



DEPARTMENT OF CLERK SERVICES CALENDAR YEAR 2024 EQUITY IMPACT PLAN

Leadership Sponsor Jill Cooper

Equity Lead(s): Jill Cooper and Satabdi Samaddar

Departmental Equity Guiding Statement: The Department of Clerk Services is committed to providing equitable and inclusive access to the public participation process as it relates to the meetings and records of the Board of Supervisors and the Planning Commission.

Context: The need for information in multiple languages and formats has been increasingly acknowledged in local government, including information surrounding the Board of Supervisors and Planning Commission. Public engagement in the public hearing process has also been identified as an area in which there can and should be expanded. The lack of diversity among the County's Boards, Authorities, and Commissions prevents a representative voice in the advisory process that leads to decision-making.

System-Level Infrastructure: Intentionally expand access to public participation among historically underrepresented groups through promoting language services for public meetings. Continue to partner with the Department of Planning and Development as it pertains to community engagement and land use. Coordinate with Office of Public Affairs and the Department of Cable and Consumer Services to continue providing remote participation options for individuals wishing to testify at public hearings. Partner with other agencies and the Board to document and ultimately expand diversity among Boards, Authorities, and Commissions.

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DEPARTMENT GOALS

Goal 1: Engage in racial and social equity learning.

One Fairfax Area(s) of Focus: 17. Policies that prohibit all forms of discrimination under Federal and State law in county and school system activities, and ensure that all practices provide fair treatment for all employees, contractors, clients, community partners, residents, and other sectors who interact with Fairfax County including higher education, business, nonprofit, faith, philanthropy, and civic.

Countywide Strategic Plan Community Outcome Area(s): Efficient and Effective Government (EEG)

Relationship to Countywide Strategic Plan Strategies:

EEG 11. Expand employee learning opportunities to increase staff competencies and experience in the areas of leadership, equity, cultural proficiency, use of technology and innovation to meet the needs of a changing environment.

Actions	Stakeholders	Resources/ Supports	Responsible Parties	Timeline	Performance Measures
<p>1a. Initiate the collaboration with DPD staff to assess current community outreach practices pertaining to land use.</p>	<p>Community/Residents Applicants and their Agents</p>	<p>Equity Team One Fairfax Team and ambassadors</p>	<p>DCS Equity Leads DPD Equity Leads</p>	<p>CY 2024</p>	<p>Assess current outreach policies and practices using an equity lens and report finding in the annual Planning Commission Report.</p>

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Goal 2: Expand access to public meetings.

One Fairfax Area(s) of Focus: 18. Other

Countywide Strategic Plan Community Outcome Area(s): Efficient and Effective Government (EEG)

Relationship to Countywide Strategic Plan Strategies:

EEG 4. Improve public participation and engagement opportunities to ensure all facets of the community are represented and have the physical, technological, and language access necessary to engage and participate in community discussions and decisions.

Actions	Stakeholders	Resources/ Supports	Responsible Parties	Timeline	Performance Measures
2a. Provide instructions on how to request language services on DCS's public website and include it in the automated message that is generated from the speaker's list sign up.	Staff Community Board and PC	Equity Team DCS Language Access Coordinator OPA DIT	Equity Team DCS Language Access Coordinator DCCS OPA	CY 2024	% of individuals who utilize language services translation is provided when needed
2b. Continue to coordinate remote participation options for public testimony through telephone and YouTube Video.	Community BOS & PC	OPA Cable and Consumer Services	DCS Staff Cable and Consumer Services	CY 2024	% of individuals who utilize remote participation options for public meetings.

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Goal 3: Document racial and other demographic breakdown of members of Boards, Authorities, and Commissions.

One Fairfax Area(s) of Focus: 18. Other

Countywide Strategic Plan Community Outcome Area(s): Efficient and Effective Government (EEG)

Relationship to Countywide Strategic Plan Strategies:

EEG 7. Review and improve the structure, operations and impact of county boards, authorities, and commissions to better reflect current needs and demographics of the community.

Actions	Stakeholders	Resources/ Supports	Responsible Parties	Timeline	Performance Measures
3a. Continue multi-agency workgroup to document and analyze demographics of current members.	BAC members Community Staff	One Fairfax Team DMB/Data Analytics DIT	DCS BAC Staff Coordinators	CY 2024	Report current membership – TBD 2024 % of BAC members who participate in the demographic survey
3b. Collect demographic data for all new BAC appointments during the on-boarding process.	Community	DCS	BAC Coordinator	CY 2024	Report demographic data of new BAC members after implementing

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Department Director's Signature: _____