

## CAAB Policies and Procedures Review

Diversity, Equity, and Inclusion Committee

*Crosswalk between CAAB DEI Committee recommendations, Fairfax County Chairman’s Task Force on Equity and Opportunity recommendations and the Fairfax County Economic Recovery Framework*

ITEM UNDER CONSIDERATION	DRAFT RECOMMENDATIONS	ALIGNMENT WITH CHAIRMAN’S TASKFORCE AND ECONOMIC RECOVERY FRAMEWORK
<p><b>Bylaws/ Recruitment</b></p>	<ol style="list-style-type: none"> <li>1. In alignment with the One Fairfax policy, recommend the Board of Supervisors consider using an equity lens when selecting appointees to the CAAB.</li> <li>2. Add the CAAB’s equity statement in the CAAB Bylaws.</li> <li>3. Undertake outreach to specific populations underrepresented on the CAAB.</li> <li>4. Develop a CAAB Community Engagement Plan using the Engage Fairfax template, currently under development.</li> <li>5. Review the petition process using an equity lens. Identify areas for improvement to ensure inclusivity. Consider whether the process is the most equitable democratic process for selecting representatives from the low-income community.</li> <li>6. Modify the Conduct Policy as follows: iii. Not engage in or facilitate any discriminatory or harassing behavior directed toward County staff, members, officers, meeting attendees, contractors, or others in the context of activities relating to the CAAB;</li> <li>7. Add a procedure requiring a vote to seat all CAAB members; allowing for a vote to “unseat” CAAB members if they violate the conduct policy. Members who are not seated will not be able to vote.</li> <li>8. Add the following section to the Bylaws:  <b>COMPLIANCE WITH LAW AND COUNTY POLICY</b>                      The CAAB shall comply with all Virginia laws, including, but not limited to, the VFOIA, and the Virginia State and Local Government Conflict of Interests Act, Virginia Code § 2.2-3100 <i>et seq.</i>, as amended, with all County ordinances, and with all County policies concerning the activities of its boards, authorities, and commissions. In case of a conflict between a provision of these bylaws and any applicable ordinance or law, the provisions of the applicable ordinance or law, as the case may be,</li> </ol>	<ul style="list-style-type: none"> <li>• Demonstrate intentionality in ensuring diverse representation and inclusiveness in power and decision-making opportunities.</li> <li>• Ensure our local leaders, public and private, have the knowledge and capacity to understand the drivers of racial inequity and their contribution to structural racism, and use their power to build more equitable communities.</li> <li>• Demonstrate intentionality in ensuring diverse representation and inclusiveness in power and decision-making opportunities.</li> <li>• Develop and operationalize policies and procedures – to include stated goals and quantitative targets – to equitably recruit, hire, mentor, and promote women and people of color, recognizing that representation is different in various systems, professions, and job classes.</li> </ul>

<p><b>CSBG Administration</b></p>	<ol style="list-style-type: none"> <li>1. Recommend CCFAC apply the One Fairfax policy when recommending language for the community funding pool application and award process.</li> <li>2. Recommend contract staff include the One Fairfax Policy, One Fairfax Introduction Video and complete the policy acknowledgment form in CSBG funded contracts.</li> <li>3. Recommend the CAAB use an equity lens when choosing CCFP contractors</li> <li>4. Recommend CSBG Contractors implement Client Satisfaction Surveys, if not already in place and provide results of these survey to CAAB.</li> <li>5. Undertake outreach to specific population underrepresented on the CAAB (e.g Town Halls) to improve representation on the board and to assess unmet needs in the community.</li> <li>6. Recommend periodic site visits with contracted organizations to foster relationships and receive feedback to increase advocacy by CAAB members on behalf of clients and the community. Procedures for site visits would be designed to ensure confidentiality and no disruption to services.</li> <li>7. Build CAAB members understanding of equity, diversity, and inclusion as it relates to board administration</li> </ol>	<ul style="list-style-type: none"> <li>• Develop, pilot, and institute Fairfax County equity-based decision-making tools for planning, projects, decision making and resource allocation.</li> <li>• Develop and operationalize policies and procedures – to include stated goals and quantitative targets – to equitably recruit, hire, mentor, and promote women and people of color, recognizing that representation is different in various systems, professions, and job classes.</li> <li>• Evaluate Fairfax County systems, including the proffer system and the contracting and procurement systems, to promote equitable and transparent asset, investment, and resource distribution county-wide.</li> <li>• Require agency operations – systems, processes, and programs – align with the needs and priorities of clients following the principles of human centered (client centered/culturally competent) design.</li> <li>• Demonstrate intentionality in ensuring diverse representation and inclusiveness in power and decision-making opportunities</li> </ul>
<p><b>Advocacy</b></p>	<ol style="list-style-type: none"> <li>1. Crosswalk CAAB’s annual budget priorities with One Fairfax Equity Action Plan and the Chairman’s Task Force for Equity &amp; Opportunity</li> <li>2. Utilize the Racial Equity Toolkit Assessment when evaluating potential budget issues/positions</li> </ol>	<ul style="list-style-type: none"> <li>• Develop, pilot, and institute Fairfax County equity-based decision-making tools for planning, projects, decision making and resource allocation.</li> </ul>