

SUMMARY ATTACHMENT A: SOCR Racial Equity Analysis Implementation Plan

The Racial Equity Toolkit Team will conduct a racial equity toolkit on the new structure for the Seattle Office for Civil Rights, resulting in the deep transformation of the City's approach to policy, budget and service development/delivery, while investing deeply in the development of their own racial equity analysis.

SOCR will:

- Contribute staff and staff time to deepening racial equity analysis, support community engagement and conduct a revised Racial Equity Toolkit (RET)
- Design and coordinate community engagement events
- Apply the 6 steps of the racial equity toolkit to define and determine the permanent structure, leadership appointment or designation, duties, and responsibilities of SOCR, and other recommendations deemed critical by community stakeholders
- Draft an RET report organized by: 1) methodology and sources, 2) literature review, 3) quantitative survey results, 4) qualitative feedback, and 5) recommendations
- Share out report with the internal and external city stakeholders

Step 1: Planning RET (10-12 weeks)

During the planning phase, RET team members will conduct a self-assessment of their own racial equity analysis, invest in relationships, and develop a growth mindset that will guide their development and time during the RET process.

RET Team will:

- Formulate RET Team – OCR staff
- Recruit interested city and community members
- Establish RET Team member roles and responsibilities
- Support the hiring of an outside consultant and develop scope of work
- Set vision, guiding principles, and strategy
- Participate in Undoing Institutional Racism training as a team
- Develop and engage in Strategy Chart and Power Analysis
- Examine historical impacts and structural conditions of racism
- Develop racial equity outcomes and action plans
- Provide preliminary update to Council

Step 2: Community Engagement Occurs (20-24 weeks)

During the community engagement phase, the RET team will critically examine the City's historical role in community engagement; analyze the ways relationships with communities most impacted can be developed, strengthened, and repaired during this RET process and beyond; and seek continuous input from stakeholders on the process itself.

RET Team will:

- Gather, analyze, and evaluate qualitative and quantitative data including research of similarly situated agencies and offices
- Design community engagement plans that center communities most negatively impacted in an effort to build accountable, trusting community relationships

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- Community engagement will include creative, arts- and culture- based facilitation, engagement, and communication strategies
- Develop a compensation assessment and plan for community participation
- Intentionally engage within strategic spheres to gather stories, feedback, and input from internal and external community members
- Provide preliminary update to Council

Step 3: Analysis (8-10 weeks)

During the RET Analysis phase, the RET team will engage in deep personal and team reflection regarding their own social positions and the importance of leading with a racial equity lens to bring about effective institutional change.

RET Team will:

- Analyze input and feedback from community engagement
- Conduct any additional engagement sessions as needed
- Draft recommendations and report that will define SOCR structure, leadership appointment, or designation, and leadership duties and responsibilities and other recommendations deemed critical by community stakeholders
- Provide final report to Council

Step 4: Reflection (3-4 weeks)

The RET team will reflect critically on their own personal development and steps needed to continue strengthening their racial equity analysis past the RET process and ways to make the RET process a more transformative experience.

RET Team will:

- Reflect on each step, specifically community engagement
- Coordinate follow-up with community participants, include sharing results of community engagement, burdens and benefits, and recommendations of the final report

Step 5: Implementation (8-10 weeks)

During the Implementation period, the RET team, together with SOCR staff, will engage in a restorative process to address the harm that may have arisen before and during the RET process.

RET Team will:

- Guide implementation of new structure, duties and responsibilities
- Report back to communities most negatively impacted on the new structure, duties and responsibilities, and accountability measures
- Guide and support transparent practices between Council and stakeholders in drafting and passing legislation for SOCR's permanent structure based upon the RET Team's final report and recommendations from the Racial Equity Toolkit
- Create spaces and ways for stakeholders to provide feedback and input into the RET process
- Provide opportunities for community feedback on how the City can continue developing, strengthening, and repairing relationships with communities most negatively impacted

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Council will:

- Pass timely legislation and allocate appropriate funding to SOCR's permanent restructure and duties and responsibilities based on the RET Team's final report and recommendations from the Racial Equity Toolkit
- Ensure proper appointment of SOCR leadership as designated by the RET Team's final report and recommendations

BUDGET AND REQUIRED RESOURCES FOR:

Arranging meeting support (e.g., facilitator, note taker, etc.), reserve meeting space, organize volunteers, invite participants, prepare meeting materials, arrange facility overhead, provide food, childcare, parking, transportation accommodation/reimbursement, interpreter and translation services, artist facilitators, community member stipends, prepare outreach materials, arrange staff overtime, stipends for RET team members (non-city staff), funds for the RET team to attend the Undoing Institutional Training, etc.