
CALENDAR YEAR 2023 EQUITY IMPACT PLAN

ANNUAL REPORT

BACKGROUND INFORMATION

Department Name: Department of Clerk Services

Equity Lead(s): Jill Cooper and Satabdi Samaddar

Date: 12/11/2023

EQUITY IMPACT PLAN REPORT

Review your department's Equity Impact Plan for CY 2023 at [Equity Impact Plans | Topics \(fairfaxcounty.gov\)](#). Using that plan, fill in each goal below and describe: 1) what was done to make progress toward the goal, 2) with whom (partners), and 3) how work toward this goal was measured/evaluated and the results. If you have data for the performance measures in your CY 2023 Equity Impact Plan, report them. Add more goals as needed.

Goal 1: Engage in racial and social equity learning training for DCS staff.

Goal 1 Progress:

Department Equity Lead participated in a two-day training on Promoting Equitable Practices with Juvenile and Domestic Relations District Court (JDRDC). This training is part of a core curriculum for all JDRDC staff. This opportunity was made possible through engaging with other departments in the Equity Lead: Community Practice workgroup led by One Fairfax. Progress towards this goal was set to be measured by establishing criteria for DCS specific equity training, which is still in progress.

Goal 2: Expand access to public meetings and records.

Goal 2 Progress:

During Fiscal Year 2023, the Planning Commission held 36 regular meetings, 7 workshops, 19 committee meetings, and heard verbal testimony from 265 speakers. Planning Commission meetings have been in-person throughout this fiscal year, with the additional methods of public testimony (telephone and pre-recorded YouTube video) established during the pandemic remaining. These additional methods of testimony have increased accessibility to public hearings. Public participation increased by 41.4% from FY 2022. DCS received 2 requests for language services in 2023. One request was for a resident to use their own Spanish translator for a Board of Supervisor's public hearing on April 12, 2023. The individual was granted additional time for their testimony. The second request was for a Burmese interpreter for a Planning Commission public hearing on June 28, 2023. DCS worked with the Department of Planning and Development to have an on-site interpreter, but the resident was not in attendance. During the year, DCS established banner notifications on its web pages to alert the public when Spanish subtitles were made available, and has in place procedures for language services.

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

Goal 3 Progress:

The Demographic Survey for BAC members had been finalized. However, the date for distribution is still to be decided.

Goal 4: Collaborate on the process of including Equity Impact Statements in board items, in order to expand pilot.

Goal 4 Progress:

DCS coordinated with One Fairfax team to create updated guidance to manage Equity Impact Assessments (EIAs) and Equity Impact Statements (EISs) on BOS scheduling requests. One Fairfax tracks EIAs and EISs to assess the actual or anticipated effects, positive and negative, of proposed policies, practices, programs, plans, and budgetary actions to inform decision-making.

Describe other equity-related work completed in CY 2023 (efforts that advance racial and social equity that your department was involved in within the department or countywide) not in the department's Equity Impact Plan.