
EQUITY IMPACT PLAN ANNUAL REPORT CALENDAR YEAR 2024

BACKGROUND INFORMATION

Department Name: Department of Clerk Services

Equity Lead(s): Jill Cooper and Satabdi Samaddar

Date: 11/20/2024

EQUITY IMPACT PLAN REPORT

DEPARTMENTAL GOALS

Review your department's Equity Impact Plan for CY 2024 at [Equity Impact Plans | Topics \(fairfaxcounty.gov\)](#). Add each departmental 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 listed in your CY 2024 Equity Impact Plan, report them. Add more goals as needed.

Goal 1: Engage in racial and social equity learning.

Goal 1 Progress:

In June 2024, DCS hosted the Planning Commission Annual Retreat, where there was discussion between Planning Commissioners, staff, and Chairman McKay and Vice Chairman Smith on economic development, transportation, and the role of the Commission. A theme of this discussion was access to opportunity, and disparities by race and geography. Staff from the Department of Economic Initiatives presented topics of "Islands of Disadvantage" and the risk of displacement when development occurs.

The Chair of the Planning Commission also established a speaker series, where a guest is invited to address the Commission during a regularly scheduled meeting. These meetings are open to the public, and DCS coordinated with County Staff to ensure that timely publication of presentation material was made available on the public website. Discussion includes equity considerations in exploring the communities served and impacted.

The Guest Speaker Series schedule for CY 2024 included the following:

September 25, 2024: "An Introduction to Arts Fairfax and the Role of the Arts in Placemaking" Presentation by Stuart Holt, President and CEO of [ArtsFairfax](#)

November 13, 2024: "[Place-Led Economic Development](#)" Presentation by Rebecca Moudry, Director and Scott Sizer, Deputy Director of the Department of Economic Initiatives Commercial Profiles: [Bailey's Crossroads](#) & [University Mall](#)

Goal 2: Expand access to public meetings.

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Goal 2 Progress:

2a. Provide instructions on how to request language services on DCS's public website and include it in the automated message that is generated from the speaker's list sign up.

DCS's Language Service Coordinator Role has implemented an internal process for requesting translation services and shared the process with all internal staff. The [sign up form](#) to speak before the Board of Supervisors has been updated to include an option to request an interpreter. There were no translation requests for FY2024.

2b. Continue to coordinate remote participation options for public testimony through telephone and YouTube Video.

The Planning Commission heard verbal testimony from 296 speakers in Fiscal Year 2024. This is a 12% increase from Fiscal Year 2023. Speakers who provided their testimony via telephone or YouTube made up to approximately 29% of the total testimony provided.

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

Goal 3 Progress:

3a. Continue multi-agency workgroup to document and analyze demographics of current BAC members.

In collaboration with the One Fairfax team, DMB/ Data Analytics, and DIT, DCS finalized a [demographic survey of BAC members](#). DCS and the One Fairfax team held a training session for all BAC staff liaisons and Board office staff to provide an overview of the survey and explain the role of the BAC staff liaison. The survey was made available from October 1, 2024, to October 31, 2024. Discussions are ongoing regarding additional opportunities for members to complete the survey to obtain a more robust response and data set.

3b. Collect demographic data for all new BAC appointments during the on-boarding process.

No new demographic data was collected on new BAC appointments FY2024. It has not been indicated that this will be pursued going forward. Demographic information will be captured at a point in time with the current survey and again in the future to measure change.

COUNTYWIDE GOALS

Report progress on Countywide goals related to the Regional Fair Housing Plan, if relevant to your department. As above, copy in each Countywide goal from your CY 2024 Equity Impact Plan, and describe progress made in CY 2024. If none, write "Not applicable."

Not applicable.

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OTHER EQUITY-RELATED WORK

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