

# Washington County Advisory Council on Racial Equity (ACRE) Charter

## Background

In its Equity, Diversity, and Inclusion (EDI) resolution passed on February 25, 2020, the Washington County Board of Commissioners committed to using the powers and resources of the County to advance equity and racial justice and improve outcomes for all. The Board has continued to affirm its commitment to racial equity and community engagement since the initial Equity Resolution was adopted:

- [Development of the Values and Principles, including Racial Equity, for American Rescue Plan Investments](#) (June 2021)
- [Equity, Diversity and Inclusion Strategic Action Plan](#) (July 2021)
- [Quarterly Update from the Office of Equity, Inclusion and Community Engagement](#) (Jan. 2022)

As part of that commitment, the Board has authorized and subsequently affirmed the formation of the Washington County Advisory Council on Racial Equity (ACRE) to advance equity, diversity and inclusion best practices throughout Washington county.

As detailed in the [CEIO's quarterly report to the Board on January 25, 2022](#), the Charter was co-created by diverse Washington County community leaders with deep equity expertise in partnership with leadership from the Office of Equity, Inclusion and Community Engagement. Partners include representatives from the following organizations:

- Adelante Mujeres
- APANO
- Asian Health & Service Center
- Bienestar de la Familia
- Centro Cultural
- Coalition of Communities of Color
- Fair Housing Council of Oregon
- Washington County Chamber of Commerce
- Latino Network
- Muslim Educational Trust
- National Association of Minority Contractors
- Native American Rehabilitation Association
- Oregon Child Development
- Oregon Health Equity
- Oregon Metro
- Portland Community College
- Professional Business Development Group
- SAGE Metro Portland and Friendly House Inc.
- SOAR Immigration Legal Services
- Unite Oregon

**Purpose & Goals**

Purpose:

The purpose of the ACRE is to:

- Advance equity, diversity and inclusion outcomes by way of advising on the County’s planning, policies, legislative work, budgeting, and programming.
- Empower Washington County equity leaders, especially those from communities most impacted by racial inequities, to provide advisement to the Washington County Board of Commissioners.
- Ensure that needs and priorities of communities most impacted by racial inequities are centered in County policies and operations.

Goals:

- Center and build equity, diversity and inclusion into the County’s Board priorities, strategic plan, legislative agenda, policies, programmatic priorities, and departmental priorities and strategic plans.
- Engage with and empower the community to establish external accountability and to ensure community needs are prioritized by the County.

**Authority & Duration**

The Advisory Council on Racial Equity advises Washington County’s Board of Commissioners and County leadership on the advancement of equity, diversity and inclusion best and promising practices.

For certain Board actions, specified immediately below, the Advisory Council on Racial Equity may vote on endorsement prior to advancement to the Board for adoption:

- Washington County strategic plan, including the preceding work plan and subsequent departmental strategic plans
- Ensuring equity is embedded in budget decisions
- Washington County legislative agenda

Duration: The ACRE is a permanent and ongoing body. The County’s Chief Equity and Inclusion Officer (CEIO), along with Council members, will review and update the charter on a biennial basis or more frequently, if needed.

Charter review date: April 2024

**Sponsor**

Washington County Board Chair

**Scope of Work**

This list represents an *initial* scope of work anticipated for the ACRE's involvement and prioritization. In order to be responsive to the County's goals, this list will be subject to further modification as needed.

Goals will be determined by ACRE via a biennial work plan.

- Center equity in the County's strategic plan (including plan scoping) and examine resource allocation as it relates to the implementation of the strategic plan.
- Support the development and implementation of racial equity tools for the County to apply to budgets, policies, and programs.
- Support the development and evolution of equity outcome metrics and provide regular oversight and guidance towards meeting them
- Make recommendations to County Board of Commissioners and departments on community needs and priorities as it relates to equity, workforce diversity and inclusion.
- Advise on the County's legislative agenda.
- Advise on the County's budget to ensure that it reflects the prioritization of and commitment to racial equity, diversity and inclusion.
- Advise on goals related to equitable procurement metrics and outcomes as well as processes and strategies that support equitable staffing and contracting.

**Membership**

The ACRE will be comprised primarily of county residents and community partners with lived experience of racial inequity.

- Members are to be appointed by the Board.
- The Council will consist of no more than 15 members.
  - Members will include two liaisons from the Washington County Board of Commissioners
  - Members will include a mix of representatives of community-based organizations and at-large community members.
  - Members will represent racial equity expertise, as well as geographic and demographic diversity.
- The Council will convene under the joint leadership of two Co-Chairs.
  - One Co-Chair will represent the County Board of Commissioners, and the other Co-Chair will represent the community.
  - Co-chairs will each serve two (2) year terms.

	<ul style="list-style-type: none"> <li>● Members will participate in equity trainings.</li> <li>● Members will serve a term of either two (2) or three (3) years. Members have the option to extend membership for one additional term, with a maximum of six (6) years of consecutive service. <ul style="list-style-type: none"> <li>○ Member terms will be tracked and managed so that not all members begin or end their term simultaneously.</li> </ul> </li> <li>● Non-County ACRE members will be offered compensation for their participation.</li> </ul>
<p><b>Convening Information</b></p>	<ul style="list-style-type: none"> <li>● The Co-Chairs will facilitate Council meetings and work with the Washington County staff liaisons to establish agendas and workplans.</li> <li>● Office of Equity, Inclusion and Community Engagement (OEICE) staff will serve as subject matter experts responsible for the overall design and implementation of Countywide EDI initiatives.</li> </ul> <p><u>Committee Support:</u> The OEICE and a Board staff member will provide support to the Council and follow-up on action items in between meetings.</p>
<p><b>Meeting Frequency</b></p>	<p>ACRE will meet bi-monthly, time and day to be determined.</p>
<p><b>Membership Expectations and Commitments</b></p>	<p>ACRE members will:</p> <ul style="list-style-type: none"> <li>● Adhere to the Council’s group agreements.</li> <li>● Actively contribute to and support the success of the Council’s scope of work.</li> <li>● Provide information to and solicit ideas from the communities and organizations they are connected to.</li> <li>● Review and consider policy recommendations that reflect community priorities and best practices related to equity, racial justice, diversity, and inclusion.</li> </ul> <p><u>Time Commitment:</u></p> <ul style="list-style-type: none"> <li>● Three (3) hours bi-monthly to attend scheduled meetings.</li> <li>● Two to four (2-4) hours of preparation time (in addition to meeting time) before and following meetings.</li> <li>● Co-chairs will commit an additional four (4) hours per quarter to ACRE leadership duties.</li> </ul>

**Decision-Making Process**

- All members of the ACRE will have voting authority.
- Meetings that do not have quorum will not vote on recommendations. For the purposes of the Council, a quorum is defined as half of the ACRE membership plus one member.
- Council members may vote in meetings that are conducted virtually.
- Decisions will be made using a modified consensus decision-making process.
- Members voting Yellow or Red are responsible for ensuring their concerns are articulated in the meeting report. Two or more members voting Red will result in a Council recommendation to not adopt the motion or policy. The meeting notes are to reflect the substance of the discussion and any decision made and not the names of each speaker and/or voter. The meeting report will be shared with the appropriate committee for review of the policy recommendation.

Green	Yellow	Red
I endorse this motion or recommendation.	I can live with this motion or recommendation and will support it outside of this space but have reservations that I will articulate and would like to see addressed.	I am not comfortable with this motion or recommendation. I have reservations that I will articulate and would like to see addressed.

**Signature of Sponsor**

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*Kathryn Harrington, Chair, Washington County Board*