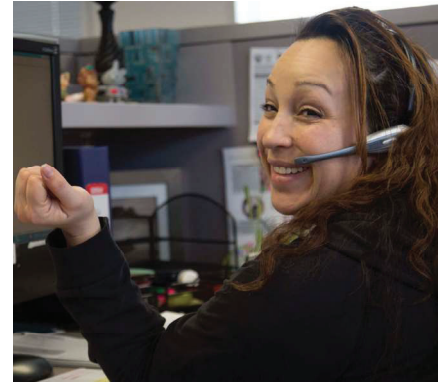




Proposed Budget Equity Analysis

GENERAL
GOVERNMENT



Fiscal Year 2022-23

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Respondent

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Budget Equity Tool Summary and Instructions

Budget Equity Tool Strategies and Questions

The Washington County's FY 22-23 Budget Equity Tool is a set of several equity-focused strategies and questions used to drive informed and targeted decision-making about the allocation of government resources. Specifically, it is comprised of five (5) strategy areas and associating questions that build equity into County budgeting. The Budget Equity Tool is organized into three (3) parts; Part A, Part B, and Part C. Part A of the Budget Equity Tool is specific to Civil Rights compliance and has to do with access and accommodations. Part B addresses data, community engagement, quality of services, and targeted resources. Part C includes process evaluation questions.

Budget Equity Tool Instructions

1. All Org Units with Personnel Costs are required to complete Part A and Part C of the Budget Equity Tool.
2. All Org Units with Personnel Costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.
3. We recommend Department Directors, budget analysts, and others who play a lead role in developing budget proposals complete the tool. Additionally, we suggest that Departments work with imbedded resources such as Equity Leadership Council committee members, LEAP Committee members, dedicated equity and community engagements staff, etc.
4. Please attend one of the scheduled Budget Equity Tool trainings or participate in a recorded one, and utilize the Office of Equity, Inclusion, and Community Engagement (OEICE) for support.
5. Internally facing Org Units and Departments that do not provide direct services to community should respond to questions using staff demographic and other internal data and with the understanding that employees are their clients and/or community. A "not applicable" response and justification will be accepted where there is no supportive data.

- 6. All submissions must be made using the Budget Equity Tool Microsoft Form.
- 7. Concise answers are encouraged. Please keep answers to no longer than 400 words in length.

Departmental and Organizational Unit Information

1. Name: *

2. Role / Position Title: *

3. What is your Department? *

4. What is your Division? *

5. What is your Organizational Unit? *

PART A: Required for all Org Units with Personnel Costs

Ensuring equitable access to programs and services: accommodations, translation and interpretation

Our communities are entitled to equitable access to our County programs and services, and we must eliminate barriers that prevent or obstruct their access. Many of our community members have physical disabilities and/or speak languages other than English. Per Civil Rights Law, we are required to offer reasonable accommodations, translation and interpretation services at no charge to the client.

Departments should ensure that public documents, policies, plans, meetings, and hearings are readily accessible to the public, which includes proactive translation of **vital** documents into languages spoken by over 1,000 or 5% (whichever is less) of current/potential clients with limited English proficiency, and ensuring interpretation services are available to clients and the public (at service desks, service phone lines, open houses, public meetings, etc.).

6. What *dollar amount* of your budget is your Org Unit allocating for accommodations, translation and interpretation? *

We primarily use interpreters in litigation for depositions. In most instances, the cost is paid by the client (SS Casualty Fund). For general fund clients, we have a fund for court reporter fees, which contains interpreters, in the amount of \$1,404.

7. What *percent* of your budget is your Org Unit allocating for accommodations, translation and interpretation? *

n/a

8. What percentage of your clients and/or communities you serve need translation/interpretation services? *

n/a

9. Do you have designated bilingual positions available to communicate with/serve the public? *

n/a

10. If you answered "yes" to Question #9 regarding designated bilingual positions, how many do you have and what positions are they in? *

n/a

11. If you answered "yes" to Question #9 regarding designated bilingual positions, what languages are they in? Please specify number of positions per language. *

n/a

12. What *number* of your staff receive a bilingual pay differential? *

None.

13. What *percentage* of your staff receive a bilingual pay differential? *

n/a

Part B: Strongly encouraged for all Org Units with Personnel Costs

All Org Units with personnel costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County

Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.

Part B:

1. Using data to make decisions that advance equity

Several County Departments collect client demographic data on utilization of several programs and services. Some Departments can analyze census or other community level data to inform community needs and inequities that exist at a community level. This data as well as service quality and outcomes data should be used to inform how we allocate our resources to close the equity gaps in our County programs and services.

14. What data on client utilization, quality, and outcomes did you use to develop your proposed budget? *

We are a small, diverse, internal facing department and serve the legal needs of all County departments.

15. What data disaggregated by race/ethnicity/language did you consider? *

n/a

16. What racial inequities exist in access, quality, and outcomes of your services? *

n/a

17. How did consideration of this data drive your allocation of resources to address identified racial equity gaps in access, quality, and outcomes? *

n/a

Part B:**2. Engaging impacted communities in decision-making**

Engaging communities most likely to be adversely impacted by a decision in the actual decision-making process is one of the cornerstones of good governance. Community can share important information about lived experiences, access issues, as well as unmet needs. This critical information should inform budget decision-making.

18. How did you engage Black, Indigenous, Latina/o/x, Asian and Pacific Islander, and immigrant and refugee communities in the development of your proposed budget? (Notes from the County townhall in December are a resource for diverse community input in budget development and refinement.) *

n/a

19. What did the communities most impacted by inequities tell you about their priorities and unmet needs? *

n/a

20. How did you incorporate that community feedback into your proposed budget? *

n/a

Part B:**3. Improving equity in the quality of services: culturally specific services**

Equity ensures that each community can expect the highest possible level of access, quality of service, and outcomes. Culturally specific services delivered by culturally specific organizations is one way to assure high quality access, service and outcomes. These organizations are typically best equipped to offer trusted, affirming and tailored services to diverse communities.

21. How are you investing in culturally specific services? *

All staff are allowed time to participate in County cultural programs and training. We haven't tracked time spent by staff on these programs and training.

22. Which community-based organizations are you contracting with for the design/delivery of culturally specific services? *

n/a

23. What *dollar amount* of your Org Unit's budget is allocated for culturally specific services? *

n/a

24. What *percentage* of your Department's budget is allocated for culturally specific services? *

n/a

Part B:

4. Targeting resources

Input from impacted communities, existing data, and information about accessibility and quality of programs and services is collected and analyzed so that resources may be targeted to advance equity. Given what you have heard from community and analyzed in the client utilization data:

25. How will you target resources in your proposed budget to improve outcomes for Black, Indigenous, Latina/o/x, Asian and Pacific Islander, and immigrant and refugee communities experiencing inequities in access and quality of services? *

n/a

26. Beyond direct service delivery, what *dollar amount* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)? *

We have a training budget of \$8,957 though not designated to culturally specific training.

27. Beyond direct service delivery, what *percent* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)? *

See 26 above.

Part C: Required for all Org Units with Personnel Costs - Process Evaluation

28. What part of the Budget Equity Tool did your Org Unit complete? *

Part A

- Part A and some of Part B
- Part A and Part B

29. What did your Department/Org Unit accomplish by using this tool and what did you learn about equity in the budget process? *

We are an internal facing department. We use interpreters when needed.

(Blank form – did not receive a copy of 100-2510's submission (if any))

Washington County Budget Equity Tool FY22-23

Our Commitment to Equity

Washington County made a historic commitment to equity with the passage of the equity, diversity, and inclusion resolution by the Washington County Board of Commissioners in February 2020. It is increasingly being embedded in our core values both strategically and operationally at the County Administrative Office and throughout the County.

Advancing equity in government involves an acknowledgement that institutional and structural factors created and continue to perpetuate inequities or differences in outcomes for different populations. Equity work examines and addresses the role historic and present-day governmental policies play in benefiting some groups and burdening others, most notably Black, Indigenous, Latina/o/x, immigrant and refugee communities. A review of history and data shows us that not all populations have experienced the same access, quality, or outcomes when it comes to government programs and services.

It is our collective responsibility and opportunity as public servants to ensure that we are governing and administering public resources so that all our communities can thrive. Washington County is committed to improving equity, diversity, and inclusion for all, with an intentional and explicit focus on race because it remains the primary predictor of how one fares across all socio-economic indicators of wellbeing. Inequities in housing, health and human services, education, public safety, and every area of government service are pervasive, especially for Black, Indigenous, Latina/o/x, immigrant and refugee communities.

To realize our equity goals, we need to modify our decision-making processes at Washington County, including our budget processes. Budgets are very important policy documents that reflect our priorities. Budgets have the power to either advance equity or further inequities.

Please note that answers submitted using this form will NOT be accepted. This word document is exclusively intended to support teams working collaboratively to draft initial responses to the questions in the Budget Equity Tool. All submissions need to be made using the Budget Equity Tool Microsoft Form, which was sent out on 12/14/21.

Budget Equity Tool Summary and Instructions

Budget Equity Tool Strategies and Questions

The Washington County's FY 22-23 Budget Equity Tool is a set of several equity-focused strategies and questions used to drive informed and targeted decision-making about the allocation of government resources. Specifically, it is comprised of five (5) strategy areas and associating questions that build equity into County budgeting. The Budget Equity Tool is organized into three (3) parts; Part A, Part B, and Part C. Part A of the Budget Equity Tool is specific to Civil Rights compliance and has to do with access and accommodations. Part B addresses data, community engagement, quality of services, and targeted resources. Part C includes process evaluation questions.

Budget Equity Tool Instructions

1. All Org Units with Personnel Costs are required to complete Part A and Part C of the Budget Equity Tool.
2. All Org Units with Personnel Costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.
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4. Please attend one of the scheduled Budget Equity Tool trainings or participate in a recorded one, and utilize the Office of Equity, Inclusion, and Community Engagement (OEICE) for support.
5. Internally facing Org Units and Departments that do not provide direct services to community should respond to questions using staff demographic and other internal data and with the understanding that employees are their clients and/or community. A "not applicable" response and justification will be accepted where there is no supportive data.
6. All submissions must be made using the Budget Equity Tool Microsoft Form.
7. Concise answers are encouraged. Please keep answers to no longer than 400 words in length.

Please note that answers submitted using this form will NOT be accepted. This word document is exclusively intended to support teams working collaboratively to draft initial responses to the questions in the Budget Equity Tool. All submissions need to be made using the Budget Equity Tool Microsoft Form, which was sent out on 12/14/21.

PART A: Required for all Org Units with Personnel Costs

Ensuring equitable access to programs and services: accommodations, translation and interpretation

Our communities are entitled to equitable access to our County programs and services, and we must eliminate barriers that prevent or obstruct their access. Many of our community members have physical disabilities and/or speak languages other than English. Per Civil Rights Law, we are required to offer reasonable accommodations, translation and interpretation services at no charge to the client.

Departments should ensure that public documents, policies, plans, meetings, and hearings are readily accessible to the public, which includes proactive translation of **vital** documents into languages spoken by over 1,000 or 5% (whichever is less) of current/potential clients with limited English proficiency, and ensuring interpretation services are available to clients and the public (at service desks, service phone lines, open houses, public meetings, etc.).

(Questions 1-5 in the Budget Equity Tool Microsoft Form are specific to Department/Org information. As such, this word document, which is exclusively intended to support teams working collaboratively on draft responses, starts at Question 6.)

6) What *dollar amount* of your budget is your Org Unit allocating for accommodations, translation and interpretation?

7) What *percent* of your budget is your Org Unit allocating for accommodations, translation and interpretation?

8) What percentage of your clients and/or communities you serve need translation/interpretation services?

9) Do you have designated bilingual positions available to communicate with/serve the public?

10) If you answered "yes" to Question #9 regarding designated bilingual positions, how many do you have and what positions are they in?

11) If you answered "yes" to Question #9 regarding designated bilingual positions, what languages are they in? Please specify number of positions per language.

12) What *number* of your staff receive a bilingual pay differential?

13) What *percentage* of your staff receive a bilingual pay differential?

Please note that answers submitted using this form will NOT be accepted. This word document is exclusively intended to support teams working collaboratively to draft initial responses to the questions in the Budget Equity Tool. All submissions need to be made using the Budget Equity Tool Microsoft Form, which was sent out on 12/14/21.

Part B: Strongly encouraged for all Org Units with Personnel Costs

All Org Units with personnel costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.

Strategy 1: Using data to make decisions that advance equity

Several County Departments collect client demographic data on utilization of several programs and services. Some Departments can analyze census or other community level data to inform community needs and inequities that exist at a community level. This data as well as service quality and outcomes data should be used to inform how we allocate our resources to close the equity gaps in our County programs and services

14) What data on client utilization, quality, and outcomes did you use to develop your proposed budget?

15) What data disaggregated by race/ethnicity/language did you consider?

16) What racial inequities exist in access, quality, and outcomes of your services?

17) How did consideration of this data drive your allocation of resources to address identified racial equity gaps in access, quality, and outcomes?

Strategy 2: Engaging impacted communities in decision-making

Engaging communities most likely to be adversely impacted by a decision in the actual decision-making process is one of the cornerstones of good governance. Community can share important information about lived experiences, access issues, as well as unmet needs. This critical information should inform budget decision-making.

18) How did you engage Black, Indigenous, Latina/o/x, immigrant and refugee communities in the development of your proposed budget? (Notes from the County townhall in December are a resource for diverse community input in budget development and refinement.)

Please note that answers submitted using this form will NOT be accepted. This word document is exclusively intended to support teams working collaboratively to draft initial responses to the questions in the Budget Equity Tool. All submissions need to be made using the Budget Equity Tool Microsoft Form, which was sent out on 12/14/21.

19) What did the communities most impacted by inequities tell you about their priorities and unmet needs?

20) How did you incorporate that community feedback into your proposed budget?

Strategy 3: Improving equity in the quality of services: culturally specific services

Equity ensures that each community can expect the highest possible level of access, quality of service, and outcomes. Culturally specific services delivered by culturally specific organizations is one way to assure high quality access, service and outcomes. These organizations are typically best equipped to offer trusted, affirming and tailored services to diverse communities.

21) How are you investing in culturally specific services?

22) Which community-based organizations are you contracting with for the design/delivery of culturally specific services?

23) What *dollar amount* of your Org Unit's budget is allocated for culturally specific services?

24) What *percentage* of your Department's budget is allocated for culturally specific services?

Strategy 4: Targeting resources

Input from impacted communities, existing data, and information about accessibility and quality of programs and services is collected and analyzed so that resources may be targeted to advance equity. Given what you have heard from community and analyzed in the client utilization data:

25) How will you target resources in your proposed budget to improve outcomes for Black, Indigenous, Latina/o/x, immigrant and refugee communities experiencing inequities in access and quality of services?

Please note that answers submitted using this form will NOT be accepted. This word document is exclusively intended to support teams working collaboratively to draft initial responses to the questions in the Budget Equity Tool. All submissions need to be made using the Budget Equity Tool Microsoft Form, which was sent out on 12/14/21.

26) Beyond direct service delivery, what *dollar amount* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)?

27) Beyond direct service delivery, what *percent* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)?

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Part C: Required for all Org Units with Personnel Costs

Process Evaluation

28) What part of the Budget Equity Tool did your Org Unit complete?

- Part A
- Part A and some of Part B
- Part A and Part B

29) What did your Department/Org Unit accomplish by using this tool and what did you learn about equity in the budget process?

Please note that answers submitted using this form will NOT be accepted. This word document is exclusively intended to support teams working collaboratively to draft initial responses to the questions in the Budget Equity Tool. All submissions need to be made using the Budget Equity Tool Microsoft Form, which was sent out on 12/14/21.

Respondent

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Budget Equity Tool Summary and Instructions

Budget Equity Tool Strategies and Questions

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Budget Equity Tool Instructions

1. All Org Units with Personnel Costs are required to complete Part A and Part C of the Budget Equity Tool.
2. All Org Units with Personnel Costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.
3. We recommend Department Directors, budget analysts, and others who play a lead role in developing budget proposals complete the tool. Additionally, we suggest that Departments work with imbedded resources such as Equity Leadership Council committee members, LEAP Committee members, dedicated equity and community engagements staff, etc.
4. Please attend one of the scheduled Budget Equity Tool trainings or participate in a recorded one, and utilize the Office of Equity, Inclusion, and Community Engagement (OEICE) for support.
5. Internally facing Org Units and Departments that do not provide direct services to community should respond to questions using staff demographic and other internal data and with the understanding that employees are their clients and/or community. A "not applicable" response and justification will be accepted where there is no supportive data.

- 6. All submissions must be made using the Budget Equity Tool Microsoft Form.
- 7. Concise answers are encouraged. Please keep answers to no longer than 400 words in length.

Departmental and Organizational Unit Information

1. Name: *

Margaret Garza

2. Role / Position Title: *

Assistant Director

3. What is your Department? *

Assessment & Taxation

4. What is your Division? *

Elections

5. What is your Organizational Unit? *

301005

PART A: Required for all Org Units with Personnel Costs

Ensuring equitable access to programs and services: accommodations, translation and interpretation

Our communities are entitled to equitable access to our County programs and services, and we must eliminate barriers that prevent or obstruct their access. Many of our community members have physical disabilities and/or speak languages other than English. Per Civil Rights Law, we are required to offer reasonable accommodations, translation and interpretation services at no charge to the client.

Departments should ensure that public documents, policies, plans, meetings, and hearings are readily accessible to the public, which includes proactive translation of **vital** documents into languages spoken by over 1,000 or 5% (whichever is less) of current/potential clients with limited English proficiency, and ensuring interpretation services are available to clients and the public (at service desks, service phone lines, open houses, public meetings, etc.).

6. What *dollar amount* of your budget is your Org Unit allocating for accommodations, translation and interpretation? *

For the Assessment & Taxation (A&T) - Elections budget for FY 2022-23, the total amount is \$5,500 which is further reflected as: \$5,000 for EDI training, \$250 for printing of materials, and \$250 for translation and interpretation services

7. What *percent* of your budget is your Org Unit allocating for accommodations, translation and interpretation? *

The total budget for A&T- Elections is \$2,883,015. The above allocation for accommodations, translation, and interpretation reflects a 0.19% of total budget

8. What *percentage* of your clients and/or communities you serve need translation/interpretation services? *

A&T does not have a formal way of tracking this information. Our best estimate on this, would be to use the 2020 Census Data. In Washington County the populations that frequent our front counters are primarily Hispanic and Asian, which is reflective of the recently released Census Data; and is reflective of the customers that A&T – Elections staff service.

9. Do you have designated bilingual positions available to communicate with/serve the public? *

A&T – Elections does have designated bilingual positions that serves the public.

10. If you answered "yes" to Question #9 regarding designated bilingual positions, how many do you have and what positions are they in? *

Elections has three (3) Spanish speaking Administrative Specialist II's. If approved, Elections would have an additional Spanish speaking Senior Administrative Specialist.

11. If you answered "yes" to Question #9 regarding designated bilingual positions, what languages are they in? Please specify number of positions per language. *

The three (3) positions are Spanish speakers as identified in Question #10. If approved, the additional one, as identified in the table, would be a Spanish speaker.

12. What *number* of your staff receive a bilingual pay differential? *

A&T – Elections has a total of 10 FTE, of which three (3) receive bilingual pay at the present time. In FY 2022-23, this would increase to four (4), if approved.

13. What *percentage* of your staff receive a bilingual pay differential? *

Calculation at the three (3) FTE would be 30%. Calculation, if approved, at the four (4) FTE would be 40%

Part B: Strongly encouraged for all Org Units with Personnel Costs

All Org Units with personnel costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.

Part B:

1. Using data to make decisions that advance equity

Several County Departments collect client demographic data on utilization of several programs and services. Some Departments can analyze census or other community level data to inform community needs and inequities that exist at a community level. This data as well as service quality and outcomes data should be used to inform how we allocate our resources to close the equity gaps in our County programs and services.

14. What data on client utilization, quality, and outcomes did you use to develop your proposed budget? *

As noted in a previous answer, A&T is primarily reliant on Census data information. Additionally, the department conducted interviews with all divisions to better understand who they were servicing. It is quite apparent from dialogue with our respected divisions, bilingual staff, and A&T EDI committee members, that there is a very large preponderance of a Spanish speaking community at our counters utilizing our bilingual staff services, and to a much lesser extent Mandarin.

15. What data disaggregated by race/ethnicity/language did you consider? *

The only data that we considered was the US Census Data. A&T systems does not track any of this information. In conversation, with respected division, bilingual staff, and EDI committee; the staff has been made fully aware of the use of the Limited English Assistance Log to track language needs. This vehicle is currently being used by staff and the department will be able to track this data quarterly and be in a position to have data that is truly reflective of language usages when community is engaging with the department.

16. What racial inequities exist in access, quality, and outcomes of your services? *

As we journeyed with staff and reviewed processes, forms, letters; A&T identified areas that certainly needed improvement. The following is a shortened version of these areas: 1. Utilization of formal Interpretation & Translation services 2. Continue to review documents that should be translated into Spanish 3. Bilingual staff should be hired in areas where A&T does not reflective the community; and in sections where it is evident that A&T staff will encounter community needing assistance in a language other than English. The sections will include Property Appraisers, front counter positions, and potentially other areas. 4. Staff is still needing more assistance in understanding EDI concepts. It has been many years since the county has provided EDI training to all staff. A&T has recently brought in an outside consultant to train the Management Team; however, the balance of the staff will receive training during this budget year. 5. Research and purchase of equipment /technology to better service non-English speaking populations. 6. Art in our lobbies that are representative of the community allowing for a welcoming and inclusive space. This endeavor will be partnership with Facilities. 7. Improved outreach and strategies to our business (personal property tax filers) community. According to US Census Data, the county has approximately 24,000 women and minority owned businesses combined. This is just slightly under 50% of all businesses in the county. 8. Identify A&T contracts to invite COBID vendors to bid on. 9. Improve the recruitment process with the goal of hiring regular staff to reflect the numbers of the community of Washington County. 10. Continue to identify ADA areas of improvements and work collaboratively with Facilities and Safety committees to overcome physical barriers. 11. Continue to develop and support staff who are dedicated to EDI. This will provide the department a sense of continuity, momentum, and keep the integrity of the EDI Resolution live and resilient. 12. Continue to identify the strengths of community-based organizations, universities, and others that will help the department be intentional about our work in the community. 13. Hire a Program Communicator and Education Specialist to carry this work forward with staff and the OEICE. The leadership of A&T truly believe this is ongoing work, that must be reviewed continuously and improved throughout the department for future years. A&T has developed an internal document that identifies work that should be done over the next three years, and beyond.

17. How did consideration of this data drive your allocation of resources to address identified racial equity gaps in access, quality, and outcomes? *

It seemed that as we discussed the aforementioned (#16), that it was easy to identify what the department could easily accomplish, as well as assist the staff in performing their work more efficiently and effectively!

Engaging communities most likely to be adversely impacted by a decision in the actual decision-making process is one of the cornerstones of good governance. Community can share important information about lived experiences, access issues, as well as unmet needs. This critical information should inform budget decision-making.

18. How did you engage Black, Indigenous, Latina/o/x, Asian and Pacific Islander, and immigrant and refugee communities in the development of your proposed budget? (Notes from the County townhall in December are a resource for diverse community input in budget development and refinement.) *

A&T has access to many CBOs in the community. We are quite aware of some the areas that need improvement. The engagement with these organizations was in a one-on-one format. We also have participated in the County Townhall in December and listened to the outcomes; and leadership has attended other community meetings to better understand community. Having said this, the community meetings that have been attended we have heard that community needs documents in their language, they need to be able to communicate with staff in their language, and they want to be heard.

19. What did the communities most impacted by inequities tell you about their priorities and unmet needs? *

The community meetings that have been attended by staff, we have heard that community needs documents in their language, they need to be able to communicate with staff in their language, and they want to be heard.

20. How did you incorporate that community feedback into your proposed budget? *

We have allocated \$250 for translation/interpretation services, \$250 for the printing of additional translated documents that have not previously been translated, \$5000 for EDI internal training for all A&T staff and added bilingual allocations for two FTE's.

Equity ensures that each community can expect the highest possible level of access, quality of service, and outcomes. Culturally specific services delivered by culturally specific organizations is one way to assure high quality access, service and outcomes. These organizations are typically best equipped to offer trusted, affirming and tailored services to diverse communities.

21. How are you investing in culturally specific services? *

The department has retained the services of TsaiComms LLC to train staff on EDI related subjects. A&T began this work in 2021 with the training of the leadership team. In 2022 and 2023, A&T will continue to round out the training for the balance of the A&T staff, more intense trainings for leadership, and build the groundwork for a department EDI plan that will comply and complement the work of OEICE. TsaiComms LLC is a woman owned and minority owned firm; and is registered as a COBID business in Oregon. This department will also utilize the services of various translation/interpretation services from the firms listed on the county matrix. Additionally, the Assistant Director has continued to work with Centro Cultural, Virginia Garcia Memorial Health, BienEstar, State of Oregon-COBID, Immigration Counseling Service, and Pacific University to identify and strengthen avenues for recruitment of A&T positions and potential contract opportunities. She also continues to work with IRCO, Latino Network, VAN and many others to advance the work of EDI.

22. Which community-based organizations are you contracting with for the design/delivery of culturally specific services? *

A&T would like to solidify a few contracts with culturally specific CBO's, initially with Centro Cultural through their Centro de Prosperidad; and also, with IRCO through their Employment & Business Services to assist the department identify paths for internships and to be able to draw from their pool of candidates for A&T positions both regular FTE and temporaries. We understand that working with these CBOs can help A&T with highly sensitive recruitments. A&T will also continue to work with the local university EDI officials, similarly. We will be able to pay for these services through the savings created in the budget because of vacancies

23. What *dollar amount* of your Org Unit's budget is allocated for culturally specific services? *

The total dollars for FY 2022-23 is \$5500. This is reflected as such: \$250 in Translation/Interpretation services; and \$5000 in EDI training.

24. What *percentage* of your Department's budget is allocated for culturally specific services? *

For the \$5500, this represents less than 1% of total budget.

Part B:

4. Targeting resources

Input from impacted communities, existing data, and information about accessibility and quality of programs and services is collected and analyzed so that resources may be targeted to advance equity. Given what you have heard from community and analyzed in the client utilization data:

25. How will you target resources in your proposed budget to improve outcomes for Black, Indigenous, Latina/o/x, Asian and Pacific Islander, and immigrant and refugee communities experiencing inequities in access and quality of services? *

A&T's answer to inequities is best answered with outcomes. We strongly believe that to address inequities, we must affect employment (higher paying jobs); and issue contract dollars to CBO's/minority owned firms. A&T is committed to address inequity by hiring more bilingual and or multicultural staff that is reflective of the Washington County population. Also, A&T is committed to issuing contracts to COBID firms, translation/interpretation firms, and CBO firms.

26. Beyond direct service delivery, what *dollar amount* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)? *

This was mentioned in # 23.

27. Beyond direct service delivery, what *percent* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)? *

This was mentioned in # 24.

Part C: Required for all Org Units with Personnel Costs - Process Evaluation

28. What part of the Budget Equity Tool did your Org Unit complete? *

- Part A
- Part A and some of Part B
- Part A and Part B

29. What did your Department/Org Unit accomplish by using this tool and what did you learn about equity in the budget process? *

A&T is so happy that we had this tool to document what we have done, but also what else we have yet to do. This tool was able to create the beginning of an EDI plan for the department that will continue to be reworked and revitalized quarterly and annually to be able to deliver updated information in upcoming budget requests.

Respondent

< >

13:43
Time to complete

Budget Equity Tool Summary and Instructions

Budget Equity Tool Strategies and Questions

The Washington County's FY 22-23 Budget Equity Tool is a set of several equity-focused strategies and questions used to drive informed and targeted decision-making about the allocation of government resources. Specifically, it is comprised of five (5) strategy areas and associating questions that build equity into County budgeting. The Budget Equity Tool is organized into three (3) parts; Part A, Part B, and Part C. Part A of the Budget Equity Tool is specific to Civil Rights compliance and has to do with access and accommodations. Part B addresses data, community engagement, quality of services, and targeted resources. Part C includes process evaluation questions.

Budget Equity Tool Instructions

1. All Org Units with Personnel Costs are required to complete Part A and Part C of the Budget Equity Tool.
2. All Org Units with Personnel Costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.
3. We recommend Department Directors, budget analysts, and others who play a lead role in developing budget proposals complete the tool. Additionally, we suggest that Departments work with imbedded resources such as Equity Leadership Council committee members, LEAP Committee members, dedicated equity and community engagements staff, etc.
4. Please attend one of the scheduled Budget Equity Tool trainings or participate in a recorded one, and utilize the Office of Equity, Inclusion, and Community Engagement (OEICE) for support.
5. Internally facing Org Units and Departments that do not provide direct services to community should respond to questions using staff demographic and other internal data and with the understanding that employees are their clients and/or community. A "not applicable" response and justification will be accepted where there is no supportive data.

- 6. All submissions must be made using the Budget Equity Tool Microsoft Form.
- 7. Concise answers are encouraged. Please keep answers to no longer than 400 words in length.

Departmental and Organizational Unit Information

1. Name: *

Margaret Garza

2. Role / Position Title: *

Asst. Director

3. What is your Department? *

Assessment & Taxation

4. What is your Division? *

Tax Collections, Appraisal, Cartography and Records, Tax Division/Administration

5. What is your Organizational Unit? *

302000

PART A: Required for all Org Units with Personnel Costs

Ensuring equitable access to programs and services: accommodations, translation and interpretation

Our communities are entitled to equitable access to our County programs and services, and we must eliminate barriers that prevent or obstruct their access. Many of our community members have physical disabilities and/or speak languages other than English. Per Civil Rights Law, we are required to offer reasonable accommodations, translation and interpretation services at no charge to the client.

Departments should ensure that public documents, policies, plans, meetings, and hearings are readily accessible to the public, which includes proactive translation of **vital** documents into languages spoken by over 1,000 or 5% (whichever is less) of current/potential clients with limited English proficiency, and ensuring interpretation services are available to clients and the public (at service desks, service phone lines, open houses, public meetings, etc.).

6. What *dollar amount* of your budget is your Org Unit allocating for accommodations, translation and interpretation? *

For the Assessment & Taxation (A&T) budget for FY 2022-23, the total amount is \$22,000 which is further reflected as: \$20,000 for EDI training, \$1,000 for printing of materials, and \$1,000 for translation and interpretation services

7. What *percent* of your budget is your Org Unit allocating for accommodations, translation and interpretation? *

The total budget for A&T is \$14,801,706. The above allocation for accommodations, translation, and interpretation reflects a 0.14% of total budget.

8. What percentage of your clients and/or communities you serve need translation/interpretation services? *

A&T does not have a formal way of tracking this information. Our best estimate on this, would be to use the 2020 Census Data. In Washington County the populations that frequent our front counters are primarily Hispanic and Asian, which is reflective of the recently released Census Data; and is reflective of the customers that A&T staff service.

9. Do you have designated bilingual positions available to communicate with/serve the public? *

A&T does have designated bilingual positions that serves the public.

10. If you answered "yes" to Question #9 regarding designated bilingual positions, how many do you have and what positions are they in? *

Program Position Language Quantity 302005 Accounting Assistant II Spanish 2 302010 Administrative Specialist II Spanish 3 302010 Bus. Personal Property Auditor Spanish 1 302015 Administrative Specialist II Spanish 2 302020 Senor Administrative Specialist Spanish 1 302020 Administrative Specialist II Spanish 2 Total 11 If approved Property Appraiser II Mandarin Chinese 1 Position TBD Spanish 1 Total if approved 13

11. If you answered "yes" to Question #9 regarding designated bilingual positions, what languages are they in? Please specify number of positions per language. *

The 11 positions are Spanish speakers as identified above (see table). If approved, the additional two as identified in the table, would be Mandarin Chinese speaker and a Spanish speaker.

12. What *number* of your staff receive a bilingual pay differential? *

The 11 positions are Spanish speakers as identified above (see table from Question #9). If approved, the additional two as identified in the table, would be Mandarin Chinese speaker and a Spanish speaker.

13. What *percentage* of your staff receive a bilingual pay differential? *

Calculation at the 11 FTE would be 10.1%. Calculation, if approved, at the 13 FTE would be 11.9%

Part B: Strongly encouraged for all Org Units with Personnel Costs

All Org Units with personnel costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.

Part B:

1. Using data to make decisions that advance equity

Several County Departments collect client demographic data on utilization of several programs and services. Some Departments can analyze census or other community level data to inform community needs and inequities that exist at a community level. This data as well as service quality and outcomes data should be used to inform how we allocate our resources to close the equity gaps in our County programs and services.

14. What data on client utilization, quality, and outcomes did you use to develop your proposed budget? *

As noted in a previous answer, A&T is primarily reliant on Census data information. Additionally, the department conducted interviews with all divisions to better understand who they were servicing. It is quite apparent from dialogue with our respected divisions, bilingual staff, and A&T EDI committee members, that there is a very large preponderance of a Spanish speaking community at our counters utilizing our bilingual staff services, and to a much lesser extent Mandarin.

15. What data disaggregated by race/ethnicity/language did you consider? *

The only data that we considered was the US Census Data. A&T systems does not track any of this information. In conversation, with respected division, bilingual staff, and EDI committee; the staff has been made fully aware of the use of the Limited English Assistance Log to track language needs. This vehicle is currently being used by staff and the department will be able to track this data quarterly and be in a position to have data that is truly reflective of language usages when community is engaging with the department.

16. What racial inequities exist in access, quality, and outcomes of your services? *

As we journeyed with staff and reviewed processes, forms, letters; A&T identified areas that certainly needed improvement. The following is a shortened version of these areas: 1. Utilization of formal Interpretation & Translation services 2. Continue to review documents that should be translated into Spanish 3. Bilingual staff should be hired in areas where A&T does not reflective the community; and in sections where it is evident that A&T staff will encounter community needing assistance in a language other than English. The sections will include Property Appraisers, front counter positions, and potentially other areas. 4. Staff is still needing more assistance in understanding EDI concepts. It has been many years since the county has provided EDI training to all staff. A&T has recently brought in an outside consultant to train the Management Team; however, the balance of the staff will receive training during this budget year. 5. Research and purchase of equipment /technology to better service non-English speaking populations. 6. Art in our lobbies that are representative of the community allowing for a welcoming and inclusive space. This endeavor will be partnership with Facilities. 7. Improved outreach and strategies to our business (personal property tax filers) community. According to US Census Data, the county has approximately 24,000 women and minority owned businesses combined. This is just slightly under 50% of all businesses in the county. 8. Identify A&T contracts to invite COBID vendors to bid on. 9. Improve the recruitment process with the goal of hiring regular staff to reflect the numbers of the community of Washington County. 10. Continue to identify ADA areas of improvements and work collaboratively with Facilities and Safety committees to overcome physical barriers. 11. Continue to develop and support staff who are dedicated to EDI. This will provide the department a sense of continuity, momentum, and keep the integrity of the EDI Resolution live and resilient. 12. Continue to identify the strengths of community-based organizations, universities, and others that will help the department be intentional about our work in the community. 13. Hire a Program Communicator and Education Specialist to carry this work forward with staff and the OEICE. The leadership of A&T truly believe this is ongoing work, that must be reviewed continuously and improved throughout the department for future years. A&T has developed an internal document that identifies work that should be done over the next three years, and beyond.

17. How did consideration of this data drive your allocation of resources to address identified racial equity gaps in access, quality, and outcomes? *

It seemed that as we discussed the aforementioned (#16), that it was easy to identify what the department could easily accomplish, as well as assist the staff in performing their work more efficiently and effectively!

Part B:**2. Engaging impacted communities in decision-making**

Engaging communities most likely to be adversely impacted by a decision in the actual decision-making process is one of the cornerstones of good governance. Community can share important information about lived experiences, access issues, as well as unmet needs. This critical information should inform budget decision-making.

18. How did you engage Black, Indigenous, Latina/o/x, Asian and Pacific Islander, and immigrant and refugee communities in the development of your proposed budget? (Notes from the County townhall in December are a resource for diverse community input in budget development and refinement.) *

A&T has access to many CBOs in the community. We are quite aware of some the areas that need improvement. The engagement with these organizations was in a one-on-one format. We also have participated in the County Townhall in December and listened to the outcomes; and leadership has attended other community meetings to better understand community. Having said this, the community meetings that have been attended we have heard that community needs documents in their language, they need to be able to communicate with staff in their language, and they want to be heard.

19. What did the communities most impacted by inequities tell you about their priorities and unmet needs? *

The community meetings that have been attended by staff, we have heard that community needs documents in their language, they need to be able to communicate with staff in their language, and they want to be heard

20. How did you incorporate that community feedback into your proposed budget? *

We have allocated \$1,000 for translation/interpretation services, \$1,000 for the printing of additional translated documents that have not previously been translated, \$20,000 for EDI internal training for all A&T staff and added bilingual allocations for two FTE's.

Part B:**3. Improving equity in the quality of services: culturally specific services**

Equity ensures that each community can expect the highest possible level of access, quality of service, and outcomes. Culturally specific services delivered by culturally specific organizations is one way to assure high quality access, service and outcomes. These organizations are typically best equipped to offer trusted, affirming and tailored services to diverse communities.

21. How are you investing in culturally specific services? *

The department has retained the services of TsaiComms LLC to train staff on EDI related subjects. A&T began this work in 2021 with the training of the leadership team. In 2022 and 2023, A&T will continue to round out the training for the balance of the A&T staff, more intense trainings for leadership, and build the groundwork for a department EDI plan that will comply and complement the work of OEICE. TsaiComms LLC is a woman owned and minority owned firm; and is registered as a COBID business in Oregon. This department will also utilize the services of various translation/interpretation services from the firms listed on the county matrix. Additionally, the Assistant Director has continued to work with Centro Cultural, Virginia Garcia Memorial Health, BienEstar, State of Oregon-COBID, Immigration Counseling Service, and Pacific University to identify and strengthen avenues for recruitment of A&T positions and potential contract opportunities. She also continues to work with IRCO, Latino Network, VAN and many others to advance the work of EDI.

22. Which community-based organizations are you contracting with for the design/delivery of culturally specific services? *

A&T would like to solidify a few contracts with culturally specific CBO's, initially with Centro Cultural through their Centro de Prosperidad; and also, with IRCO through their Employment & Business Services to assist the department identify paths for internships and to be able to draw from their pool of candidates for A&T positions both regular FTE and temporaries. We understand that working with these CBOs can help A&T with highly sensitive recruitments. A&T will also continue to work with the local university EDI officials, similarly. We will be able to pay for these services through the savings created in the budget because of vacancies.

23. What dollar amount of your Org Unit's budget is allocated for culturally specific services? *

The total dollars for FY 2022-23 is \$21,000. This is reflected as such: \$1,000 in Translation/Interpretation services; and \$ 20,000 in EDI training. Services mentioned in #22 are unknown at this time, but based on previous conversations with similar headhunters, the cost would be no less than 20% of the position's salary.

24. What *percentage* of your Department's budget is allocated for culturally specific services? *

For the \$21,000, this represents less than 1% of total budget. If we used the aforementioned firms for recruitment, we would at a minimum spend on three recruitments between \$64,000 – \$80,000, which would reflect an outlay between \$85,000 - \$101,000 or 0.57% or 0.68% respectively of budget.

Part B:

4. Targeting resources

Input from impacted communities, existing data, and information about accessibility and quality of programs and services is collected and analyzed so that resources may be targeted to advance equity. Given what you have heard from community and analyzed in the client utilization data:

25. How will you target resources in your proposed budget to improve outcomes for Black, Indigenous, Latina/o/x, Asian and Pacific Islander, and immigrant and refugee communities experiencing inequities in access and quality of services? *

A&T's answer to inequities is best answered with outcomes. We strongly believe that to address inequities, we must affect employment (higher paying jobs); and issue contract dollars to CBO's/minority owned firms. A&T is committed to address inequity by hiring more bilingual and or multicultural staff that is reflective of the Washington County population. Also, A&T is committed to issuing contracts to COBID firms, translation/interpretation firms, and CBO firms.

26. Beyond direct service delivery, what *dollar amount* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)? *

This was mentioned in # 23

27. Beyond direct service delivery, what *percent* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)? *

a. This was mentioned in # 24

Part C: Required for all Org Units with Personnel Costs - Process Evaluation

28. What part of the Budget Equity Tool did your Org Unit complete? *

- Part A
- Part A and some of Part B
- Part A and Part B

29. What did your Department/Org Unit accomplish by using this tool and what did you learn about equity in the budget process? *

A&T is so happy that we had this tool to document what we have done, but also what else we have yet to do. This tool was able to create the beginning of an EDI plan for the department that will continue to be reworked and revitalized quarterly and annually to be able to deliver updated information in upcoming budget requests. Created an opportunity for the department to ask themselves how we are doing business, how should we be doing business to advance department work, and how do we give or allow all of our community members to continue to be able to retain their integrity as they do business with A&T regardless of their backgrounds.

Respondent

< 59 Ashley Horne >

49:06
Time to complete

Budget Equity Tool Summary and Instructions

Budget Equity Tool Strategies and Questions

The Washington County's FY 22-23 Budget Equity Tool is a set of several equity-focused strategies and questions used to drive informed and targeted decision-making about the allocation of government resources. Specifically, it is comprised of five (5) strategy areas and associating questions that build equity into County budgeting. The Budget Equity Tool is organized into three (3) parts; Part A, Part B, and Part C. Part A of the Budget Equity Tool is specific to Civil Rights compliance and has to do with access and accommodations. Part B addresses data, community engagement, quality of services, and targeted resources. Part C includes process evaluation questions.

Budget Equity Tool Instructions

1. All Org Units with Personnel Costs are required to complete Part A and Part C of the Budget Equity Tool.
2. All Org Units with Personnel Costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.
3. We recommend Department Directors, budget analysts, and others who play a lead role in developing budget proposals complete the tool. Additionally, we suggest that Departments work with imbedded resources such as Equity Leadership Council committee members, LEAP Committee members, dedicated equity and community engagements staff, etc.
4. Please attend one of the scheduled Budget Equity Tool trainings or participate in a recorded one, and utilize the Office of Equity, Inclusion, and Community Engagement (OEICE) for support.
5. Internally facing Org Units and Departments that do not provide direct services to community should respond to questions using staff demographic and other internal data and with the understanding that employees are their clients and/or community. A "not applicable" response and justification will be accepted where there is no supportive data.

6. All submissions must be made using the Budget Equity Tool Microsoft Form.
 7. Concise answers are encouraged. Please keep answers to no longer than 400 words in length.
-
-

Departmental and Organizational Unit Information

1. Name: *

2. Role / Position Title: *

3. What is your Department? *

4. What is your Division? *

5. What is your Organizational Unit? *

PART A: Required for all Org Units with Personnel Costs

Ensuring equitable access to programs and services: accommodations, translation and interpretation

Our communities are entitled to equitable access to our County programs and services, and we must eliminate barriers that prevent or obstruct their access. Many of our community members have physical disabilities and/or speak languages other than English. Per Civil Rights Law, we are required to offer reasonable accommodations, translation and interpretation services at no charge to the client.

Departments should ensure that public documents, policies, plans, meetings, and hearings are readily accessible to the public, which includes proactive translation of **vital** documents into languages spoken by over 1,000 or 5% (whichever is less) of current/potential clients with limited English proficiency, and ensuring interpretation services are available to clients and the public (at service desks, service phone lines, open houses, public meetings, etc.).

6. What *dollar amount* of your budget is your Org Unit allocating for accommodations, translation and interpretation? *

\$10,000 - Interpretation/Translation for community engagement meetings and events; \$3,000 – Language services/LEAP .

7. What *percent* of your budget is your Org Unit allocating for accommodations, translation and interpretation? *

4% of M&S; <1% of total for Org Unit 3110.

8. What percentage of your clients and/or communities you serve need translation/interpretation services? *

We don't currently collect translation/interpretation utilization data, but we consistently offer Spanish interpretation and ASL at community engagement events, and we encourage people to request interpretation/translation services in other languages. We estimate that approximately 3% of our engaged community need translation/interpretation services.

9. Do you have designated bilingual positions available to communicate with/serve the public? *

Yes

10. If you answered "yes" to Question #9 regarding designated bilingual positions, how many do you have and what positions are they in? *

1, Program Coordinator

11. If you answered "yes" to Question #9 regarding designated bilingual positions, what languages are they in? Please specify number of positions per language. *

Spanish

12. What *number* of your staff receive a bilingual pay differential? *

1

13. What *percentage* of your staff receive a bilingual pay differential? *

8%

Part B: Strongly encouraged for all Org Units with Personnel Costs

All Org Units with personnel costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.

Part B:

1. Using data to make decisions that advance equity

Several County Departments collect client demographic data on utilization of several programs and services. Some Departments can analyze census or other community level data to inform community needs and inequities that exist at a community level. This data as well as service quality and outcomes data should be used to inform how we allocate our resources to close the equity gaps in our County programs and services.

14. What data on client utilization, quality, and outcomes did you use to develop your proposed budget? *

N/A; We don't serve in a direct service delivery capacity, and we don't currently collect data on internal client utilization, quality, or outcomes.

15. What data disaggregated by race/ethnicity/language did you consider? *

We considered and utilized Census, Community Participation Organizations (CPO), Equal Employment Opportunity (EEO), contracts and spend with minority, women and emerging small businesses, and Boards and Commissions data disaggregated by/race/ethnicity/language.

16. What racial inequities exist in access, quality, and outcomes of your services? *

OEICE provides leadership, policy guidance, and project management support for the implementation of Washington County's equity, diversity, and inclusion (EDI) and community engagement strategies. Below please see information about how we have used data to drive our resource allocation decisions. Please note that our responses are specific to service allocations and not staff positions or salary amounts, and thus they are not reflective of the totality of OEICE's EDI work. Community Engagement: Boards and Commissions and Community Participation

Organizations: Based on data collected through Boards and Commissions (B&C) applications and a survey sent directly to CPO members, the majority of those who participate in Washington County's structures for community engagement (e.g. Boards and Commissions and CPOs) identify as white and over the age of 60. Additionally, most Boards and Commissions members identified as male. And the majority of CPO members identified as owning a home and having at least one college degree. Community members serving on B&Cs and/or CPOs have a tremendous amount of involvement with County Commissioners, County leadership, and county decision making, and yet they are not representative of the increasingly diverse demographic composition of Washington County (see 2020 Census data). This creates and perpetuates disparities in engagement and decision making in every facet of County business. Equal Employment Opportunity Workforce data collection via self-identification (protected class status: race, national origin, sex, etc.) indicates inequities. We note that this data collection, analysis, and reporting needs significant improvement because the accuracy of that information is critical to the implementation of policies and procedures designed to identify and address known and unknown inequities in employment decisions including recruitment, applicant screening, testing, hiring, promotion, demotion, discipline, and termination. This data is also critical to the accuracy of adverse impact assessments on employment decisions. Exit interviews should be standardized and incorporated into departmental transfers, terminations, voluntary departures, temporary staff, volunteers, and retirements. Supplier Diversity The current contract management system (ECATS) and ERP system (WISARD) are not tracking the data needed to capture supplier diversity spend data completely or accurately. Marketing solicitations to MWESB and data on who departments are doing business with is inconsistently tracked across the County. Thus, our data in these systems is incomplete, entries made are manual, and there currently is no integration that pulls data from one source and updates another system automatically. The incomplete data gleaned shows that Washington County is not meeting its aspirational EDI supplier diversity goals in its utilization of MWESB contractors or spending.

17. How did consideration of this data drive your allocation of resources to address identified racial equity gaps in access, quality, and outcomes? *

Below please see information about how consideration of the data detailed in Question 16 drove allocation of resources to address identified racial equity gaps in access, quality, and outcomes. Please note that our responses are specific to service allocations and not staff positions or salary amounts, and thus they are not reflective of the totality of OEICE's EDI work. Community Engagement: Boards and Commissions and Community Participation Organizations: Consideration of county demographic data and data on those who are engaging in Washington County's engagement structures lead to the development of a goal to increase the diversity of those who participate in County decision making processes. The further effort to center all B&C and CPO work around racial equity is in support of this goal. Programmatic changes as a result include: Development of the Equity Leadership Council Committee focused on Boards and Commissions Diversity and Inclusion and its work towards standards, racial equity centered onboarding, broad recruitment, and other strategies Launching a four-part CPO re-envisioning effort to examine CPO boundaries and structure, align the effort with the county wide strategic plan, and update the resolution and orders that govern the CPO program Expanding the options for the Civic Leader training program from its long-

standing format and goal of creating a pathway for immigrants and other people of color to engage in decision making to offer more diverse and accessible learning opportunities.

Part B:

2. Engaging impacted communities in decision-making

Engaging communities most likely to be adversely impacted by a decision in the actual decision-making process is one of the cornerstones of good governance. Community can share important information about lived experiences, access issues, as well as unmet needs. This critical information should inform budget decision-making.

18. How did you engage Black, Indigenous, Latina/o/x, Asian and Pacific Islander, and immigrant and refugee communities in the development of your proposed budget? (Notes from the County townhall in December are a resource for diverse community input in budget development and refinement.) *

Please see a below a list of how OEICE engaged Black, Indigenous, Latino/a/x, Asian and Pacific Islander, and immigrant and refugee communities in the development of our proposed budget: December 2020 County Budget Equity Townhall Land Acknowledgment work group and Native American/Heritage Month coordination regular communication with community partners Advisory Council on Racial Equity (ACRE) Planning Committee members engaged August 2021 – present to co-design of the ACRE and how to center equity. Engaged community-based organizations included: the Latino Policy Council, Reimagine Oregon Project, COVID Racial Equity Workgroup, PBDG, OAME, NAMC Oregon, Latino Built, constituent emails, and Adelante Mujeres Civic Leaders and alumni.

19. What did the communities most impacted by inequities tell you about their priorities and unmet needs? *

Please see a list of what communities most impacted by inequities told us about their priorities and unmet needs: More focus on civil rights training for community members, more connections to contracting opportunities, and Washington County should hire more bilingual staff and remove barriers to language proficiency testing. Education, police divestments, housing, health and wellbeing, transportation, economic development, legislative process, and community safety Ongoing community dialog with indigenous/Native American communities focused on learning about the history, culture and current needs Increase early and on-going partnership with community leaders with deep equity expertise in co-creating policy and programmatic solutions to inequities in Washington County Allocated funding for culturally specific services and events

Reducing barriers to funding: Insurance requirements for MWESB Contractors are too high - often premiums are higher than the amount of the contract; lack of access to training on how to navigate the system; and non-standardized process by departments is time consuming and challenging internally and externally; parcel out smaller contract agreements Center equity in County strategic plan, legislative agenda and work, policies, budgeting and procurement, and programming More Spanish/integration of people who speak languages other than English (more direct access to languages other than English).

20. How did you incorporate that community feedback into your proposed budget? *

We are addressing community articulated priorities and needs via policy and programmatic work. We continue to advocate for additional funding through the American Rescue Plan Act for systems investments in community engagement, data equity, translation and co-creation of public communications, and civil rights in support of COVID response and recovery; these investments are captured in another part of the county budget. As for how this feedback informed budgetary changes, we are investing more resources into training capacity and language access for FY 22-23.

Part B:

3. *Improving equity in the quality of services: culturally specific services*

Equity ensures that each community can expect the highest possible level of access, quality of service, and outcomes. Culturally specific services delivered by culturally specific organizations is one way to assure high quality access, service and outcomes. These organizations are typically best equipped to offer trusted, affirming and tailored services to diverse communities.

21. How are you investing in culturally specific services? *

We are investing in culturally specific services by: Compensating culturally specific communities to partner on community engagement efforts and participate on policy implementation committees Paying equity-focused consulting partners from CBOs (I.e. co-creating ACRE, Land Acknowledgement, etc.) Providing Civic Leader training and support.

22. Which community-based organizations are you contracting with for the design/delivery of culturally specific services? *

Centro Cultural Coalition of Communities of Color Vision Action Network Muslim Education Trust Adelante Mujeres APANO and APANO Communities United Fund Asian Health and Services Center Bienestar SAGE, Friendly House Inc. Latino Network National Association of Minority Contractors Native American Rehabilitation Association of the Northwest SOAR Immigration Legal Services Unite Oregon.

23. What *dollar amount* of your Org Unit's budget is allocated for culturally specific services? *

FY 2021-22 investments: \$48,900; FY 2022-23 investments: \$20,000 Community Volunteer Stipends. Investments in culturally specific services are increasing. Financial allocations for this work are captured under other Org Units.

24. What *percentage* of your Department's budget is allocated for culturally specific services? *

FY 2021-22: 16% of M&S and 2% of total for Org Unit 3110; FY 2022-23: 7% of M&S and <1% of total for Org unit 3110.

Part B:

4. Targeting resources

Input from impacted communities, existing data, and information about accessibility and quality of programs and services is collected and analyzed so that resources may be targeted to advance equity. Given what you have heard from community and analyzed in the client utilization data:

25. How will you target resources in your proposed budget to improve outcomes for Black, Indigenous, Latina/o/x, Asian and Pacific Islander, and immigrant and refugee communities experiencing inequities in access and quality of services? *

We are targeting 100% of our staff positions to improving EDI outcomes for Black, Indigenous, Latina/o/x, Asian and Pacific Islander, and immigrant and refugee communities. As for budgetary investments, we are continuing our investment in Civic Leadership training, which is aimed at increasing diverse community participation in County decision making processes.

26. Beyond direct service delivery, what *dollar amount* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)? *

FY 2021-22 investments: Race Forward Training GARE membership: \$5,000 The Circle Way: \$7,350 TOPs facilitation training: \$15,000 Espousal contract for ACRE facilitation FY 2022-23 investments: 1.0 FTE Training and Development Analyst \$160,311 Civic Leadership Contract (for multiple cohorts to center CPO and B&C engagement on equity = \$80,000 In-person conferences will increase travel and training \$20,000 The Circle Way = \$10,000 Other OEICE facilitation = \$10,000 ELC/ERG work = \$30,000 Community Engagement Equity Training = \$10,000 FY 22-23 TOTAL = \$320,311

27. Beyond direct service delivery, what *percent* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)? *

100%

Part C: Required for all Org Units with Personnel Costs - Process Evaluation

28. What part of the Budget Equity Tool did your Org Unit complete? *

- Part A
- Part A and some of Part B

Part A and Part B

29. What did your Department/Org Unit accomplish by using this tool and what did you learn about equity in the budget process? *

OEICE worked with the Equity Leadership Council Equity Policy Committee to create this Budget Equity Tool and lead the implementation of it across the County. Our reflections are thus specific to the macro-level implementation lessons learned. We moved quickly to develop, test, build capacity and implement the Budget Equity Tool to align with the FY 22-23 budget process and timelines. We anticipated that we would encounter challenges due to the compressed timeline. We did not have as much time as would have been ideal to attend to each step in an ideal change management process (i.e. assess needs and realities, work with stakeholders early, co-develop a tool, pilot it with several early adopters, improve and finalize the tool per feedback, build capacity to implement the tool, implement the tool, etc.). As such, it was no surprise to learn that we did not have a full understanding of what some of our internal stakeholders were prepared to do in support of implementation of the Tool, nor were we fully aware of some of the existing gaps in available data. We plan to engage internal stakeholders such as HR and the Budget Office at a deeper level and for a longer period leading up to the implementation of future budget equity tools. As for OECIE's Budget Equity Tool, we unsurprisingly note that we will benefit from having our Equity Data Coordinator onboard to assist with data collection and analysis. We also see benefit in asking departments to report staff positions/salary investments in EDI work. Not having questions specific to staff positions/salary impacted our reporting as most of our expenses are in staffing and our positions are 100% dedicated to EDI work. Additionally, we found it hard to quantify the use of interpretation services that we offer as a standard for community engagement events. Specific Recommended Budget Equity Tool Modifications: Modify question 16) How are you investing in culturally specific services – to be specific to investing dollars, not staff time; also modify question to reflect current FY investments and planned investments for subsequent FY Modify questions 18) and 21) to reflect current FY investments and planned investments for subsequent FY.

Respondent



29

John Wheeler



14:33

Time to complete



Budget Equity Tool Summary and Instructions

Budget Equity Tool Strategies and Questions

The Washington County's FY 22-23 Budget Equity Tool is a set of several equity-focused strategies and questions used to drive informed and targeted decision-making about the allocation of government resources. Specifically, it is comprised of five (5) strategy areas and associating questions that build equity into County budgeting. The Budget Equity Tool is organized into three (3) parts; Part A, Part B, and Part C. Part A of the Budget Equity Tool is specific to Civil Rights compliance and has to do with access and accommodations. Part B addresses data, community engagement, quality of services, and targeted resources. Part C includes process evaluation questions.

Budget Equity Tool Instructions

1. All Org Units with Personnel Costs are required to complete Part A and Part C of the Budget Equity Tool.
2. All Org Units with Personnel Costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.
3. We recommend Department Directors, budget analysts, and others who play a lead role in developing budget proposals complete the tool. Additionally, we suggest that Departments work with imbedded resources such as Equity Leadership Council committee members, LEAP Committee members, dedicated equity and community engagements staff, etc.
4. Please attend one of the scheduled Budget Equity Tool trainings or participate in a recorded one, and utilize the Office of Equity, Inclusion, and Community Engagement (OEICE) for support.
5. Internally facing Org Units and Departments that do not provide direct services to community should respond to questions using staff demographic and other internal data and with the understanding that employees are their clients and/or community. A "not applicable" response and justification will be accepted where there is no supportive data.

6. All submissions must be made using the Budget Equity Tool Microsoft Form.
 7. Concise answers are encouraged. Please keep answers to no longer than 400 words in length.
-
-

Departmental and Organizational Unit Information

1. Name: *

2. Role / Position Title: *

3. What is your Department? *

4. What is your Division? *

5. What is your Organizational Unit? *

PART A: Required for all Org Units with Personnel Costs

Ensuring equitable access to programs and services: accommodations, translation and interpretation

Our communities are entitled to equitable access to our County programs and services, and we must eliminate barriers that prevent or obstruct their access. Many of our community members have physical disabilities and/or speak languages other than English. Per Civil Rights Law, we are required to offer reasonable accommodations, translation and interpretation services at no charge to the client.

Departments should ensure that public documents, policies, plans, meetings, and hearings are readily accessible to the public, which includes proactive translation of **vital** documents into languages spoken by over 1,000 or 5% (whichever is less) of current/potential clients with limited English proficiency, and ensuring interpretation services are available to clients and the public (at service desks, service phone lines, open houses, public meetings, etc.).

6. What *dollar amount* of your budget is your Org Unit allocating for accommodations, translation and interpretation? *

\$5300; we have some flexibility to use additional funds for this from the EMC project fund.

7. What *percent* of your budget is your Org Unit allocating for accommodations, translation and interpretation? *

.035%

8. What percentage of your clients and/or communities you serve need translation/interpretation services? *

Many of our services and communications, which include vital records, are intended to serve the entire county (incorporated and unincorporated).

9. Do you have designated bilingual positions available to communicate with/serve the public? *

No

10. If you answered "yes" to Question #9 regarding designated bilingual positions, how many do you have and what positions are they in? *

NA

11. If you answered "yes" to Question #9 regarding designated bilingual positions, what languages are they in? Please specify number of positions per language. *

NA

12. What *number* of your staff receive a bilingual pay differential? *

0

13. What *percentage* of your staff receive a bilingual pay differential? *

0

Part B: Strongly encouraged for all Org Units with Personnel Costs

All Org Units with personnel costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County

Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.

Part B:

1. Using data to make decisions that advance equity

Several County Departments collect client demographic data on utilization of several programs and services. Some Departments can analyze census or other community level data to inform community needs and inequities that exist at a community level. This data as well as service quality and outcomes data should be used to inform how we allocate our resources to close the equity gaps in our County programs and services.

14. What data on client utilization, quality, and outcomes did you use to develop your proposed budget? *

NA

15. What data disaggregated by race/ethnicity/language did you consider? *

NA

16. What racial inequities exist in access, quality, and outcomes of your services? *

This has not been formally assessed. People with limited English proficiency may not be able to use our untranslated vital records. Emergency preparedness and other public safety information provided to the community is considered a vital record and so should be translated into the safe harbor languages. We have begun to translate many recently created vital records. Many of the elements of the County Emergency Operations Plan and many underlying capabilities (e.g., alert and warning, mass care and shelter, emergency transportation, and public communications) need to be updated to address equity considerations. Until those plans are updated, marginalized and under-represented community members may have barriers to emergency response and recovery services.

17. How did consideration of this data drive your allocation of resources to address identified racial equity gaps in access, quality, and outcomes? *

Though not driven by a formal analysis of data, we allocated additional funding for translation services.

Part B:

2. Engaging impacted communities in decision-making

Engaging communities most likely to be adversely impacted by a decision in the actual decision-making process is one of the cornerstones of good governance. Community can share important information about lived experiences, access issues, as well as unmet needs. This critical information should inform budget decision-making.

18. How did you engage Black, Indigenous, Latina/o/x, Asian and Pacific Islander, and immigrant and refugee communities in the development of your proposed budget? (Notes from the County townhall in December are a resource for diverse community input in budget development and refinement.) *

There was no public involvement in the development of our budget.

19. What did the communities most impacted by inequities tell you about their priorities and unmet needs? *

NA

20. How did you incorporate that community feedback into your proposed budget? *

NA

Part B:**3. Improving equity in the quality of services: culturally specific services**

Equity ensures that each community can expect the highest possible level of access, quality of service, and outcomes. Culturally specific services delivered by culturally specific organizations is one way to assure high quality access, service and outcomes. These organizations are typically best equipped to offer trusted, affirming and tailored services to diverse communities.

21. How are you investing in culturally specific services? *

In developing EM projects, we consider how we will incorporate culturally specific services. Specifically, we consider funding CBO involvement.

22. Which community-based organizations are you contracting with for the design/delivery of culturally specific services? *

We have no existing contracts with CBOs. This will be determined at the time of project implementation.

23. What *dollar amount* of your Org Unit's budget is allocated for culturally specific services? *

\$5000 was allocated in our budget to fund CBO involvement in our disaster recovery planning project.

24. What *percentage* of your Department's budget is allocated for culturally specific services? *

.32% is formally allocated. 22% of the EM budget is allocated to professional services, which may include a) contractor costs, b) translation services, and c) community-based organizations involvement. We have only earmarked the \$5,000 mentioned in the answer to the previous question for CBO involvement but we may have some flexibility to fund CBO involvement in other projects. This determination will be made at the time of project implementation.

Part B:

4. Targeting resources

Input from impacted communities, existing data, and information about accessibility and quality of programs and services is collected and analyzed so that resources may be targeted to advance equity. Given what you have heard from community and analyzed in the client utilization data:

25. How will you target resources in your proposed budget to improve outcomes for Black, Indigenous, Latina/o/x, Asian and Pacific Islander, and immigrant and refugee communities experiencing inequities in access and quality of services? *

We have funds dedicated to translation of vital records. Specific strategies for targeting resources to BIPOC and other communities are determined at the time of project implementation.

26. Beyond direct service delivery, what *dollar amount* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)? *

Aside from the \$5,000 mentioned in the answer to question #23, no specific dollar amount is determined. 22% of the EM budget is allocated to professional services. We have the flexibility to use some of these funds for equity-focused professional services. This determination will be made at the time of project implementation.

27. Beyond direct service delivery, what *percent* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)? *

0% is formally allocated. We have the flexibility to use some of funds in our professional services budget for equity-focused professional services. This determination will be made at the time of project implementation.

Part C: Required for all Org Units with Personnel Costs - Process Evaluation

28. What part of the Budget Equity Tool did your Org Unit complete? *

- Part A
- Part A and some of Part B
- Part A and Part B

29. What did your Department/Org Unit accomplish by using this tool and what did you learn about equity in the budget process? *

The BET effectively encourages us to use specific strategies to incorporate EDI considerations in our budget. The BET suggested some criteria we can use in the planning of projects. 67% of our program funding is for personnel costs. These and other costs have limited flexibility to formally assign funding of EDI strategies. So, for this budget cycle, we had limited flexibility to increase our EDI commitments. While we have limited flexibility to incorporate additional EDI considerations in our budget this year, we can address EDI considerations in our project implementation. As mentioned in our answers, we have flexibility to use our professional services budget to fund CBO involvement and translation services. We intentionally consider translation requirements, funding of CBO participation, and other strategies within our projects.

Respondent

< 13 Robin Straughan >

07:59
Time to complete

Budget Equity Tool Summary and Instructions

Budget Equity Tool Strategies and Questions

The Washington County's FY 22-23 Budget Equity Tool is a set of several equity-focused strategies and questions used to drive informed and targeted decision-making about the allocation of government resources. Specifically, it is comprised of five (5) strategy areas and associating questions that build equity into County budgeting. The Budget Equity Tool is organized into three (3) parts; Part A, Part B, and Part C. Part A of the Budget Equity Tool is specific to Civil Rights compliance and has to do with access and accommodations. Part B addresses data, community engagement, quality of services, and targeted resources. Part C includes process evaluation questions.

Budget Equity Tool Instructions

1. All Org Units with Personnel Costs are required to complete Part A and Part C of the Budget Equity Tool.
2. All Org Units with Personnel Costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.
3. We recommend Department Directors, budget analysts, and others who play a lead role in developing budget proposals complete the tool. Additionally, we suggest that Departments work with imbedded resources such as Equity Leadership Council committee members, LEAP Committee members, dedicated equity and community engagements staff, etc.
4. Please attend one of the scheduled Budget Equity Tool trainings or participate in a recorded one, and utilize the Office of Equity, Inclusion, and Community Engagement (OEICE) for support.
5. Internally facing Org Units and Departments that do not provide direct services to community should respond to questions using staff demographic and other internal data and with the understanding that employees are their clients and/or community. A "not applicable" response and justification will be accepted where there is no supportive data.

6. All submissions must be made using the Budget Equity Tool Microsoft Form.
 7. Concise answers are encouraged. Please keep answers to no longer than 400 words in length.
-
-

Departmental and Organizational Unit Information

1. Name: *

Robin Straughan

2. Role / Position Title: *

Sustainability Manager

3. What is your Department? *

N/A

4. What is your Division? *

Sustainability

5. What is your Organizational Unit? *

Sustainability (still part of Support Services Admin for FY 2022-23 budget process)

PART A: Required for all Org Units with Personnel Costs

Ensuring equitable access to programs and services: accommodations, translation and interpretation

Our communities are entitled to equitable access to our County programs and services, and we must eliminate barriers that prevent or obstruct their access. Many of our community members have physical disabilities and/or speak languages other than English. Per Civil Rights Law, we are required to offer reasonable accommodations, translation and interpretation services at no charge to the client.

Departments should ensure that public documents, policies, plans, meetings, and hearings are readily accessible to the public, which includes proactive translation of **vital** documents into languages spoken by over 1,000 or 5% (whichever is less) of current/potential clients with limited English proficiency, and ensuring interpretation services are available to clients and the public (at service desks, service phone lines, open houses, public meetings, etc.).

6. What *dollar amount* of your budget is your Org Unit allocating for accommodations, translation and interpretation? *

N/A. The Sustainability Division serves internal clients (County and other public agency staff) and we have not had request for this type of accommodation

7. What *percent* of your budget is your Org Unit allocating for accommodations, translation and interpretation? *

N/A

8. What percentage of your clients and/or communities you serve need translation/interpretation services? *

Unknown. The Sustainability Division almost entirely serves internal clients (County and other public agency staff), so our information is primarily produced in English.

9. Do you have designated bilingual positions available to communicate with/serve the public? *

No

10. If you answered "yes" to Question #9 regarding designated bilingual positions, how many do you have and what positions are they in? *

N/A

11. If you answered "yes" to Question #9 regarding designated bilingual positions, what languages are they in? Please specify number of positions per language. *

N/A

12. What *number* of your staff receive a bilingual pay differential? *

0

13. What *percentage* of your staff receive a bilingual pay differential? *

0

Part B: Strongly encouraged for all Org Units with Personnel Costs

All Org Units with personnel costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County

Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.

Part B:

1. Using data to make decisions that advance equity

Several County Departments collect client demographic data on utilization of several programs and services. Some Departments can analyze census or other community level data to inform community needs and inequities that exist at a community level. This data as well as service quality and outcomes data should be used to inform how we allocate our resources to close the equity gaps in our County programs and services.

14. What data on client utilization, quality, and outcomes did you use to develop your proposed budget? *

None. Currently we cannot provide any data relative to this section since we do not collect this for the staff we serve. We could survey participants to collect data from those who attend our events, participate in activities, attend our trainings, etc. However, it may be more useful to access County workforce data demographics (available in NeoGov) at least annually to evaluate and understand the makeup of our primary clients. This could help us understand the total breadth of those we could reach through our various touchpoints.

15. What data disaggregated by race/ethnicity/language did you consider? *

None. Currently we cannot provide any data relative to this section since we do not collect this for the staff we serve.

16. What racial inequities exist in access, quality, and outcomes of your services? *

Unknown

17. How did consideration of this data drive your allocation of resources to address identified racial equity gaps in access, quality, and outcomes? *

N/A

Part B:

2. Engaging impacted communities in decision-making

Engaging communities most likely to be adversely impacted by a decision in the actual decision-making process is one of the cornerstones of good governance. Community can share important information about lived experiences, access issues, as well as unmet needs. This critical information should inform budget decision-making.

18. How did you engage Black, Indigenous, Latina/o/x, Asian and Pacific Islander, and immigrant and refugee communities in the development of your proposed budget? (Notes from the County townhall in December are a resource for diverse community input in budget development and refinement.) *

N/A. We cannot provide any data relative to this section since we do not collect this for the staff we serve. Similar to the response above, if we were able to review and analyze County workforce demographic data, it could help inform our program and project priorities.

19. What did the communities most impacted by inequities tell you about their priorities and unmet needs? *

N/A

20. How did you incorporate that community feedback into your proposed budget? *

N/A

Part B:**3. Improving equity in the quality of services: culturally specific services**

Equity ensures that each community can expect the highest possible level of access, quality of service, and outcomes. Culturally specific services delivered by culturally specific organizations is one way to assure high quality access, service and outcomes. These organizations are typically best equipped to offer trusted, affirming and tailored services to diverse communities.

21. How are you investing in culturally specific services? *

We have contracted with vendors who have placed equity at the forefront of their organization's mission and values.

22. Which community-based organizations are you contracting with for the design/delivery of culturally specific services? *

We consider equity among those we contract with or purchase materials from in general. We evaluated EDI practices of those we currently contract with: 1. WashCo Bikes - contract for bicycle fleet maintenance They focus on providing a community service and they support the local community with low and no-cost bikes. They have a program focused on serving low-income families and veterans. The WashCo Board and staff are racially and gender diverse. 2. Westside Transportation Alliance - Commute Champions sponsorship WTA started an equity initiative and new focus in 2020, which we participated in. The Sustainability Division donated to a new rewards program that emphasizes equity for frontline workers via transportation incentives. The WTA Board is racially and gender diverse; their staff is not racially diverse.

23. What *dollar amount* of your Org Unit's budget is allocated for culturally specific services? *

\$3,500 (WashCo Bikes - \$3,000, 3-year contract for bicycle fleet maintenance, with option for extension, Westside Transportation Alliance - \$500 for annual Commute Champions sponsorship)

24. What *percentage* of your Department's budget is allocated for culturally specific services? *

Less than 1%: Percent of division budget allocated for culturally specific services. For context, Personnel Services costs are 92% of our division budget and Materials & Services is 8% of our budget.

Part B:

4. Targeting resources

Input from impacted communities, existing data, and information about accessibility and quality of programs and services is collected and analyzed so that resources may be targeted to advance equity. Given what you have heard from community and analyzed in the client utilization data:

25. How will you target resources in your proposed budget to improve outcomes for Black, Indigenous, Latina/o/x, Asian and Pacific Islander, and immigrant and refugee communities experiencing inequities in access and quality of services? *

Unknown. If we were able to obtain County workforce demographic data, we could plan to target resources to improve outcomes in our sustainability projects. This would be an interesting future project.

26. Beyond direct service delivery, what *dollar amount* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)? *

\$29,845 Dollar amount available in division budget for culturally specific and equity-focused professional services. Approximately 50% of our division training/professional development funds are going toward equity-specific training, \$2,345. Staff also benefitted from trainings paid for by other departments such as the Race Forward trainings and the PNW Diversity Conference. Since 2020, about 70% of training topics have been related to equity, and many of those were free webinars or locally available public sector trainings. We select the goods we purchase to support our events and challenges. This year we will focus on BIPOC or COBID-certified businesses whenever possible for these activities and purchases (\$1,000). We can work with the PSWCC, whose project funds we hold in trust (\$26,500) to focus on supporting BIPOC or COBID-certified businesses whenever possible.

27. Beyond direct service delivery, what *percent* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)? *

6% Percent of division budget available for culturally specific and equity-focused professional services

Part C: Required for all Org Units with Personnel Costs - Process Evaluation

28. What part of the Budget Equity Tool did your Org Unit complete? *

- Part A
- Part A and some of Part B
- Part A and Part B

29. What did your Department/Org Unit accomplish by using this tool and what did you learn about equity in the budget process? *

This tool provided a wonderful opportunity to look at our budget from a different perspective. It gave my team the opportunity to think about the programs and services we provide, to whom they are provided, and look for ways to consider equity-focused outcomes. It gave us great ideas for future evaluation of program purchases as well as ways to consider future culturally specific program needs.

Respondent

< 24 Tingting Wang >

47:04
Time to complete

Budget Equity Tool Summary and Instructions

Budget Equity Tool Strategies and Questions

The Washington County's FY 22-23 Budget Equity Tool is a set of several equity-focused strategies and questions used to drive informed and targeted decision-making about the allocation of government resources. Specifically, it is comprised of five (5) strategy areas and associating questions that build equity into County budgeting. The Budget Equity Tool is organized into three (3) parts; Part A, Part B, and Part C. Part A of the Budget Equity Tool is specific to Civil Rights compliance and has to do with access and accommodations. Part B addresses data, community engagement, quality of services, and targeted resources. Part C includes process evaluation questions.

Budget Equity Tool Instructions

1. All Org Units with Personnel Costs are required to complete Part A and Part C of the Budget Equity Tool.
2. All Org Units with Personnel Costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.
3. We recommend Department Directors, budget analysts, and others who play a lead role in developing budget proposals complete the tool. Additionally, we suggest that Departments work with imbedded resources such as Equity Leadership Council committee members, LEAP Committee members, dedicated equity and community engagements staff, etc.
4. Please attend one of the scheduled Budget Equity Tool trainings or participate in a recorded one, and utilize the Office of Equity, Inclusion, and Community Engagement (OEICE) for support.
5. Internally facing Org Units and Departments that do not provide direct services to community should respond to questions using staff demographic and other internal data and with the understanding that employees are their clients and/or community. A "not applicable" response and justification will be accepted where there is no supportive data.

- 6. All submissions must be made using the Budget Equity Tool Microsoft Form.
- 7. Concise answers are encouraged. Please keep answers to no longer than 400 words in length.

Departmental and Organizational Unit Information

1. Name: *

2. Role / Position Title: *

3. What is your Department? *

4. What is your Division? *

5. What is your Organizational Unit? *

PART A: Required for all Org Units with Personnel Costs

Ensuring equitable access to programs and services: accommodations, translation and interpretation

Our communities are entitled to equitable access to our County programs and services, and we must eliminate barriers that prevent or obstruct their access. Many of our community members have physical disabilities and/or speak languages other than English. Per Civil Rights Law, we are required to offer reasonable accommodations, translation and interpretation services at no charge to the client.

Departments should ensure that public documents, policies, plans, meetings, and hearings are readily accessible to the public, which includes proactive translation of **vital** documents into languages spoken by over 1,000 or 5% (whichever is less) of current/potential clients with limited English proficiency, and ensuring interpretation services are available to clients and the public (at service desks, service phone lines, open houses, public meetings, etc.).

6. What *dollar amount* of your budget is your Org Unit allocating for accommodations, translation and interpretation? *

N/A. Finance Division serves internal customers and we have not had request for this type of accommodation

7. What *percent* of your budget is your Org Unit allocating for accommodations, translation and interpretation? *

N/A

8. What percentage of your clients and/or communities you serve need translation/interpretation services? *

N/A

9. Do you have designated bilingual positions available to communicate with/serve the public? *

Yes

10. If you answered "yes" to Question #9 regarding designated bilingual positions, how many do you have and what positions are they in? *

Senior Accounting Assistant, Irma Romero (Position#10006)

11. If you answered "yes" to Question #9 regarding designated bilingual positions, what languages are they in? Please specify number of positions per language. *

Spanish

12. What *number* of your staff receive a bilingual pay differential? *

1

13. What *percentage* of your staff receive a bilingual pay differential? *

4%

Part B: Strongly encouraged for all Org Units with Personnel Costs

All Org Units with personnel costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County

Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.

Part B:

1. Using data to make decisions that advance equity

Several County Departments collect client demographic data on utilization of several programs and services. Some Departments can analyze census or other community level data to inform community needs and inequities that exist at a community level. This data as well as service quality and outcomes data should be used to inform how we allocate our resources to close the equity gaps in our County programs and services.

14. What data on client utilization, quality, and outcomes did you use to develop your proposed budget? *

N/A

15. What data disaggregated by race/ethnicity/language did you consider? *

N/A

16. What racial inequities exist in access, quality, and outcomes of your services? *

N/A

17. How did consideration of this data drive your allocation of resources to address identified racial equity gaps in access, quality, and outcomes? *

N/A

Part B:

2. Engaging impacted communities in decision-making

Engaging communities most likely to be adversely impacted by a decision in the actual decision-making process is one of the cornerstones of good governance. Community can share important information about lived experiences, access issues, as well as unmet needs. This critical information should inform budget decision-making.

18. How did you engage Black, Indigenous, Latina/o/x, Asian and Pacific Islander, and immigrant and refugee communities in the development of your proposed budget? (Notes from the County townhall in December are a resource for diverse community input in budget development and refinement.) *

N/A. Finance is an internal service department and have no authorized budget for community engagement.

19. What did the communities most impacted by inequities tell you about their priorities and unmet needs? *

N/A

20. How did you incorporate that community feedback into your proposed budget? *

N/A

Part B:

3. Improving equity in the quality of services: culturally specific services

Equity ensures that each community can expect the highest possible level of access, quality of service, and outcomes. Culturally specific services delivered by culturally specific organizations is one way to assure

high quality access, service and outcomes. These organizations are typically best equipped to offer trusted, affirming and tailored services to diverse communities.

21. How are you investing in culturally specific services? *

N/A

22. Which community-based organizations are you contracting with for the design/delivery of culturally specific services? *

N/A

23. What *dollar amount* of your Org Unit's budget is allocated for culturally specific services? *

N/A. Finance is an internal service department and have no authorized budget for community engagement.

24. What *percentage* of your Department's budget is allocated for culturally specific services? *

N/A. Finance is an internal service department and have no authorized budget for community engagement.

Part B:

4. Targeting resources

Input from impacted communities, existing data, and information about accessibility and quality of programs and services is collected and analyzed so that resources may be targeted to advance equity. Given what you have heard from community and analyzed in the client utilization data:

25. How will you target resources in your proposed budget to improve outcomes for Black, Indigenous, Latina/o/x, Asian and Pacific Islander, and immigrant and refugee communities experiencing inequities in access and quality of services? *

Unknown

26. Beyond direct service delivery, what *dollar amount* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)? *

There is no specific dollar amount for equity focused professional services, but staff are encouraged to attend County sponsored equity training and other free resources with partner organizations.

27. Beyond direct service delivery, what *percent* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)? *

0

Part C: Required for all Org Units with Personnel Costs - Process Evaluation

28. What part of the Budget Equity Tool did your Org Unit complete? *

- Part A
- Part A and some of Part B
- Part A and Part B

29. What did your Department/Org Unit accomplish by using this tool and what did you learn about equity in the budget process? *

This tool provided an opportunity to look at our budget process from a different perspective. It gave us an opportunity to understand how we collect data for future budget process in general.

Respondent



16

Eva LaBonte



42:42

Time to complete



Budget Equity Tool Summary and Instructions

Budget Equity Tool Strategies and Questions

The Washington County's FY 22-23 Budget Equity Tool is a set of several equity-focused strategies and questions used to drive informed and targeted decision-making about the allocation of government resources. Specifically, it is comprised of five (5) strategy areas and associating questions that build equity into County budgeting. The Budget Equity Tool is organized into three (3) parts; Part A, Part B, and Part C. Part A of the Budget Equity Tool is specific to Civil Rights compliance and has to do with access and accommodations. Part B addresses data, community engagement, quality of services, and targeted resources. Part C includes process evaluation questions.

Budget Equity Tool Instructions

1. All Org Units with Personnel Costs are required to complete Part A and Part C of the Budget Equity Tool.
2. All Org Units with Personnel Costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.
3. We recommend Department Directors, budget analysts, and others who play a lead role in developing budget proposals complete the tool. Additionally, we suggest that Departments work with imbedded resources such as Equity Leadership Council committee members, LEAP Committee members, dedicated equity and community engagements staff, etc.
4. Please attend one of the scheduled Budget Equity Tool trainings or participate in a recorded one, and utilize the Office of Equity, Inclusion, and Community Engagement (OEICE) for support.
5. Internally facing Org Units and Departments that do not provide direct services to community should respond to questions using staff demographic and other internal data and with the understanding that employees are their clients and/or community. A "not applicable" response and justification will be accepted where there is no supportive data.

- 6. All submissions must be made using the Budget Equity Tool Microsoft Form.
- 7. Concise answers are encouraged. Please keep answers to no longer than 400 words in length.

Departmental and Organizational Unit Information

1. Name: *

2. Role / Position Title: *

3. What is your Department? *

4. What is your Division? *

5. What is your Organizational Unit? *

PART A: Required for all Org Units with Personnel Costs

Ensuring equitable access to programs and services: accommodations, translation and interpretation

Our communities are entitled to equitable access to our County programs and services, and we must eliminate barriers that prevent or obstruct their access. Many of our community members have physical disabilities and/or speak languages other than English. Per Civil Rights Law, we are required to offer reasonable accommodations, translation and interpretation services at no charge to the client.

Departments should ensure that public documents, policies, plans, meetings, and hearings are readily accessible to the public, which includes proactive translation of **vital** documents into languages spoken by over 1,000 or 5% (whichever is less) of current/potential clients with limited English proficiency, and ensuring interpretation services are available to clients and the public (at service desks, service phone lines, open houses, public meetings, etc.).

6. What *dollar amount* of your budget is your Org Unit allocating for accommodations, translation and interpretation? *

\$2,000

7. What *percent* of your budget is your Org Unit allocating for accommodations, translation and interpretation? *

Less than 1%

8. What percentage of your clients and/or communities you serve need translation/interpretation services? *

On average less than 1%; interpretation is typically used to check translation of employee benefits materials for family members. Our insurance broker translates the documents into Spanish at no additional cost.

9. Do you have designated bilingual positions available to communicate with/serve the public? *

Yes

10. If you answered "yes" to Question #9 regarding designated bilingual positions, how many do you have and what positions are they in? *

2 employees: 1 Benefits and Leave Analyst II and 1 Talent Acquisition Business Partner

11. If you answered "yes" to Question #9 regarding designated bilingual positions, what languages are they in? Please specify number of positions per language. *

Both employees are bilingual in Spanish

12. What *number* of your staff receive a bilingual pay differential? *

2

13. What *percentage* of your staff receive a bilingual pay differential? *

8%

Part B: Strongly encouraged for all Org Units with Personnel Costs

All Org Units with personnel costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County

Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.

Part B:

1. Using data to make decisions that advance equity

Several County Departments collect client demographic data on utilization of several programs and services. Some Departments can analyze census or other community level data to inform community needs and inequities that exist at a community level. This data as well as service quality and outcomes data should be used to inform how we allocate our resources to close the equity gaps in our County programs and services.

14. What data on client utilization, quality, and outcomes did you use to develop your proposed budget? *

We increased our budget for Talent Acquisition related to equity and diversity in order to reach a more diverse applicant pool, and we chose a new employee benefits broker specifically to help us develop an employee survey and benefits wellness committees so we can learn more about how to offer employee benefits and wellness opportunities in a more equitable way across age, race, gender and socioeconomic situation. We are also training our HR Business Partners on best practices in discrimination and sexual harassment complaints. We created a specific Learning and Development line item in the HR Budget to, in part, create a Countywide Internship program that will be designed to offer marginalized community members an opportunity to learn and work at Washington County.

15. What data disaggregated by race/ethnicity/language did you consider? *

Our applicant data, employee data and community data

16. What racial inequities exist in access, quality, and outcomes of your services? *

The talent acquisition process is long time-consuming, and has components of institutional racism that we are actively working to remove in order to make the recruitment process more equitable. The Department is going to continue its work on rules and policies that can create barriers to reporting and accurately identifying discrimination in the workplace.

17. How did consideration of this data drive your allocation of resources to address identified racial equity gaps in access, quality, and outcomes? *

There was a conscious effort made to devote time and resources to removing racial barriers to hiring and to learn more about best practices in recruitment and investigations.

Part B:

2. Engaging impacted communities in decision-making

Engaging communities most likely to be adversely impacted by a decision in the actual decision-making process is one of the cornerstones of good governance. Community can share important information about lived experiences, access issues, as well as unmet needs. This critical information should inform budget decision-making.

18. How did you engage Black, Indigenous, Latina/o/x, Asian and Pacific Islander, and immigrant and refugee communities in the development of your proposed budget? (Notes from the County townhall in December are a resource for diverse community input in budget development and refinement.) *

I watched the Town Hall in December 2021 but no additional outreach was done.

19. What did the communities most impacted by inequities tell you about their priorities and unmet needs? *

n/a

20. How did you incorporate that community feedback into your proposed budget? *

n/a

Part B:**3. Improving equity in the quality of services: culturally specific services**

Equity ensures that each community can expect the highest possible level of access, quality of service, and outcomes. Culturally specific services delivered by culturally specific organizations is one way to assure high quality access, service and outcomes. These organizations are typically best equipped to offer trusted, affirming and tailored services to diverse communities.

21. How are you investing in culturally specific services? *

- County-wide training for Sexual Harassment - We created a new fund specifically for Countywide Employee Learning and Development t the development of a County-wide Internship and Mentorship program that will focus on people of color in our community. - County-wide training program for supervisor and manager leadership, which will include learning how to recognize and stop microaggressions, discrimination and harassment. - Implementation and training departments on workforce and succession planning - Starting a contract with a vendor to help promote our job postings in diverse communities

22. Which community-based organizations are you contracting with for the design/delivery of culturally specific services? *

n/a

23. What *dollar amount* of your Org Unit's budget is allocated for culturally specific services? *

Approximately \$70,000

24. What *percentage* of your Department's budget is allocated for culturally specific services? *

Approximately 1.5% including personnel costs

Part B:

4. Targeting resources

Input from impacted communities, existing data, and information about accessibility and quality of programs and services is collected and analyzed so that resources may be targeted to advance equity. Given what you have heard from community and analyzed in the client utilization data:

25. How will you target resources in your proposed budget to improve outcomes for Black, Indigenous, Latina/o/x, Asian and Pacific Islander, and immigrant and refugee communities experiencing inequities in access and quality of services? *

Most of our work will be in Talent Acquisition - reducing barriers to application, training for hiring managers and staff on interview processes, and advertising positions in the correct places. We are also utilizing .5 FTE person to conduct Outreach to people of color in our community to build relationships and encourage them to apply to work at the County.

26. Beyond direct service delivery, what *dollar amount* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)? *

Approximately \$70,000

27. Beyond direct service delivery, what *percent* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)? *

Approximately 1.5%

Part C: Required for all Org Units with Personnel Costs - Process Evaluation

28. What part of the Budget Equity Tool did your Org Unit complete? *

- Part A
- Part A and some of Part B
- Part A and Part B

29. What did your Department/Org Unit accomplish by using this tool and what did you learn about equity in the budget process? *

We hope to make a big impact with the small discretionary budget we have; much of our work will be by actions of our staff that do not show in the budget.

Respondent

9 Kea Sundberg

06:42
Time to complete

Budget Equity Tool Summary and Instructions

Budget Equity Tool Strategies and Questions

The Washington County's FY 22-23 Budget Equity Tool is a set of several equity-focused strategies and questions used to drive informed and targeted decision-making about the allocation of government resources. Specifically, it is comprised of five (5) strategy areas and associating questions that build equity into County budgeting. The Budget Equity Tool is organized into three (3) parts; Part A, Part B, and Part C. Part A of the Budget Equity Tool is specific to Civil Rights compliance and has to do with access and accommodations. Part B addresses data, community engagement, quality of services, and targeted resources. Part C includes process evaluation questions.

Budget Equity Tool Instructions

1. All Org Units with Personnel Costs are required to complete Part A and Part C of the Budget Equity Tool.
2. All Org Units with Personnel Costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.
3. We recommend Department Directors, budget analysts, and others who play a lead role in developing budget proposals complete the tool. Additionally, we suggest that Departments work with imbedded resources such as Equity Leadership Council committee members, LEAP Committee members, dedicated equity and community engagements staff, etc.
4. Please attend one of the scheduled Budget Equity Tool trainings or participate in a recorded one, and utilize the Office of Equity, Inclusion, and Community Engagement (OEICE) for support.
5. Internally facing Org Units and Departments that do not provide direct services to community should respond to questions using staff demographic and other internal data and with the understanding that employees are their clients and/or community. A "not applicable" response and justification will be accepted where there is no supportive data.

6. All submissions must be made using the Budget Equity Tool Microsoft Form.
 7. Concise answers are encouraged. Please keep answers to no longer than 400 words in length.
-
-

Departmental and Organizational Unit Information

1. Name: *

Kea Sundberg

2. Role / Position Title: *

Senior Management Analyst

3. What is your Department? *

Support Services

4. What is your Division? *

Information Technology Services

5. What is your Organizational Unit? *

Operations

PART A: Required for all Org Units with Personnel Costs

Ensuring equitable access to programs and services: accommodations, translation and interpretation

Our communities are entitled to equitable access to our County programs and services, and we must eliminate barriers that prevent or obstruct their access. Many of our community members have physical disabilities and/or speak languages other than English. Per Civil Rights Law, we are required to offer reasonable accommodations, translation and interpretation services at no charge to the client.

Departments should ensure that public documents, policies, plans, meetings, and hearings are readily accessible to the public, which includes proactive translation of **vital** documents into languages spoken by over 1,000 or 5% (whichever is less) of current/potential clients with limited English proficiency, and ensuring interpretation services are available to clients and the public (at service desks, service phone lines, open houses, public meetings, etc.).

6. What *dollar amount* of your budget is your Org Unit allocating for accommodations, translation and interpretation? *

\$0.00

7. What *percent* of your budget is your Org Unit allocating for accommodations, translation and interpretation? *

0%

8. What percentage of your clients and/or communities you serve need translation/interpretation services? *

0%. Information Technology Services is an internally facing division, ITS does not track this information for internal translation needs. ITS does manage the County's Operator Line, this is externally facing. ITS tracks how many callers "press 9 for Spanish". Over the past 60 days (Nov. 1, 2021 – Jan. 14, 2022) approximately 7.2% of calls need a Spanish speaking individual to assist. Other language needs are not tracked within the system.

9. Do you have designated bilingual positions available to communicate with/serve the public? *

Yes.

10. If you answered "yes" to Question #9 regarding designated bilingual positions, how many do you have and what positions are they in? *

1.0 FTE – Accounting Specialist II – Bilingual.

11. If you answered "yes" to Question #9 regarding designated bilingual positions, what languages are they in? Please specify number of positions per language. *

1.0 FTE – Spanish.

12. What *number* of your staff receive a bilingual pay differential? *

1.0 FTE.

13. What *percentage* of your staff receive a bilingual pay differential? *

1.17%.

Part B: Strongly encouraged for all Org Units with Personnel Costs

All Org Units with personnel costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.

Part B:

1. Using data to make decisions that advance equity

Several County Departments collect client demographic data on utilization of several programs and services. Some Departments can analyze census or other community level data to inform community needs and inequities that exist at a community level. This data as well as service quality and outcomes data should be used to inform how we allocate our resources to close the equity gaps in our County programs and services.

14. What data on client utilization, quality, and outcomes did you use to develop your proposed budget? *

N/A

15. What data disaggregated by race/ethnicity/language did you consider? *

N/A

16. What racial inequities exist in access, quality, and outcomes of your services? *

As an internally facing org unit, ITS does not identify any racial inequities for our internal stakeholders in accessing our services, the outcome of our services, or the quality of our services. Additionally, ITS is aware that racial inequities do exist in the industry, but do not identify this as a barrier or inhibitor of providing services to our employees either. More data and research would need to occur in order to properly address this question.

17. How did consideration of this data drive your allocation of resources to address identified racial equity gaps in access, quality, and outcomes? *

N/A

Part B:

2. Engaging impacted communities in decision-making

Engaging communities most likely to be adversely impacted by a decision in the actual decision-making process is one of the cornerstones of good governance. Community can share important information about lived experiences, access issues, as well as unmet needs. This critical information should inform budget decision-making.

18. How did you engage Black, Indigenous, Latina/o/x, Asian and Pacific Islander, and immigrant and refugee communities in the development of your proposed budget? (Notes from the County townhall in December are a resource for diverse community input in budget development and refinement.) *

N/A

19. What did the communities most impacted by inequities tell you about their priorities and unmet needs? *

N/A

20. How did you incorporate that community feedback into your proposed budget? *

N/A

Part B:**3. Improving equity in the quality of services: culturally specific services**

Equity ensures that each community can expect the highest possible level of access, quality of service, and outcomes. Culturally specific services delivered by culturally specific organizations is one way to assure high quality access, service and outcomes. These organizations are typically best equipped to offer trusted, affirming and tailored services to diverse communities.

21. How are you investing in culturally specific services? *

N/A

22. Which community-based organizations are you contracting with for the design/delivery of culturally specific services? *

N/A

23. What *dollar amount* of your Org Unit's budget is allocated for culturally specific services? *

\$0.00

24. What *percentage* of your Department's budget is allocated for culturally specific services? *

0%

Input from impacted communities, existing data, and information about accessibility and quality of programs and services is collected and analyzed so that resources may be targeted to advance equity. Given what you have heard from community and analyzed in the client utilization data:

25. How will you target resources in your proposed budget to improve outcomes for Black, Indigenous, Latina/o/x, Asian and Pacific Islander, and immigrant and refugee communities experiencing inequities in access and quality of services? *

N/A

26. Beyond direct service delivery, what *dollar amount* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)? *

\$0.00

27. Beyond direct service delivery, what *percent* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)? *

0%

Part C: Required for all Org Units with Personnel Costs - Process Evaluation

28. What part of the Budget Equity Tool did your Org Unit complete? *

Part A

- Part A and some of Part B
- Part A and Part B

29. What did your Department/Org Unit accomplish by using this tool and what did you learn about equity in the budget process? *

ITS has become aware that equity considerations have historically not been considered when developing our budget. This is primarily because we are an internally facing division, providing support to our internal partners. ITS is planning to create a Portfolio Governance Body to assist with Capital Project selection and has a new EDI Committee (internally). These are opportunities for ITS to consider bringing equity conversations and considerations into the budget process. For example, the Portfolio Governance Body should identify equity considerations for project prioritization. The EDI Committee can and should make recommendations to ITS leadership for professional development and training in this area, requests for further accommodation needs, and/or the need for data collection tools or Safe Harbor language support. These are areas for ITS leadership to review and consider. ITS would like to encourage the County to define common language around EDI. For example, our team had lengthy discussions on how to define White and Asian. For this year, we chose the US Census' definitions while recognizing this may not be the best approach. It is important for the County to standardize and define language as we move forward with EDI work and communicate out to the Washington County Community. Lastly, ITS encourages the County to create a BET for internally facing divisions/departments. Our roles are different than our externally facing partners. This should also include guidance on how we can bring equity considerations into our budget development processes and any additional training.

WASHINGTON COUNTY

Mid-Year Report By Organization Unit

Fiscal Year 2021-2022

Functional Area: 01GG00 - General Government (Budget)
 Organization Unit: 353000 - Procurement
 Fund: 100 - General Fund

Account Category	Modified 2021-22	Mid-Year Estimated 2021-22	Mid-Year \$ Change	Mid-Year % Change	Variance Explanation
Revenues					
Miscellaneous revenues	10,000	0	(10,000)	-100.00%	
Revenues Total	10,000	0	(10,000)	-100.00%	
Expenditures					
Personnel services	639,438	649,640	10,202	1.595%	1.00 FTE buyer moved to Procurement from ITS for the full 2021-22 fiscal year. Budgeted under ITS, but working in Procurement.
Materials and Services	82,950	86,190	3,240	3.906%	Overspending due to temp from Accountemps are not budgeted
Other expenditures	250	0	(250)	-100.00%	
Expenditures Total	722,638	735,830	13,192	1.826%	
Fund Subsidy	(712,638)	(735,830)	(23,192)	3.254%	
Grand Total Ending Fund Balance	0	0	0	0.00%	

Washington County Budget Equity Tool

FY22-23

Our Commitment to Equity

Washington County made a historic commitment to equity with the passage of the equity, diversity, and inclusion resolution by the Washington County Board of Commissioners in February 2020. It is increasingly being embedded in our core values both strategically and operationally at the County Administrative Office and throughout the county.

Advancing equity in government involves an acknowledgement that institutional and structural factors created and continue to perpetuate inequities or differences in outcomes for different populations. Equity work examines and addresses the role historic and present-day governmental policies play in benefiting some groups and burdening others, most notably Black, Indigenous, Latina/o/x, immigrant and refugee communities. A review of history and data shows us that not all populations have experienced the same access, quality, or outcomes when it comes to government programs and services.

It is our collective responsibility and opportunity as public servants to ensure that we are governing and administering public resources so that all our communities can thrive. Washington County is committed to improving equity, diversity, and inclusion for all, with an intentional and explicit focus on race because it remains the primary predictor of how one fares across all socio-economic indicators of wellbeing. Inequities in housing, health and human services, education, public safety, and every area of government service are pervasive, especially for Black, Indigenous, Latina/o/x, immigrant and refugee communities.

Moving beyond stated commitments into action will help us realize our equity goals. To do this we need to modify our decision-making processes at Washington County, including our budget processes. Budgets are very important policy documents that reflect our priorities. Budgets have the power to either advance equity or further inequities. Washington County departments are required to complete a Budget Equity Tool for each organizational unit as part of their requested FY 2022-23 budgets.

Budget Equity Tool

A Budget Equity Tool is both a process and a product that is used to build equity into budget processes and decisions. Several cities and counties across the United States have developed and implemented Budget Equity Tools to ensure that resources are allocated to advance equity goals.

Budget Equity Tools are a set of several equity-focused questions used to drive informed and targeted decision-making about the allocation of government resources. Typically, Budget Equity Tools require departments and offices to:

- consider the impacts and desired outcomes of their budget decisions,
- use data to make informed decisions that center and advance equity,
- engage communities that have been most adversely impacted by racial inequities in the budget decision-making, and
- target resources that advance equity.

Budget Equity Tool Instructions

1. Each department is to complete and submit one Budget Equity Tool for each organizational unit.
2. We recommend department directors, budget analysts, and others who play a lead role in developing budget proposals complete the tool.
3. Please attend one of the Budget Equity Tool trainings and utilize the Office of Equity, Inclusion, and Community Engagement (OEICE) for support.
4. Internally facing organizational units and departments that do not provide direct services to community should respond to the below questions using staff demographic and other internal data and with the understanding that employees are their clients and/or community. A “not applicable” response will be accepted where there is no supportive data.

Procurement Division Budget Background: Budget FY 2022-23: \$1,066,511

- 92% of division budget funds are for personnel
 - o Have focused specifically on racial/ethnic/multicultural diversity in our hiring practices
 - o Team is 1/5 BIPOC with 2 positions vacant as of the writing of this memo
- 8% is our discretionary budget for materials and services (\$89,857)
 - o About half (51%) of the discretionary budget (\$46,000) is the annual contribution or membership to the Clean Air Consortium
 - o \$43,857 (49%) is available for M&S for the division
 - Supplies materials \$13,457 (15%)
 - Professional services \$1,800 (2%)
 - Training/professional development \$11,900 (13%)
 - Outreach to promote equity in contracting \$16,700 (19%)

Budget Equity Tool Strategies and Questions

The Washington County FY 2022-23 Budget Equity Tool is organized into six (6) strategy areas to build equity into County budgeting. These strategy areas and associating questions are listed below.

1. *Using data to make decisions that advance equity*

Several County departments collect client demographic data on utilization of several programs and services. Some departments can analyze census or other community level data to inform community needs and inequities that exist at a community level. This data as well as service quality and outcomes data should be used to inform how we allocate our resources to close the equity gaps in our County programs and services.

- What data on client utilization, quality, and outcomes did you use to develop your proposed budget?
- What data disaggregated by race/ethnicity/language did you consider?
- What racial inequities exist in access, quality and outcomes of your services?
- How did consideration of this data drive your allocation of resources to address identified racial equity gaps in access, quality, and outcomes?

Response: Currently we cannot provide any data relative to this section since we do not collect this for the staff we serve. We could consider surveying participants to collect data from those who attend our events, participate in activities, attend our trainings, etc. However, it may be more useful to access County workforce data demographics at least annually to evaluate and understand the makeup of our primary clients. This could help us understand the total breadth of those we could reach through our various touchpoints.

2. *Engaging impacted communities in decision-making*

Engaging communities most likely to be adversely impacted by a decision in the actual decision-making is one of the cornerstones of good governance. Community can share important information about lived experiences, access issues, as well as unmet needs. This critical information should inform budget decision-making.

- How did you engage Black, Indigenous, Latina/o/x, immigrant and refugee communities in the development of your proposed budget? (County townhalls in December and March will be resources for diverse community input in budget development and refinement)
- What did the communities most impacted by inequities tell you about their priorities and unmet needs?
- How did you incorporate that community feedback into your proposed budget?

Response: We cannot provide any data relative to this section since we do not collect this for the staff we serve. Similar to the response above, if we were able to review and analyze County workforce demographic data, it could help inform our program and project priorities.

3. Ensuring equitable access to programs and services: accommodations, translation and interpretation

Our communities are entitled to equitable access to our County programs and services, and we must eliminate barriers that prevent or obstruct their access. Many of our community members have physical disabilities and/or speak languages other than English. Per Civil Rights Law, we are required to offer reasonable accommodations, translation and interpretation services at no charge to the client.

Departments should ensure that public documents, policies, plans, meetings, and hearings are readily accessible to the public, which includes proactive translation of **vital** documents into languages spoken by over 1,000 or 5% (whichever is less) of current/potential clients with limited English proficiency , and ensuring interpretation services are available to clients and the public (at service desks, service phone lines, open houses, public meetings, etc.).

- What dollar amount/percent of your budget is your Department/org unit allocating for accommodations, translation and interpretation? **1% under Professional Services (51280)**
 - What percentage of the communities you serve need translation/interpretation services? **Unknown at this time**
- Do you have bilingual staff available to communicate with/serve the public? In what roles? In what languages?

Yes. (Spanish-fluent) Senior Administrative Specialist. They are available to communicate with the public, though their roles are mainly internally focused.

- What percentage of your staff receive a bilingual pay differential?
0%. We have no designated bilingual positions

4. Improving equity in the quality of services: culturally specific services

Equity ensures that each community can expect the highest possible level of access, quality of service, and outcomes. Culturally specific services delivered by culturally specific organizations is one way to assure high quality access, service and outcomes. These organizations are typically best equipped to offer trusted, affirming and tailored services to diverse communities.

- How are you investing in culturally specific services?
No funds are currently dedicated to culturally specific services, though we can consider this for the future. We could consider tailoring some of our program offerings to specific demographic communities that we hope to engage or who request our services.
- Which community-based organizations are you contracting with for the design/delivery of culturally specific services?

We can consider those we contract or purchase materials or services. We do not contract for many services or purchase materials, but when we do we try to do business with COBID firms.

- What dollar amount and percentage of your ~~Department's~~ org unit's budget is allocated for culturally specific services?

None

5. *Targeting resources*

Input from impacted communities, existing data, and information about accessibility and quality of programs and services is collected and analyzed so that resources may be targeted to advance equity. Given what you have heard from community and analyzed in the client utilization data,

- How will you target resources in your proposed budget to improve outcomes for Black, Indigenous, Latina/o/x, immigrant and refugee communities experiencing inequities in access and quality of services?

We are working to increase access to contracting for all historically disadvantaged communities. All funds designated for Public Information (51385) will support this work.

Beyond direct service delivery, what dollar amount/percent of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)?

We anticipate 45% of training will be equity focused. Funds from other accounts will be used for engagement, supplier development and strategic planning, but we don't know how much at this time.

6. *Process Evaluation*

- What did your department/organizational unit accomplish by using this tool and what did you learn about equity in the budget process?

This tool provided a wonderful opportunity to look at our budget from a different perspective. It gave my team the opportunity to think about the programs and services we provide, to whom they are provided, and look for ways to consider equity-focused outcomes. It gave us great ideas for future evaluation of program purchases as well as ways to consider future culturally specific program needs.

It would be helpful to have an internally facing org unit tool that asks questions relative to internal clients (staff, partners).

It would be helpful to have a shorter version for small Divisions that have a small percent of discretionary funds.

Respondent

62

Debbie Vallery

00:33

Time to complete

Budget Equity Tool Summary and Instructions

Budget Equity Tool Strategies and Questions

The Washington County's FY 22-23 Budget Equity Tool is a set of several equity-focused strategies and questions used to drive informed and targeted decision-making about the allocation of government resources. Specifically, it is comprised of five (5) strategy areas and associating questions that build equity into County budgeting. The Budget Equity Tool is organized into three (3) parts; Part A, Part B, and Part C. Part A of the Budget Equity Tool is specific to Civil Rights compliance and has to do with access and accommodations. Part B addresses data, community engagement, quality of services, and targeted resources. Part C includes process evaluation questions.

Budget Equity Tool Instructions

1. All Org Units with Personnel Costs are required to complete Part A and Part C of the Budget Equity Tool.
2. All Org Units with Personnel Costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.
3. We recommend Department Directors, budget analysts, and others who play a lead role in developing budget proposals complete the tool. Additionally, we suggest that Departments work with imbedded resources such as Equity Leadership Council committee members, LEAP Committee members, dedicated equity and community engagements staff, etc.
4. Please attend one of the scheduled Budget Equity Tool trainings or participate in a recorded one, and utilize the Office of Equity, Inclusion, and Community Engagement (OEICE) for support.
5. Internally facing Org Units and Departments that do not provide direct services to community should respond to questions using staff demographic and other internal data and with the understanding that employees are their clients and/or community. A "not applicable" response and justification will be accepted where there is no supportive data.

- 6. All submissions must be made using the Budget Equity Tool Microsoft Form.
- 7. Concise answers are encouraged. Please keep answers to no longer than 400 words in length.

Departmental and Organizational Unit Information

1. Name: *

2. Role / Position Title: *

3. What is your Department? *

4. What is your Division? *

5. What is your Organizational Unit? *

PART A: Required for all Org Units with Personnel Costs

Ensuring equitable access to programs and services: accommodations, translation and interpretation

Our communities are entitled to equitable access to our County programs and services, and we must eliminate barriers that prevent or obstruct their access. Many of our community members have physical disabilities and/or speak languages other than English. Per Civil Rights Law, we are required to offer reasonable accommodations, translation and interpretation services at no charge to the client.

Departments should ensure that public documents, policies, plans, meetings, and hearings are readily accessible to the public, which includes proactive translation of **vital** documents into languages spoken by over 1,000 or 5% (whichever is less) of current/potential clients with limited English proficiency, and ensuring interpretation services are available to clients and the public (at service desks, service phone lines, open houses, public meetings, etc.).

6. What *dollar amount* of your budget is your Org Unit allocating for accommodations, translation and interpretation? *

The facilities portion of the Facilities and Parks Services division has not previously utilized much, if any, accommodation, translation and interpretation services. We are working to identify places where this might be helpful. The budget contains appropriations for contract and professional services as well as training and education. Funds are available to utilize with an identified accommodation, translation or interpretation need.

7. What *percent* of your budget is your Org Unit allocating for accommodations, translation and interpretation? *

The facilities portion of the Facilities and Parks Services division has not previously utilized much, if any, accommodation, translation and interpretation services. We are working to identify places where this might be helpful. The budget contains appropriations for contract and professional services as well as training and education. Funds are available within the budget to utilize toward an identified accommodation, translation or interpretation need but is not specifically identified as such at this time.

8. What percentage of your clients and/or communities you serve need translation/interpretation services? *

The work activities for Facilities are primarily internally facing with County staff as the customer and the need for translation/interpretation has not been identified as a critical need to complete the work activities.

9. Do you have designated bilingual positions available to communicate with/serve the public? *

The Facilities organizational unit under 100-3535 does not have bilingual positions designated/paid a such but the division does have at least one employee in which English is not the first language and could be used for Spanish translation with contractors as the need arise.

10. If you answered "yes" to Question #9 regarding designated bilingual positions, how many do you have and what positions are they in? *

NA

11. If you answered "yes" to Question #9 regarding designated bilingual positions, what languages are they in? Please specify number of positions per language. *

NA

12. What *number* of your staff receive a bilingual pay differential? *

0

13. What *percentage* of your staff receive a bilingual pay differential? *

0

Part B: Strongly encouraged for all Org Units with Personnel Costs

All Org Units with personnel costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.

Part B:

1. Using data to make decisions that advance equity

Several County Departments collect client demographic data on utilization of several programs and services. Some Departments can analyze census or other community level data to inform community needs and inequities that exist at a community level. This data as well as service quality and outcomes data should be used to inform how we allocate our resources to close the equity gaps in our County programs and services.

14. What data on client utilization, quality, and outcomes did you use to develop your proposed budget? *

The division does request feedback on work activities from our internal customers and that information is used to make decisions on where improvements could be made for the future. Currently that feedback does not necessarily address language or other equity issues. The division works with the CAO's office and OEICE regarding temporary signage that is provided in more than one language, i.e. building closures and other public notices.

15. What data disaggregated by race/ethnicity/language did you consider? *

For public notice signage, the division has been working with the CAO's communications representatives and the OEICE to determine the languages represented and may include the use of demographic data available to those organizations.

16. What racial inequities exist in access, quality, and outcomes of your services? *

As an internally facing organization of service provision, racial inequity seems to be limited for the work completed by staff. In regard to contracted work, the division is working with the Procurement division/department for ways to notify and encourage participation in bidding for work activities.

17. How did consideration of this data drive your allocation of resources to address identified racial equity gaps in access, quality, and outcomes? *

At this time the allocation of resources remains similar due to the type of work completed.

Part B:

2. *Engaging impacted communities in decision-making*

Engaging communities most likely to be adversely impacted by a decision in the actual decision-making process is one of the cornerstones of good governance. Community can share important information about lived experiences, access issues, as well as unmet needs. This critical information should inform budget decision-making.

18. How did you engage Black, Indigenous, Latina/o/x, Asian and Pacific Islander, and immigrant and refugee communities in the development of your proposed budget? (Notes from the County townhall in December are a resource for diverse community input in budget development and refinement.) *

Due to internally facing service provision, engaging with outside community members was not yet a key component of the budget development process.

19. What did the communities most impacted by inequities tell you about their priorities and unmet needs? *

Due to internally facing service provision, engaging with outside community members was not yet a key component of the budget development process.

20. How did you incorporate that community feedback into your proposed budget? *

Due to internally facing service provision, engaging with outside community members was not yet a key component of the budget development process.

Part B:

3. Improving equity in the quality of services: culturally specific services

Equity ensures that each community can expect the highest possible level of access, quality of service, and outcomes. Culturally specific services delivered by culturally specific organizations is one way to assure high quality access, service and outcomes. These organizations are typically best equipped to offer trusted, affirming and tailored services to diverse communities.

21. How are you investing in culturally specific services? *

Due to internally facing service provision, options for investing in culturally specific services may be more limited. Providing employees with space to practice culturally specific activities has been an area of interest. i.e. a place to engage in a daily cultural activity during break/lunch time allocations.

22. Which community-based organizations are you contracting with for the design/delivery of culturally specific services? *

At this time, the division is not contracting for the design/delivery of culturally specific services.

23. What *dollar amount* of your Org Unit's budget is allocated for culturally specific services? *

At this time, the division is not contracting for the design/delivery of culturally specific services.

24. What *percentage* of your Department's budget is allocated for culturally specific services? *

At this time, the division is not contracting for the design/delivery of culturally specific services.

Part B:

4. Targeting resources

Input from impacted communities, existing data, and information about accessibility and quality of programs and services is collected and analyzed so that resources may be targeted to advance equity. Given what you have heard from community and analyzed in the client utilization data:

25. How will you target resources in your proposed budget to improve outcomes for Black, Indigenous, Latina/o/x, Asian and Pacific Islander, and immigrant and refugee communities experiencing inequities in access and quality of services? *

Due to internally facing service provision, targeting resources is not yet a key component of the Facilitie's budget development process.

26. Beyond direct service delivery, what *dollar amount* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)? *

The division has a requested budgeted account of \$90,000 overall, of which a portion can certainly be used for culturally specific and equity focused professional services.

27. Beyond direct service delivery, what *percent* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)? *

Approximately 0.5% of the budget is proposed for overall training and a portion of that amount could be utilized for culturally specific and equity focused professional services as appropriate activities are identified.

Part C: Required for all Org Units with Personnel Costs - Process Evaluation

28. What part of the Budget Equity Tool did your Org Unit complete? *

- Part A
- Part A and some of Part B
- Part A and Part B

29. What did your Department/Org Unit accomplish by using this tool and what did you learn about equity in the budget process? *

This tool brings to light the need to think about service delivery in a new manner to address areas that may not have been seen as a concern previously.

Respondent

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37:48
Time to complete

Budget Equity Tool Summary and Instructions

Budget Equity Tool Strategies and Questions

The Washington County's FY 22-23 Budget Equity Tool is a set of several equity-focused strategies and questions used to drive informed and targeted decision-making about the allocation of government resources. Specifically, it is comprised of five (5) strategy areas and associating questions that build equity into County budgeting. The Budget Equity Tool is organized into three (3) parts; Part A, Part B, and Part C. Part A of the Budget Equity Tool is specific to Civil Rights compliance and has to do with access and accommodations. Part B addresses data, community engagement, quality of services, and targeted resources. Part C includes process evaluation questions.

Budget Equity Tool Instructions

1. All Org Units with Personnel Costs are required to complete Part A and Part C of the Budget Equity Tool.
2. All Org Units with Personnel Costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.
3. We recommend Department Directors, budget analysts, and others who play a lead role in developing budget proposals complete the tool. Additionally, we suggest that Departments work with imbedded resources such as Equity Leadership Council committee members, LEAP Committee members, dedicated equity and community engagements staff, etc.
4. Please attend one of the scheduled Budget Equity Tool trainings or participate in a recorded one, and utilize the Office of Equity, Inclusion, and Community Engagement (OEICE) for support.
5. Internally facing Org Units and Departments that do not provide direct services to community should respond to questions using staff demographic and other internal data and with the understanding that employees are their clients and/or community. A "not applicable" response and justification will be accepted where there is no supportive data.

- 6. All submissions must be made using the Budget Equity Tool Microsoft Form.
- 7. Concise answers are encouraged. Please keep answers to no longer than 400 words in length.

Departmental and Organizational Unit Information

1. Name: *

2. Role / Position Title: *

3. What is your Department? *

4. What is your Division? *

5. What is your Organizational Unit? *

PART A: Required for all Org Units with Personnel Costs

Ensuring equitable access to programs and services: accommodations, translation and interpretation

Our communities are entitled to equitable access to our County programs and services, and we must eliminate barriers that prevent or obstruct their access. Many of our community members have physical disabilities and/or speak languages other than English. Per Civil Rights Law, we are required to offer reasonable accommodations, translation and interpretation services at no charge to the client.

Departments should ensure that public documents, policies, plans, meetings, and hearings are readily accessible to the public, which includes proactive translation of **vital** documents into languages spoken by over 1,000 or 5% (whichever is less) of current/potential clients with limited English proficiency, and ensuring interpretation services are available to clients and the public (at service desks, service phone lines, open houses, public meetings, etc.).

6. What *dollar amount* of your budget is your Org Unit allocating for accommodations, translation and interpretation? *

\$0 this is an internally facing org unit

7. What *percent* of your budget is your Org Unit allocating for accommodations, translation and interpretation? *

0 this is an internally facing org unit

8. What percentage of your clients and/or communities you serve need translation/interpretation services? *

Not Applicable. This org unit is internally facing.

9. Do you have designated bilingual positions available to communicate with/serve the public? *

10. If you answered "yes" to Question #9 regarding designated bilingual positions, how many do you have and what positions are they in? *

11. If you answered "yes" to Question #9 regarding designated bilingual positions, what languages are they in? Please specify number of positions per language. *

12. What *number* of your staff receive a bilingual pay differential? *

13. What *percentage* of your staff receive a bilingual pay differential? *

Part B: Strongly encouraged for all Org Units with Personnel Costs

All Org Units with personnel costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.

Part B:

1. *Using data to make decisions that advance equity*

Several County Departments collect client demographic data on utilization of several programs and services. Some Departments can analyze census or other community level data to inform community needs and inequities that exist at a community level. This data as well as service quality and outcomes data should be used to inform how we allocate our resources to close the equity gaps in our County programs and services.

14. What data on client utilization, quality, and outcomes did you use to develop your proposed budget? *

We don't have clients in this budget.

15. What data disaggregated by race/ethnicity/language did you consider? *

Not applicable.

16. What racial inequities exist in access, quality, and outcomes of your services? *

Not applicable.

17. How did consideration of this data drive your allocation of resources to address identified racial equity gaps in access, quality, and outcomes? *

Not applicable.

Engaging communities most likely to be adversely impacted by a decision in the actual decision-making process is one of the cornerstones of good governance. Community can share important information about lived experiences, access issues, as well as unmet needs. This critical information should inform budget decision-making.

18. How did you engage Black, Indigenous, Latina/o/x, Asian and Pacific Islander, and immigrant and refugee communities in the development of your proposed budget? (Notes from the County townhall in December are a resource for diverse community input in budget development and refinement.) *

We include an equity question in all of our recruitments.

19. What did the communities most impacted by inequities tell you about their priorities and unmet needs? *

N/A

20. How did you incorporate that community feedback into your proposed budget? *

N/A

Part B:

3. Improving equity in the quality of services: culturally specific services

Equity ensures that each community can expect the highest possible level of access, quality of service, and outcomes. Culturally specific services delivered by culturally specific organizations is one way to assure high quality access, service and outcomes. These organizations are typically best equipped to offer trusted, affirming and tailored services to diverse communities.

21. How are you investing in culturally specific services? *

We give our staff time to participate in EDI events and trainings.

22. Which community-based organizations are you contracting with for the design/delivery of culturally specific services? *

We don't do any outside contracting for delivery of services to the public in this org unit.

23. What *dollar amount* of your Org Unit's budget is allocated for culturally specific services? *

0

24. What *percentage* of your Department's budget is allocated for culturally specific services? *

0

Part B:

4. Targeting resources

Input from impacted communities, existing data, and information about accessibility and quality of programs and services is collected and analyzed so that resources may be targeted to advance equity. Given what you have heard from community and analyzed in the client utilization data:

25. How will you target resources in your proposed budget to improve outcomes for Black, Indigenous, Latina/o/x, Asian and Pacific Islander, and immigrant and refugee communities experiencing inequities in access and quality of services? *

This is an internally facing org unit.

26. Beyond direct service delivery, what *dollar amount* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)? *

There is no specified dollar amount for culturally specific or equity-focused professional services but staff are encouraged to attend any trainings or events offered by the County and or outside professional organizations to which we belong that focus on EDI issues.

27. Beyond direct service delivery, what *percent* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)? *

0 see above

Part C: Required for all Org Units with Personnel Costs - Process Evaluation

28. What part of the Budget Equity Tool did your Org Unit complete? *

- Part A
- Part A and some of Part B
- Part A and Part B

29. What did your Department/Org Unit accomplish by using this tool and what did you learn about equity in the budget process? *

The questions do not seem to apply directly to internally facing org units.

Respondent



4

Kathy Corey



36:10

Time to complete



Budget Equity Tool Summary and Instructions

Budget Equity Tool Strategies and Questions

The Washington County's FY 22-23 Budget Equity Tool is a set of several equity-focused strategies and questions used to drive informed and targeted decision-making about the allocation of government resources. Specifically, it is comprised of five (5) strategy areas and associating questions that build equity into County budgeting. The Budget Equity Tool is organized into three (3) parts; Part A, Part B, and Part C. Part A of the Budget Equity Tool is specific to Civil Rights compliance and has to do with access and accommodations. Part B addresses data, community engagement, quality of services, and targeted resources. Part C includes process evaluation questions.

Budget Equity Tool Instructions

1. All Org Units with Personnel Costs are required to complete Part A and Part C of the Budget Equity Tool.
2. All Org Units with Personnel Costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.
3. We recommend Department Directors, budget analysts, and others who play a lead role in developing budget proposals complete the tool. Additionally, we suggest that Departments work with imbedded resources such as Equity Leadership Council committee members, LEAP Committee members, dedicated equity and community engagements staff, etc.
4. Please attend one of the scheduled Budget Equity Tool trainings or participate in a recorded one, and utilize the Office of Equity, Inclusion, and Community Engagement (OEICE) for support.
5. Internally facing Org Units and Departments that do not provide direct services to community should respond to questions using staff demographic and other internal data and with the understanding that employees are their clients and/or community. A "not applicable" response and justification will be accepted where there is no supportive data.

- 6. All submissions must be made using the Budget Equity Tool Microsoft Form.
- 7. Concise answers are encouraged. Please keep answers to no longer than 400 words in length.

Departmental and Organizational Unit Information

1. Name: *

2. Role / Position Title: *

3. What is your Department? *

4. What is your Division? *

5. What is your Organizational Unit? *

PART A: Required for all Org Units with Personnel Costs

Ensuring equitable access to programs and services: accommodations, translation and interpretation

Our communities are entitled to equitable access to our County programs and services, and we must eliminate barriers that prevent or obstruct their access. Many of our community members have physical disabilities and/or speak languages other than English. Per Civil Rights Law, we are required to offer reasonable accommodations, translation and interpretation services at no charge to the client.

Departments should ensure that public documents, policies, plans, meetings, and hearings are readily accessible to the public, which includes proactive translation of **vital** documents into languages spoken by over 1,000 or 5% (whichever is less) of current/potential clients with limited English proficiency, and ensuring interpretation services are available to clients and the public (at service desks, service phone lines, open houses, public meetings, etc.).

6. What *dollar amount* of your budget is your Org Unit allocating for accommodations, translation and interpretation? *

7. What *percent* of your budget is your Org Unit allocating for accommodations, translation and interpretation? *

8. What percentage of your clients and/or communities you serve need translation/interpretation services? *

9. Do you have designated bilingual positions available to communicate with/serve the public? *

No we have no designated bilingual positions, however we do have bilingual personnel that are willing to and have assisted other departments/divisions.

10. If you answered "yes" to Question #9 regarding designated bilingual positions, how many do you have and what positions are they in? *

We have no designated bilingual positions

11. If you answered "yes" to Question #9 regarding designated bilingual positions, what languages are they in? Please specify number of positions per language. *

We have no designated bilingual positions, we do have Spanish speakers and some American sign, we do not have our demographics available from human resources, I cannot provide numbers per language.

12. What *number* of your staff receive a bilingual pay differential? *

None

13. What *percentage* of your staff receive a bilingual pay differential? *

None

Part B: Strongly encouraged for all Org Units with Personnel Costs

All Org Units with personnel costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County

Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.

Part B:

1. Using data to make decisions that advance equity

Several County Departments collect client demographic data on utilization of several programs and services. Some Departments can analyze census or other community level data to inform community needs and inequities that exist at a community level. This data as well as service quality and outcomes data should be used to inform how we allocate our resources to close the equity gaps in our County programs and services.

14. What data on client utilization, quality, and outcomes did you use to develop your proposed budget? *

As an internal facing Division with no connection to the public, we were asked to use our internal demographics to complete this form. As we do not have access to the information on demographics from Human Resources we were not able to provide breakdowns regarding the above. When we have demographics and can include total training opportunities and equitable processes we will include that information.

15. What data disaggregated by race/ethnicity/language did you consider? *

As in internal facing Division we were asked to use our employee demographics. I was not able to obtain the demographics related to Fleet Services from Human Resources, beyond the one person that has volunteered his skills in translation in Spanish I have no further information.

16. What racial inequities exist in access, quality, and outcomes of your services? *

The question for Internal Facing departments and divisions was to be answered using our demographics, opportunity for training and advancement. I was unable to acquire our internal demographics from Human Resources. Training and opportunity for advancement are available to all employees along with cross training.

17. How did consideration of this data drive your allocation of resources to address identified racial equity gaps in access, quality, and outcomes? *

All employees of Fleet Services are encouraged to take available training, and participate in cross training. I do not believe there are any racial equity gaps within Fleet, and I am always willing to hear from those that may feel otherwise.

Part B:

2. Engaging impacted communities in decision-making

Engaging communities most likely to be adversely impacted by a decision in the actual decision-making process is one of the cornerstones of good governance. Community can share important information about lived experiences, access issues, as well as unmet needs. This critical information should inform budget decision-making.

18. How did you engage Black, Indigenous, Latina/o/x, Asian and Pacific Islander, and immigrant and refugee communities in the development of your proposed budget? (Notes from the County townhall in December are a resource for diverse community input in budget development and refinement.) *

Not Applicable Fleet Service is an internal facing Division we have no contact with the general public, we provide service to all County Departments and Divisions that have vehicles or heavy equipment.

19. What did the communities most impacted by inequities tell you about their priorities and unmet needs? *

Not Applicable, we do not hear from community members. On an internal level we would need a forum of communication, that would best be conducted by Human Recourses

20. How did you incorporate that community feedback into your proposed budget? *

Not Applicable

Part B:

3. **Improving equity in the quality of services: culturally specific services**

Equity ensures that each community can expect the highest possible level of access, quality of service, and outcomes. Culturally specific services delivered by culturally specific organizations is one way to assure high quality access, service and outcomes. These organizations are typically best equipped to offer trusted, affirming and tailored services to diverse communities.

21. How are you investing in culturally specific services? *

Fleet is an internal facing division, we do not interact with the community. We have had a Fleet Employee volunteer his time to translate at an event for the County regarding COVID and the importance of mask wearing.

22. Which community-based organizations are you contracting with for the design/delivery of culturally specific services? *

Not Applicable

23. What *dollar amount* of your Org Unit's budget is allocated for culturally specific services? *

None

24. What *percentage* of your Department's budget is allocated for culturally specific services? *

None

Part B:

4. Targeting resources

Input from impacted communities, existing data, and information about accessibility and quality of programs and services is collected and analyzed so that resources may be targeted to advance equity. Given what you have heard from community and analyzed in the client utilization data:

25. How will you target resources in your proposed budget to improve outcomes for Black, Indigenous, Latina/o/x, Asian and Pacific Islander, and immigrant and refugee communities experiencing inequities in access and quality of services? *

We are in internal facing division, we do not deal with the public. The request for internal facing departments or divisions is to consider our internal diversity. As I do not have the internal demographics, and have not been provided that information there is no way to measure or improve outcomes. However all those within our division have the same opportunity to access the same quality of services within. An additional thought: When we use ProcureNOW to put out RFQ's the RFQ is automatically distributed to the COBID list. If you do not use ProcureNOW you are required to go to the official COBID site, search for Vendors in the area of business that you are requesting. A link to the COBID site is located within Purchasing's pages on Horizons. COBID is the State Certification Office for Business Inclusion and Diversity.

26. Beyond direct service delivery, what *dollar amount* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)? *

None

27. Beyond direct service delivery, what *percent* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)? *

None

Part C: Required for all Org Units with Personnel Costs - Process Evaluation

28. What part of the Budget Equity Tool did your Org Unit complete? *

- Part A
- Part A and some of Part B
- Part A and Part B

29. What did your Department/Org Unit accomplish by using this tool and what did you learn about equity in the budget process? *

I have learned that, I cannot ask those within Fleet about our internal demographics. I await the information that will at a future point be provided by Human Resources. Notations: Some would be happy to provide insight and are proud of their heritage, some feel it is not something to be discussed, some feel asking questions regarding any topic of equity or diversity is racist. I have found that this project has issues with causing division, related to the belief that many feel the information that is needed for this tool is in itself racist. How are we to know the demographics, and failures in being fair if we cannot acquire the information from the employees and their thoughts on if there is a disparity.

Respondent



2

Michael Strauhal



23:14

Time to complete



Budget Equity Tool Summary and Instructions

Budget Equity Tool Strategies and Questions

The Washington County's FY 22-23 Budget Equity Tool is a set of several equity-focused strategies and questions used to drive informed and targeted decision-making about the allocation of government resources. Specifically, it is comprised of five (5) strategy areas and associating questions that build equity into County budgeting. The Budget Equity Tool is organized into three (3) parts; Part A, Part B, and Part C. Part A of the Budget Equity Tool is specific to Civil Rights compliance and has to do with access and accommodations. Part B addresses data, community engagement, quality of services, and targeted resources. Part C includes process evaluation questions.

Budget Equity Tool Instructions

1. All Org Units with Personnel Costs are required to complete Part A and Part C of the Budget Equity Tool.
2. All Org Units with Personnel Costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.
3. We recommend Department Directors, budget analysts, and others who play a lead role in developing budget proposals complete the tool. Additionally, we suggest that Departments work with imbedded resources such as Equity Leadership Council committee members, LEAP Committee members, dedicated equity and community engagements staff, etc.
4. Please attend one of the scheduled Budget Equity Tool trainings or participate in a recorded one, and utilize the Office of Equity, Inclusion, and Community Engagement (OEICE) for support.
5. Internally facing Org Units and Departments that do not provide direct services to community should respond to questions using staff demographic and other internal data and with the understanding that employees are their clients and/or community. A "not applicable" response and justification will be accepted where there is no supportive data.

6. All submissions must be made using the Budget Equity Tool Microsoft Form.
 7. Concise answers are encouraged. Please keep answers to no longer than 400 words in length.
-
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Departmental and Organizational Unit Information

1. Name: *

2. Role / Position Title: *

3. What is your Department? *

4. What is your Division? *

5. What is your Organizational Unit? *

PART A: Required for all Org Units with Personnel Costs

Ensuring equitable access to programs and services: accommodations, translation and interpretation

Our communities are entitled to equitable access to our County programs and services, and we must eliminate barriers that prevent or obstruct their access. Many of our community members have physical disabilities and/or speak languages other than English. Per Civil Rights Law, we are required to offer reasonable accommodations, translation and interpretation services at no charge to the client.

Departments should ensure that public documents, policies, plans, meetings, and hearings are readily accessible to the public, which includes proactive translation of ***vital*** documents into languages spoken by over 1,000 or 5% (whichever is less) of current/potential clients with limited English proficiency, and ensuring interpretation services are available to clients and the public (at service desks, service phone lines, open houses, public meetings, etc.).

6. What *dollar amount* of your budget is your Org Unit allocating for accommodations, translation and interpretation? *

7. What *percent* of your budget is your Org Unit allocating for accommodations, translation and interpretation? *

8. What percentage of your clients and/or communities you serve need translation/interpretation services? *

9. Do you have designated bilingual positions available to communicate with/serve the public? *

10. If you answered "yes" to Question #9 regarding designated bilingual positions, how many do you have and what positions are they in? *

11. If you answered "yes" to Question #9 regarding designated bilingual positions, what languages are they in? Please specify number of positions per language. *

12. What *number* of your staff receive a bilingual pay differential? *

13. What *percentage* of your staff receive a bilingual pay differential? *

Part B: Strongly encouraged for all Org Units with Personnel Costs

All Org Units with personnel costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.

Part B:**1. Using data to make decisions that advance equity**

Several County Departments collect client demographic data on utilization of several programs and services. Some Departments can analyze census or other community level data to inform community needs and inequities that exist at a community level. This data as well as service quality and outcomes data should be used to inform how we allocate our resources to close the equity gaps in our County programs and services.

14. What data on client utilization, quality, and outcomes did you use to develop your proposed budget? *

As an internal service division we are inclusive to all request for printing. Our mail services are set up by departments.

15. What data disaggregated by race/ethnicity/language did you consider? *

Again as an Internal Services Division we only provide services to The County and other governmental agencies..

16. What racial inequities exist in access, quality, and outcomes of your services? *

None that we are aware of or have been informed about.

17. How did consideration of this data drive your allocation of resources to address identified racial equity gaps in access, quality, and outcomes? *

Our resources are determined by what the Departments request.

Part B:**2. Engaging impacted communities in decision-making**

Engaging communities most likely to be adversely impacted by a decision in the actual decision-making process is one of the cornerstones of good governance. Community can share important information about lived experiences, access issues, as well as unmet needs. This critical information should inform budget decision-making.

18. How did you engage Black, Indigenous, Latina/o/x, Asian and Pacific Islander, and immigrant and refugee communities in the development of your proposed budget? (Notes from the County townhall in December are a resource for diverse community input in budget development and refinement.) *

We didn't outside of what the departments request have been made to us.

19. What did the communities most impacted by inequities tell you about their priorities and unmet needs? *

Our Services are not for the public but for The County Departments and other governmental agencies.

20. How did you incorporate that community feedback into your proposed budget? *

We take the County departments feedback and adjust accordingly.

Part B:**3. Improving equity in the quality of services: culturally specific services**

Equity ensures that each community can expect the highest possible level of access, quality of service, and outcomes. Culturally specific services delivered by culturally specific organizations is one way to assure

high quality access, service and outcomes. These organizations are typically best equipped to offer trusted, affirming and tailored services to diverse communities.

21. How are you investing in culturally specific services? *

Our request come from The County Departments and other governmental agencies.

22. Which community-based organizations are you contracting with for the design/delivery of culturally specific services? *

We deal with all County Departments that have contact with the community and print their requests.

23. What *dollar amount* of your Org Unit's budget is allocated for culturally specific services? *

This is hard to answer as our whole budget is designed to provide mail and print services to The County Departments. Currently we don't separate out work orders by them being culturally specific.

24. What *percentage* of your Department's budget is allocated for culturally specific services? *

Again, nor sure how to answer this question.

Part B:

4. Targeting resources

Input from impacted communities, existing data, and information about accessibility and quality of programs and services is collected and analyzed so that resources may be targeted to advance equity. Given what you have heard from community and analyzed in the client utilization data:

25. How will you target resources in your proposed budget to improve outcomes for Black, Indigenous, Latina/o/x, Asian and Pacific Islander, and immigrant and refugee communities experiencing inequities in access and quality of services? *

Again, we print what is requested of us from the County Departments.

26. Beyond direct service delivery, what *dollar amount* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)? *

We do requested work for these Departments.

27. Beyond direct service delivery, what *percent* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)? *

We do requested work for these departments.

Part C: Required for all Org Units with Personnel Costs - Process Evaluation

28. What part of the Budget Equity Tool did your Org Unit complete? *

- Part A
- Part A and some of Part B
- Part A and Part B

29. What did your Department/Org Unit accomplish by using this tool and what did you learn about equity in the budget process? *

Since our Division of the Support Services Department only does work for all Washington County Departments, we will accomplish our equity of work by budgeting for the services that are requested by these departments.

Respondent



2

Michael Strauhal



23:14

Time to complete



Budget Equity Tool Summary and Instructions

Budget Equity Tool Strategies and Questions

The Washington County's FY 22-23 Budget Equity Tool is a set of several equity-focused strategies and questions used to drive informed and targeted decision-making about the allocation of government resources. Specifically, it is comprised of five (5) strategy areas and associating questions that build equity into County budgeting. The Budget Equity Tool is organized into three (3) parts; Part A, Part B, and Part C. Part A of the Budget Equity Tool is specific to Civil Rights compliance and has to do with access and accommodations. Part B addresses data, community engagement, quality of services, and targeted resources. Part C includes process evaluation questions.

Budget Equity Tool Instructions

1. All Org Units with Personnel Costs are required to complete Part A and Part C of the Budget Equity Tool.
2. All Org Units with Personnel Costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.
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4. Please attend one of the scheduled Budget Equity Tool trainings or participate in a recorded one, and utilize the Office of Equity, Inclusion, and Community Engagement (OEICE) for support.
5. Internally facing Org Units and Departments that do not provide direct services to community should respond to questions using staff demographic and other internal data and with the understanding that employees are their clients and/or community. A "not applicable" response and justification will be accepted where there is no supportive data.

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Departmental and Organizational Unit Information

1. Name: *

2. Role / Position Title: *

3. What is your Department? *

4. What is your Division? *

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PART A: Required for all Org Units with Personnel Costs

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16. What racial inequities exist in access, quality, and outcomes of your services? *

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Part B:**2. Engaging impacted communities in decision-making**

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Part B:

4. Targeting resources

Input from impacted communities, existing data, and information about accessibility and quality of programs and services is collected and analyzed so that resources may be targeted to advance equity. Given what you have heard from community and analyzed in the client utilization data:

25. How will you target resources in your proposed budget to improve outcomes for Black, Indigenous, Latina/o/x, Asian and Pacific Islander, and immigrant and refugee communities experiencing inequities in access and quality of services? *

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26. Beyond direct service delivery, what *dollar amount* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)? *

We do requested work for these Departments.

27. Beyond direct service delivery, what *percent* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)? *

We do requested work for these departments.

Part C: Required for all Org Units with Personnel Costs - Process Evaluation

28. What part of the Budget Equity Tool did your Org Unit complete? *

- Part A
- Part A and some of Part B
- Part A and Part B

29. What did your Department/Org Unit accomplish by using this tool and what did you learn about equity in the budget process? *

Since our Division of the Support Services Department only does work for all Washington County Departments, we will accomplish our equity of work by budgeting for the services that are requested by these departments.