

Equitable Engagement and Racial Equity Tools

Office of Civil Rights, Equity & Inclusion

8/19/20

In 2019...

Equity Subcommittees

- Equity Policy**
- Equitable Engagement
- Racial Equity Toolkit
- Equitable Employee Experience

Inaugural Equity Summit

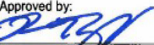

Sound Transit Strategic Priorities

Preamble:

Our strategic priorities are built upon a commitment to equity and fairness, environmental stewardship, partnerships and the communities we serve.

Equity & Inclusion Policy



Approved by:  Chief Executive Officer	Agency Policy 606 Executive
 Chief Officer	Equity and Inclusion Policy
	Effective Date: 03/01/2003 Revision Date: 12/12/2019 Supersedes: Administrative Policy and Procedure No. 1001

Equity and Inclusion Policy

1.0 Scope

- 1.1 This policy describes Sound Transit's commitment to equity and inclusion. This policy applies to all Sound Transit employees, temporary workers and interns.

2.0 Definitions

- 2.1 Diversity: Range of human differences, including, but not limited to, race, ethnicity, gender identity, sexual orientation, age, social class, physical ability or attributes, religious or ethical values systems, national origin and political beliefs.
- 2.2 Inclusion: Involvement and empowerment, where everyone feels welcomed, respected, supported and valued.
- 2.3 Equity: Fairness in process, distribution of resources, opportunity and provision of varying levels of support upon need to achieve greater fairness of outcomes.
- 2.4 Racial equity: Acknowledgement of historical inequity based on race, where race no longer determines one's socioeconomic outcomes and when everyone has what they need to thrive.

3.0 Policy


3.1 Sound Transit commits to:

- 3.1.1 Building an agencywide culture of inclusion.
- 3.1.2 Integrating equity and inclusion into all of its policies, programs, operations and practices.
- 3.1.3 Applying a racial equity lens to decision-making.

3.2 Sound Transit must:

- 3.2.1 Seek to discover and eliminate agency policies, structures and practices that perpetuate inequities.
- 3.2.2 Strive to employ a diverse workforce at all levels that reflects the community we serve.
- 3.2.3 Identify, develop and apply best practices, processes and tools that demonstrably make a positive difference for employees, stakeholders, riders and the community to reduce prevalent and persistent systemic inequity and outcome gaps.

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Equity and Inclusion Policy (606)


Overview
Updated: 12/31/2019

This policy describes Sound Transit's commitment to equity and inclusion. This policy applies to all Sound Transit employees, temporary workers and interns.


File Name: Agency Policy 606 - Equity and Inclusion Policy_Adopted Dec 2019.pdf
Department: Equal Employment Opportunity, Equity and Inclusion
Topic(s): Administrative, Best Practices, Equity and Inclusion, Hiring, People, ST Life
Size: 0.45 MB
Keywords: equity, inclusion, diversity

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Related Documents



Agency Policy 603 - Equal Employment Opportunity
Updated: 12/20/2017
Establishes the agency's commitment to equal employment opportunity.

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Agency Policy 605 - Harassment Free Workplace
Updated: 08/22/2019
This policy addresses Sound Transit's commitment to maintain a workplace free from any form of harassment, including sexual harassment. This policy applies to all regular Sound Transit employees, contractors, interns and direct hire temporary workers.

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Still have questions?

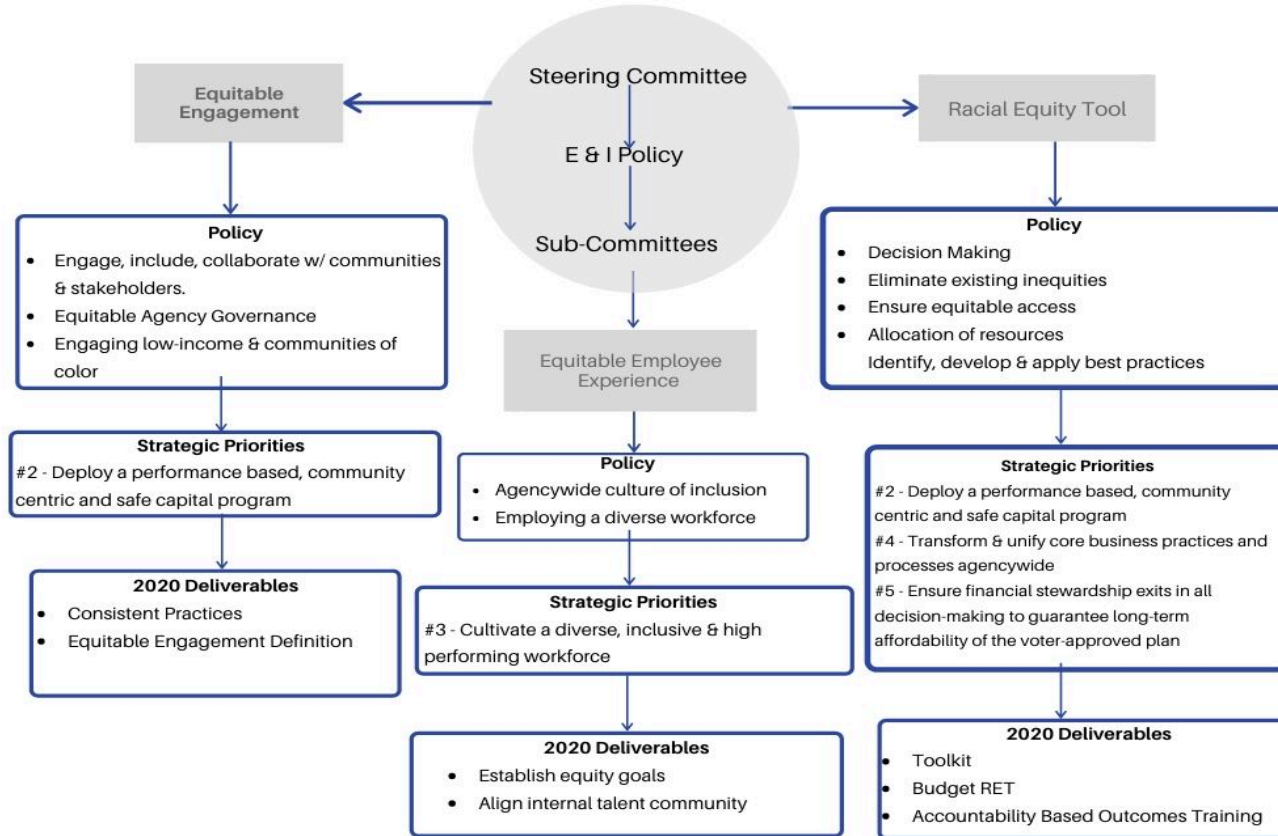


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Revision history

Updated
12/31/2019
Created
12/31/2019

2020 Equity Sub-Committee & Strategic Priority Alignment

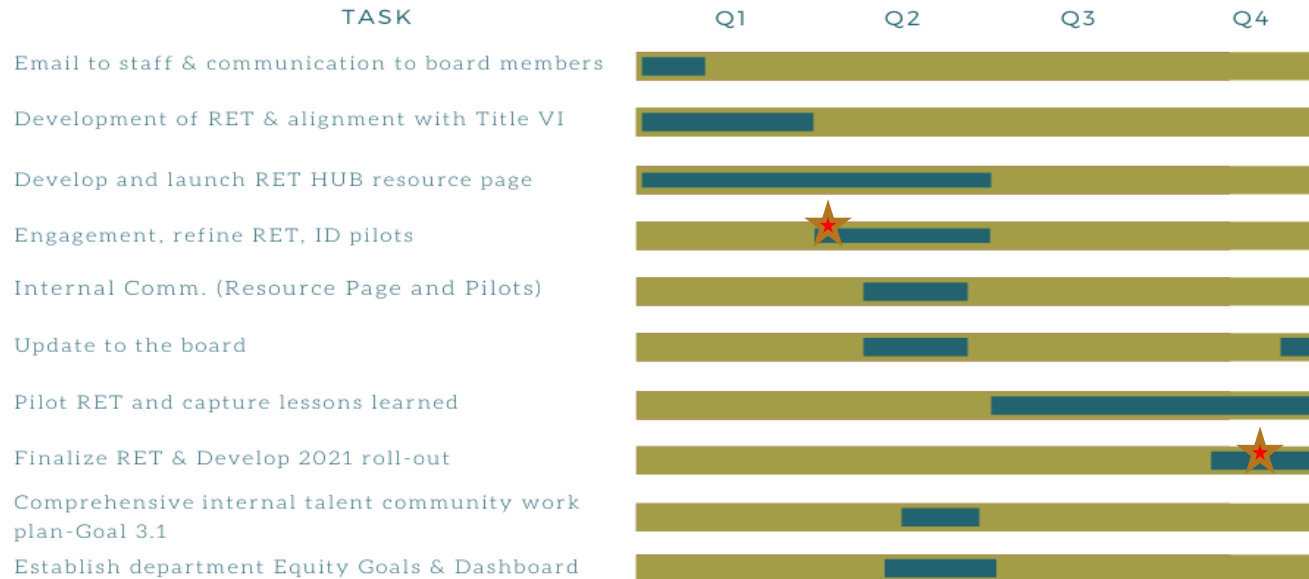


Aligning the Equity Sub-Committees with the Internal Equity & Inclusion policy enables us to integrate equity & inclusion into all of the Agency's policies, programs, operations, and practices.

This integration will be led by the Equity Steering Committee.

Equity & Inclusion Policy implementation and communication plan

2020 TIMELINE



Topics

I. Equitable Engagement Tool & Racial Equity Tool

- *Opportunity Statement*
- *Subcommittee Goals*
- *2020 Deliverables*
- *Overview of Tools*
- *Pilot Phase*

II. Q&A

Equitable Engagement Tool

Opportunity Statement

Sound Transit does not have an established agency-wide policy, process or mechanisms to equitably engage with community to create long term relationships across our region that allows community to shape the way they interact with the agency in order to remove barriers to communication, and play a more active and meaningful role in decision making.

Subcommittee Goals & Desired Outcomes

1. Develop, refine and align the agency's philosophy for equitable community engagement

Outcome: Shared understanding and commitment to adopt the equitable engagement philosophy.

2. Establish consistent baseline approach for equitable community engagement allowing for customized implementation across all business lines.

Outcome: Document core best practices and accountability metrics.

3. Develop a way to measure our current engagement in marginalized communities.

Outcome: Improve the connections to communities.

4. Identify opportunities for authentic engagement of communities of color, people experiencing poverty and other marginalized communities and develop a pathway for feedback to inform decision-making.

Outcome: Communities feel respected included and can see the impact of their voice.

5. Establish an internal workgroup to coordinate engagement efforts and monitor implementation of equitable engagement practice.

Outcome: More intentional and coordinated engagement.

Deliverable ONE: Define “Equitable Engagement”

“Equitable community engagement is the commitment to exceed our standard engagement practices by ensuring that institutionally underserved communities and those who are most at risk of being adversely impacted by our actions are well informed and provided frequent opportunities to share their experiences and perspectives.”

Deliverable TWO: Develop an Equitable Engagement Tool

Part I - Introduction & Alignment

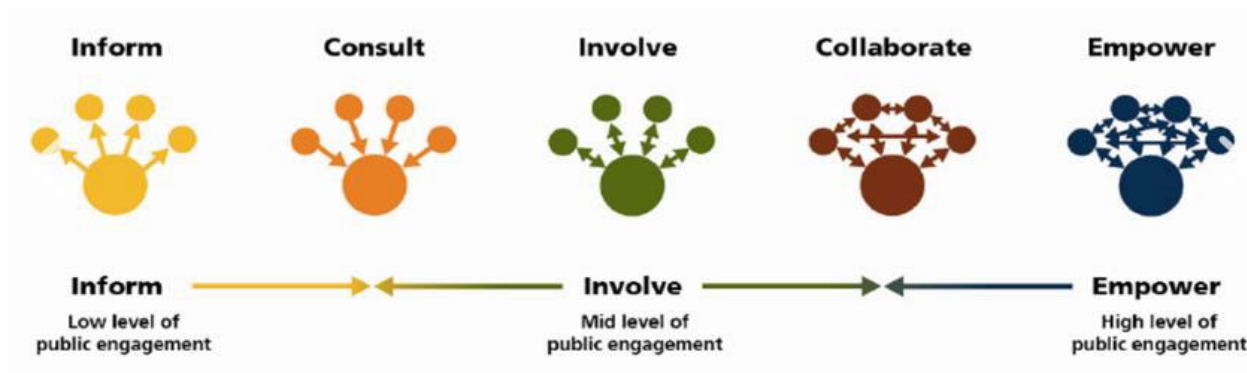
- Sound Transit's Strategic Priorities
 - 1.2 Provide a customer-focused experience from design through daily service
 - 2.1 Establish performance-based delivery methods that allow for design flexibility, innovation, cost effectiveness and schedule certainty to meet community and customer expectations.
 - 2.2 Improve industry, jurisdictional and community partnerships to strengthen certainty and timelines of project delivery.
 - 4.1 Ensure decision-making across the agency is clear, timely, made at the right level and informed by data.
- Equity & Inclusion Policy
- Title VI Public Participation Plan and Language Assistance Plan

Part II - Guiding Principles

Values	Principles
Collaboration	<ul style="list-style-type: none">• Recognize and accept the need for community input.• Ensure that community input will be used to inform decision making.• Support a culture of mutual learning and development.• Involve the community and the decision makers in designing the outreach• Credit the community for their contribution.
Customer & People Focused	<ul style="list-style-type: none">• Understand how history has contributed to institutional racism and other forms of oppression in marginalized communities.• Seek to build long-term, meaningful relationships with members of the community.
Inclusion & Respect	<ul style="list-style-type: none">• Understand barriers to participation and work to reduce or eliminate them.• Acknowledge community members as experts in their own experiences.• Honor the experiences and perspectives shared.
Integrity	<ul style="list-style-type: none">• Transparently identify and communicate the expected level of engagement and influence.• Build and maintain trust with community by communicating clearly and honestly.• Own up to missteps, past or present, and seek to rectify when possible.
Quality	<ul style="list-style-type: none">• Ensure equitable and sustainable delivery of agency services and projects.• The community will help inform how the agency distributes its resources.• Be open to continuous improvement based on community feedback.• Focused on concrete results that are responsive to community.

Part III – The Community Engagement Spectrum

Purpose: *Identify the appropriate level of engagement* based on community demographics, potential impact on people/businesses/orgs/etc., intent of engagement, and how information will be used.



Part IV – Identify Your Audience

Purpose

- *Analyze potential impact specifically for vulnerable populations (low-income, LEP, people of color, people with disabilities, seniors, etc.).*
- *Identify barriers to engagement.*
- *Identify pre-existing relationships between Sound Transit and those in the community.*

Part V – Planning Your Engagement

- Considerations when planning public engagements
- Title VI requirements and Language Services

Part V – Data and Evaluation

- Prompt people to think about what quantitative and/or qualitative data they want to track
- How to measure success
- When/how to course correct if needed

Part VI – Long Term Engagement

- How will we be accountable to community during and after the engagement process?
- Who will maintain the relationships?

	WHEN will your engagement take place? <ul style="list-style-type: none">•How will you ensure that your event is taking place on a day and time that people are available?•What other events or cultural or religious observances might be happening in the area that could detract from attendance?•Are you scheduling your meeting during a meal time? If so, people may expect food.•Do you need to offer your event more than once to capture a wider audience?
	WHERE will your engagement take place? <ul style="list-style-type: none">•Are there community organizations or groups that are willing to partner or co-host?•Is the location of your event accessible for your target audience?•Is it ADA compliant?
	TRANSPORTATION: How will be people get to and from your event? <ul style="list-style-type: none">•What barriers might exist in regard to transportation? How might you work to reduce or eliminate these barriers?•Will you provide transit passes for attendees?
	COMPENSATION: Will you compensate people for their time? <ul style="list-style-type: none">•Are there funds or other resources available to provide compensation?•How will you inform yourself as to how people would like to be compensated (i.e. food vs. stipend)? <i>Note: If you are providing food, be aware of the cultural or dietary needs of the audience. For instance, many Muslim populations only eat Halal food and avoid pork.</i>
	LANGUAGE SERVICES: Please refer to Title VI Language Assistance Plan in Appendix B . THIS IS A REQUIRED STEP! <ul style="list-style-type: none">•Will you need documents, audio, or web announcements translated into other languages?•Will you need to hire a professional interpreter for your event?•How will you make information accessible to those with hearing or visual impairments and populations that cannot read or write?
	MARKETING & COMMUNICATION <ul style="list-style-type: none">•How do people want to be communicated with?•How will you ensure that you are using the most effective communication method(s) throughout the process?•How will you obtain contact information for attendees/participants?
	OTHER CONSIDERATIONS <ul style="list-style-type: none">•Will child care be provided?•What presentation format is most engaging for your audience?•Who is best suited to deliver the content and facilitate the conversation?•Who will take minutes to ensure an accurate account for future report outs?

Racial Equity Tool

Opportunity Statement

As Sound Transit expands across our region, we have an obligation to be accountable and proactively address disparities that exist, and act to achieve a vision of racial equity that is inclusive of a spectrum of identities and experiences. Sound Transit seeks to establish a systemic and intentional way to assess the benefits and impacts of proposed policies, programs and procedures through an equity lens. The development of a tool that transforms the way we work—ensuring that we identify and seek to reduce, eliminate and/or prevent inequities in all that we do—is imperative.

RET Subcommittee Goals

Phase ONE: Develop and pilot a Race Equity Tool that integrates with ST policies, practices, procedures and projects.

Phase TWO: Training and messaging on how and when to utilize the ST Race Equity Tool.

Phase THREE: Create a plan for how to embed and ensure accountability agency wide.

Deliverable ONE: Develop Racial Equity Tool

Part I - Introduction & Alignment

- Sound Transit's Strategic Priorities
 - 1.2 Provide a customer-focused experience from design through daily service
 - 4.1 Ensure decision-making across the agency is clear, timely, made at the right level and informed by data.
 - 5.1 Align human and financial resources to the agency's strategic priorities and goals.
- Equity & Inclusion Policy
 - 3.1.3 Applying a racial equity lens to decision making
 - 3.2.3 Seek to discover and eliminate agency policies, structures and practices that perpetuate inequities

Deliverable ONE: Develop Racial Equity Tool

Part II - Guiding Principles

Inclusion and Community Voice	<ul style="list-style-type: none">• An equity-oriented approach centers and actively seeks full inclusion of people of color in the process of identifying challenges and shaping solutions that will affect their lives and communities.
Social Justice	<ul style="list-style-type: none">• Because racial inequities are rooted in policies and systems that unjustly disadvantage people of color, solutions to these challenges must be grounded in the commitment to shifting power imbalances and advancing social justice.
Sustained Commitment	<ul style="list-style-type: none">• A commitment to long-term, sustained investment in time, resources and people.
Systems Analysis	<ul style="list-style-type: none">• Understanding history, the distribution of power and resources, and the policies, systems and practices that create and perpetuate inequities.

**Borrowed from the Center for Urban and Racial Equity*

Part III – Initial Analysis (pre-RET)

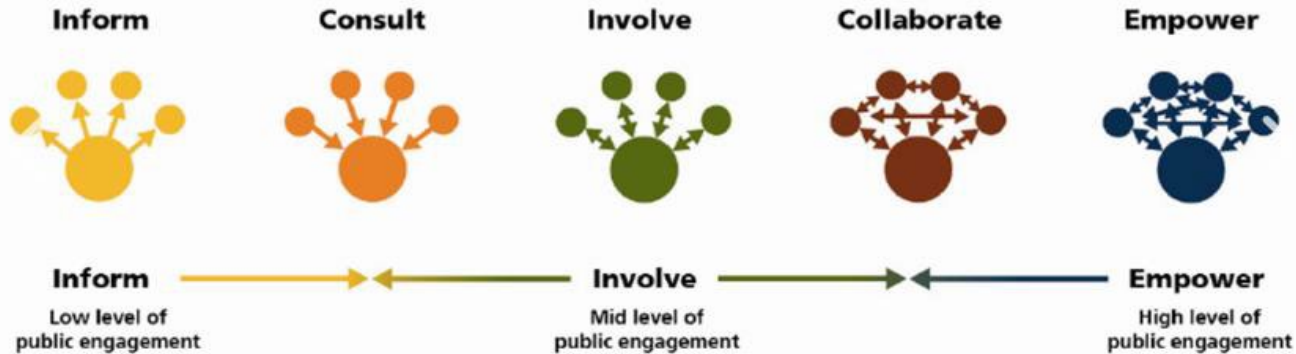
- Determine *intended* impact on community as a result of the proposal
- Consider how the outcomes will increase or reduce racial disparities

Part IV – Historical Analysis

- Determine root causes of racial disparities based on proposal region
- Identify specific communities of color (using GIS and other resources) most likely to be positively/negatively impacted
- What other tools are used to complete the analysis (SAFE, NEPA, etc.)

Part V - Equitable Community Engagement

Purpose: *Identify the appropriate level of engagement* based on community demographics, potential impact on people/businesses/orgs/etc., intent of engagement, and how information will be used.



Part VI – Impact Analysis

- Key findings based on community feedback, qualitative and quantitative data
- Determine potential benefits and/or negative consequences for communities of color in relation to current systems and institutions (i.e. health equity, income, transportation/mobility, economic growth, etc.)
- Strategy development – create greater racial equity and/or minimize harm
- Key considerations to be highlighted for key decision makers

Part VII – Evaluate & Refine

- Determine what indicators will be used to measure success (using SMARTIE format)
- Determine how to track indicators throughout all stages of proposal

Part VIII – Accountability and Report Out

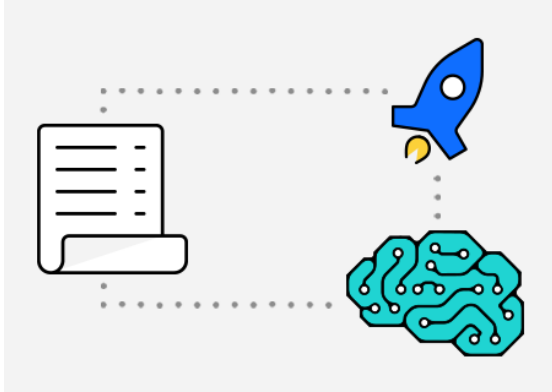
- How will we report back to affected communities about the proposal
- Develop strategy and point of contact for long-term relationship building between ST and community.

Next Up- Pilot Phase!

Internal & External Engagements

Internal	External
Executive Leadership Team (including Peter)/Executive Councils	Transit Access Coalition
PEPD, HR, GCR, Community Outreach and CREI	Transportation Choices Coalition
All Equity Subcommittees & Equity Steering Committee	Diversity Oversight Committee
Goal Team 4.1 and Goal Team Leads/Facilitators	Citizens Oversight Panel
External Engagement Committee	
ERG Leadership Meeting	

Pilot Criteria



RET	EET
Variation in proposal type (project, programs, policies, internal vs. external, etc.)	Diversity of engagement level (Inform, Consult, Involve, Collaborate, Empower)
Representative of ST region	Engagement efforts that will include outreach to communities of color, LEP, low-income, people with disabilities, etc.
Representative of different modes of ST transportation	Diversity in methodology and approach
Likelihood of proposal moving into implementation	Representative of the ST region
Executive support	Executive support

Selected Pilots

RET	EET
<p>Northgate Opening <i>Scope: Better understand potential riders in NG service area to inform opening day event communications/marketing</i></p> <p>RET Lead: Lauren Albert & Abril Silva Department: Executive (Project Transition Office) Executive Sponsor: Julie Marshall</p>	<p>Youth Fare Enforcement Program <i>Scope: TBD</i></p> <p>EET Lead: TBD Department: Executive (Passenger Experience) Executive Sponsor: Russ Arnold</p>
<p>Disparate Impact Policy <i>Scope: Policy revision on disparate impact/disproportionate burden thresholds for fare and major service changes</i></p> <p>RET Lead: Mitzi McMahan Department: Civil Rights, Equity & Inclusion Executive Sponsor: Jackie Martinez-Vasquez</p>	<p>Tacoma Dome Link Extension <i>Scope: Audience expansion - station workshops</i></p> <p>EET Lead: Sagar Ramachandra Department: PEPD Executive Sponsor: Don Billen</p>
<p>Next Gen ORCA (multi-agency effort) <i>Scope: ORCA retail network</i></p> <p>RET Lead: Tyler Ramirez Department: Executive (Passenger Experience) Executive Sponsor: Russ Arnold</p>	<p>Parking Management Program <i>Scope: Daily paid permit parking program</i></p> <p>EET Lead: Melanie Mayock Department: PEPD Executive Sponsor: Don Billen</p>

Proposed Pilot Timeline (subject to change)

Phase ONE July - August

- Informational meeting with Sound Transit PM(s) and other stakeholders
- Formation of RET/EET work group and set meeting cadence
- RET/EET work group orientation and pilot overview

Phase TWO August – December

- **RET/EET work group meets as needed to. . .**
- Begin working through the tool
- Collect and analyze data
- Develop & implement outreach plan

Phase THREE December 2020 – March 2021

- Develop final recommendations and/or incorporate key findings into a final report that can be shared with decision-makers (if relevant)
- Report back to individuals/groups contacted through outreach/engagement process
- Work group debrief, evaluations and lessons learned from the EET/RET pilot
- Revision of tool and/or process based on work group feedback

Q & A

Thank you.

Thank you.



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