit Organization)  
Economic Development Strategies and Revenue Sources (Puyallup Tribe of Indians)  
Whole Child Initiative Follow-up (Tacoma School District)  
Child Dependency – Foster Care – Remann Hall (Connie Ladenburg w/TJ Bohl)  
Community Workforce (Benefits) Agreement (Metro Parks Tacoma)  
Address Poverty from a Governmental Standpoint  
Affordable Housing  
IDEA  
Workforce Development  
South Sound 911/Emergency Management  
Continue Mental Health Conversation  
Youth Mental Health Issues: Trafficking, Housing/Shelters, Gangs, Drugs, etc.  
Economic Development Growth and Impacts  
Trades, Apprenticeships, and Regional Partnerships (Tacoma School District, Bates, City of Tacoma)

## **NEXT MEETING**

The next meeting will be held on Friday, February 14, 2020 at 8:00 a.m. in Conference Room 248 at the Tacoma Municipal Building. This will be a quarterly meeting with the CEOs.

## **ADJOURNMENT**

Chair Andrea Smith adjourned the meeting at **9:05** a.m.