

Department of Clerk Services CY 2023 Equity Impact Plan



Leadership Sponsor: Jill Cooper

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

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 expansion and advancement. The lack of diversity among the County's Boards, Authorities, and Commissions appears to continue, preventing a representative voice in the advisory process that leads to decision-making.

Long-term Outcome(s):

- | | |
|---|--|
| <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. Continue to increase availability of and access to language services for public meetings and documentation. Partner with other agencies and the Board to document and ultimately expand diversity among Boards, Authorities, and Commissions.

DEPARTMENT OF CLERK SERVICES CALENDAR YEAR 2023 EQUITY IMPACT PLAN

Goals	One Fairfax Area of Focus	Actions	Stakeholders	Timeline	Resources and Supports	Responsible Parties	Performance Measures
1. Engage in racial and social equity learning training for DCS staff.	3, 5, 17	Equity Leads will shadow other departments on equity learning and/or equity trainings	DCS staff	CY 2023	Equity Team One Fairfax Team and ambassadors	Equity Team	Establish criteria for DCS specific equity training
2. Expand access to public meetings and records.	1, 5, 8, 15, 17	Continue to promote translation services for public hearing and translation services for written materials.	Staff Community Board and PC	CY 2023	Equity Team DCS Language Access Coordinator OPA DIT	Equity Team DCS Language Access Coordinator DCCS OPA	Meetings and materials at/for which translation is provided when needed
3. Document racial and other demographic breakdown of members of Boards, Authorities, and Commissions.	All	3a. Continue multi-agency workgroup to document and analyze demographics of current members.	BAC members Community Staff	CY 2023	One Fairfax Team DMB/Data Analytics DIT	DCS	Report of current membership – Spring 2023
		3b. Continue to implement and manage the process of new BAC members acknowledging the One Fairfax policy and being offered video training.	BAC members Community Staff	CY 2023	One Fairfax Team BAC Coordinator Equity Team	BAC Coordinator	Percentage of new BAC members who acknowledge the One Fairfax policy
4. Collaborate on the process of including Equity Impact Statements in board items in	All	Continue to collaborate to build capacity among agencies and provide support for the	Agency staff	CY 2023	One Fairfax Team DCS board item staff Agency staff	Agency staff	Number and percent of board items with Equity Impact Statements compared with CY 2022

