

# Department of Clerk Services CY 2022 Equity Impact Plan



**Leadership Sponsor:** Jill Cooper

**Equity Lead(s):** Jill Cooper, Keisha Strand

**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:** A primary issue is the lack of diversity in the public participation and community engagement processes and on Boards, Authorities, and Commissions (BACs). While data for this issue is lacking, it is the impression of staff that there is a lack of diversity in participation.

## **Long-term Outcome(s):**

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|---|--|
| <input type="checkbox"/> Cultural and Recreational Opportunities                    | <input type="checkbox"/> Health                              |
| <input type="checkbox"/> Economic Opportunity                                       | <input type="checkbox"/> Housing and Neighborhood Livability |
| <input checked="" type="checkbox"/> Efficient and Effective Government              | <input type="checkbox"/> Lifelong Education and Learning     |
| <input type="checkbox"/> Empowerment and Support for Residents Facing Vulnerability | <input type="checkbox"/> Mobility and Transportation         |
| <input type="checkbox"/> Environment  | <input type="checkbox"/> Safety and Security                 |

## **System-Level Infrastructure:**

Intentionally expand access to the public participation process among historically underrepresented groups in partnership with other agencies such as the Department of Planning and Development, the Department of Neighborhood and Community Services, and the Office of Public Affairs. Increase availability of and access to language services for public meetings and documentation. Partner with other agencies and the Board to help promote diversity among Boards, Authorities, and Commissions (BACs).

## DEPARTMENT OF CLERK SERVICES CALENDAR YEAR 2022 EQUITY IMPACT PLAN

Goals	One Fairfax Area of Focus	Actions	Stakeholders	Timeline	Resources and Supports	Responsible Parties	Performance Measures
<b>1. Continue racial and social equity learning training for DCS staff.</b>	3, 5, 17	1a. Conduct DCS-specific training with One Fairfax team and ambassadors.	DCS staff	CY 2022	Equity Team One Fairfax Team and ambassadors	Equity Team	Number of staff trained. Feedback received.
<b>2. Explore additional means to increasing access to public meetings and records.</b>	1, 5, 8, 15, 17	2a. Partner with DPD and others to explore methods to increase access, through both digital and non-digital means. (i.e., notifications, signage, web content)	Staff Community Board and PC	CY 2022	Equity Team OPA DIT	Equity Team DPD OCA DCCS DIT OPA	Participation by new individuals and groups. Captioning for meetings and documentation in additional languages. Meetings at which translation is provided when needed.
		2b. Explore increased use of language services for public meetings and documentation.	Staff Community	CY 2022	Equity Team Language Access Coordinator	Equity Team Language Access Coordinator DPD	
<b>3. Partner with other staff to identify diversity on BACs and provide racial</b>	All	3a. Continue work with One Fairfax staff to coordinate training and policy acknowledgment for BAC members.	BAC members Community Staff	CY 2022	One Fairfax Team Equity Team	One Fairfax Team Equity Team	Training made available to BAC members. Feedback received. Increased

<b>and social equity training for members and staff coordinators.</b>		3b. Identify and work with other County staff to explore results of ' VMS pilot program and expand recruitment pool for BACs to expand diversity of membership.	BAC members Community Staff	Spring 2022	One Fairfax Team Equity Team	Equity Team	diversity among BACs (relies upon current metrics being known).
		3c. Collaborate with staff on long term utilization of VMS system for recruitment.	BAC members Community Staff	CY 2022	One Fairfax Team Equity Team	Equity Team	
<b>4. Coordinate on a process for the inclusion of Equity Impact Analyses in selected board items</b>	All	4a. Conduct a pilot of Equity Impact Analyses.	Board of Supervisors Community Agency staff	February 2022	One Fairfax Team DCS staff Agency staff	One Fairfax Team DCS Staff	Equity Impact Analyses included in selected board items.
		4b. Participate on a team to develop the process for Equity Impact Analyses.	Agency staff	Spring 2022	One Fairfax Team DCS staff Agency staff	One Fairfax Team DCS Staff	Established process for the inclusion of Equity Impact Analyses in board items.
		4c. Coordinate with agency staff to build capacity to include Equity Impact Analyses in their board items.	Agency staff	Spring/ Summer 2022	One Fairfax Team DCS staff Agency staff	Agency staff	

Director's Signature: Gill G. Cooper