
CALENDAR YEAR 2022 EQUITY IMPACT PLAN

ANNUAL REPORT

BACKGROUND INFORMATION

Department Name: Department of Clerk Services

Equity Lead(s): Jill Cooper, Satabdi Samaddar, Kevin Jackson

Date: December 5, 2022

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Review your department's Equity Impact Plan for CY 2022 at [Equity Impact Plans | Topics \(fairfaxcounty.gov\)](#). Using that plan, add 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 2022 Equity Impact Plan, report them. Add more goals as needed.

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

Goal 1 Progress: The Department of Clerk Services (DCS) established a new Equity Team in response to internal staffing changes. Jill Cooper, Director; Kevin Jackson, Senior Deputy Clerk; and Satabdi Samaddar, Deputy Clerk, currently serve as co-equity leads for DCS. The new co-equity leads completed the Equity Lead Orientation, presented by Robin Wilson, Policy Director for One Fairfax. In September of 2022, the Inclusive Community Engagement Framework: Principles and Approach, was distributed to all DCS staff members. This educational resource supports the continuation of racial and social equity learning. The co-leads are currently exploring future training opportunities for all staff at DCS.

Goal 2: Explore additional means to increasing access to public meetings and records.

Goal 2 Progress: In February 2022, Channel 16 launched closed captioning services in Spanish for all Board of Supervisors and Planning Commission meetings. The Board of Supervisors and Planning Commission websites have been updated to reflect this new means of access. Implementing closed captioning services enables access and engagement to public meetings for the Spanish-speaking community in Fairfax County.

Nathaniel Strathearn, Management Analyst, Department of Clerk Services, is currently serving as the Language Service Coordinator for DCS. Staff received updated procedures on how to request in-person, telephone, written, and American Sign Language translation services.

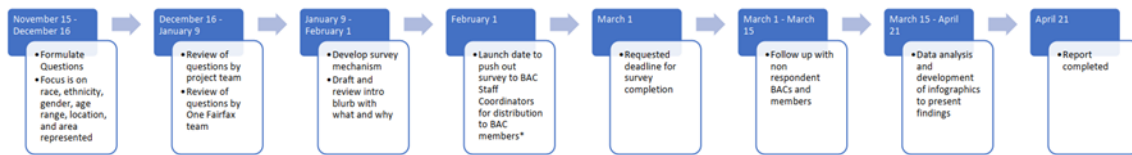
Goal 3: Partner with other staff to identify diversity on Boards, Authorities, and Commissions (BACs) and provide racial and social equity training for members and staff coordinators.

Goal 3 Progress: A multi-agency work group (DIT, DMB/Data Analytics, VMS) was formed to begin the process of data gathering and analysis for a Diversity Audit of the County's 80+ BACs with a Spring 2023 deadline. The data will be collected through a questionnaire which focuses on race, ethnicity, gender, age,

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and geographic area represented. A copy of the referenced 2023 Diversity Audit of Fairfax County's BAC timeline is below. Continued implementation of One Fairfax acknowledgment and video training for all new BAC members following appointment is also being conducted by DCS staff.

PROJECT TIMELINE FOR 2023 DIVERSITY AUDIT OF FAIRFAX COUNTY BOARDS, AUTHORITIES, AND COMMISSIONS



Goal 4: Coordinate on a process for the inclusion of Equity Impact Analyses in selected board items.

Goal 4 Progress: DCS collaborated with the One Fairfax team and a multi-agency work group to develop guidelines, information, and templates for the inclusion of Equity Impact Statements in selected board items. DCS updated the item submission portal on SharePoint (county intranet) to allow for notification of the submission of Equity Impact Statements to One Fairfax team in order to facilitate review. Equity Impact Statements are now included in multiple items in each board package. DCS continues to coordinate with item authors and the One Fairfax team to manage the statements.

Was other equity-related work completed in addition to the goals above? If so, please describe.

None