



Department of Clerk Services

CALENDAR YEAR 2025 EQUITY IMPACT PLAN

Leadership Sponsor: Jill Cooper

Equity Lead(s): Jill Cooper and Satabdi Samaddar

Departmental Equity Guiding Statement: The Department of Clerk Services (DCS) is committed to providing timely and accurate administrative support services to the Board of Supervisors and the Fairfax County Planning Commission. DCS committed to equitable and inclusive access to the public meetings and records of the Board of Supervisors and the Planning Commission.

Context: In CY 2024, DCS played a key role in facilitating public engagement for 26 Board of Supervisors meetings and 33 Planning Commission meetings. There was a combined total of 843 public testimonies heard, with approximately 10% of testimonies being heard via phone and/or YouTube video. We anticipate this trend to continue. The need for language services has been increasingly acknowledged by local government. Although DCS has not received a significant number of requests pertaining to language services, we continue to monitor the need. The lack of diversity across the 80 different Boards, Authorities, and Commissions is a crucial issue. It highlights a barrier to ensuring that decision-making processes are truly representative of the community. When these boards and commissions lack diverse perspectives—whether in terms of race, gender, socioeconomic background, or other factors—there's a risk that the decisions made may not fully reflect the needs, priorities, and concerns of all community members. DCS plays a key role in addressing these issues through exploring ways to revise the appointment processes to be more inclusive and encourage broader participation across different demographic groups.

System-Level Infrastructure: DCS works with agencies across the county to coordinate public meetings and materials for the Board of Supervisors, Planning Commission, and their respective committees. DCS partners with the Office of Public Affairs and Department of Cable and Consumer Services to ensure all online meeting materials are accessible to the public and to facilitate in person and remote participation for public hearings. DCS is committed to expanding access to public meetings among historically underrepresented groups through coordinating language services as needed.

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DEPARTMENT GOALS

Goal 1: Support DCS staff to engage in racial and social equity learning to build internal capacity to consider equity when facilitating public engagement for Board of Supervisors and Planning Commission meetings.

One Fairfax Area(s) of Focus:

17. Policies that prohibit all forms of discrimination under Federal and State law in county and school system activities and ensure that all practices provide fair treatment for all employees, contractors, clients, community partners, residents, and other sectors who interact with Fairfax County including higher education, business, nonprofit, faith, philanthropy, and civic.

Countywide Strategic Plan Community Outcome Area(s):

Efficient and Effective Government (EEG)

Countywide Strategic Plan Strategies/Metric(s):

EEG 11. Expand employee learning opportunities to increase staff competencies and experience in the areas of leadership, equity, cultural proficiency, use of technology and innovation to meet the needs of a changing environment.
 EEG 13. Implement a workplace culture change effort to actively promote equity and inclusion, collaboration, excellence, innovation, customer service, transparency, accountability and trustworthiness.

Actions	Stakeholders	Resources/Supports	Responsible	Timeline	Performance Measures
1a. Initiate an equity work group to expand on and implement current equity goals and actions.	DCS Staff	Equity Ambassadors Time Staff	Equity Leads	CY 2025	# of work group sessions
1b. Encourage staff to take available training on accessibility.	DCS Staff Community	Employee U Supervisors	DCS Staff		# of staff who took the trainings

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Goal 2: Expand access to public meetings.

One Fairfax Area(s) of Focus:
 15. Digital access and literacy for all residents.
 18. Other

Countywide Strategic Plan Community Outcome Area(s):
 Efficient and Effective Government (EEG)

Countywide Strategic Plan Strategies/Metric(s):
 EEG 3. Enhance communication and outreach to the community by using all available communication methods and tailoring messaging to individual needs
 EEG 4. Improve public participation and engagement opportunities to ensure all facets of the community are represented and have the physical, technological, and language access necessary to engage and participate in community discussions and decisions.

Actions	Stakeholders	Resources/Supports	Responsible	Timeline	Performance Measures
2a. Expand areas in which option to request an interpreter is publicized.	Community BOS and PC	Equity Team DCS Language Access Coordinator OPA DIT	Equity Team DCS Language Access Coordinator DCCS OPA	CY 2025	% of individuals who utilize language services
2b. Continue to coordinate remote participation options for public testimony through telephone and YouTube Video.	Community BOS & PC	OPA Cable and Consumer Services	DCS Staff Cable and Consumer Services	CY 2025	% of individuals who utilize remote participation options for public meetings
2c. Conduct a review of Planning Commission and Board of Supervisors web content to ensure they meet the County’s accessibility standards.	Community	DCS Staff OPA	Equity Team DCS Staff	CY 2025	

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


One Fairfax Area(s) of Focus:
18. Other

Countywide Strategic Plan Community Outcome Area(s):
Efficient and Effective Government (EEG)

Countywide Strategic Plan Strategies/Metric(s):
EEG 7. Review and improve the structure, operations and impact of county boards, authorities, and commissions to better reflect current needs and demographics of the community.

Actions	Stakeholders	Resources/Supports	Responsible	Timeline	Performance Measures
3a. Continue multi-agency workgroup to conduct BAC demographic survey.	BAC members Community	One Fairfax Team DMB/Data Analytics DIT	Equity Lead BAC Staff Coordinators	CY 2025	% of BAC members who participate in the demographic survey
3b. Collect and analyze survey data on BAC demographic survey.	Community BOS	One Fairfax Team DMB/Data Analytics DIT	Equity Lead BAC Staff Coordinators	CY 2025	Report BAC demographic data
3c. Explore ways to collect demographic data on new BAC members.	BAC members Community	One Fairfax Team DMB/Data Analytics DIT	Equity Lead BAC Staff Coordinators	CY 2025	Protentional strategies for data collection identified.

Department Director's Signature: _____

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