



Puget Sound Regional Council

Equity Advisory Committee | Remote Only

Date: Thursday, July 7, 2022 from 5:30-7:30 pm

Optional: Post-Meeting Q&A from 7:30-8:00 pm

1. Welcome and Roll Call (5:30) – *Co-Chairs*

2. Reports

- a. Meeting Summary for June 2, 2022*
- b. EAC Member Report Out
- c. Staff Announcements

3. Discussion Item (5:45)

- a. Public Participation Plan* – *Michele Leslie, PSRC*

4. Discussion Item (6:00)

- a. Racial Equity Impact Assessment* – *Ben Kahn & Grant Gibson, PSRC*

5. Break (6:40)

6. Discussion Item (6:50)

- a. Anti-Displacement Organizations* – *Jennifer Barnes, PSRC*

7. Zoom Poll (7:25)

8. Adjourn (7:30)

9. Next meeting: September 1, 2022

Optional Post-Meeting Q&A (7:30) – *Charles Patton, PSRC*

*Supporting materials attached.

Zoom Remote Connection Details

- To join the webinar, please click the following link: <https://psrc-org.zoom.us/j/86284361794?pwd=MkI5K1BaZ3dyck5abDluaHUwNDVmUT09> and enter Passcode: 481265.
- To join via phone, call 877 853 5257 or 888 475 4499 and enter Webinar ID: 862 8436 1794 and Passcode: 481265.

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- العربية | Arabic, 中文 | Chinese, Deutsch | German, Français | French, 한국어 | Korean, Русский | Russian, Español | Spanish, Tagalog, Tiếng việt | Vietnamese, visit <https://www.psrc.org/contact-center/language-assistance>.



Puget Sound Regional Council

Equity Advisory Committee Meeting Summary

Date: June 2, 2022

Location: Remote Only

Presentations from the meeting are available on the PSRC website:

<https://www.psrc.org/eac-meetings>. Audio recording of the meeting is available by request.

Introductions & Welcome

Chris Stearns, from King County, and Shannon Turner, from Kitsap County, called the meeting to order at 5:30 pm. The co-chairs welcomed everyone, and asked Mikayla to begin the roll call for attendance.

EAC Member Report Out

Committee members were given an opportunity to share out about upcoming events or projects in their region. Jewel Shepherd Sampson stated that the City of Bremerton is hosting a Juneteenth Freedom Festival on Saturday, June 18, with a march beginning at 10 am and the festival continuing from 11 am on to the afternoon. Debbie Lacy shared that East King County will be hosting a Juneteenth event on Saturday, June 18, at Juanita Beach park in Kirkland from 12-4 pm. Dionne Bonner communicated that the City of Tacoma will host a Juneteenth Freedom Celebration on Wednesday, June 15, from noon to 1 pm at Tollefson Plaza. Chris Stearns stated that City of Auburn will host a Juneteenth celebration on June 18 from 12-5 pm at Les Gove Park, and that from June 10-12, the Muckleshoot Tribe will host the Muckleshoot Veterans' Powwow. Lucretia Robertson asked committee members for virtual resources for active shooter safety courses and preparation, in response to the mass shootings in recent news.

Staff Announcements

Charles updated members that he was available for follow up questions regarding the equity tracker following the meeting.

Equity Planning Resources – Follow-up Discussion

Liz Underwood-Bultmann, Principal Planner, and Erin Hogan, Associate Planner, first introduced the Equity Planning Resources component of the Regional Equity Strategy implementation work at the May meeting. The committee provided input on the general direction and approach to developing these resources, and staff took that input and shared a Phase 1 resource sample at the June meeting.

You can view the presentation [here](#).

Questions? Contact Liz Underwood-Bultmann at lunderwood-bultmann@psrc.org, or Erin Hogan at ehogan@psrc.org.

Introduction to the Racial Equity Impact Assessment

Ben Kahn, Associate Planner, and Grant Gibson, Associate Planner, provided an overview of the concept of a Racial Equity Impact Assessment, with the explicit goals for PSRC's Racial Equity Impact Assessment, and asked for the committee's input on developing the assessment for PSRC and PSRC member jurisdictions.

You can view the presentation [here](#).

Questions? Contact Ben Kahn at bkahn@psrc.org or Grant Gibson at ggibson@psrc.org.

Adjourn

At the close of the meeting, members participated in a poll to evaluate the meeting. The meeting adjourned at 7:30 pm.

Members Represented at the Table

See attached attendance roster.

PSRC Staff and Other Guests Present

Mikayla Svob, PSRC
Charles Patton, PSRC
Liz Underwood-Bultmann, PSRC
Erin Hogan, PSRC
Ben Kahn, PSRC
Grant Gibson, PSRC
Noah Boggess, PSRC



Puget Sound Regional Council

DISCUSSION ITEM

July 7, 2022

TO: Equity Advisory Committee

FROM: Michele Leslie, Senior Communications Specialist

SUBJECT: Public Participation Plan

IN BRIEF

PSRC staff are beginning the update process for PSRC's [Public Participation Plan](#). The EAC will be briefed on the purpose of the Public Participation Plan and will be asked to provide feedback on the desired outcomes and guiding principles of the plan.

DISCUSSION

The Public Participation Plan is PSRC's documented "process for providing people, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process" in accordance with the 23 CFR 450.316(a).

The purpose of the plan is to establish consistent procedures to ensure people have reasonable opportunities to be involved in the regional planning process and provide examples of the types of tools and techniques the agency may use to communicate with the public. PSRC completes this plan to satisfy federal requirements. PSRC's activities to engage the public are described in further detail for each planning process, and examples can be viewed in the outreach summaries for the [Regional Transportation Plan](#) and [VISION 2050](#). PSRC has also developed an [Equitable Engagement Guide](#) to help local jurisdictions as they undergo Comprehensive Plan updates, and is currently developing an Inclusive Engagement Toolkit. The Public Participation Plan was last updated in 2018.

Goals of the Public Participation Plan

The primary goals of the Public Participation Plan are to:

- Articulate how the agency approaches public engagement.
- Ensure early, continuous, and broad public notification about and participation in major actions and decisions by PSRC.

- Receive meaningful public input to inform the decision-making process.

Desired outcomes

The desired outcomes of the Public Participation Plan are:

- Receive public input on PSRC's activities and decisions.
- Share information with a broad cross-section of the public.
- Ensure notification and participation of all populations, including people of color, low-income, people with disabilities and special needs groups, such as older people, and people with limited English proficiency or veterans.
- Increase overall awareness of regional planning activities.
- Ensure planning decisions incorporate the concerns, needs, and visions of the region.

Guiding Principles

The Guiding Principles of the Public Participation Plan are:

- No major public policy decision is reached or large project implemented without significantly affecting someone.
- Strong solutions are developed through collaboration.
- Even if a project or policy decision is sensible and beneficial, it must be arrived at through appropriate engagement to be acceptable.
- People are much more willing to live with a decision that affects different interests unequally if the decision-making process is open, objective and considers all viewpoints.
- Effective public notification and participation takes time, effort, and resources, yet is essential to sound decision-making.
- Early involvement of stakeholders improves information and direction for regional planning decisions.
- Using a variety of public outreach techniques and providing information in multiple formats will help involve a wider audience of interested parties.

Questions for the Equity Advisory Committee

- What edits should be made to the goals, desired outcomes, and guiding principles?
- Are there outstanding questions on how the Public Participation Plan is used?

Next Steps

PSRC staff will take the feedback provided from the Equity Advisory Committee and begin drafting the Public Participation Plan later this summer. Staff will provide an update to the EAC this fall and share the completed draft for review toward the end of 2022.

Lead Staff

For more information, please contact Michele Leslie, Senior Communications Specialist at mleslie@psrc.org, or Noah P. Boggess, Senior Public Engagement Specialist at nboggess@psrc.org.



Puget Sound Regional Council

DISCUSSION ITEM

July 7, 2022

TO: Equity Advisory Committee

FROM: Ben Kahn, Associate Planner, and Grant Gibson, Associate Planner

SUBJECT: Racial Equity Impact Assessment Follow-up

IN BRIEF

As part of the Regional Equity Strategy, PSRC staff are developing a Racial Equity Impact Assessment. At the July meeting, staff will discuss how PSRC is considering feedback heard at the June EAC meeting and will share a draft Racial Equity Impact Assessment worksheet. Feedback on the worksheet will be taken into consideration in developing a final Racial Equity Impact Assessment and other resources.

DISCUSSION

June EAC Discussion

At the June EAC meeting, staff discussed the work developing a Racial Equity Impact Assessment to aid local jurisdictions in their comprehensive plan updates. Intended to help explicitly consider the impacts to racial equity in planning and policy decisions, the assessment is identified as a need in VISION 2050 and the Regional Equity Strategy. Staff provided an overview of the concept of a Racial Equity Impact Assessment, examples of similar assessments, and a proposed structure for the PSRC assessment. The Committee provided feedback on considerations, potential additions, and priorities for the tool. Feedback included:

- Include a checklist and a worksheet
- Include a glossary of terms
- More explicitly mention racial equity in materials
- Better consider the intersection of race and other marginalized groups, such as people with disabilities
- Clarify how success is measured
- Provide resources to familiarize or train staff using the tool
- Align the tool with the specific purpose

Draft Racial Equity Impact Assessment Worksheet

The draft Racial Equity Impact Assessment worksheet is included in the agenda packet and reflects feedback heard at the June EAC meeting. As discussed in June, the worksheet consists of six distinct steps with multiple questions each and is intended to help ensure that racial equity is considered as part of the entire process in developing policies and plans. The draft worksheet uses the structure and language of the [GARE Racial Equity Toolkit](#), with a few minor changes to reflect the specific considerations of the comprehensive planning process.

Also included with the worksheet per feedback in June is a summary checklist. The checklist is intended to provide an alternative for jurisdictions with limited capacity to use the entire worksheet, as well as a way to keep track of progress.

A glossary of terms, identified as a priority at the June EAC discussion, will be included in future draft documents.

Questions for the Equity Advisory Committee

- Does the summary checklist serve the intended purpose?
- Is anything about the worksheet confusing or unclear? Is there additional information or context that would be helpful if included?
- Is there any information that can be removed to streamline the document and make it less daunting for the user?
- How can the Racial Equity Impact Assessment better consider accountability? What role does PSRC have in measuring success?

Next Steps

PSRC staff will continue developing the Racial Equity Impact Assessment and integrate feedback from the EAC on the draft resource shared at the July meeting. Staff will return to the EAC in the fall with more extensively updated draft resources.

Lead Staff

For more information, please contact Ben Kahn, Associate Planner at bkahn@psrc.org, or Grant Gibson, Associate Planner at ggibson@psrc.org.

Attachment A: Draft Racial Equity Impact Assessment

Attachment A

DRAFT Racial Equity Impact Assessment

Worksheet for Guiding Racially Equitable Outcomes in Comprehensive Plans

Racial Equity Impact Assessment Summary Completion Checklist

Use the checklist below to keep track of your progress using the Racial Equity Impact Assessment:

Step #1 - What is your proposal and desired results and outcomes?

- Describe the policy, program, practice or budget decision.
- What are the intended results (in the community) and outcomes (within your own organization)?
- What does this proposal have an ability to impact?

Step #2 - What's the data? What does the data tell us?

- Will the proposal have impacts in specific geographic areas (neighborhoods, areas, or regions)? What are the racial demographics of those living in the area?
- What does population level data, including quantitative and qualitative data, tell you about existing racial inequities? What does it tell you about root causes or factors influencing racial inequities?
- Are there data gaps? What additional information would be helpful in analyzing the proposal? If so, how can you obtain better information?

Step #3 - How have communities been engaged? Are there opportunities to expand engagement?

- Who are the most affected community members who are concerned with or have experience related to this proposal? How have you involved these community members in the development of this proposal?
- What has your engagement process told you about the burdens or benefits for different groups?
- What has your engagement process told you about the factors that produce or perpetuate racial inequity related to this proposal?

Step #4 – What are your strategies for advancing racial equity?

- What are your strategies for advancing racial equity, considering what you have learned from research and stakeholder involvement? Who would benefit from or be burdened by your proposal?
- What are potential unintended consequences? What are the ways in which your proposal could be modified to enhance positive impacts or reduce negative impacts?
- Are there complementary strategies that you can implement? What are ways in which existing partnerships could be strengthened to maximize impact in the community? How will you partner with stakeholders for long-term positive change?
- Are the impacts aligned with your community outcomes defined in Step #1?

Step #5 – What is your plan for implementation?

- Describe your plan for implementation.
- Evaluate plan feasibility

Step #6 – How will you ensure accountability, communicate, and evaluate results?

- How will impacts be documented and evaluated? Are you achieving the anticipated outcomes? Are you having impact in the community?
- What are your messages and communication strategies that are will help advance racial equity?
Use A-C-T
- How will you continue to partner and deepen relationships with communities to make sure your work to advance racial equity is working and sustainable for the long-haul?

DRAFT PSRC Racial Equity Impact Assessment Worksheet (July 2022)

Step #1 – What is your plan and the desired results and outcomes?

1. Describe the policy, program, or other element of the comprehensive plan (for the sake of brevity, we refer to this as the “plan” in the remainder of these steps)

(type here)

2. What are the intended results (in the community) and outcomes (within your own jurisdiction)?

(type here)

3. What does this plan have an ability to impact?

- | | |
|---|---|
| <input type="checkbox"/> Children and youth | <input type="checkbox"/> Jobs |
| <input type="checkbox"/> Economic development | <input type="checkbox"/> Parks and recreation |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Health | <input type="checkbox"/> Utilities |
| <input type="checkbox"/> Housing | <input type="checkbox"/> Other _____ |

DRAFT

Step #2 – What information have you gathered? What does the data tell you?

1. What are likely impacts the plan will have in specific geographic areas (neighborhoods, areas, or regions)? What are the racial demographics of those living in the area?

(type here)

2. What does population level data, including quantitative and qualitative data, tell you about existing racial inequities? What does it tell you about root causes or factors influencing racial inequities?

(type here)

3. What performance level data do you have available for your plan? This should include data associated with existing programs or policies.

(type here)

4. What gaps exist in the data? What additional information would be helpful in analyzing the plan? If so, how can you obtain better information?

(type here)

DRAFT

Step #3 – How have communities been engaged? Are there opportunities to expand engagement?

1. **Who are the most affected community members who are concerned with or have experience related to this plan? How have you involved these community members in the development of this plan?**

(type here)

2. **What has your engagement process told you about the burdens or benefits for different groups?**

(type here)

3. **What has your engagement process told you about the factors that produce or perpetuate racial inequity related to this plan?**

(type here)

DRAFT

Step #4 – What are your strategies for advancing racial equity?

1. **What are your strategies for advancing racial equity, considering what you have learned from research and stakeholder involvement? Who would benefit from or be burdened by your plan?**

(type here)

2. **What are potential unintended consequences? What are the ways in which your plan could be modified to enhance positive impacts or reduce negative impacts?**

(type here)

3. **Are there complementary strategies that you can implement? What are ways in which existing partnerships could be strengthened to maximize impact in the community? How will you partner with stakeholders for long-term positive change?**

(type here)

4. **How are the impacts aligned with your community outcomes defined in Step #1?**

(type here)

DRAFT

Step #5 – What is your plan for implementation?

1. Describe your plan for implementation.

Desired Result: _____

Desired Outcome: _____

Strategy	Action/Task	Person Responsible	Deadline	Resources Needed

2. Is your plan:

- Realistic?
- Adequately funded?
- Adequately resourced with personnel?
- Adequately resourced with mechanisms to ensure successful implementation and enforcement?
- Adequately resourced to ensure on-going data collection, public reporting, and community engagement?

3. If the answer to any of these questions is no, what resources or actions are needed?

(type here)

Step #6 – How will you ensure accountability, communicate, and evaluate results?

1. How will impacts be documented and evaluated? How are you achieving the anticipated outcomes? How are you having impact in the community?

(type here)

2. What are your messages and communication strategies that are will help advance racial equity?

(type here)

3. How will you continue to partner and deepen relationships with communities to make sure your work to advance racial equity is working and sustainable for the long-haul?

(type here)

DRAFT



Puget Sound Regional Council

DISCUSSION ITEM

July 7, 2022

TO: Equity Advisory Committee

FROM: Jennifer Barnes, Program Manager, Transportation Planning

SUBJECT: Introduction to the Anti-Displacement Organizations Team

IN BRIEF

As part of the Regional Equity Action Plan, PSRC has created a working group comprised of staff from across the agency to identify and empower community-based organizations (CBOs) working on Anti-Displacement strategies throughout the region. This group has been tasked with creating a directory of such CBOs and conducting outreach to understand how local governments can be more effective partners. PSRC staff will provide an update on the team's progress and ask for feedback on interview questions and potential CBOs to engage with.

DISCUSSION

The mission of this team acknowledges that much of the work in the Anti-Displacement space is due to ongoing efforts from CBOs in the region. PSRC is investigating the best ways in which local governments can complement existing efforts by these groups. The final product from this team will be a directory of CBOs working in Anti-Displacement and a report highlighting strategies and best practices for local governments to support these organizations.

Connection to the Region Equity Strategy

The Regional Equity Strategy is composed of 13 teams organized into the following four categories:

- Capacity Building
- Community Engagement
- Data & Research
- Best Practices

The Anti-Displacement Organizations team falls under the Community Engagement category, along with the Equity Advisory Committee and Equitable Engagement Guidance.

Questions for the Equity Advisory Committee

- Who are the anti-displacement organizations in the region that we should engage with?
- What are the questions we should be asking these groups?
- How can PSRC and our member jurisdictions be better partners to these CBOs?

Next Steps

PSRC staff will take the feedback provided from the Equity Advisory Committee and begin outreach to CBOs in July. Eligible non-profit CBOs will be compensated for their time. Staff will return to the Equity Advisory Committee with a status update at the September meeting. The final directory and report will be complete by the end of 2022.

Lead Staff

For more information, please contact Jennifer Barnes, Program Manager at jbarnes@psrc.org, or Noah P. Boggess, Senior Public Engagement Specialist at nboggess@psrc.org.

Attachment A: Anti-Displacement Organization Outreach List

Attachment A: Anti-Displacement Organization Outreach List

The following is a list of organizations to contact regarding anti-displacement efforts in the central Puget Sound region (This is not an exhaustive list). Please note, not all of these organizations are necessarily community-based organizations. Some are government partners who can help connect PSRC with community-based organizations.

King County

Africatown Central District Preservation and Development Association
African American Leadership
Africatown Seattle
Byrd Barr Place
Central Area Development Association (CADA)
Community Roots Housing
Crescent Collaborative
Delridge Neighborhood Development Association
Duwamish River Community Coalition
El Centro de la Raza
Friends of Little Saigon
HomeSight
Homestead Land Trust Impact Capital
Interim Community Development Association
King County United Way - Black Community Building Collective
Plymouth Housing
Rainier Beach Action Coalition
Rebuild together Seattle
Reclaiming Our Greatness
Seattle Chinatown and International District Preservation and Development Authority (SCIDpda)
Seattle Housing Authority
Southeast Effective Development (SEED)
Urban League of Metropolitan - Seattle
White Center Community Development Association (CDA)

Kitsap County

Catholic Community Services (CCS) and Catholic Housing Services (CHS) of Western Washington
Housing Solutions Center (HSC) of Kitsap County

Pierce County

Catholic Community Services (CCS) and Catholic Housing Services (CHS) of Western Washington
Hilltop Action Coalition

Snohomish County

Cocoon House

Housing Hope
Catholic Community Services (CCS) and Catholic Housing Services (CHS) of Western
Washington
Community Resource Center of Stanwood Camano
Everett Gospel Mission
Housing Authority of Snohomish County
Housing Consortium Of Everett
Interfaith Family Shelter
Take The Next Step

[Additional Geographies](#)

Black Community Impact Alliance
Catholic Community Services (CCS) and Catholic Housing Services (CHS) of Western
Washington
Compass Housing Alliance
Futurewise & "King County for Everyone (KC4E)"
Puget Sound Sage