



RACE EQUITY ADVISORY COMMITTEE
REGULAR MEETING
THURSDAY, DECEMBER 1, 2022
6:00 PM
COUNCIL CONFERENCE ROOM
280 MADISON AVENUE NORTH
+ ZOOM WEBINAR

**THE RACE EQUITY ADVISORY COMMITTEE WILL HOLD THIS MEETING
IN PERSON AND USING A VIRTUAL, ZOOM WEBINAR PLATFORM**

**MEMBERS OF THE PUBLIC WILL BE ABLE TO ATTEND AT
CITY HALL OR CALL IN TO THE ZOOM WEBINAR**

PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:

<https://bainbridgewa.zoom.us/j/97751595218>

Telephone: 1-253-215-8782

Webinar ID: 977 5159 5218

AGENDA

6:00 CALL TO ORDER

Roll Call/Accept or Modify November 3, 2022 Minutes/ Accept or Modify November 17, 2022 Minutes/Accept or Modify December 1, 2022 Agenda/Conflict of Interest Disclosure/Code of Conduct/Suquamish Ancestral Lands Acknowledgment

6:05 PUBLIC COMMENT

6:10 AFFORDABLE HOUSING (Holly Brewer)

6:15 WINSLOW SUB-AREA PLAN

6:25 COBI RACE EQUITY OFFICER

6:40 POLICE-COURT FACILITY NAMING PROCESS

6:45 POLICE-COURT FACILITY CALL FOR ARTISTS

6:55 SUBCOMMITTEE PROGRESS

- A. Climate Change
- B. Events and Outreach - BI Reads for Justice update, MLK and Black History Month events
- C. Finance
- D. Law and Policy
- E. Strategic Plan – listening sessions update
- F. Training and GARE

7:05 CITY COUNCIL MEETING REPORT

7:15 REAC Items

- * REAC vacancy status
- * Reflections on joint meeting with Bremerton REAC and next meeting

7:25 GOOD OF THE ORDER

7:30 ADJOURNMENT

RACE EQUITY ADVISORY COMMITTEE
NOVEMBER 3, 2022
REGULAR MEETING MINUTES

CALL TO ORDER

Present: REAC members: Renni Bispham, Peggi Erickson, Jing Fong, Olivia Hall, Frank Jacobson, Savanna Rovelstad, Clarissa San Diego, Eric Stahl.

Liaisons: Brenda Fantroy-Johnson and Clarence Moriwaki.

MOTIONS

MOTION: I move to approve the October 26, 2022 minutes as written.

Jing/Frank: The motion carried unanimously. 6-0.

MOTION: I move to approve the Nov. 3, 2022 agenda as amended.

Jing/Olivia: The motion carried unanimously. 6-0

Amendment (Renni): Add volunteer position description to agenda.

MOTION: I move that REAC provide a PDF version of our volunteer description to Ellen for the vacancy link for potential candidates.

Peggi/Frank: The motion carried unanimously 8-0.

MINUTES

Co-sponsor, BI Reads for Justice. COBI and REAC are co-sponsors (with Bainbridge Public Library and Eagle Harbor Books) of the inaugural BI Reads for Justice. REAC is involved in planning for and participating in this first Community Reads phase (now-March) that has selected the book *Stamped* by Jason Reynolds. Tonight, BIR4J co-chair Janna Cawrse Esasary and Ellyze Francisco, National Urban Fellow presents REAC with their *Stamped* books. BIR4J's first activity will be a panel discussion, "Why Talk About Race?" on Nov. 9 at Eagle Harbor Books.

Guidance and feedback on Winslow Sub-Area Plan. REAC has been asked for feedback on the approach for engagement and inclusion of community, particularly traditionally marginalized community, for the January 2023 Workshop. Tonight, Jennifer Sutton (Planning and Community Development) and consultants Adam Amrhein (LMN Architects) and Amalia Martino (The Vida Agency) presented the project to REAC. The team would like to create a community engagement plan with REAC to make sure the plan is equitable. Who should we talk to? Who should be involved? A stakeholder workshop is planned for January 2023. The group may bring more information to REAC at the next regular meeting on Dec. 3.

Draft for Police-Court Facility Naming Process. REAC's Law & Policy Subcommittee has drafted a naming process for the police-court facility, drawing from other cities' current codes and policies. Tonight, it was presented to REAC for further feedback. The final draft will be sent to Ellen by the end of the month.

Police-Court Facility Art-Selection Process. REAC is collaborating with the Public Art Committee to support Ellen in drafting a Call for Artists, the first step of the art-selection process. Tonight, the draft was shared with REAC for further feedback. It will be referred to Ellen by the end of the month.

Recommendation on Zero-Emissions Pilot Project. REAC submitted a recommendation on the Zero-Emissions Pilot Project to the City Council and Public Works Department. It was presented by REAC's Climate Action liaison Clarissa San Diego in the public comment portion of the Climate Action Advisory Committee meeting.

Listening Sessions with City Council, BIPOC Community Leaders and Race Equity Advocates. REAC is engaging in listening sessions with city council members, BIPOC community leaders, and race equity advocates so we can understand people’s experiences, establish and deepen relationships, and collaborate more meaningfully and effectively. Tonight, our co-chairs reported that they have completed sessions with city council members. Listening sessions with BIPOC community leaders will take place from November through December, and with race equity partners from January through February.

Community Partner of Indigenous People’s Day Celebration. REAC was a primary partner in the planning and execution of the Indigenous People’s Day celebration. Tonight, Clarissa shared highlights of the community celebration.

SharePoint Makeover. A new and improved SharePoint is underway, thanks to Clarissa. This reorganization—illuminated by photos and pops of color—makes it easier for REAC and other city staff to access documents and track project progress. Tonight, Clarissa shared its progress and promise.

REAC Membership Template Update (from posting vacancy position to onboarding). Co-chair Renni Bispham and the Law & Policy Subcommittee are updating membership processes. Tonight, there was discussion on revising the current post for the REAC vacancy. A proposed pdf would give interested applicants more information (and inspiration) on why they should consider serving on REAC.

ACTIONS

- REAC: Final draft on naming process to Ellen by the end of November.
- REAC: Comments on police-court facility’s Call to Artists to Ellen by the end of November.
- Jennifer Sutton/Ellen: Provide REAC with report or spreadsheet on focus groups, community groups, and individuals who were consulted on the Housing Action Plan. Who was consulted? Who may have been forgotten? What was shared? How did it go?
- Jennifer Sutton/Ellen/consultants: What is the next touchpoint where REAC may be most helpful with the Winslow Sub-Area Project?
- Ellen: Get REAC a list of REAC expenses, particularly training expenses. NOTE: To date, there appears to be confusion and no resolution on where race equity training (and other race equity efforts) costs live—whose budget?
- Jing and Renni: Watch and report on November 8 and 22 City Council meetings.

Co-Chair	Date
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**RACE EQUITY ADVISORY COMMITTEE
SPECIAL MEETING MEETING MINUTES
NOVEMBER 17, 2022**

CALL TO ORDER

Present:

REAC members: Renni Bispham, Jing Fong, Olivia Hall, Frank Jacobson, Savanna Rovelstad, Clarissa San Diego, Eric Stahl

Liaison: Clarence Moriwaki

Excused: Clarissa San Diego and Peggi Erickson. Peggi and liaison Brenda Fantroy-Johnson were attending the Race Forward “Facing Race” Conference in Phoenix.

Conflict of interest: None

Public Comment: None

MOTION: I move to approve the November 17, 2022 agenda as amended.

Jing/Olivia: The motion carried unanimously 6-0

MINUTES

Special meeting was with Bremerton REAC to have a conversation about our respective challenges, successes, and future plans. We had a candid and engaging discussion with Bremerton REAC members Airen Lydick and Darryl Riley.

Bremerton REAC

- Has new members who are experienced in community work and race equity analysis and ready to hold government accountable.
- Reminding the city that REAC exists to advise on systemic racism, not just conducting cultural events.
- Staff support has been positive. They get excited about the potential.
- We struggle with the task of advising people in power who don't like sharing power or being told what to do. We want to make sure codification of our work means real advice and analysis, not just a rubber stamp.
- We feel as if we're not being watered and left to die.
- REAC members Glenna and Airen are consulting with GARE for race equity advisory body and officer descriptions.
- Bremerton REAC has an allyship group network of community members that is built on relationships and trust. When **** happens, they can rally immediately.
- At the March 8, 2022 forum*, information and perspectives gathered from in-depth interviews were presented. In a talking circle, elected officials heard about what the community wants. The circle was important because it was community, not individuals. The information wouldn't have looked the same if it came from surveys. It was more real, blunter.

*A recording is available.

Bainbridge REAC:

- Sometimes, things don't happen as quickly as we want but we're building momentum working with the City.
- The City and its departments have been calling on us more (from the beginning) to provide feedback applying a race equity lens. We have provided advice and recommendations on the Zero Emissions, Housing Action, and Winslow Subarea plans.
- One of the things we're focusing on is building relationships. Our co-chairs finished listening sessions with individual city council members. One of the findings is that they are all open to doing equity training with REAC.

- We're also conducting listening sessions to build relationships and a standing network of BIPOC community leaders. We currently have a loose idea on BIPOC leaders to talk to about issues and concerns. When the City comes to us, we want to be able to actually connect them with that community.

ADJOURNMENT APPROX. 7:30 PM

Co-Chair

Date



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PLACE OF THE CLEAR SALT WATER



LAND ACKNOWLEDGEMENT STATEMENT

“Every part of this soil is sacred in the estimation of my people. Every hillside, every valley, every plain and grove, has been hallowed by some sad or happy event in days long vanished.”

Chief Seattle 1854

We would like to begin by acknowledging that the land on which we gather is within the ancestral territory of the suq̓wəbš “People of Clear Salt Water” (Suquamish People). Expert fisherman, canoe builders and basket weavers, the suq̓wəbš live in harmony with the lands and waterways along Washington’s Central Salish Sea as they have for thousands of years. Here, the suq̓wəbš live and protect the land and waters of their ancestors for future generations as promised by the Point Elliot Treaty of 1855.



SUQUAMISH TRIBE





Race Equity Advisory Committee Code of Conduct

The Bainbridge Island Race Equity Advisory Committee encourages community attendance and participation. We are committed to providing a safe environment free from discrimination and harassment.

We ask all meeting participants to embrace our values of equity and inclusion and to conduct themselves in a manner consistent with these values. Please be prepared to participate in courageous conversation. Stay engaged. Agree to experience discomfort. Feel welcome to speak your truth. Expect and accept non-closure.

The Race Equity Advisory Committee has assigned two designees as the first point of contact for anyone who thinks that they have experienced discrimination, harassing or otherwise unacceptable behavior during this meeting. Please contact a designee if you have any concerns.

Today's designees the Chair and Vice Chair.



JOB DESCRIPTION

TITLE: Equity and Inclusion Officer	JD: 172
DEPARTMENT: Executive	EFFECTIVE DATE: XXXXXX
REPORTS TO: City Manager	FLSA STATUS: Exempt
SUPERVISES: N/A	UNION STATUS: Unrepresented

JOB PURPOSE/SUMMARY

The Equity and Inclusion Officer is responsible for leading the development and implementation of the City's equity and inclusion initiatives throughout the organization, including leading the development and implementation of a racial equity plan to drive organizational and cultural change. The City of Bainbridge Island recognizes the strategic necessity of leading with a racial equity lens to achieve equity for all. Acting as the City's subject matter expert on racial equity, diversity and inclusion, the Equity and Inclusion Officer will provide advice and consultation to city staff and elected officials. The Equity and Inclusion Officer will support community engagement by supporting the City's advisory groups and coordinating community engagement efforts more broadly.

ABOUT THE CITY OF BAINBRIDGE ISLAND

The City of Bainbridge Island is a vibrant community with small-town feel, 52 miles of scenic shoreline and densely forested areas. Our employees are the most important asset in preserving and enhancing the special character of the Island, and in responding to the community's needs. The City provides competitive salaries, outstanding benefits and professional growth opportunities.

CITY VISION

A healthy Bainbridge Island, now and for future generations.

CITY MISSION

Serve and respond with skill, trust, and care.

CITY VALUES

- Stewardship: We manage our resources with intention.
- Professionalism: We bring knowledge to our work and energy to new challenges.
- Connection: Respect and communication are central to our success.
- Balance: Personal well-being improves our work and makes our organization strong.

ESSENTIAL FUNCTIONS

- Develops and coordinates the strategic work for racial equity, diversity and inclusion throughout the organization.
- Coordinates the creation of a framework and tools – including a racial equity lens – to evaluate racial equity and inclusion impacts of proposed City legislation, regulations, policies, programs and activities.
- Coordinates the development and implementation of the City's racial equity plan, working with multiple stakeholders including the employee Racial Equity Team and the Race Equity Advisory Committee.
- Leads the City's Racial Equity Team; serves as liaison to the Race Equity Advisory Committee.
- Provides guidance to leadership and elected officials on racial equity and inclusion issues affecting City programs, policies and practices.

- Recommends enhancements to racial equity, diversity and inclusion learning opportunities for City employees, elected officials and community members.
- Provides support, direction and guidance to advisory groups as needed.
- Works with departments to create understanding and awareness in the use of a racial equity lens to examine new and existing policies, procedures and practices, as well as the distribution of resources that may contribute to inequity; assists staff in ensuring racial equity is considered for new and existing programs through the use of tools and data.
- Coordinates efforts to integrate racial equity, diversity and inclusion principles into City operations, projects and services through the application and integration of best practices, training and development of City staff; measures and reports on outcomes.
- Provides policy recommendations to City leadership, including budget and Capital Improvement Plan development and ADA practices.
- Supports purchasing practices and technical assistance programs for contractors and vendors with a goal of increasing diversity in the city's contracting and purchasing.
- Serves as the City's Americans with Disabilities Act (ADA) Coordinator; allows broader access to city services and public information by promoting ADA-compliant infrastructure including website accessibility and multilingual translation options.
- Coordinates the development of the City's ADA Transition Plan, working closely with key staff and outside consultants.
- Assists with efforts to increase community connections and public outreach and engagement, including the creation of content for the City's website, social media and newsletters; develops outreach methods for immigrant and first-generation communities.
- Develops and collects data identifying opportunities for accountability mechanisms for improvement and progress toward achieving long-term racial equity outcomes; conducts surveys, focus groups or performs other methods of data collection in order to create metrics; analyzes data, feedback and observations to inform strategy, decision-making and accountability.
- Researches and reports on best practices in equity and inclusion work for continuous learning and improvement opportunities.
- Participates in local and regional relevant meetings and working groups as a representative of the City.
- Coordinates or assists with community events which increase opportunities for cultural interaction and education.
- Presents information to City Council, advisory groups and the community.
- Drafts grant proposals, general communications, presentations, communication materials and other documents as needed.
- Maintains timely and regular attendance.
- Other duties as assigned.

KNOWLEDGE OF:

- Racial equity, diversity and inclusion concepts, including cultural competence, racial equity impact assessments and program evaluation methodologies.
- Historical, social, political and environmental issues influencing racial equity program development and implementation.
- Principles and practices of public administration.
- Effective institutional change management principles and practices.
- Best practices in addressing intersecting dimensions of diversity including race, color, culture and ethnicity, language, disability, sex, socioeconomic background, veteran status, religion, sexual orientation and gender identity and expression.
- ADA and Title VI policies, regulations and best practices.
- Research methods, sources and availability of information, and report presentation methods.
- Best practices in racial equity, diversity and inclusion community engagement methods.
- Techniques for policy development specific to racial equity issues.
- City organization, operations, policies and procedures.

ABILITY TO:

- Meet people where they are and support their movement toward equitable perceptions and actions.
- Negotiate sensitive issues, analyze conflicts and facilitate effective resolutions.

- Able to give and receive constructive, generative feedback.
- Assist with coordination of ethnic and cultural events, working with key community stakeholders.
- Utilize project management skills to develop actionable steps to draft and implement a racial equity plan for the City, and, once complete, monitor, measure, evaluate and share progress of the plan's initiatives toward achieving racial equity outcomes.
- Apply quantitative and qualitative analysis and evaluation skills.
- Manage multiple and competing timelines in a fast-changing environment.
- Support and model the identified vision, values and behaviors of the organization.
- Establish and maintain effective working relationships.
- Use initiative and independent judgment within established procedural guidelines.
- Operate a personal computer utilizing a variety of standard and specialist software.
- Communicate effectively both orally and in writing.

PREFERRED QUALIFICATIONS

Bilingual or multilingual abilities are desired. A bachelor's degree in public administration, sociology, ethnic studies or a related field and four years of professional experience in government, education, social justice programs, public outreach and engagement; OR any combination of experience, education and training that would provide the level of knowledge and ability required.

LICENSE AND CERTIFICATION REQUIREMENTS

- Pre-employment background check conducted as a condition of employment.

WORKING CONDITIONS

The regular work schedule is generally Monday through Friday, 8 am to 5 pm. Work is primarily performed in an office which is busy, oriented to public service and subject to occasional work interruptions. Noise level is moderate. Position infrequently requires outdoor work, and this environment can include uneven and unstable walking surfaces, tripping hazards and inclement weather conditions. Attendance at meetings before or after regular work hours is required.

PHYSICAL REQUIREMENTS

Continuous repetitive arm/hand movement is essential to performance. The incumbent in this position must be able to discern voice conversation, have the physical ability to perform essential job functions, and have hand-eye coordination sufficient to operate computers, do keyboarding and operate other office equipment. The incumbent must have the ability to produce legible handwritten documents and may need to push, pull, lift and carry up to 20 pounds.

The City of Bainbridge Island is an equal opportunity employer. All employees and candidates for employment will be recruited, selected, trained, promoted, compensated and, if necessary, disciplined or terminated without regard to sex/gender, race, national origin, religion, creed, color, marital status, veteran status, age, national origin, pregnancy, sexual orientation, gender identity, disability, genetic information or any other basis prohibited by law.

While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.



Process for City Employee Recruitment

Last updated 11/28/2022

If new position:

- Council authorization for position
- Develop job description and establish pay range
 - If represented work, negotiate wages with bargaining group
- Determine reporting structure

For all open regular positions except sworn officers:

- All positions advertised utilizing these general resources:
 - WA Worksource (unemployment)
 - Craigslist
 - Association of WA Cities
 - Indeed
 - DiversityJobs
 - City's "Notify Me" email list – almost 500 subscribers
- Depending on position, may advertise using more specific resources:
 - Subject association (i.e. WA Finance Officers Association, American Planning Association)
 - International City/County Management Association
 - League of Women in Government
 - National Forum of Black Public Administrators
 - Local Government Hispanic Network
- Notify staff of vacancy and encourage sharing with anyone interested
- Most positions are open until filled, with a cutoff date for first review of applications approximately three weeks after vacancy is announced
- Hiring manager reviews applications, with personally-identifying information redacted
- Hiring manager selects applicants for interviews
- HR and hiring manager establish interview panel
- Interviews scheduled and conducted
- Background and reference checks completed for finalist
- City manager is final authority on hiring