

King County Equity and Social Justice 4015th Ave, Suite 1300 Seattle, WA 98104 www.kingcounty.gov/equity

IMMIGRANT AND REFUGEE TASK FORCE

NOVEMBER 19, 2015
6:00-8:00PM
CHINOOK BUILDING, EXECUTIVE CONFERENCE ROOM

AGENDA

- WelcomeEricka Cox, Office of Equity and Social Justice Staff2 min
- II Introduction of Consulting team-Background and experience; Council staff transition Ericka Cox, Office of Equity and Social Justice Staff
 10 min
- III Community Building: Icebreaker exercise for group A*II*15 min
- Road mapping process:
 What will success look like for us as a group?
 Walking through the ordinance to identify key elements, milestones, goals
 Who else & what else do we need to connect to so that we do not reinvent the wheel?
 How do we add value to existing work?
 60 min
- V Creating the spirit and tone for our work ahead:
 Roles: Understanding one another's responsibilities and roles
 Group Process: Decision making, Chair, Consensus agenda, need for sub-groups,
 communications protocols
 Meetings: Locations, duration, frequency

Meetings: Locations, duration, frequer Retreat?

20 min

VI Next steps 10 min

Adjourn.

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IMMIGRANT AND REFUGEE TASK FORCE

NOVEMBER 19, 2015

ROAD MAPPING PROCESS

k Force purpose

develop recommendations for King County on how to achieve fair and equitable access to county services for immigrant and refugee communities, and improved opportunities for civic engagement.

Milestones

- February 1, 2016 Progress report focused on what the task force has accomplished to begin developing recommendations that will comprise the final report.
- May 31, 2016 Final report focused on recommendations for King County, addressing the key elements below.

Key elements for consideration (from ordinance)

The final report from the task force should incorporate consideration of these questions into the recommendations made.

Creation of a commission

- Purpose/mission of a commission how would a commission achieve specific goals, or address specific issues?
- Commission membership
- Scope of duties

Alignment with other efforts

- How can King County best coordinate with and add value to other regional and local efforts focused on immigrant and refugee communities? This should take into consideration services of community based organizations, faith based organizations, local government and other government entities such as consulates.
- How should new King County efforts connect to the County office of equity and social justice?

County's current efforts

- What is the county already doing to strive for fair and equitable access to county services, and improved opportunities for civic engagement?
- What works well?
- What gaps exist that create barriers to success for communities?
- How could a commission help to address those gaps, and existing recommendations from the 2014 Limited English Proficiency Proviso Response Report?

Differing needs for urban, suburban and unincorporated areas

- How do needs of immigrant and refugee communities differ in urban, suburban unincorporated areas of the County?
- How could a commission help to address those differing needs?

Suggested Framework for Task Force Work

Formation of sub-groups by topic

Sub-groups, with support from consultants and the County team, would meet separately to p and carry out public meetings, solicitation of additional community input (electronic, writter oral community comments), and other meetings/consultations as needed to dev recommendations on the key elements for the report, namely:

- Alignment with other efforts
- County's current efforts
- Differing needs of urban, suburban, and unincorporated areas

Sub-groups report back to task force & suggest relevant recommendations

Beginning with the January meeting, sub-groups will report back to the full task force on input received from public meetings, community comments, and other meetings and consultations related to their topic, as well as preliminary recommendations for the County. A significant portion of each monthly task force meeting January-March, 2016 will focus on report back from one of the sub-groups on their topic, discussion and decisions on relevant recommendations.

Full task force work to define Commission

At the April meeting, the full task force will take up the questions of the Commission's mission, membership and scope of duties in light of the work accomplished by sub-groups and resulting recommendations.

Task force review of draft reports

For both the progress report and the final report, task force members will review drafts prepared by the consultants reflecting work accomplished by sub-groups and decisions made by the full task force, as well as any additional research needed to augment the report(s).



Timeline Overview

	November 2015	December 2015	January 2016	February 2016	March 2016	April 2016	May 2016
Meeting focus	Setting the stage for task force work	Creating sub- groups and launching work plan	Report back sub-group 1	Report back sub-group 2	Report back sub-group 3	Defining mission, membership and scope of duties for Commission in light of sub-group work and recommendations & identification of gaps to be addressed for final report	Review of full draft final report
Task Force Milestones	Defined approach to task force work	 Sub-groups begin work on topics First public meeting 	 Decisions on recommend ations for sub-group 1 topic Input on draft progress report Second public meeting 	 Decisions on recommend ations for sub-group 2 topic Third public meeting 	Decisions on recommend ations for sub-group 3 topic	 Decisions on Commission mission, membership and scope of duties Decisions on additional research or consultations needed for report Plan to address gaps 	End of task force service
Reports due			-	Progress report due February 1		gapo	Final report due May 31

IMMIGRANT AND REFUGEE TASK FORCE MEMBER LIST

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King County Citizen Boards and Commissions

Following are brief descriptions of King County boards and commissions. Additional information about each body is available online through the list at http://www.kingcounty.gov/exec/boards/list.aspx. Board members are appointed by the King County Executive and confirmed by the King County Council:

Advisory Council on Aging & Disability Services

Aging and Disability Services (ADS) is the designated Area Agency on Aging for King County. The sponsors are King County, the City of Seattle, and United Way of King County. The Seattle/King County Aging and Disability Services' Advisory Council consists of 27 members, of which one third are sponsored by King County. The Advisory Council is a dedicated volunteer citizens group which represents older adults and individuals with disabilities within our community mandated by the Older Americans Act of 1964. The Advisory Council provides a key link between the community and the Area Agency on Aging in communicating the needs and concerns of older person.

Agriculture Commission

The Commission advises the King County Executive and King County Council on agricultural policies and programs, including, but not limited to, existing and proposed legislation and regulations affecting commercial agriculture, land use issues as they impact agriculture, implementation of the livestock ordinance, and ways to maintain, enhance and promote agriculture and agricultural products in the region.

Alcoholism & Substance Abuse Administrative Board

The duties and responsibilities of the Administrative Board are to: (1) identify and examine all relevant data to determine the chemical dependency service needs and priorities of County residents to inform the biennial planning process, (2) advise the County Council on the administration of county-contracted funds for chemical dependency services, (3) to review biennial quarterly progress reports prepared by staff and monitor the implementation of the biennial plan on an annual basis, (4) to advise the County Council on chemical dependency treatment and prevention service policy, priorities, and programs, and (5) review and recommend plans, budgets and applications submitted by the County to the State Department of Social and Health Services. The Board works closely with the King County Substance Abuse Coordinator to meet these responsibilities.

Board for Developmental Disabilities

The Board for Developmental Disabilities is a 15-member citizen advisory board that provides oversight of community services for children with developmental delays, adults with developmental disabilities, and their families. The board develops plans for developmental disability services, advises on funding priorities, and advocates for increases in funding and improvements in services. Board members include family advocates, self-advocates, professionals and interested citizens.

Board of Appeals and Equalization

The Board of Appeals and Equalization is an independent body organized to adjudicate appeals of various determinations made by the Department of Assessments; examines other matters related to the assessment of County Property as provided by general law. The board is comprised of seven members serving four-year terms. Board members must be able to dedicate 60 to 160 days for Board work per year (varies annually) and are compensated \$250 per six hour board day; \$150 for less than six hour board day.

Board of Ethics

The King County Board of Ethics is a five-member administrative, advisory, and quasi-judicial board. Composed of citizen-volunteers from a variety of professional disciplines, the board renders advisory opinions on ethics issues, administers financial and consultant disclosure requirements, offers an education and training program, and hears appeals on findings of reasonable cause resulting from ethics investigations by the King County Office of Citizen Complaints—Ombudsman. The Board is comprised of five members serving three-year terms.

Charter Review Commission

The King County Charter provides us with a fundamental, underlying framework of how we govern our region. It requires that everyone, regardless of position or office, abide by a higher law. The Charter specifies that at least once every ten years, the Executive appoint a citizen commission to review the charter and recommend changes. In January 2007, King County began its fifth review of the Charter. The commission completed its work in May 2008 and won't meet again until 2016.

Citizens' Elections Oversight Committee

Ordinance 15453 and Ordinance 17273 created the current Citizens' Elections Oversight Committee (CEOC). The committee is comprised of 14 members including two non-voting members; one each from the Secretary of State's Office and the Washington State Association of County Auditors.

CTV Citizens Advisory Committee

The CTV Citizens Advisory Committee develops policies and procedures and oversees the operation of the King County government access channel C-TV. The Committee is comprised of 4 members serving 4-year terms. Each board member is appointed to represents a different sector of the communications industry that includes broadcast, public relations, print media and social media/internet. Members are compensated at \$50.00 per diem per day when attending to Committee business.

Civil Rights Commission

The commission serves in an advisory capacity to the county executive and the council on matters concerning affirmative action, disability access, equal employment opportunity, contract compliance, fair housing, minority/woman business and public accommodations to ensure the consistent application of all county ordinances, rules and regulations concerning these programs. The powers of the commission shall be advisory only, and when the commission is granted authority to review, monitor, lead, report, identify, assess, evaluate, adopt, or perform, such actions shall be consistent with, and strictly limited to, offering advice and recommendations to the county executive and the county council. The Commission is comprised of 12 members (9 members are nominated by the King County Council with each Councilmember nominating 1 person; 2 members are at large appointees selected by the County Executive and the Chair of the Section 504/ADA Advisory Committee is also a member). Members serve three year terms.

Civil Service Commission

The King County Civil Service Commission helps ensure employment decisions in the King County Sheriff's Office (KCSO) are consistent with civil service rules. The Commission is comprised of 3 members serving 6 year terms. A Commissioner may not hold any salaried public office or engage in County employment, other than Commission duties, until his/her term has expired. Members must be a citizen of the United States, a resident of the County for two years immediately preceding appointment, and an elector of the County.

Conservation Futures Citizen Oversight Committee

King County's Conservation Futures tax levy (CFT) is a dedicated portion of property taxes collected on all property throughout the county and its cities, for the purpose of purchasing urban and rural open space. Ordinance 14717 directs the King County Conservation Futures Citizens Committee to make recommendations on open space acquisition funding allocations. The Committee annually reviews applications for CFT funding, and recommends funding allocations, scope changes and funding reallocations between projects. Projects funded with CFT must have dollar-for dollar matching funds, which leverages the benefits of the program. In conjunction with the CFT annual allocation recommendation process, the Committee also makes an annual recommendation for King County Parks Levy funds dedicated to open space acquisition in unincorporated King County. The Committee is comprised of 16 members (9 appointed by the King County Council with each Councilmember nominating one person, plus 3 at-large positions appointed by the Executive and 4 at-large positions appointed by the Council). Committee members serve 4 year terms.

Cultural Development Authority, dba 4Culture

A 15-member Board of Directors governs 4Culture, with individuals representing the broad cultural, geographic and ethnic diversity of King County, as well as backgrounds in arts, heritage, historic preservation, and public art, finance, tourism, education, real estate and government relations. 4Culture Board members bring an impressive wealth of experience and knowledge to their roles and are primarily responsible for: organizational financial oversight; securing and maintaining resources from all levels of government; advocacy, especially regarding resources; setting policy relevant to the organization as a whole; and serving as the public face of 4Culture. The Board is comprised of 15 members serving 3 year terms. Membership requirements include: Directors shall have a demonstrated commitment to and knowledge of cultural resources, shall be active and experienced in community and civic issues and concerns, and shall have the ability to evaluate the needs of cultural constituencies in the region as a whole.

Deferred Compensation Plan Board, King County Employees

Membership is based on Executive Policy PER 10-31 (AEP)

The King County Employees Deferred Compensation Plan Board oversees the operation of the County's deferred compensation program on behalf of the County and Plan participants. The board is comprised of 9 members, which includes 4 participant representatives, 3 Ex-Officio members, 1 Council representative and 1 Executive representative. Members serve 3 year terms with no term limit. Members must be participants in the Plan. Employee representatives must demonstrate ability to work with diverse groups to accomplish complex tasks. Experience with managing financial programs is desired. The Membership Committee Chair nominates prospective board members and the board confirms the appointment. No Executive appointment or Council confirmation required.

Emergency Management Advisory Committee

The Emergency Management Advisory Committee (EMAC) was originally formed in 1993 and was established by ordinance in 1999. The EMAC acts in an advisory capacity to the King County executive, council and office of emergency management on emergency management matters, and facilitates the coordination of regional emergency planning in King County. The Committee is comprised of 28 primary members and 17 alternates, serving 3 year terms.

Employee-Based Equal Employment Opportunity (EEO)/ Affirmative Action (AA) Advisory Committee

Membership is based on Executive Policy PER 22-5 (AEP)

To review and make recommendations regarding EEO and AA strategies, systems, policies and guidelines; reviewing the EEO/Affirmative Action Plan and updates with HRD, and making recommendations regarding its adoption to the King County Executive, and reviewing semi-annual and annual Affirmative Action progress reports and advising the County Executive accordingly. The Committee has 21 representatives (each King County Department will have one representative per 1,000 regular employees). Members serve 3 year terms and must be King County employees. The board meets on the 2nd Thursday of the month, from 1:30pm - 3:30pm, Chinook Bldg, conference room 115, on the first floor, 401 Fifth Avenue, Seattle.

Employee Giving Program Committee

The purpose of the Employee Giving Program Committee, are to: recommend rules consistent with K.C.C. Chapter 3.36 to the council as necessary and to coordinate the Employee Giving Program. The Committee is comprised of 15 King County employees serving 2-year terms. Meeting dates Committee meetings are held on the second Tuesday of the month from 12:00 p.m. - 2:00 p.m., at the King County Chinook Building, 401 5th Ave, 2nd Floor, Mimosa Room, Seattle, WA 98104.

Fauntleroy Ferry Advisory Committee

The Ferry Advisory Committee reports to the Washington State Department of Transportation (DOT) and reports on problems experienced within the area served by the Washington State Ferries, particularly when the DOT is conducting a review of the tariffs and other ferry service questions. The Fauntleroy FAC represents the residents and business groups of West Seattle pertaining to Washington State Ferries operations through the Fauntleroy Ferry Terminal. This includes advising or informing WSF management of issues and concerns relating to sailing schedules, ferry operation, and community interests. The Committee is comprised of 3 members serving 4-year terms. Members are frequently asked to represent ferry patrons by serving on Ferry Planning Committees. At the time of appointment, not more than two members shall be from the same political party. The Committee meets on the 2nd Tuesday of the month at the Fauntleroy Schoolhouse, at 7:00pm.

Fire Code Advisory & Appeals Board

The Board was created to determine the suitability of alternate materials or methods of construction and provides for reasonable interpretation of provisions of the International Fire Code and other applicable nationally recognized standards. The Board adopts reasonable rules and regulations for conducting its investigation, and renders decisions and findings, which are usually advisory. The Board may also recommend legislation. The board is comprised of 5 members serving 4-year terms. The board meets on an as needed basis to hear appeals. No appeals were heard in 2014. When a meeting is held, it will likely be held at the King County DDES offices in Renton.

Harborview Medical Center Board of Trustees

The Board, as the representative authority of King County, oversees the provision of health-care services in order to assure that high quality health care is made available to King County residents. The board is comprised of 13 members (9 positions are appointed by Council District with each Councilmember nominating one person to represent their district. The remaining 4 positions are appointed as Council at-large positions). Board members serve 4-year terms, with a 3-term limit. The board meets the fourth Thursday of each month at from 8:00 a.m. - 10:00 a.m., at the Harborview Medical Center, in the boardroom, Ground Center Tower, Room 72.

King County Housing Authority Board of Commissioners

The King County Housing Authority (KCHA) is responsible for administering Federal public housing and Section 8 programs and a broad range of other housing and services for low income households in incorporated and unincorporated King County outside of the cities of Seattle and Renton. The Authority presently owns or controls 8,678 units of housing and provides rental subsidies to over 10,700 additional households through its Section 8 voucher program. The Board is comprised of 5 members serving 5-year terms. One board member must be a public housing or Section 8 participant. Meetings are held once a month, on the second Wednesday, at 8:30 am, at the King County Housing Authority Administrative Offices, 600 Andover Park W., Tukwila, WA, 98188.

International Airport Roundtable

The King County International Airport Roundtable, provides advice, oversight and assistance to the Airport Director, King County Executive and King County Council on the airport budget, programs, regulations, master plans, noise reduction strategies and other related matters. The Roundtable consists of eight members representing the following communities: Georgetown; Magnolia/North Seattle; South Seattle/Tukwila; Renton/Kent/South King County; Beacon Hill/Rainier Valley; West Seattle; Unincorporated; and At-Large; four tenant representatives (cargo operator, small general aviation operator, corporate operator, and Boeing); one representative from the Pilots Association; one member representing indirect users of airport services; and two labor representatives. In addition, the Federal Aviation Authority may designate one ex-officio non-voting member. The Roundtable meets on the 2nd Monday of each month, from 5:00 p.m. - 6:30 p.m. (no meeting in August) at the Airport Terminal Bldg, Room 110, 7277 Perimeter Rd S, Seattle, WA, 98108.

Investment Pool Advisory Committee

The King County Investment Pool Advisory Committee (IPAC) provides the County's Executive Finance Committee (EFC) with feedback and advice regarding policies, practices and fee structure for the county's \$4.5 billion investment pool. The Committee is comprised of 10 members serving 2-year terms (with the exception of the Treasury manager permanent member). Committee members mostly represent the entities that participate in the investment pool. Members must include two representatives from school districts, one from a water/sewer district, one from a fire district, and two representatives from other types of districts participating in the pool. King County is represented by two county fund managers as well as the Treasury Operations Manager. A private citizen, who is an investment professional with no ties to the county or to investment pool members, rounds out the committee. The Committee meets quarterly on the 1st Thursday of the month, from 9:00-10:30am, in the Chinook Bldg, Dahlia Conference Room, 401 5th Ave, Seattle, WA.

Landmarks Commission

The King County Landmarks Commission works to preserve the county's historic and archaeological resources through: 1) landmark designation and protection 2) administration of special incentives to encourage preservation 3) technical assistance to heritage organizations, heritage specialists, landmark

property owners and representatives, tribal governments, and city, county, and state agency staff, and 4) advocacy and education about the value of historic preservation. The Commission meets on the 4th Thursday of each month from 4:30-6:30pm, in Suite 700 of the King Street Center, 201 S. Jackson St., Seattle, WA, unless it is sitting as the local Commission for one of the cities. City commission meetings are held on the 4th Thursday of each month from 7:00-9:00pm, in the city where business needs to be conducted. In addition to monthly meetings of the full commission, commissioners also rotate membership on the Design Review Committee. The DRC meets on the 2nd Thursday of each month from 10:00am to noon in Suite 700 of the King Street Center.

Library System Board of Trustees

The King County Library System is a completely separate entity from King County government. King County has no say over the day-to-day operations of the KCLS. However, in accordance with RCW 27.12, King County is responsible for appointing the 5 members of the Board of Trustees.

The KCLS Board is responsible for the governance of the King County Rural Library District, an independent taxing district serving residents of King County and other unincorporated areas of the county. It is responsible for the adoption of policies, bylaws, rules and regulations, as well as approval of both the annual operating budget and wages and benefits for more than 1,200 staff. The Board hires the Library Director and conducts an annual performance review. Trustees serve 5-year terms with a 2-term limit. The Board meets on the last Wednesday of each month at 5:00 p.m. at the KCLS Service Center in Issaquah. Four times each year, they meet at various libraries.

Mental Health Advisory Board

The Mental Health Advisory Board (MHAB) reviews and provides comments on community mental health plans and policies developed by King County, reviews reports from the Mental Health, Chemical Abuse and Dependency Services Division (MHCADSD) and recommends further study or changes as necessary, and provides education and information to the residents of King County regarding mental illness and public mental health services. The Board is comprised of 17 members serving 3-year terms. The Board meets every 2nd Tuesday of the month, except in August for summer break, from 4:30 p.m. to 6:30 p.m., at the King County Chinook Building, conference room 126, 401 Fifth Avenue, Seattle WA. 98104.

Mental Illness and Drug Dependency Oversight Committee

The Mental Illness and Drug Dependency (MIDD) Oversight Committee is an advisory body to the Executive and Council. Its purpose is to ensure that the implementation and evaluation of the strategies and programs funded by the MIDD sales tax revenue are transparent, accountable, collaborative and effective. The Committee is comprised of 30 members serving 4-year terms. The Committee meets every other even month (sometimes monthly - if a 'special meeting' is called) on the 4th Thursday of the month, from 12:15 p.m. to 1:45 p.m., with a networking lunch from 11:45 am to 12:15 pm. Meetings are scheduled in the Chinook Building, conference rooms 121-123, located at 401 Fifth Ave, Seattle, WA.

Museum of Flight Authority Board of Directors

The Museum of Flight Authority Board of Directors undertakes, assists with, and facilitates the development and operation of a first-class air and space museum. The Board is comprised of 7 members serving 3-year terms. Date and times of meetings are as necessary and as work load presents itself. In addition, the Board meets each December. The location is at the Museum of Flight, 9404 E Marginal Way S, Seattle, WA, except for the December meeting which is often held at the Rainier Club in downtown Seattle.

Noxious Weed Control Board

The King County Noxious Weed Control Board sets the county noxious weed control priorities and budgets, annually adopts the noxious weed list, and administers the Noxious Weed Control Program throughout the county according to the requirements of RCW 17.10. The Board, which has regulatory authority, represents the people of the county as a whole. The primary mission of the weed board is to educate landowners to be responsible stewards of the land and resources of King County by protecting and preserving all lands and natural resources of the county from the degrading impact of invasive noxious weeds; and to provide quality, timely and responsive service to the residents of King County. The Board is comprised of 5 members serving 4-year terms and one non-voting member from WSU Extension Office. The Board meets on the third Wednesday of each month from 4-6 p.m., typically at the Mercer Island Library, small conference room, 4408 - 88th Ave SE, Mercer Island, WA.

Parks Levy Oversight Committee

The mission of the Parks Levy Oversight Board is to review the Parks and Recreation Division's expenditures of the six-year parks Operating and Maintenance Levy and the accompanying Open Space and Trails levy to confirm that the levies were spent in compliance with the levy ordinances. The Committee is comprised of 9 members (each Councilmember nominates one individual to serve as their district representative on the Committee) serving 3-year terms. The Committee meets twice a year and as needed.

Personnel Board

The King County Personnel Board is a five member board, created by the County Charter (See Article 5, Section 540) for the purpose of hearing and deciding certain kinds of appeals from County employees who are members of the Career Service and choose not to pursue a grievance procedure under an applicable bargaining agreement, if any. The board is comprised of 5 members serving a 5-year term. Board members receive per diem of \$100 for official Board work of more than three hours. A per diem of \$75 is paid for official Board work of three hours or less. The Board meets and schedules hearings as needed on selected Friday mornings, usually starting at 9:00 a.m., in the Board's main hearing room, Room 510, KC Admin Bldg.

Public Defense Advisory Board

The board shall regularly review the activities and plans of the department of public defense, make recommendations to the county public defender on matters concerning the department, advise the executive and council on matters of equity and social justice related to public defense, prepare the reports required by the enabling legislation and such other reports as the board may deem appropriate. The Board is comprised of 11 members serving 3-year terms. The Board will meet at least once every two months. Board members will not be compensated but may be reimbursed for parking expenses in the King County parking garage when attending meetings of the committee.

Regional Communications Board

(Membership is based on Ordinance 10464 and 10956)

The King County Regional Communications Board (KCRCB) is responsible for oversight of the regional 800 MHz trunked radio system. The KCRCB operates as a joint board pursuant to Chapter 39.34 RCW. Each sub-regional entity that owns and operates a portion of the system (EPSCA, Valley Com, the City of Seattle, and King County) have one seat on the Board, and an at-large member represents the interests of user agencies who do not have a controlling vote in one of the owner sub-regional entities. The board is comprised of 5 members serving 3-year terms. The board meets the third Tuesday of every month at the Renton King County Regional Communications and Emergency Coordination Center, at 1:30 p.m., in the training room, 3511 2nd Avenue, Renton, WA 98056.

Regional Human Services Citizen Oversight Board

The King County Regional Human Services Citizen Oversight Board (RHSCOB) monitors the expenditure of the portion of Veterans and Human Services (VHS) Levy revenues designated for regional health and human services for low-income people in need. The board consists of 12 members, nine nominated by each of the County Councilmembers and three appointed by the King County Executive. The board ensures services are provided in accordance with the adopted VHS Levy Service Improvement Plan and reports semi-annually to the King County Executive and the Metropolitan King County Council on the expenditure of levy proceeds. In addition, the board will make recommendations to the County Executive and the County Council as to whether the levy should be renewed after its 2017 expiration date, or if there should be a replacement proposition. The board is comprised of 12 members serving 3-year terms. The board meets on the 4th Wednesday of each month, from 2 - 4 p.m., at rotating meeting locations.

Rural Forest Commission

Advises the Executive and Council in their efforts to conserve forest land and encourage sustainable forestry in the rural area and on County-owned land. The Commission applies its efforts to making forestry viable in King County's rural areas and reducing the rate at which forest is converted to other land uses. The board is comprised of 13 members serving 3-year terms. The Commission meets on the third Thursday in January and the second Thursday in the months of March, May, July, September and November.

Seattle Ferry Advisory Committee

The Seattle Ferry Advisory Committee reports to the Washington State Department of Transportation (DOT) and reports on problems experienced within the area served by the Washington State Ferries. The SFAC represents the residents and business groups of Seattle pertaining to Washington State Ferries operations through the Colman Dock Ferry Terminal. The Seattle FAC is to be comprised of 3 members serving 4-year terms.

Seattle Transitional Grant Area HIV Planning Council

The Seattle Transitional Grant Area (TGA) HIV Planning Council is a requirement of the federal Ryan White Act, which also funds its activities. The Council has the responsibility to assess the need for care services for people living with HIV (PLWH) in King, Snohomish and Island Counties, and to identify gaps in services not covered by other programs. It then allocates over \$6 million per year in Ryan White Part A funds to fill the gaps in those services. The Council also has a variety of other responsibilities including comprehensive planning, assessing administrative mechanisms related to the contract process, and following federal rules related to membership and processes. The Planning Council is comprised of up to 40 members serving 2-year terms. The Planning Council meets on the 2nd Monday of each month from 4:00 p.m. to 6:30 p.m., usually at the 2100 Building--2100 24th Avenue South.

Solid Waste Advisory Committee

The Solid Waste Advisory Committee (SWAC) is an advisory body that is required under Washington State law (RCW 70.95.165) and created in King County Code 10.28. The committee provides input on solid waste management issues and policies that affect county residents and the services they receive. The committee is balanced geographically and includes recipients of solid waste services, representatives from public interest groups, labor, waste management industry, manufacturers located in King County, local elected officials and recycling and marketing interests. The Committee is comprised of up to 20 members serving 3-year terms. The Committee meets on the 3rd Friday of each month from 9:30 a.m. to 11:30 am in the 8th Floor Conference Center at King Street Center, 201 S Jackson, Seattle, WA.

Transit Advisory Commission

The King County Transit Advisory Commission improves transit services, planning, and programs by advising Metro's staff members and general manager, the King County Executive and Council, local jurisdictions, and subarea transportation boards concerning transit policy issues. The commission's role is to: advise Metro on the inception and development of long-range planning efforts; advise Metro and King County on issues essential to transit service in King County, including matters of concern to the elderly and persons with disabilities; and serve as a resource for inter-jurisdictional transit promotion and coordination. The Commission is comprised of 18 members serving 2 year terms. The Commission meets on the third Tuesday of each month, 6:00 p.m., in the 8th Floor Conference Room of the King Street Center, 201 South Jackson, Seattle.

Transportation Concurrency Expert Review Panel

The Transportation Concurrency Expert Review Panel was formed by the King County Council to review changes to the Transportation Concurrency Management Program. Proposed changes will be identified by the King County Department of Transportation, Road Services Division, working with the panel. The panel will provide its review and findings to the County Council at the same time the King County Executive sends proposed program changes and the annual report on concurrency to the King County Council. The Panel is comprised of 6 members serving 3-year terms. The Panel does not have a regular meeting schedule. There is at least one meeting per year, and 3-4 meetings in years in which changes are proposed to the transportation concurrency management program. The TCERP meetings usually last 2 hours in the morning or afternoon, and are held in the King Street Center, 201 S Jackson St., Seattle, WA.

Vashon - Maury Island Groundwater Protection Committee

The Vashon - Maury Island Groundwater Protection Committee is tasked with tracking and advising on the protection of groundwater resources. Specific responsibilities include: advising the King County Executive and Council on Groundwater issues; monitoring, participating in and advising County elected officials, municipalities, special purpose districts, water and sewer utilities, and water purveyors on implementation of the Vashon - Maury Island Ground Water Management Plan (GWMP); making policy and program recommendations to support the protection of groundwater resources; and coordinating community groundwater needs with local organizations. The Committee is comprised of 10 members serving 3 year terms. The Committee meets quarterly from 6:30 p.m. to 9:15 p.m., at the Vashon Fire Station Facilities at 10020 SW Bank Rd in the Vashon Town Center area.

Veterans Program Advisory Board

The King County Veterans Advisory Board (KCVAB) is mandated by RCW 73.08.005. The Board elects members from within their respective federally chartered veteran organizations such as the American Legion, Veterans of Foreign Wars, Military Order of the Purple Heart and the Vietnam Veterans of American. Elections are held each February. The board works in conjunction with the King County Veterans Program to identify and meet the needs of veterans and their families living in King County. The board is comprised of up to 17 members serving 2-year terms. The Advisory Board meets on the third Tuesday of each month, at 10:30am, in the conference room at the Renton WorkSource offices where the King County Veterans' Program is located (Except July and August).

Veterans Citizen Oversight Board

The King County Veterans Citizen Oversight Board (VCOB) monitors the expenditure of the portion of Veterans and Human Services (VHS) Levy revenues designated for services for veterans, military personnel and their families. The board ensures services are provided in accordance with the adopted VHS Levy Service Improvement Plan and reports annually to the King County Executive and the King

County Council on the expenditure of levy proceeds. In addition, the board will make recommendations to the County Executive and the County Council as to whether the levy should be renewed after its 2017 expiration date, or if there should be a replacement proposition. The board consists of 12 members serving 3-year terms (9 nominated by each of the County Councilmembers and three at-large members nominated and appointed by the King County Executive from the Veteran's Advisory Board membership. The Board meets on the third Thursday of each month from 2:00pm - 4:00pm, at rotating locations.

Washington State Boundary Review Board for King County

The Washington State Boundary Review Board for King County was created in 1967 under a mandate established by the State of Washington (RCW 36.93). The Boundary Review Board operates as an independent entity in order to fulfill its legislative responsibilities. The Boundary Review Board is funded by King County as prescribed in RCW 36.93.080. The board is comprised of 11 members (The Governor, County Executive and Cities of King County each appoint 3 members. Special Purpose Districts select 2 members), serving a 4-year term. Members are compensated at a rate of \$50 per day when conducting Board business. Regular meetings are held on the second Thursday of each month from 7:00 - 9:00 p.m., at the Bellevue Fire Station located at 12412 SE 69th Way in Bellevue.

Washington State Major League Baseball Stadium Public Facilities District

The District is an independent, municipal corporation whose responsibility it is to site, design, build and operate an excellent and attractive baseball park that is an asset to the community and the region. The PFD works both to protect and to leverage the value of this publicly-owned asset on transportation, zoning and development issues in neighborhoods adjacent to the ballpark. The District is comprised of 7 members (4 King County Executive appointments / 3 appointed by the Washington State Governor) serving 4-year terms. The board meets quarterly on the 1st Tuesday in March, June, September and December, at 4:00 p.m., at the SAFECO Field Interview Room.

Women's Advisory Board

The Women's Advisory Board (WAB) meets to discuss and gather information on the needs of women and their families. As needs become known, the WAB members develop and provide recommendations to the Executive and the King County Council. The Board is comprised of 15 members (9 Council district representatives; 4 Council nominated at-large representatives; and 2 Executive nominated at-large positions) serving 3 year terms. Board meeting are held bimonthly from 5:45 p.m. to 7:15 p.m., most often at the YWCA Greenbridge Career Center Conference Room, 9720 8th Avenue SW, Seattle.



KING COUNTY

1200 King County Courthouse 516 Third Avenue Seattle, WA 98104

Signature Report

Ordinance 16948

	Ferguson, Hague, Drago and Dunn
1	AN ORDINANCE establishing definitions and directing
2	implementation steps related to the fair and just principle of
3	the adopted 2010-2014 countywide strategic plan.
4	BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:
5	SECTION 1. Through adoption of the King County Strategic Plan 2010-2014:
6	Working Together for One King County, King County has transformed its work on
7	equity and social justice from an initiative to an integrated effort that applies the
8	countywide strategic plan's principle of "fair and just" intentionally in all the county does
9	in order to achieve equitable opportunities for all people and communities. This
10	ordinance establishes definitions and identifies the specific approaches necessary to
11	implement and achieve the "fair and just" principle that is embedded as a core element of
12	the goals, objectives and strategies of the countywide strategic plan.
13	SECTION 2. The definitions in this section apply throughout this ordinance
14	unless the context clearly requires otherwise.
15	A. "Community" means a group of people who share some or all of the
16	following: geographic boundaries, sense of membership, culture, language, common
17	norms and interests.
18	B. "Determinants of equity" means the social, economic, geographic, political
19	and physical environment conditions in which people in our county are born, grow, live,

work and age that lead to the creation of a fair and just society. Access to the
determinants of equity is necessary to have equity for all people regardless of race, class,
gender or language spoken. Inequities are created when barriers exist that prevent
individuals and communities from accessing these conditions and reaching their full
potential. The determinants of equity are:

- 1. Community economic development that supports local ownership of assets, including homes and businesses, and assures fair access for all to business development and business retention opportunities;
- 2. Community and public safety that includes services such as fire, police, emergency medical services and code enforcement that are responsive to all residents so that everyone feels safe to live, work and play in any neighborhood of King County;
- 3. A law and justice system that provides equitable access and fair treatment for all;
 - 4. Early childhood development that supports nurturing relationships, highquality affordable child care and early learning opportunities that promote optimal early childhood development and school readiness for all children;
 - 5. Education that is high quality and culturally appropriate and allows each student to reach his or her full learning and career potential;
 - 6. Equity in county practices that eliminates all forms of discrimination in county activities in order to provide fair treatment for all employees, contractors, clients, community partners, residents and others who interact with King County;
 - 7. Food systems that support local food production and provide access to affordable, healthy, and culturally appropriate foods for all people;

43	8. Health and human services that are high quality, affordable and culturally
44	appropriate and support the optimal well-being of all people;
45	9. Healthy built and natural environments for all people that include mixes of
46	land use that support: jobs, housing, amenities and services; trees and forest canopy; and
47	clean air, water, soil and sediment;
48	10. Housing for all people that is safe, affordable, high quality and healthy;
49	11. Job training and jobs that provide all residents with the knowledge and skill
50	to compete in a diverse workforce and with the ability to make sufficient income for the
51	purchase of basic necessities to support them and their families;
52	12. Neighborhoods that support all communities and individuals through strong
53	social networks, trust among neighbors and the ability to work together to achieve
54	common goals that improve the quality of life for everyone in the neighborhood;
55	13. Parks and natural resources that provide access for all people to safe, clean
56	and quality outdoor spaces, facilities and activities that appeal to the interests of all
57	communities; and
58	14. Transportation that provides everyone with safe, efficient, affordable,
59	convenient and reliable mobility options including public transit, walking, car pooling
60	and biking.
61	C. "Equity" means all people have full and equal access to opportunities that
62	enable them to attain their full potential.
63	D. "Equity and social justice foundational practices" means those practices that
64	can increase the county's influence on access to the determinants of equity when applied

to the county's actions in: siting and delivery of services; policy development and

decision making; education and communication within county government; and
community engagement and partnerships. Equity and social justice foundational
practices are goals for all governmental actions; across countywide strategic plan goals,
objectives and strategies; and across agencies, programs and services. The equity and
social justice foundational practices are efforts that enable King County government to:

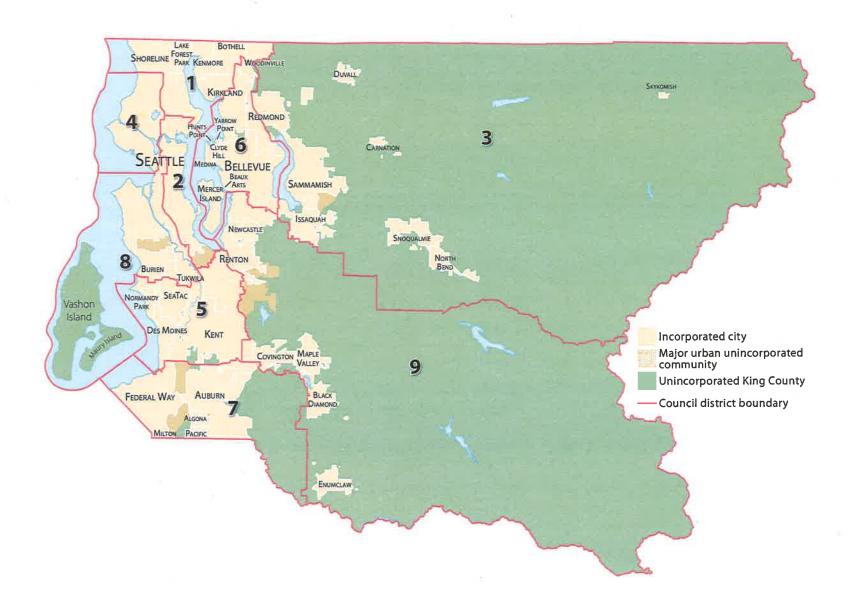
- 1. Raise and sustain the visibility of the countywide strategic plan's "fair and just" principle and equity and social justice values, policies and foundational practices;
- 2. Increase focus on the determinants of equity in order to make progress in the elimination of the root cause of inequities;
- 3. Consider equity and social justice impacts in all decision-making so that decisions increase fairness and opportunity for all people, particularly for people of color, low-income communities and people with limited English proficiency or, when decisions that have a negative impact on fairness and opportunity are unavoidable, steps are implemented that mitigate the negative impacts;
 - 4. Foster an organizational culture that promotes fairness and opportunity;
 - 5. Collaborate across agencies, departments and other organizations;
- 6. Build capacity to engage all communities in a manner that: promotes and foster trust among people across geographic, race, class and gender lines; results in more effective policies, processes and services; and supports communities' efforts to develop solutions.
- F. "Fair and just" means the county serves all residents by promoting fairness and opportunity and eliminating inequities through actions to which equity and social justice foundational practices are applied.

G. "Inequity" means differences in well-being that disadvantage one individual or
group in favor of another. These differences are systematic, patterned and unfair and can
be changed. Inequities are not random; they are caused by past and current decisions,
systems of power and privilege, policies and the implementation of those policies.

- H. "Social justice" means all aspects of justice, including legal, political and economic, and requires the fair distribution of public goods, institutional resources and life opportunities for all people.
- SECTION 3. To achieve the fair and just principle embedded within the countywide strategic plan goals, objectives and strategies, the executive shall:
- A. Apply equity and social justice foundational practices to county actions and endeavor to integrate these practices into the county's: strategic, operational and business plans; management and reporting systems for accountability and performance; and budgets in order to eliminate inequities and create opportunities for all people and communities;
- B. Establish an interbranch team to facilitate accountability of and coordination by all branches, departments, agencies, and offices of county government regarding implementation of the fair and just principle of the countywide strategic plan. The executive shall designate a department or agency to colead the effort. The interbranch team shall be composed of the directors or their designees of all branches, departments, agencies and offices of county government. The interbranch team shall support the county's application of equity and social justice foundational practices through:

- 1. Development of analytical tools to support all branches' departments and agencies in identifying the equity impacts of policies and decisions and ways in which to amplify positive impacts and mitigate negative impacts;
- 2. Development of guidelines which can be implemented across all branches' departments and agencies for outreach, communication and community engagement to improve the scope and effectiveness of county efforts to ensure that all communities receive information and have the opportunity to shape county policies and services;
- 3. Identifying focus areas and supporting the development of policies and actions that improve fairness and opportunity in county government organizational practices, including all employment practices such as hiring, training, retention and promotion and business practices such as contracting, procurement and grant writing;
- 4. Providing a forum for exchange of information and identification of opportunities for collaboration across branches' departments and agencies on equity and social justice foundational practices; and
- 5. Supporting the identification of annual work plans by branches' departments and agencies on application of equity and social justice practices, including the items listed in subsection B.1. through 5. of this section; and
- C. Design and publish an annual report for King County elected leadership, employees and the public on the status and trends in equity in the county and measures of accountability for work plans and results related to implementation of this ordinance.

130	SECTION 4. It is the intent of the c	ouncil that this ordinance is a general
131	statement of county policy that cannot form	the basis of a private right of action.
132		a
	Ordinance 16948 was introduced on 9/13/2 County Council on 10/11/2010, by the following	
		Phillips, Mr. von Reichbauer, Mr. Gossett, A., Ms. Lambert, Mr. Ferguson and Mr. Dunn
	*	KING COUNTY COUNCIL KING COUNTY, WASHINGTON
	ATTEST:	Larry Gossett, Chair
	Anne Noris, Clerk of the Council	
	APPROVED this day of	n
		Dow Constantine, County Executive
	Attachments: None	





King County Equity and Social Justice 401 5th Ave, Suite 1300 Seattle, WA 98104 www.kingcounty.gov/equity

IMMIGRANT AND REFUGEE TASK FORCE

REQUEST FOR PROPOSALS

Overview

The purpose of this Request for Proposal (RFP) is to obtain a qualified facilitator to guide King County's Immigrant and Refugee Task Force. The task force will develop a series of recommendations on how to ensure that these populations have fair and equitable access to county services and an elevated level of engagement in county government. The task force will be comprised of 8-12 community leaders with demonstrated commitment and insight into the well-being of immigrant and refugee communities, and will produce a report by May 2016 that includes recommendations for creating a permanent Immigrant and Refugee Commission, its mission, membership, scope of duties, etc. The task force will sunset following release of the report in 2016.

The Facilitator, in conjunction with the task force and Executive and Council staff (Project Team), will implement a work plan that accomplishes objectives, milestones and tasks in furtherance of the task force's commitment to develop consensus recommendations to the Council.

Scope of Work (Attachment A)

Proposal Guidelines

Requirements and Evaluation

Approach to work

Submit a two paragraph description of the Proposer's philosophy on how best to facilitate and mediate a process to achieve consensus.

Provide a narrative describing the Proposer's approach to accomplish the scope of work (Attachment A), using no more than two pages. The response should address the following at a minimum:

- (1) Define the scope of work and the major deliverables for tasks to be completed by the Facilitator.
- (2) Identify any significant challenges that could arise from the work.
- (3) Describe and explain your approach to structuring the work on a task-by-task basis, including resources/information you would need from the County and the types of

- tools/resources/methodologies you would use; reference and/or provide previous projects as examples.
- (4) Present a proposed schedule that includes a tentative task force meeting schedule, the duration of meetings, a general description of activities at each meeting and outcomes. The schedule should include specific tasks and milestones.

Evaluation

The County will evaluate the following elements of the Proposer's response.

- (a) Ability to clearly state a philosophy for consensus building that is compatible with that of the County.
- (b) Ability to clearly communicate an approach to successfully accomplish the scope of work within the time allotted.
- (c) Ability to determine appropriate schedules, milestones and tasks that match County timelines.
- (d) Ability to identify potential conflicts and disruptions to the facilitation process and develop work-around solutions to keep the process on track.

Specialized Experience, Technical Competence and Past Performance

Record of Performance

King County believes that projects that have the following elements are similar in scope and complexity to this project. The Proposer should describe how their individual record of performance would benefit the project.

- (1) Processes that demonstrate knowledge of community engagement, equity and inclusion concepts and best practices; experience working with multi-ethnic and multi-sector collaborations involving government, private business, faith-based, non-governmental community-based organizations, and service providers.
- (2) Processes that involve formal and informal meetings to help parties resolve issues; and
- (3) Processes that resulted in consensus recommendations to an elected body.

Evaluation

- (a) Demonstrated ability to achieve consensus through interest-based negotiations or some other similar tactic.
- (b) Demonstrated ability to stay on time and within budget.
- (c) Sufficient expertise and capacity to complete the project.

Communication

Please provide a sample document no longer than five (5) pages that demonstrates the Proposer's ability to communicate effectively to a variety of audiences. Sample documents should relate to projects that are similar in scope and complexity to this project.

Cost

The Proposer should provide a lump sum figure (not to exceed \$24,999) for completion of the project scope of work with a detailed worksheet comprising the elements, including the numbers of labor hours included, as well as other elements that comprise the cost. King County reserves the right to negotiate cost at the time of contract award to ensure reasonableness of rates. An accompanying narrative may be provided for any clarification you wish to provide regarding your proposed costs.

Tentative Schedule

Task	Deadline	
Request for Proposal Issued	September 23	
Proposals due to King County	October 12	
Evaluations Completed	October 27	
Work to Begin	November 2	
Project to be Completed	May 31, 2016	

Submission

Proposals shall be submitted electronically no later than 5:00pm, October 12 to:

Ericka Cox, Inclusion Manager King County Office of Equity and Social Justice ericka.cox@kingcounty.gov

Questions may also be directed to Ericka Cox, 206-477-2170.



King County Equity and Social Justice 401 5th Ave, Suite 1300 Seattle, WA 98104 www.kingcounty.gov/equity

IMMIGRANT AND REFUGEE TASK FORCE

ATTACHMENT A - SCOPE OF WORK

Background

King County is committed to being a leader in building regional partnerships and promoting a coordinated, regional approach to addressing the needs of immigrant and refugee residents, consistent with the County's vision for a strategic plan for Equity and Social Justice. Community partners such as individuals, faith- and community-based organizations, local government agencies and the private sector have various touchpoints with immigrants and refugees. Working collectively, these groups can leverage each other's expertise toward building a community that successfully integrates immigrants and refugees as engaged, thriving members of the community.

Understanding the immigrant and refugee populations' needs, demographics, and geographic distribution is requisite to effective provision of services to these populations. The thoughtful creation of a Commission serving immigrants and refugees with a representative membership that will encourage all voices to be heard regardless of the language spoken, may be an important means to achieving fair and equitable access to County services and opportunities.

On July 20, 2015, the King County Council directed the Executive to convene a task force to devise recommendations on creating a King County immigrant and refugee commission (see Attachment B—Ordinance 18085). On August 24, the Executive appointed 12 individuals to the Immigrant and Refugee Task Force (See Attachment C for a listing of members and their organizational affiliation). Task force members were selected based on their leadership within immigrant and refugee communities, expertise on immigrant or refugee issues, and the ability to engage relevant communities in identifying desirable characteristics of the commission's membership, mission and scope of duties.

An internal project team consisting of King County Executive and King County Council staff will provide project management and staffing to the task force.

Task Force Objectives and Milestones

The task force will develop a series of recommendations on how to ensure that immigrant and refugee populations have fair and equitable access to county services and an elevated level of engagement in county government. The task force shall engage in outreach activities, including holding open public forums and actively soliciting written, electronic or oral community comments. It will produce a progress report by to the County Council by February 1, 2016 and a final report by May 31, 2016 that

includes recommendations for creating a permanent Immigrant and Refugee Commission, its mission, membership, scope of duties, etc. The task force will sunset following release of the May 2016 report.

Milestones

- The task force shall conduct its first meeting by October 1, 2015.
- The task force shall conduct outreach activities to obtain community input and shall use that input to inform the report. Outreach activities shall include, but not be limited to, holding open public forums and actively soliciting written, electronic or oral community comments.
- o By February 1, 2016, the task force shall provide a progress report to the Council.
- o By May 31, 2016, the task force shall file its final report.
- The report shall make recommendations on the commission's membership, mission and scope of duties.
- The report may consider recommendations on the commission's alignment with other regional and local efforts, and relationship with the county's Office of Equity and Social Justice. This may include consideration of regional and local resources available to immigrants and refugees, including, but not limited to, services by community-based organizations, faith-based organizations, local governments and other government entities such as consulates.
- The report may consider an evaluation of how the county's current provision of services
 addresses immigrant and refugee resident needs and helps to move low-income immigrant and
 refugee populations towards economic success, what gaps currently exist in the provision of
 county services for immigrants and refugees that create barriers to success, and a commission's
 potential role in addressing gaps.
- The task force should consult with county agencies to learn how different agencies address
 Equity and Social Justice in the delivery of their services to immigrants and refugees.
- The report may consider how needs of immigrant and refugee populations differ in high density urban areas, lower density suburban areas, and lowest density rural unincorporated areas and develop recommendations for how a commission can address those differences within the commission's mission and scope of duties.
- The report should also consider the contents of the 2014 Budget Proviso Report: Limited English Proficiency Proviso Response Report (2014-RPT0092) (Attachment C) submitted by the Office of Performance, Strategy and Budget and make recommendations on the role of the commission in implementing the recommendations of the proviso report.

Facilitator Role and Responsibilities

The Facilitator will guide the meeting process in furtherance of development and preparation of the recommendations. They will be responsible for the following list of tasks. This task list may be updated in the future.

Lay Foundation for the Process

- Work with staff to develop draft work plan and schedule.
- Develop preliminary task force ground rules and procedures.
- o Provide ongoing support to task force members and understand their opinions and perspectives, and interests and learn of possible solutions that they may propose during the meetings.
- o Solicit reactions to the key findings and mutual interests.
- Prepare initial meeting agenda -- submit for review.
- Work with the project team to prepare and organize written materials that accompany the agenda.
- Prior to meetings work with those that are presenting.
- Connect with Task Force members to ensure members are comfortable and supportive of the process.

Build the Framework of Consensus

- o Facilitate task force meetings.
- o Develop and submit draft agendas.
- Prepare a meeting summary of the key discussions, decisions and agreements, and distribute for comment.
- Edit meeting summary if needed then re-distribute the finalized summary of the meeting with the draft agenda for the next session.
- Communicate as needed with task force members between meetings to maintain their engagement and move the group towards objectives.
- o Coordinate with the project team as necessary.

Finalize the Recommendations

- Prepare a summary report that documents the process, information provided to the task force, task force discussion summaries and the consensus recommendations.
- Circulate the draft report to all participants and solicit comments.
- o In conjunction with project team produce the final consensus report.
- Coordinate with the task force and project team on how the recommendations should be presented to the King County Council and others.
- Work with project team to prepare presentation materials and messaging.

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