



# ADMINISTRATIVE POLICY

<b>SECTION:</b> General Administration	<b>POLICY#:</b> 206
<b>TITLE:</b> Washington County Office of Equity, Inclusion and Community Engagement	<b>R &amp; O #:</b> 20-34
	<b>IMPLEMENTED BY PROCEDURE #:</b>
<b>SPONSORING DEPT/DIV:</b> County Administrative Office	
<b>ADOPTED:</b> 03/17/2020	<b>REVIEWED:</b>

**PURPOSE:** The purpose of this policy is to create the Washington County Office of Equity, Inclusion and Community Engagement as a part of the County Administrative Office.

**AUTHORITY:** RO 20-34

**GENERAL POLICY:** The Office of Equity, Inclusion of Community Engagement will be a part of the County Administrative Office and will be managed by the Chief Equity Officer who will report directly to the County Administrator.

## **POLICY GUIDELINES:**

Responsibilities: The Office will be directed by the Chief Equity and Inclusion Officer (CEIO) who shall be responsible for:

- Managing implementation of Washington County’s diversity, equity, and inclusion (DEI) and community engagement strategies, activities and staff;
- Developing and presenting to the Board of County Commissioners a three- to five-year DEI Strategic Plan for Washington County, including department action plans no later than August 31, 2021;
- Delivering quarterly status reports to the Board about the development, implementation, and outcomes of the DEI Strategic Plan, including the progress of each department’s action plans and overall County DEI efforts;
- Directing the implementation of Washington County’s DEI strategies and efforts, including coordinating and managing the internal Leadership Equity Council, and the external Communities of Color Advisory Board.

**IMPLEMENTATION:** The creation of the Office shall be effective with the Board of County Commissioners adoption of this policy. The duties and activities referenced above shall become effective upon the hiring and commencement of work of the Chief Equity and Inclusion Officer.

**PERIODIC REVIEW:** This policy shall be reviewed by the County Administrative Office at least every three years, or more often if needed, and updated as necessary.