



Proposed
Budget
Equity Analysis
Culture, Education &
Recreation

Fiscal Year 2023-24



This page intentionally left blank

View results

Respondent

26 Anonymous

74:02

Time to complete

Budget Equity Tool for Community-facing Org Units - Strategies and Instructions

Budget Equity Tool Strategies

Washington County's FY2023-24 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 associated questions that build equity into County budgeting:

1. Client Civil Rights
2. Equity Data
3. Community Engagement
4. Equitable Services, and
5. Equitable Organizational Development

The final section focuses on process evaluation.

Budget Equity Tool Instructions

1. All Org Units with Personnel Costs are required to complete the Budget Equity Tool.
2. If an Org Unit determines it cannot complete any question in the Budget Equity Tool, 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. 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.
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: *

Lisa Tattersall

2. Role / Position Title: *

Manager, Cooperative Library Services

3. What is your department? *

Cooperative Library Services

4. Please select your Budget Operating Area from the dropdown menu. *

- General Government
- Public Safety and Justice
- Land Use and Transportation
- Housing, Health and Human Services
- Culture, Education and Recreation
- Transportation
- Service Districts
- Facilities and Technology
- Risk Management and Insurance
- Replacement and Reserve
- Debt Service
- Miscellaneous and Non-Departmental

5. Culture, Education and Recreation Organizational Unit Number *

- 100-3560 Parks
- 184-9710 Cooperative Library Services
- 185-9710 West Slope Library Services
- 200-9810 County Fair Complex
- 435-9840 Event Center Operations
- Other

6. Is this Org Unit Community-facing? *

- Yes
- No

7. How many FTE positions are **currently** funded within this Org Unit in **FY 22-23**? *

The value must be a number

8. How many FTE positions are funded within this Org Unit in your **FY 23-24 base budget**? *

The value must be a number

9. How many FTE positions are **proposed** within this Org Unit for **FY 23-24 in your 4% decision scenario**? *

The value must be a number

10. How many FTE positions are **proposed** within this Org Unit for **FY 23-24 in your 7% decision scenario**? *

The value must be a number

11. How many FTE positions are **proposed** within this Org Unit for **FY 23-24 in your 10% decision scenario?** *

37

The value must be a number

12. What is your **current** Materials and Services budget for **FY 22-23?** *

35747357

The value must be a number

13. What is your Materials and Services budget in your **base budget** for **FY 23-24?** *

35717357

The value must be a number

14. What is your **proposed** Materials and Services budget for **FY 23-24 in your 4% decision scenario?** *

35446772

The value must be a number

15. What is your **proposed** Materials and Services budget for **FY 23-24 in your 7% decision scenario?** *

35398124

The value must be a number

16. What is your **proposed** Materials and Services budget for **FY 23-24 in your 10% decision scenario?** *

35263153

The value must be a number

Client Civil Rights

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.).

17. What **percentage** of the clients and/or communities you serve need interpretation, translation, or accommodation services? *

Please enter *percentage* only. If needed, further explanation can be provided in the next question. If you are unsure, please enter 999.

999

The value must be a number

18. If you are uncertain about the % of your population needing interpretation, translation, or accommodations, please briefly share how you estimate your budgetary allocations for these services:

Please provide any information you wish regarding your answer to the question above.

WCCLS services multiple roles in the provision of library service – we fund it, we support it, and/or we provide it directly. If we provide service directly, the service area/eligibility is the entire county. FY22-23 was the first year that we rolled out requiring our contractors (member libraries) to be in compliance with Title VI of the Civil Rights Act, and we in FY22-23 we are rolling out centrally contracted translation and interpretation services to provide that service to member libraries, so they can be in compliance. We have provided translation for a long time but haven't provided interpretation. We based our FY23-24 budget amounts anticipating increased usage of our translation services, and then looked at other county departments' utilization of interpretation services and based our estimates on that.

19. What **dollar amount** of your FY 22-23 Materials and Services budget does your Org Unit **currently** allocate for accommodations, translation and interpretation? *

Please enter *dollar amount* based on FY 2022-23 budget only. If needed, further explanation can be provided in the "Details/more information" question.

116900

The value must be a number

20. Details/more information:

Please provide any information you wish regarding your answer to the question above.

21. What **dollar amount** of your Materials and Services budget is allocated for accommodations, translation and interpretation in your Org Unit's **FY2023-24 base budget?** *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

118220

The value must be a number

22. What **dollar amount** of your Org Unit's Materials and Services budget is allocated for accommodations, translation and interpretation **in the 4% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

118220

The value must be a number

23. What **dollar amount** of your Org Unit's Materials and Services budget is allocated for accommodations, translation and interpretation **in the 7% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

118220

The value must be a number

24. What **dollar amount** of your Org Unit's Materials and Services budget is allocated for accommodations, translation and interpretation **in the 10% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

118220

The value must be a number

25. Details/more information:

Please provide any information you wish regarding your answer to the question above.

26. Do you have **bilingual-required positions** in your Org Unit?

Position where bilingual skills are **required** (as opposed to bilingual *preferred*).

Yes

No

27. Please specify what **class specifications** are designated as bilingual-required and how many employees serve in each class specification. *

If needed, further explanation can be provided in the "Details/more information" question.

Program Coordinator: 1.00 FTE (vacant)
Librarian II: 2.00 FTE (1.00 FTE is vacant)

28. Details/more information:

Please provide any information you wish regarding your answer to the questions above.

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

Please enter *number* only. Staff may be eligible to receive the bilingual pay differential even if they are not in a "bilingual required" position. If needed, further explanation can be provided in "Details/more information" question below.

For information on Washington County Bilingual Pay Policy:

https://www.co.washington.or.us/Support_Services/upload/Bilingual-Pay-Policy-with-Fillable-Form.pdf

1

The value must be a number

30. Details/more information:

Please provide any information you wish regarding your answer to the questions above.

31. What languages do the staff receiving bilingual pay speak? *

Please specify number of staff per language.

Spanish - 1

Equity Data

Several County Departments collect client demographic data on utilization of several programs and services. Departments may analyze census or other community level data to inform community needs and inequities that exist at a community level. Peer reviewed research may also inform inequities known to be present in the general field of work performed by the org unit. These data should be used along with org unit-specific service quality and outcomes data to inform how you allocate resources to close known or suspected equity gaps in our County programs and services.

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

Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive).

WCCLS serves multiple roles in the provision of library service – we fund public libraries in the county, we provide infrastructure and support libraries in their work, and we provide some library services directly. Public libraries have a strong ethic of privacy that undergirds our work (ala.org/advocacy/privacy), but this ethic of privacy and limited data collection on library users can also impede a better understanding of the people we serve, their needs, and the outcomes. At this moment, we do not systematically collect data about race, ethnicity, or language about our users. WCCLS has begun a conversation internally about how we might approach obtaining preferred language data for our users in the coming years. This would require structural changes to our infrastructure, changes in library staff procedures and training, and WCCLS staff capacity and expertise to do thoughtful data analysis.

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

Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive).

We do track the general usage data of digital collections by language, but not tied to particular individuals or communities. As we are still growing our collections in other languages, we do not use lower usage of Chinese-language books versus English language books (for example) as a reason to reduce our spending on books in Chinese. We continue to build out our offerings over time and also explore how we can better get the word out to Chinese speakers (for example) that digital books are available in their language.

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

Access - what are the demographics of the individuals using the services you provide? Do they reflect the demographics of the community eligible for services?

Quality - do individuals served receive the same quality of service (defined by timeliness, cultural appropriateness, empathy, cultural values alignment, etc.)?

Outcomes - do service recipients experience the desired service outcomes at the same rate?

While public libraries think of our institutions as being open to everyone, the reality is that public libraries have the same systemic barriers to access as other public institutions. We know that overdue fines are a large barrier to library access in the United States, and we eliminated and waived outstanding overdue fines in January 2021, restoring library access to over 10,000 people.

While library buildings are open to all, they may not be as accessible or provide the same quality of service to all residents. Issues include finding signage and staff available in languages other than English, inadequate and accessible collections in languages spoken in the community, and not enough culturally specific programs. Providing supports and infrastructure to help member libraries address these concerns has been an on-going process at WCCLS. Our LEAP and Title VI compliance work in FY22-23 has been addressing some of these concerns. We have historically supported libraries in contracting with culturally specific storytime providers, and will continue to look for projects and supports that move us in this direction.

Digital collections and services provided by WCCLS face the same issues – the interfaces may not be available in all languages, and the collections may not be as well. We are working to address this by continuing to expand our purchases of digital books in other languages, working with vendors to add languages to the interfaces we license, and keeping inclusion and equity at the forefront when selecting new digital resources to add, such as the digital periodicals service we added in FY22-23.

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

While not informed by data per se, our recognition of these barriers continues to directly influence how we approach our projects to support member libraries and the community.

Community Engagement

In 2022, the Washington County Board adopted policy that guides equitable community engagement. The policy recognizes that 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 to inform budget decision-making.

The Washington County Board adopted a policy on Equitable Community Engagement that provides support for budgeting for engagement of communities that experience historic and present barriers to engagement. Policy 210 is located at <https://www.washingtoncountyor.gov/oeice/documents/210-equitable-community-engagement/download?inline>

36. 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? (Please specify the names of the individuals, organizations, or groups with which you consulted.) *

We did not do this.

WCCLS has committed to lead a structured process with our partner agencies, in preparation for the next levy cycle (FY26-27 to FY30-31). This strategic process begins with visioning what public library service levels and delivery methods best meet community needs in Washington County. Then the Cooperative can evaluate governance structures to support those needs, explore sustainable funding mechanisms, and agree upon equitable funding distribution models.

Staff will seek Board, partner, and community input to understand their priorities for public library service in our County, how the Cooperative is governed, and to explore what sustainable funding mechanisms the community can support. We look forward to collectively exploring important policy questions around the role of the county, cities, and nonprofits in public library service delivery, how WCCLS can distribute funding to partner agencies in order to create more equitable outcomes for our community, and how we are accountable for the effective use of taxpayer funds supporting our public library system. Staff look forward to a collaborative effort with our partners, as we chart a path to long-term sustainability for our public library system, and bringing these important policy questions to the Board of County Commissioners in the coming years.

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

n/a

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

n/a

39. What **dollar amount** of your Org Unit's Materials and Services is allocated to community engagement **in your FY2023-24 base budget?** *

Please enter *dollar amount* based on FY 2023-24 budget only. If needed, further explanation can be provided in the "Details/more information" question.

40090

The value must be a number

40. What **dollar amount** of your Org Unit's Materials and Services is allocated to community engagement **in the 4% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* based on FY 2023-24 budget only. If needed, further explanation can be provided in the "Details/more information" question.

40090

The value must be a number

41. What **dollar amount** of your Org Unit's Materials and Services is allocated to community engagement **in the 7% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* based on FY 2023-24 budget only. If needed, further explanation can be provided in the "Details/more information" question.

40090

The value must be a number

42. What **dollar amount** of your Org Unit's Materials and Services is allocated to community engagement **in the 10% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* based on FY 2023-24 budget only. If needed, further explanation can be provided in the "Details/more information" question.

40090

The value must be a number

43. Details/more information:

Please provide any information you wish regarding your answer to the question above.

Equitable Quality of 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.

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

WCCLS serves multiple roles in the provision of library service – we fund public libraries in the county, we provide infrastructure and support libraries in their work, and we provide some library services directly.

WCCLS provides the digital collections for the whole county, and we continue to work on expanding the number of languages we purchase. We have a growing Spanish-language collection, and nascent collections in Chinese, Russian, Hindi, Tamil, Japanese, and Korean.

In addition, our collection development policy reflects a number of considerations that we keep in mind when selecting materials, including:

- Is the title or format being selected to meet community-specific needs (people unable to visit a physical library, people who are incarcerated, people who speak languages other than English, childcare providers, etc.)?
- If the work is intended to meet community-specific needs, was it created by someone who belongs to that group?
- Is this title inclusive in both authorship and content, making it relevant to one or more communities within Washington County?
- Does the title help expand a collection in a language prioritized by Washington County for service?

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

None at this time.

46. What **dollar amount** of your Org Unit's Materials and Services budget is **currently allocated** for culturally specific services? *

Please enter *dollar amount* based on FY 2022-23 budget only. If needed, further explanation can be provided in the "Details/more information" question.

37000

The value must be a number

47. Details/more information:

Please provide any information you wish regarding your answer to the question above.

48. What **dollar amount** of your Org Unit's Materials and Services **in your FY2023-24 base budget** is allocated for culturally specific services? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

128626

The value must be a number

49. What **dollar amount** of your Org Unit's Materials and Services **in the 4% decision scenario of your proposed FY2023-24 budget** is being allocated for culturally specific services? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

128626

The value must be a number

50. What **dollar amount** of your Org Unit's Materials and Services **in the 7% decision scenario of your proposed FY2023-24 budget** is being allocated for culturally specific services? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

128626

The value must be a number

51. What **dollar amount** of your Org Unit's Materials and Services **in the 10% decision scenario of your proposed FY2023-24 budget** is being allocated for culturally specific services? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

128626

The value must be a number

52. Details/more information:

Please provide any information you wish regarding your answer to the question above.

53. Beyond culturally specific investments, 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 no specific budget Materials and Services dollars targeted 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. However, in 23-24 we will be operating in a new organizational structure with more leadership capacity to develop a strategy to work with communities experiencing inequities, hear what the needs are, and then plan work within our resource constraints to meet those needs.

54. What **dollar amount** of your Org Unit's Materials and Services is allocated **in your FY2023-24 base 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? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

55. What **dollar amount** of your Org Unit's Materials and Services is being allocated **in the 4% decision scenario of your proposed FY2023-24 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? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

56. What **dollar amount** of your Org Unit's Materials and Services is being allocated **in the 7% decision scenario of your proposed FY2023-24 budget** to improve 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? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

57. What **dollar amount** of your Org Unit's Materials and Services is being allocated **in the 10% decision scenario of your proposed FY2023-24 budget** to improve 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? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

58. Details/more information:

Please provide any information you wish regarding your answer to the question above.

Equitable Organizational Development

Input from impacted communities, existing data, and information about accessibility and quality of programs and services is collected and analyzed can also inform the ways your organization can grow its internal knowledge, skills, ability and capacity to assure equity. Workforce and leadership diversity, equitable access to training, and other equity-focused professional services help build equity, diversity and inclusion best practices into all aspects of the organization.

Your HR department is your resource for workforce demographic data and Equal Employment Opportunity data. Looking at your staff and leadership diversity will help you determine where you need to invest in staff diversity, learning, recruitment, leadership development, skill development and retention efforts.

59. Looking at your Equal Employment Opportunity and workforce diversity data, is the **workforce** of your organizational unit representative/reflective of the communities you serve **and the communities experiencing the most inequitable outcomes?** *

- Yes
- No
- Unsure

60. Looking at your Equal Employment Opportunity data and workforce diversity data, on what specific demographics can you focus attention in FY 23-24 so that your **workforce** becomes more representative of the communities you serve, **especially the communities experiencing the most inequitable outcomes?** *

Equal Employment Opportunity data specifically identifies which demographics may be underrepresented in your workforce as compared to the available workforce and the Washington County community. Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive). (Pull out and make bullet list

- EEO data
- OEICE-provided workforce diversity data by department
- Your outcomes data (Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive)).

Hispanic or Latina/o/x of any race

Black/African American

American Indian or Alaska Native

Asian

Native Hawaiian or Pacific Islander

Two or more races

White

61. Looking at your Equal Employment Opportunity and workforce diversity data, is the **leadership** of your organizational unit representative/reflective of the communities you serve **and the communities experiencing the most inequitable outcomes?** *

Yes

No

Unsure

62. Looking at your Equal Employment Opportunity data and workforce diversity data, on what specific demographics can you focus attention in FY 23-24 so that your **leadership** becomes more representative of the communities you serve, **especially the communities experiencing the most inequitable outcomes?** *

Equal Employment Opportunity data specifically identifies which demographics may be underrepresented in your workforce as compared to the available workforce and the Washington County community. Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive). (Pull out and make bullet list

- EEO data
- OEICE-provided workforce diversity data by department
- Your outcomes data (Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive)).

- Hispanic or Latina/o/x of any race
- Black/African American
- American Indian or Alaska Native
- Asian
- Native Hawaiian or Pacific Islander
- Two or more races
- White

63. Beyond direct service delivery, what **dollar amount** of your Materials and Services budget is **currently allocated in FY 22-23** to culturally specific, diversity, inclusion and equity-focused **professional services** (i.e. staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, research, consulting, paid internships, leadership development, professional development, etc.)? *

Please enter *dollar amount* based on FY 2022-23 budget only. If needed, further explanation can be provided in the "Details/more information" question.

200000

The value must be a number

64. Details/more information:

Please provide any information you wish regarding your answer to the question above.

We had \$200,000 budgeted for strategic initiative consulting support in FY22-23. Much of that has gone to organizational assessment and development consulting, to develop our new organizational structure, which will support a more deliberate focus on DEIB in the future.

65. Beyond direct service delivery, what **dollar amount** of your Materials and Services **in your FY2023-24 base budget** is allocated to culturally specific, equity, diversity and inclusion-focused **professional services** (i.e. staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, research, consulting, paid internships, leadership development, professional development, etc.)? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

85000

The value must be a number

66. Beyond direct service delivery, what **dollar amount** of your Materials and Services **in the 4% decision scenario of your proposed FY2023-24 budget** is allocated to culturally specific, equity, diversity and inclusion-focused **professional services** (i.e. staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, research, consulting, paid internships, leadership development, professional development, etc.)? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

85000

The value must be a number

67. Beyond direct service delivery, what **dollar amount** of your Materials and Services **in the 7% decision scenario of your proposed FY2023-24 budget** is allocated to culturally specific, equity, diversity and inclusion-focused **professional services** (i.e. staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, research, consulting, paid internships, leadership development, professional development, etc.)? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

85000

The value must be a number

68. Beyond direct service delivery, what **dollar amount** of your Materials and Services **in the 10% decision scenario of your proposed FY2023-24 budget** is allocated to culturally specific, equity, diversity and inclusion-focused **professional services** (i.e. staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, research, consulting, paid internships, leadership development, professional development, etc.)? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

85000

The value must be a number

69. Details/more information:

Please provide any information you wish regarding your answer to the question above.

We have \$60,000 budgeted for staff learning and development, and \$25,000 budgeted for equity training for the library cooperative, for a total of \$85,000. Not all of the \$60,000 budgeted for staff learning and development will be used for equity-focused training, but we are encouraging staff to focus on that.

Process Evaluation

Please provide any feedback on how this tool helped inform your budget process and how the tool could be improved.

70. What did your Department/Org Unit accomplish by using this tool? What did you learn about equity in the process of building your proposed budget? *

We are committed to improving equity of access to library resources and improving outcomes for underserved communities, and we centered that in preparing our budget and reduction scenarios. That said, we did not use this tool in particular to help us make any decisions about our funding reduction scenarios or budget prioritization as we were developing our budget. The tool as is it right now is formatted as an after-the-fact report-out on budget, rather than an aid to decision-making as we develop the budget. By how the tool is set up, it appears more that the primary function of this tool is as a communication asset and a way to track spending over time across the whole org, rather than a decision-making tool for departments to use. And that's a valuable thing for the organization to have, but it's not helpful for departments to make decisions in November/December when we're starting on budget prep.

71. What does your Department/Org Unit recommend for improving the Budget Equity Tool for future budget processes? *

See above. :) I think being really clear about what the tool is would help a lot. If the tool is intended as a decision-making aid, it's not meeting the mark currently. If it's intended as a communication asset and tracking tool, then it's fine. I think there's also a disconnect between the different areas of work in how the tool is rolled out (OEICE, HR, Finance). For example, if we are reporting on EEO data by fund, then HR should provide the org with that data by fund when the tool is rolled out. Also, the tool is asking about org units, but based on the drop-down questions to choose your "org unit" - the options provided are funds, which are more granular than org units. Having Finance staff check the tool beforehand for the right financial jargon would help staff understand how to best complete the tool. I understand the staffing constraints and capacity issues - just sharing what would be nice in the future when we have more capacity. Thanks!



[View results](#)

Respondent

3

Anonymous

22:08

Time to complete

Budget Equity Tool for Community-facing Org Units -
Strategies and Instructions

Budget Equity Tool Strategies

Washington County's FY2023-24 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 associated questions that build equity into County budgeting:

1. Client Civil Rights
2. Equity Data
3. Community Engagement
4. Equitable Services, and
5. Equitable Organizational Development

The final section focuses on process evaluation.

Budget Equity Tool Instructions

1. All Org Units with Personnel Costs are required to complete the Budget Equity Tool.
2. If an Org Unit determines it cannot complete any question in the Budget Equity Tool, 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. 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.
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: *

Leah Perkins-Hagele

2. Role / Position Title: *

Venue Manager

3. What is your department? *

Westside Commons - Event Center

4. Please select your Budget Operating Area from the dropdown menu. *

- General Government
- Public Safety and Justice
- Land Use and Transportation
- Housing, Health and Human Services
- Culture, Education and Recreation
- Transportation
- Service Districts
- Facilities and Technology
- Risk Management and Insurance
- Replacement and Reserve
- Debt Service
- Miscellaneous and Non-Departmental

5. Culture, Education and Recreation Organizational Unit Number *

- 100-3560 Parks
- 184-9710 Cooperative Library Services
- 185-9710 West Slope Library Services
- 200-9810 County Fair Complex
- 435-9840 Event Center Operations
- Other

6. Is this Org Unit Community-facing? *

- Yes
- No

7. How many FTE positions are **currently** funded within this Org Unit in **FY 22-23**? *

The value must be a number

8. How many FTE positions are funded within this Org Unit in your **FY 23-24 base budget**? *

The value must be a number

9. How many FTE positions are **proposed** within this Org Unit for **FY 23-24 in your 4% decision scenario?** *

The value must be a number

10. How many FTE positions are **proposed** within this Org Unit for **FY 23-24 in your 7% decision scenario?** *

The value must be a number

11. How many FTE positions are **proposed** within this Org Unit for **FY 23-24 in your 10% decision scenario?** *

The value must be a number

12. What is your **current** Materials and Services budget for **FY 22-23?** *

The value must be a number

13. What is your Materials and Services budget in your **base budget** for **FY 23-24?** *

The value must be a number

14. What is your **proposed** Materials and Services budget for **FY 23-24 in your 4% decision scenario?** *

901720

The value must be a number

15. What is your **proposed** Materials and Services budget for **FY 23-24 in your 7% decision scenario?** *

901720

The value must be a number

16. What is your **proposed** Materials and Services budget for **FY 23-24 in your 10% decision scenario?** *

901720

The value must be a number

Client Civil Rights

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.).

17. What **percentage** of the clients and/or communities you serve need interpretation, translation, or accommodation services? *

Please enter *percentage* only. If needed, further explanation can be provided in the next question. If you are unsure, please enter 999.

The value must be a number

18. If you are uncertain about the % of your population needing interpretation, translation, or accommodations, please briefly share how you estimate your budgetary allocations for these services:

Please provide any information you wish regarding your answer to the question above.

19. What **dollar amount** of your FY 22-23 Materials and Services budget does your Org Unit **currently** allocate for accommodations, translation and interpretation? *

Please enter *dollar amount* based on FY 2022-23 budget only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

20. Details/more information:

Please provide any information you wish regarding your answer to the question above.

21. What **dollar amount** of your Materials and Services budget is allocated for accommodations, translation and interpretation in your Org Unit's **FY2023-24 base budget?** *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

22. What **dollar amount** of your Org Unit's Materials and Services budget is allocated for accommodations, translation and interpretation **in the 4% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

23. What **dollar amount** of your Org Unit's Materials and Services budget is allocated for accommodations, translation and interpretation **in the 7% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

24. What **dollar amount** of your Org Unit's Materials and Services budget is allocated for accommodations, translation and interpretation **in the 10% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

25. Details/more information:

Please provide any information you wish regarding your answer to the question above.

26. Do you have **bilingual-required positions** in your Org Unit?

Position where bilingual skills are **required** (as opposed to bilingual *preferred*).

Yes

No

Equity Data

Several County Departments collect client demographic data on utilization of several programs and services. Departments may analyze census or other community level data to inform community needs and inequities that exist at a community level. Peer reviewed research may also inform inequities known to be present in the general field of work performed by the org unit. These data should be used along with org unit-specific service quality and outcomes data to inform how you allocate resources to close known or suspected equity gaps in our County programs and services.

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

Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive).

As an Enterprise Fund that receives no funds from any federal, state, or local government agency, we do not provide a direct service to the community. We instead, market and sell the use of this facility for both public & private paying events that in turn, creates an economic impact in the community. We utilized an event venue consultant who provided a 5-year financial forecast for event revenue generation based upon internal and 3rd party expert analyses.

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

Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive).

None, our considerations were based upon Market Demand to support events, Target Market which is what types of events we are trying to attract to generate revenue and induce overnight hotel room stays, and the Economic Impact that holding events provides to the local economy.

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

Access - what are the demographics of the individuals using the services you provide? Do they reflect the demographics of the community eligible for services?

Quality - do individuals served receive the same quality of service (defined by timeliness, cultural appropriateness, empathy, cultural values alignment, etc.)?

Outcomes - do service recipients experience the desired service outcomes at the same rate?

N/A – we do not have any supportive data

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

N/A – we do not have any supportive data

Community Engagement

In 2022, the Washington County Board adopted policy that guides equitable community engagement. The policy recognizes that 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 to inform budget decision-making.

The Washington County Board adopted a policy on Equitable Community Engagement that provides support for budgeting for engagement of communities that experience historic and present barriers to engagement. Policy 210 is located at <https://www.washingtoncountyor.gov/oeice/documents/210-equitable-community-engagement/download?inline>

31. 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? (Please specify the names of the individuals, organizations, or groups with which you consulted.) *

None, as we do not provide a direct service to the community. Our budget is based upon our Target Market, which is the types of events we are trying to attract to generate revenue and induce overnight hotel room stays; the Market Demand, which are the attendees of the events within approximately a 15-mile radius of the facility and have extra income to support discretionary expenses such as events and activities; and the Economic Impact that holding events provides to the local economy.

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

We occasionally hear from a few members of the community that are looking for local and low cost, or preferably free spaces to hold their events and meetings. As an Enterprise Fund, we receive no funding from the County or any other agency to provide any low cost or free space.

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

As an Enterprise Fund that receives no funding from the County or any other agency, we are unable to allocate dollars in the budget to cover the cost of those requests.

34. What **dollar amount** of your Org Unit's Materials and Services is allocated to community engagement **in your FY2023-24 base budget?** *

Please enter *dollar amount* based on FY 2023-24 budget only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

35. What **dollar amount** of your Org Unit's Materials and Services is allocated to community engagement **in the 4% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* based on FY 2023-24 budget only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

36. What **dollar amount** of your Org Unit's Materials and Services is allocated to community engagement **in the 7% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* based on FY 2023-24 budget only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

37. What **dollar amount** of your Org Unit's Materials and Services is allocated to community engagement **in the 10% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* based on FY 2023-24 budget only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

38. Details/more information:

Please provide any information you wish regarding your answer to the question above.

Equitable Quality of 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.

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

We are not. Our department does not provide a direct service to the community.

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

None

41. What **dollar amount** of your Org Unit's Materials and Services budget is **currently allocated** for culturally specific services? *

Please enter *dollar amount* based on FY 2022-23 budget only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

42. Details/more information:

Please provide any information you wish regarding your answer to the question above.

43. What **dollar amount** of your Org Unit's Materials and Services **in your FY2023-24 base budget** is allocated for culturally specific services? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

44. What **dollar amount** of your Org Unit's Materials and Services **in the 4% decision scenario of your proposed FY2023-24 budget** is being allocated for culturally specific services? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

45. What **dollar amount** of your Org Unit's Materials and Services **in the 7% decision scenario of your proposed FY2023-24 budget** is being allocated for culturally specific services? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

46. What **dollar amount** of your Org Unit's Materials and Services **in the 10% decision scenario of your proposed FY2023-24 budget** is being allocated for culturally specific services? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

47. Details/more information:

Please provide any information you wish regarding your answer to the question above.

48. Beyond culturally specific investments, 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 not. Our department does not provide a direct service to the community. The operation of this program is 100% reliant, and dependent on, organizations paying to rent the facility to hold their public and private events, meetings, conferences, trade & consumer shows.

49. What **dollar amount** of your Org Unit's Materials and Services is allocated in **your FY2023-24 base 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? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

50. What **dollar amount** of your Org Unit's Materials and Services is being allocated in **the 4% decision scenario of your proposed FY2023-24 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? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

51. What **dollar amount** of your Org Unit's Materials and Services is being allocated **in the 7% decision scenario of your proposed FY2023-24 budget** to improve 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? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

52. What **dollar amount** of your Org Unit's Materials and Services is being allocated **in the 10% decision scenario of your proposed FY2023-24 budget** to improve 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? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

53. Details/more information:

Please provide any information you wish regarding your answer to the question above.

Equitable Organizational Development

Input from impacted communities, existing data, and information about accessibility and quality of programs and services is collected and analyzed can also inform the ways your organization can grow its internal knowledge, skills, ability and capacity to assure equity. Workforce and leadership diversity, equitable access to training, and other equity-focused professional services help build equity, diversity and inclusion best practices into all aspects of the organization.

Your HR department is your resource for workforce demographic data and Equal Employment Opportunity data. Looking at your staff and leadership diversity will help you determine where you need to invest in staff diversity, learning, recruitment, leadership development, skill development and retention efforts.

54. Looking at your Equal Employment Opportunity and workforce diversity data, is the **workforce** of your organizational unit representative/reflective of the communities you serve **and the communities experiencing the most inequitable outcomes?** *

- Yes
- No
- Unsure

55. Looking at your Equal Employment Opportunity data and workforce diversity data, on what specific demographics can you focus attention in FY 23-24 so that your **workforce** becomes more representative of the communities you serve, **especially the communities experiencing the most inequitable outcomes?** *

Equal Employment Opportunity data specifically identifies which demographics may be underrepresented in your workforce as compared to the available workforce and the Washington County community. Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive). (Pull out and make bullet list

- EEO data
- OEICE-provided workforce diversity data by department
- Your outcomes data (Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive)).

- Hispanic or Latina/o/x of any race
- Black/African American
- American Indian or Alaska Native
- Asian
- Native Hawaiian or Pacific Islander
- Two or more races
- White

56. Looking at your Equal Employment Opportunity and workforce diversity data, is the **leadership** of your organizational unit representative/reflective of the communities you serve **and the communities experiencing the most inequitable outcomes?** *

- Yes
- No
- Unsure

57. Looking at your Equal Employment Opportunity data and workforce diversity data, on what specific demographics can you focus attention in FY 23-24 so that your **leadership** becomes more representative of the communities you serve, **especially the communities experiencing the most inequitable outcomes?** *

Equal Employment Opportunity data specifically identifies which demographics may be underrepresented in your workforce as compared to the available workforce and the Washington County community. Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive). (Pull out and make bullet list

- EEO data
- OEICE-provided workforce diversity data by department
- Your outcomes data (Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive)).

Hispanic or Latina/o/x of any race

Black/African American

American Indian or Alaska Native

Asian

Native Hawaiian or Pacific Islander

Two or more races

White

58. Beyond direct service delivery, what **dollar amount** of your Materials and Services budget is **currently allocated in FY 22-23** to culturally specific, diversity, inclusion and equity-focused **professional services** (i.e. staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, research, consulting, paid internships, leadership development, professional development, etc.)? *

Please enter *dollar amount* based on FY 2022-23 budget only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

59. Details/more information:

Please provide any information you wish regarding your answer to the question above.

60. Beyond direct service delivery, what **dollar amount** of your Materials and Services **in your FY2023-24 base budget** is allocated to culturally specific, equity, diversity and inclusion-focused **professional services** (i.e. staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, research, consulting, paid internships, leadership development, professional development, etc.)? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

61. Beyond direct service delivery, what **dollar amount** of your Materials and Services **in the 4% decision scenario of your proposed FY2023-24 budget** is allocated to culturally specific, equity, diversity and inclusion-focused **professional services** (i.e. staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, research, consulting, paid internships, leadership development, professional development, etc.)? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

62. Beyond direct service delivery, what **dollar amount** of your Materials and Services **in the 7% decision scenario of your proposed FY2023-24 budget** is allocated to culturally specific, equity, diversity and inclusion-focused **professional services** (i.e. staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, research, consulting, paid internships, leadership development, professional development, etc.)? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

63. Beyond direct service delivery, what **dollar amount** of your Materials and Services **in the 10% decision scenario of your proposed FY2023-24 budget** is allocated to culturally specific, equity, diversity and inclusion-focused **professional services** (i.e. staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, research, consulting, paid internships, leadership development, professional development, etc.)? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

64. Details/more information:

Please provide any information you wish regarding your answer to the question above.

Process Evaluation

Please provide any feedback on how this tool helped inform your budget process and how the tool could be improved.

65. What did your Department/Org Unit accomplish by using this tool? What did you learn about equity in the process of building your proposed budget? *

This tool affirmed, for the second year, that as an Enterprise Fund, our mission of revenue generation based upon economic development is much different than County departments that provide services to our community. In order for equity to be applied to our department, the board will need to consider changes to our mission, operation, and funding strategies.

66. What does your Department/Org Unit recommend for improving the Budget Equity Tool for future budget processes? *

A tool that is reflective of the work of an enterprise fund that does not provide service delivery to the community.



View results

Respondent

17 Anonymous

4091:03

Time to complete

Budget Equity Tool Summary and Instructions

Budget Equity Tool Strategies and Questions

Washington County's FY2023-24 Budget Equity Tool for internally facing Org Units 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 two (2) strategy areas and associated questions:

1. Civil Rights
2. Equitable Organizational Development

The final section focuses on process evaluation.

Budget Equity Tool Instructions

1. All Internally facing Org Units with Personnel Costs are required to complete this Budget Equity Tool.
2. If an Org Unit determines it cannot complete any question in this Budget Equity Tool, 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. 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, dedicated equity and community engagements staff, etc.
4. Please attend one of the scheduled Budget Equity Tool - Internally-facing Org Unit trainings or participate in a recorded one, and utilize the Office of Equity, Inclusion, and Community Engagement (OEICE) for support.
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: *

Debbie Vallery

2. Role / Position Title: *

Senior Financial Analyst

3. What is your Department? *

- General Government
- Public Safety and Justice
- Land Use and Transportation
- Housing, Health and Human Services
- Culture, Education and Recreation

4. General Government Organizational Unit Number: *

- 100-1010 Board of Commissioners
- 100-1510 County Administrative Office
- 100-2010 County Counsel
- 100-2510 County Auditor
- 100-3010 Elections
- 100-3020 Assessment & Taxation
- 100-3110 Office of Equity, Inclusion & Community Engagement
- 100-3210 County Emergency Management
- 100-3510 Support Services Administration
- 100-3515 Finance
- 100-3520 Human Resources
- 100-3525 Information Technology Services
- 100-3530 Procurement
- 100-3535 Facilities & Parks Services
- 100-3575 Risk Management
- 155-1645 COVID-19 Response & Recovery
- 500-3540 Fleet Services
- 516-3545 Mail and Print Services
- Other

5. Is this Org Unit internally-facing? *

- Yes
- No

6. How many FTE positions are currently funded within this Org Unit in **FY 22-23**? *

53.6

The value must be a number

7. How many FTE positions are **proposed** within this Org Unit for **FY 23-24 in your base budget?** *

55.6

The value must be a number

8. How many FTE positions are **proposed** within this Org Unit for **FY 23-24 in your 4% decision scenario?** *

55.6

The value must be a number

9. How many FTE positions are **proposed** within this Org Unit for **FY 23-24 in your 7% decision scenario?** *

55.6

The value must be a number

10. How many FTE positions are **proposed** within this Org Unit for **FY 23-24 in your 10% decision scenario?** *

52.6

The value must be a number

11. What is your **current** Materials and Services Budget for **FY 22-23?** *

9486402

The value must be a number

12. What is your Materials and Services Budget for **FY 23-24 in your base budget?** *

11880755

The value must be a number

13. What is your **proposed** Materials and Services Budget for **FY 23-24 in your 4% decision scenario?** *

11144415

The value must be a number

14. What is your **proposed** Materials and Services Budget for **FY 23-24 in your 7% decision scenario?**

*

The value must be a number

15. What is your **proposed** Materials and Services Budget for **FY 23-24 in your 10% decision scenario?** *

The value must be a number

Civil Rights

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.

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.).

Internal org units, while not providing client services, may still need to provide language access, for example, via web site development, wayfinding in facilities.

16. What **dollar amount** of your FY 22-23 Materials and Services budget does your Org Unit **currently** allocate for accommodations, translation and interpretation? *

Please enter *dollar amount* based on FY 2022-23 budget only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

17. Details/more information:

Please provide any information you wish regarding your answer to the question above.

While a dollar value is not explicitly budgeted for accommodations, translation, and interpretation, the division does have funds budgeted for wayfinding (signage) in general which is more often incorporating additional languages and staff that are installing ADA accessible entries and workstations and multi-language signage. The furniture budget is currently \$400,000 and the signage budget is \$34,300.

18. What **dollar amount** of your Materials and Services budget is allocated for accommodations, translation and interpretation in your Org Unit's **FY2023-24 base budget?** *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

19. What **dollar amount** of your Org Unit's Materials and Services budget is allocated for accommodations, translation and interpretation **in the 4% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

20. What **dollar amount** of your Org Unit's Materials and Services budget is allocated for accommodations, translation and interpretation **in the 7% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

21. What **dollar amount** of your Org Unit's Materials and Services budget is allocated for accommodations, translation and interpretation **in the 10% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

22. Details/more information:

Please provide any information you wish regarding your answer to the question above.

While a dollar value is not explicitly budgeted for accommodations, translation, and interpretation, the division does have funds budgeted for wayfinding (signage) in general which is more often incorporating additional languages and staff that are installing ADA accessible entries and workstations and multi-language signage. The furniture budget is estimated to be reduced up to \$150,000 between the 4% and 7% cut scenarios. The signage budget would also experience a reduction due to a general reduction in supplies overall in each of the cut scenarios.

23. Do you have **bilingual-required positions** in your Org Unit?

Position where bilingual skills are **required** (as opposed to bilingual *preferred*).

- Yes
- No

Equitable Organizational Development

A diverse and inclusive workforce with representation from disproportionately burdened communities and information accessibility and quality of programs and services helps make our government more responsive to the community we serve. We also need to invest in our workforce's knowledge, skills, ability and capacity to assure equity. Workforce and leadership diversity, equitable access to training, and other equity-focused professional services can help build equity, diversity and inclusion best practices into all aspects of the organization.

Equal Employment Opportunity data specifically identifies which demographics may be underrepresented in your workforce as compared to the available workforce and the Washington County community. Looking at your staff and leadership diversity can help you determine where you need to invest in staff diversity learning, recruitment, leadership development, skill development and retention efforts.

Your HR department is your resource for workforce demographic data and Equal Employment Opportunity data.

24. Looking at your Equal Employment Opportunity and workforce diversity data, is the **workforce** of your organizational unit representative/reflective of the Washington County community? *

- Yes
- No
- Unsure

25. Looking at your Equal Employment Opportunity data and workforce diversity data, on what specific demographics can you focus attention in FY 23-24 so that your **workforce** becomes more representative of the communities you serve, **especially the communities experiencing the most inequitable outcomes?** *

Equal Employment Opportunity data specifically identifies which demographics may be underrepresented in your workforce as compared to the available workforce and the Washington County community. Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive). (Pull out and make bullet list

- EEO data
- OEICE-provided workforce diversity data by department
- Your outcomes data (Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive).

- Hispanic or Latina/o/x of any race
- Black/African American
- American Indian or Alaska Native
- Asian
- Native Hawaiian or Pacific Islander
- Two or more races
- White

26. Looking at your Equal Employment Opportunity and workforce diversity data, is the **leadership** of your organizational unit representative/reflective of the Washington County community? *

- Yes
- No
- Unsure

27. Looking at your Equal Employment Opportunity data and workforce diversity data, on what specific demographics can you focus attention in FY 23-24 so that your **leadership** becomes more representative of the communities you serve, **especially the communities experiencing the most inequitable outcomes?** *

Equal Employment Opportunity data specifically identifies which demographics may be underrepresented in your workforce as compared to the available workforce and the Washington County community. Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive). (Pull out and make bullet list

- EEO data
- OEICE-provided workforce diversity data by department
- Your outcomes data (Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive).

- Hispanic or Latina/o/x of any race
- Black/African American
- American Indian or Alaska Native
- Asian
- Native Hawaiian or Pacific Islander
- Two or more races
- White

28. Beyond direct service delivery, what **dollar amount** of your Materials and Services budget is **currently allocated in FY 22-23** to culturally specific, diversity, inclusion and equity-focused **professional services** (i.e. staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, research, consulting, paid internships, leadership development, professional development, etc.)? *

Please enter *dollar amount* based on FY 2022-23 budget only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

29. Details/more information:

Please provide any information you wish regarding your answer to the question above.

While a dollar value is not explicitly budgeted for culturally specific, diversity, inclusion and equity-focused professional services, the division does have funds budgeted for training in general that can be used for this purpose. The training budget is currently \$90,000.

30. Beyond direct service delivery, what **dollar amount** of your Materials and Services **in your FY2023-24 base budget** is allocated to culturally specific, equity, diversity and inclusion-focused **professional services** (i.e. staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, research, consulting, paid internships, leadership development, professional development, etc.)? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

31. Beyond direct service delivery, what **dollar amount** of your Materials and Services **in the 4% decision scenario of your proposed FY2023-24 budget** is allocated to culturally specific, equity, diversity and inclusion-focused **professional services** (i.e. staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, research, consulting, paid internships, leadership development, professional development, etc.)? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

32. Beyond direct service delivery, what **dollar amount** of your Materials and Services **in the 7% decision scenario of your proposed FY2023-24 budget** is allocated to culturally specific, equity, diversity and inclusion-focused **professional services** (i.e. staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, research, consulting, paid internships, leadership development, professional development, etc.)? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

33. Beyond direct service delivery, what **dollar amount** of your Materials and Services **in the 10% decision scenario of your proposed FY2023-24 budget** is allocated to culturally specific, equity, diversity and inclusion-focused **professional services** (i.e. staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, research, consulting, paid internships, leadership development, professional development, etc.)? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

34. Details/more information:

Please provide any information you wish regarding your answer to the question above.

While a dollar value is not explicitly budgeted for culturally specific, diversity, inclusion and equity-focused professional services, the division does have funds budgeted for training in general that can be used for this purpose. The training budget is currently \$90,000. Training is reduced \$4,000 @ 4%, and additional \$6,000 @ 7% and an additional \$5,000 at 10% reduction.

Process Evaluation

Please provide any feedback on how this tool helped inform your budget process and how the tool could be improved.

35. What did your Department/Org Unit accomplish by using this tool? What did you learn about equity in the process of building your proposed budget? *

The Washington County Workforce Demographics comparison with census demographics is a great tool to see how well the county is meeting the community demographics and how the organization unit is doing as a subset of the total.

36. What does your Department/Org Unit recommend for improving the Budget Equity Tool for future budget processes? *

The org unit/department will work toward more specifically identifying budget values that can be allocated to culturally specific, diversity, inclusion and equity-focused professional services. Organizational staff do participate in equity committees and utilize established equity practices from other departments for recruitment and contracting services.



View results

Respondent

7

Anonymous

15:38

Time to complete

Budget Equity Tool for Community-facing Org Units - Strategies and Instructions

Budget Equity Tool Strategies

Washington County's FY2023-24 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 associated questions that build equity into County budgeting:

1. Client Civil Rights
2. Equity Data
3. Community Engagement
4. Equitable Services, and
5. Equitable Organizational Development

The final section focuses on process evaluation.

Budget Equity Tool Instructions

1. All Org Units with Personnel Costs are required to complete the Budget Equity Tool.
2. If an Org Unit determines it cannot complete any question in the Budget Equity Tool, 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. 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.
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: *

Leah Perkins-Hagele

2. Role / Position Title: *

Venue Manager

3. What is your department? *

Westside Commons - Fair Complex

4. Please select your Budget Operating Area from the dropdown menu. *

- General Government
- Public Safety and Justice
- Land Use and Transportation
- Housing, Health and Human Services
- Culture, Education and Recreation
- Transportation
- Service Districts
- Facilities and Technology
- Risk Management and Insurance
- Replacement and Reserve
- Debt Service
- Miscellaneous and Non-Departmental

5. Culture, Education and Recreation Organizational Unit Number *

- 100-3560 Parks
- 184-9710 Cooperative Library Services
- 185-9710 West Slope Library Services
- 200-9810 County Fair Complex
- 435-9840 Event Center Operations
- Other

6. Is this Org Unit Community-facing? *

- Yes
- No

7. How many FTE positions are **currently** funded within this Org Unit in **FY 22-23**? *

The value must be a number

8. How many FTE positions are funded within this Org Unit in your **FY 23-24 base budget**? *

The value must be a number

9. How many FTE positions are **proposed** within this Org Unit for **FY 23-24 in your 4% decision scenario**? *

The value must be a number

10. How many FTE positions are **proposed** within this Org Unit for **FY 23-24 in your 7% decision scenario**? *

The value must be a number

11. How many FTE positions are **proposed** within this Org Unit for **FY 23-24 in your 10% decision scenario?** *

11

The value must be a number

12. What is your **current** Materials and Services budget for **FY 22-23?** *

234604

The value must be a number

13. What is your Materials and Services budget in your **base budget** for **FY 23-24?** *

521824

The value must be a number

14. What is your **proposed** Materials and Services budget for **FY 23-24 in your 4% decision scenario?** *

521824

The value must be a number

15. What is your **proposed** Materials and Services budget for **FY 23-24 in your 7% decision scenario?** *

521824

The value must be a number

16. What is your **proposed** Materials and Services budget for **FY 23-24 in your 10% decision scenario?** *

521824

The value must be a number

Client Civil Rights

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.).

17. What **percentage** of the clients and/or communities you serve need interpretation, translation, or accommodation services? *

Please enter *percentage* only. If needed, further explanation can be provided in the next question. If you are unsure, please enter 999.

The value must be a number

18. If you are uncertain about the % of your population needing interpretation, translation, or accommodations, please briefly share how you estimate your budgetary allocations for these services:

Please provide any information you wish regarding your answer to the question above.

19. What **dollar amount** of your FY 22-23 Materials and Services budget does your Org Unit **currently** allocate for accommodations, translation and interpretation? *

Please enter *dollar amount* based on FY 2022-23 budget only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

20. Details/more information:

Please provide any information you wish regarding your answer to the question above.

21. What **dollar amount** of your Materials and Services budget is allocated for accommodations, translation and interpretation in your Org Unit's **FY2023-24 base budget?** *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

22. What **dollar amount** of your Org Unit's Materials and Services budget is allocated for accommodations, translation and interpretation **in the 4% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

23. What **dollar amount** of your Org Unit's Materials and Services budget is allocated for accommodations, translation and interpretation **in the 7% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

24. What **dollar amount** of your Org Unit's Materials and Services budget is allocated for accommodations, translation and interpretation **in the 10% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

25. Details/more information:

Please provide any information you wish regarding your answer to the question above.

26. Do you have **bilingual-required positions** in your Org Unit?

Position where bilingual skills are **required** (as opposed to bilingual *preferred*).

Yes

No

Equity Data

Several County Departments collect client demographic data on utilization of several programs and services. Departments may analyze census or other community level data to inform community needs and inequities that exist at a community level. Peer reviewed research may also inform inequities known to be present in the general field of work performed by the org unit. These data should be used along with org unit-specific service quality and outcomes data to inform how you allocate resources to close known or suspected equity gaps in our County programs and services.

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

Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive).

As a Special Fund that does not provide a direct service to the community, but instead markets and sells the use of the facility for paying events and tourism. Our budget is based upon the limited facilities left for rent at the Fairgrounds and historical revenue data. The majority of our revenue comes from the Transient Lodging Tax which supports the maintenance and operation of the Fairgrounds.

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

Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive).

None, our considerations were based upon the Target Market which is what types of events we are trying to attract to generate revenue, promote tourism, induce overnight hotel room stays, and the Economic Impact that holding events provides to the local economy.

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

Access - what are the demographics of the individuals using the services you provide? Do they reflect the demographics of the community eligible for services?

Quality - do individuals served receive the same quality of service (defined by timeliness, cultural appropriateness, empathy, cultural values alignment, etc.)?

Outcomes - do service recipients experience the desired service outcomes at the same rate?

N/A – we do not have any supportive data

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

N/A – we do not have any supportive data

Community Engagement

In 2022, the Washington County Board adopted policy that guides equitable community engagement. The policy recognizes that 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 to inform budget decision-making.

The Washington County Board adopted a policy on Equitable Community Engagement that provides support for budgeting for engagement of communities that experience historic and present barriers to engagement. Policy 210 is located at <https://www.washingtoncountyor.gov/oeice/documents/210-equitable-community-engagement/download?inline>

31. 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? (Please specify the names of the individuals, organizations, or groups with which you consulted.) *

None, we do not provide a direct service to the community. Our budget is based upon our Target Market, which is the types of events we are trying to attract to generate revenue, promote tourism and induce overnight hotel room stays; the Market Demand, which are the attendees of the events within 15 miles of the facility and have the sufficient income to support these events and activities; and the Economic Impact that holding events provides to the local economy.

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

We occasionally receive requests from community organizations or individuals who are looking for low cost, or free spaces to hold their events and meetings. The majority of our revenue is from Transient Lodging Tax which requires us to use the funds to promote tourism and provide/support maintenance and operation of the Fairgrounds. We do not have the budget resources to provide free or reduced cost event space.

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

We didn't. As a Special Fund that receives no funding from the County, or any other agency, for this type of service we are unable to allocate dollars in the budget to cover the cost of those free or reduced cost requests.

34. What **dollar amount** of your Org Unit's Materials and Services is allocated to community engagement **in your FY2023-24 base budget?** *

Please enter *dollar amount* based on FY 2023-24 budget only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

35. What **dollar amount** of your Org Unit's Materials and Services is allocated to community engagement **in the 4% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* based on FY 2023-24 budget only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

36. What **dollar amount** of your Org Unit's Materials and Services is allocated to community engagement **in the 7% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* based on FY 2023-24 budget only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

37. What **dollar amount** of your Org Unit's Materials and Services is allocated to community engagement **in the 10% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* based on FY 2023-24 budget only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

38. Details/more information:

Please provide any information you wish regarding your answer to the question above.

Equitable Quality of 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.

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

We are not, we do not provide service delivery.

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

None

41. What **dollar amount** of your Org Unit's Materials and Services budget is **currently allocated** for culturally specific services? *

Please enter *dollar amount* based on FY 2022-23 budget only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

42. Details/more information:

Please provide any information you wish regarding your answer to the question above.

43. What **dollar amount** of your Org Unit's Materials and Services **in your FY2023-24 base budget** is allocated for culturally specific services? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

44. What **dollar amount** of your Org Unit's Materials and Services **in the 4% decision scenario of your proposed FY2023-24 budget** is being allocated for culturally specific services? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

45. What **dollar amount** of your Org Unit's Materials and Services **in the 7% decision scenario of your proposed FY2023-24 budget** is being allocated for culturally specific services? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

46. What **dollar amount** of your Org Unit's Materials and Services **in the 10% decision scenario of your proposed FY2023-24 budget** is being allocated for culturally specific services? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

47. Details/more information:

Please provide any information you wish regarding your answer to the question above.

48. Beyond culturally specific investments, 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? *

49. What **dollar amount** of your Org Unit's Materials and Services is allocated **in your FY2023-24 base 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? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

50. What **dollar amount** of your Org Unit's Materials and Services is being allocated **in the 4% decision scenario of your proposed FY2023-24 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? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

51. What **dollar amount** of your Org Unit's Materials and Services is being allocated **in the 7% decision scenario of your proposed FY2023-24 budget** to improve 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? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

52. What **dollar amount** of your Org Unit's Materials and Services is being allocated **in the 10% decision scenario of your proposed FY2023-24 budget** to improve 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? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

53. Details/more information:

Please provide any information you wish regarding your answer to the question above.

Equitable Organizational Development

Input from impacted communities, existing data, and information about accessibility and quality of programs and services is collected and analyzed can also inform the ways your organization can grow its internal knowledge, skills, ability and capacity to assure equity. Workforce and leadership diversity, equitable access to training, and other equity-focused professional services help build equity, diversity and inclusion best practices into all aspects of the organization.

Your HR department is your resource for workforce demographic data and Equal Employment Opportunity data. Looking at your staff and leadership diversity will help you determine where you need to invest in staff diversity, learning, recruitment, leadership development, skill development and retention efforts.

54. Looking at your Equal Employment Opportunity and workforce diversity data, is the **workforce** of your organizational unit representative/reflective of the communities you serve **and the communities experiencing the most inequitable outcomes?** *

- Yes
- No
- Unsure

55. Looking at your Equal Employment Opportunity data and workforce diversity data, on what specific demographics can you focus attention in FY 23-24 so that your **workforce** becomes more representative of the communities you serve, **especially the communities experiencing the most inequitable outcomes?** *

Equal Employment Opportunity data specifically identifies which demographics may be underrepresented in your workforce as compared to the available workforce and the Washington County community. Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive). (Pull out and make bullet list

- EEO data
- OEICE-provided workforce diversity data by department
- Your outcomes data (Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive)).

- Hispanic or Latina/o/x of any race
- Black/African American
- American Indian or Alaska Native
- Asian
- Native Hawaiian or Pacific Islander
- Two or more races
- White

56. Looking at your Equal Employment Opportunity and workforce diversity data, is the **leadership** of your organizational unit representative/reflective of the communities you serve **and the communities experiencing the most inequitable outcomes?** *

- Yes
- No
- Unsure

57. Looking at your Equal Employment Opportunity data and workforce diversity data, on what specific demographics can you focus attention in FY 23-24 so that your **leadership** becomes more representative of the communities you serve, **especially the communities experiencing the most inequitable outcomes?** *

Equal Employment Opportunity data specifically identifies which demographics may be underrepresented in your workforce as compared to the available workforce and the Washington County community. Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive). (Pull out and make bullet list

- EEO data
- OEICE-provided workforce diversity data by department
- Your outcomes data (Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive)).

- Hispanic or Latina/o/x of any race
- Black/African American
- American Indian or Alaska Native
- Asian
- Native Hawaiian or Pacific Islander
- Two or more races
- White

58. Beyond direct service delivery, what **dollar amount** of your Materials and Services budget is **currently allocated in FY 22-23** to culturally specific, diversity, inclusion and equity-focused **professional services** (i.e. staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, research, consulting, paid internships, leadership development, professional development, etc.)? *

Please enter *dollar amount* based on FY 2022-23 budget only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

59. Details/more information:

Please provide any information you wish regarding your answer to the question above.

60. Beyond direct service delivery, what **dollar amount** of your Materials and Services **in your FY2023-24 base budget** is allocated to culturally specific, equity, diversity and inclusion-focused **professional services** (i.e. staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, research, consulting, paid internships, leadership development, professional development, etc.)? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

61. Beyond direct service delivery, what **dollar amount** of your Materials and Services **in the 4% decision scenario of your proposed FY2023-24 budget** is allocated to culturally specific, equity, diversity and inclusion-focused **professional services** (i.e. staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, research, consulting, paid internships, leadership development, professional development, etc.)? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

62. Beyond direct service delivery, what **dollar amount** of your Materials and Services **in the 7% decision scenario of your proposed FY2023-24 budget** is allocated to culturally specific, equity, diversity and inclusion-focused **professional services** (i.e. staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, research, consulting, paid internships, leadership development, professional development, etc.)? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

63. Beyond direct service delivery, what **dollar amount** of your Materials and Services **in the 10% decision scenario of your proposed FY2023-24 budget** is allocated to culturally specific, equity, diversity and inclusion-focused **professional services** (i.e. staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, research, consulting, paid internships, leadership development, professional development, etc.)? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

64. Details/more information:

Please provide any information you wish regarding your answer to the question above.

Process Evaluation

Please provide any feedback on how this tool helped inform your budget process and how the tool could be improved.

65. What did your Department/Org Unit accomplish by using this tool? What did you learn about equity in the process of building your proposed budget? *

This tool affirmed, for the second year, that as an Enterprise Fund, our mission of revenue generation based upon economic development is much different than County departments that provide services to our community. In order for equity to be applied to our department, the board will need to consider changes to our mission, operation, and funding strategies.

66. What does your Department/Org Unit recommend for improving the Budget Equity Tool for future budget processes? *

A tool that is reflective of the work of an enterprise fund that does not provide service delivery to the community, but instead focuses on economic development and revenue generation.



View results

Respondent

8

Anonymous

09:55

Time to complete

Budget Equity Tool for Community-facing Org Units - Strategies and Instructions

Budget Equity Tool Strategies

Washington County's FY2023-24 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 associated questions that build equity into County budgeting:

1. Client Civil Rights
2. Equity Data
3. Community Engagement
4. Equitable Services, and
5. Equitable Organizational Development

The final section focuses on process evaluation.

Budget Equity Tool Instructions

1. All Org Units with Personnel Costs are required to complete the Budget Equity Tool.
2. If an Org Unit determines it cannot complete any question in the Budget Equity Tool, 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. 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.
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: *

Leah Perkins-Hagele

2. Role / Position Title: *

Fair Manager

3. What is your department? *

Westside Commons - Annual County Fair

4. Please select your Budget Operating Area from the dropdown menu. *

- General Government
- Public Safety and Justice
- Land Use and Transportation
- Housing, Health and Human Services
- Culture, Education and Recreation
- Transportation
- Service Districts
- Facilities and Technology
- Risk Management and Insurance
- Replacement and Reserve
- Debt Service
- Miscellaneous and Non-Departmental

5. Culture, Education and Recreation Organizational Unit Number *

- 100-3560 Parks
- 184-9710 Cooperative Library Services
- 185-9710 West Slope Library Services
- 200-9810 County Fair Complex
- 435-9840 Event Center Operations
- Other

6. Is this Org Unit Community-facing? *

- Yes
- No

7. How many FTE positions are **currently** funded within this Org Unit in **FY 22-23**? *

The value must be a number

8. How many FTE positions are funded within this Org Unit in your **FY 23-24 base budget**? *

The value must be a number

9. How many FTE positions are **proposed** within this Org Unit for **FY 23-24 in your 4% decision scenario**? *

The value must be a number

10. How many FTE positions are **proposed** within this Org Unit for **FY 23-24 in your 7% decision scenario**? *

The value must be a number

11. How many FTE positions are **proposed** within this Org Unit for **FY 23-24 in your 10% decision scenario?** *

11

The value must be a number

12. What is your **current** Materials and Services budget for **FY 22-23?** *

883550

The value must be a number

13. What is your Materials and Services budget in your **base budget** for **FY 23-24?** *

844200

The value must be a number

14. What is your **proposed** Materials and Services budget for **FY 23-24 in your 4% decision scenario?** *

844200

The value must be a number

15. What is your **proposed** Materials and Services budget for **FY 23-24 in your 7% decision scenario?** *

844200

The value must be a number

16. What is your **proposed** Materials and Services budget for **FY 23-24 in your 10% decision scenario?** *

844200

The value must be a number

Client Civil Rights

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.).

17. What **percentage** of the clients and/or communities you serve need interpretation, translation, or accommodation services? *

Please enter *percentage* only. If needed, further explanation can be provided in the next question. If you are unsure, please enter 999.

The value must be a number

18. If you are uncertain about the % of your population needing interpretation, translation, or accommodations, please briefly share how you estimate your budgetary allocations for these services:

Please provide any information you wish regarding your answer to the question above.

19. What **dollar amount** of your FY 22-23 Materials and Services budget does your Org Unit **currently** allocate for accommodations, translation and interpretation? *

Please enter *dollar amount* based on FY 2022-23 budget only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

20. Details/more information:

Please provide any information you wish regarding your answer to the question above.

21. What **dollar amount** of your Materials and Services budget is allocated for accommodations, translation and interpretation in your Org Unit's **FY2023-24 base budget?** *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

22. What **dollar amount** of your Org Unit's Materials and Services budget is allocated for accommodations, translation and interpretation **in the 4% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

23. What **dollar amount** of your Org Unit's Materials and Services budget is allocated for accommodations, translation and interpretation **in the 7% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

24. What **dollar amount** of your Org Unit's Materials and Services budget is allocated for accommodations, translation and interpretation **in the 10% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

25. Details/more information:

Please provide any information you wish regarding your answer to the question above.

26. Do you have **bilingual-required positions** in your Org Unit?

Position where bilingual skills are **required** (as opposed to bilingual *preferred*).

Yes

No

Equity Data

Several County Departments collect client demographic data on utilization of several programs and services. Departments may analyze census or other community level data to inform community needs and inequities that exist at a community level. Peer reviewed research may also inform inequities known to be present in the general field of work performed by the org unit. These data should be used along with org unit-specific service quality and outcomes data to inform how you allocate resources to close known or suspected equity gaps in our County programs and services.

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

Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive).

As a Special Fund that does not provide a direct service to the community, but instead markets the County Fair event in order to generate revenue and provide the region with quality entertainment for all people. Our budget is based upon meeting that mission under the operation requirements of Oregon Revised Statute 565.

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

Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive).

We don't use any specific data, but instead strive to provide a balanced entertainment program featuring a variety of races, cultures, and languages.

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

Access - what are the demographics of the individuals using the services you provide? Do they reflect the demographics of the community eligible for services?

Quality - do individuals served receive the same quality of service (defined by timeliness, cultural appropriateness, empathy, cultural values alignment, etc.)?

Outcomes - do service recipients experience the desired service outcomes at the same rate?

N/A – we do not have any supportive data

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

N/A – we do not have any supportive data

Community Engagement

In 2022, the Washington County Board adopted policy that guides equitable community engagement. The policy recognizes that 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 to inform budget decision-making.

The Washington County Board adopted a policy on Equitable Community Engagement that provides support for budgeting for engagement of communities that experience historic and present barriers to engagement. Policy 210 is located at <https://www.washingtoncountyor.gov/oeice/documents/210-equitable-community-engagement/download?inline>

31. 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? (Please specify the names of the individuals, organizations, or groups with which you consulted.) *

None, we do not provide a direct service to the community. Our budget is based upon our providing a balance of entertainment programming at the County Fair for the people in the region.

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

We have not received any feedback about inequalities at the County Fair Event.

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

N/A

34. What **dollar amount** of your Org Unit's Materials and Services is allocated to community engagement **in your FY2023-24 base budget**? *

Please enter *dollar amount* based on FY 2023-24 budget only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

35. What **dollar amount** of your Org Unit's Materials and Services is allocated to community engagement **in the 4% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* based on FY 2023-24 budget only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

36. What **dollar amount** of your Org Unit's Materials and Services is allocated to community engagement **in the 7% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* based on FY 2023-24 budget only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

37. What **dollar amount** of your Org Unit's Materials and Services is allocated to community engagement **in the 10% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* based on FY 2023-24 budget only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

38. Details/more information:

Please provide any information you wish regarding your answer to the question above.

Equitable Quality of 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.

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

We are not, the County Fair does not provide any services.

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

N/A

41. What **dollar amount** of your Org Unit's Materials and Services budget is **currently allocated** for culturally specific services? *

Please enter *dollar amount* based on FY 2022-23 budget only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

42. Details/more information:

Please provide any information you wish regarding your answer to the question above.

43. What **dollar amount** of your Org Unit's Materials and Services **in your FY2023-24 base budget** is allocated for culturally specific services? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

44. What **dollar amount** of your Org Unit's Materials and Services **in the 4% decision scenario of your proposed FY2023-24 budget** is being allocated for culturally specific services? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

45. What **dollar amount** of your Org Unit's Materials and Services **in the 7% decision scenario of your proposed FY2023-24 budget** is being allocated for culturally specific services? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

46. What **dollar amount** of your Org Unit's Materials and Services **in the 10% decision scenario of your proposed FY2023-24 budget** is being allocated for culturally specific services? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

47. Details/more information:

Please provide any information you wish regarding your answer to the question above.

48. Beyond culturally specific investments, 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? *

49. What **dollar amount** of your Org Unit's Materials and Services is allocated **in your FY2023-24 base 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? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

50. What **dollar amount** of your Org Unit's Materials and Services is being allocated **in the 4% decision scenario of your proposed FY2023-24 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? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

51. What **dollar amount** of your Org Unit's Materials and Services is being allocated **in the 7% decision scenario of your proposed FY2023-24 budget** to improve 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? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

52. What **dollar amount** of your Org Unit's Materials and Services is being allocated **in the 10% decision scenario of your proposed FY2023-24 budget** to improve 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? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

53. Details/more information:

Please provide any information you wish regarding your answer to the question above.

Equitable Organizational Development

Input from impacted communities, existing data, and information about accessibility and quality of programs and services is collected and analyzed can also inform the ways your organization can grow its internal knowledge, skills, ability and capacity to assure equity. Workforce and leadership diversity, equitable access to training, and other equity-focused professional services help build equity, diversity and inclusion best practices into all aspects of the organization.

Your HR department is your resource for workforce demographic data and Equal Employment Opportunity data. Looking at your staff and leadership diversity will help you determine where you need to invest in staff diversity, learning, recruitment, leadership development, skill development and retention efforts.

54. Looking at your Equal Employment Opportunity and workforce diversity data, is the **workforce** of your organizational unit representative/reflective of the communities you serve **and the communities experiencing the most inequitable outcomes?** *

- Yes
- No
- Unsure

55. Looking at your Equal Employment Opportunity and workforce diversity data, is the **leadership** of your organizational unit representative/reflective of the communities you serve **and the communities experiencing the most inequitable outcomes?** *

- Yes
- No
- Unsure

56. Looking at your Equal Employment Opportunity data and workforce diversity data, on what specific demographics can you focus attention in FY 23-24 so that your **leadership** becomes more representative of the communities you serve, **especially the communities experiencing the most inequitable outcomes?** *

Equal Employment Opportunity data specifically identifies which demographics may be underrepresented in your workforce as compared to the available workforce and the Washington County community. Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive). (Pull out and make bullet list

- EEO data
- OEICE-provided workforce diversity data by department
- Your outcomes data (Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive)).

- Hispanic or Latina/o/x of any race
- Black/African American
- American Indian or Alaska Native
- Asian
- Native Hawaiian or Pacific Islander
- Two or more races
- White

57. Beyond direct service delivery, what **dollar amount** of your Materials and Services budget is **currently allocated in FY 22-23** to culturally specific, diversity, inclusion and equity-focused **professional services** (i.e. staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, research, consulting, paid internships, leadership development, professional development, etc.)? *

Please enter *dollar amount* based on FY 2022-23 budget only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

58. Details/more information:

Please provide any information you wish regarding your answer to the question above.

59. Beyond direct service delivery, what **dollar amount** of your Materials and Services **in your FY2023-24 base budget** is allocated to culturally specific, equity, diversity and inclusion-focused **professional services** (i.e. staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, research, consulting, paid internships, leadership development, professional development, etc.)? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

60. Beyond direct service delivery, what **dollar amount** of your Materials and Services **in the 4% decision scenario of your proposed FY2023-24 budget** is allocated to culturally specific, equity, diversity and inclusion-focused **professional services** (i.e. staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, research, consulting, paid internships, leadership development, professional development, etc.)? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

61. Beyond direct service delivery, what **dollar amount** of your Materials and Services **in the 7% decision scenario of your proposed FY2023-24 budget** is allocated to culturally specific, equity, diversity and inclusion-focused **professional services** (i.e. staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, research, consulting, paid internships, leadership development, professional development, etc.)? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

62. Beyond direct service delivery, what **dollar amount** of your Materials and Services **in the 10% decision scenario of your proposed FY2023-24 budget** is allocated to culturally specific, equity, diversity and inclusion-focused **professional services** (i.e. staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, research, consulting, paid internships, leadership development, professional development, etc.)? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

63. Details/more information:

Please provide any information you wish regarding your answer to the question above.

Process Evaluation

Please provide any feedback on how this tool helped inform your budget process and how the tool could be improved.

64. What did your Department/Org Unit accomplish by using this tool? What did you learn about equity in the process of building your proposed budget? *

I appreciate the opportunity to think about equity as it relates to the annual Washington County Fair, it is difficult to get groups interested or willing to share their culture at the Fair. I would be interested in continued assistance with this moving forward.

65. What does your Department/Org Unit recommend for improving the Budget Equity Tool for future budget processes? *

The current tool doesn't fit a department that doesn't provide services, but instead provides entertainment opportunities.



View results

Respondent

4 Anonymous

27:38

Time to complete

Budget Equity Tool for Community-facing Org Units - Strategies and Instructions

Budget Equity Tool Strategies

Washington County's FY2023-24 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 associated questions that build equity into County budgeting:

1. Client Civil Rights
2. Equity Data
3. Community Engagement
4. Equitable Services, and
5. Equitable Organizational Development

The final section focuses on process evaluation.

Budget Equity Tool Instructions

1. All Org Units with Personnel Costs are required to complete the Budget Equity Tool.
2. If an Org Unit determines it cannot complete any question in the Budget Equity Tool, 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. 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.
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: *

Karine Kadyan

2. Role / Position Title: *

MAII

3. What is your department? *

Facilities & Parks Services

4. Please select your Budget Operating Area from the dropdown menu. *

- General Government
- Public Safety and Justice
- Land Use and Transportation
- Housing, Health and Human Services
- Culture, Education and Recreation
- Transportation
- Service Districts
- Facilities and Technology
- Risk Management and Insurance
- Replacement and Reserve
- Debt Service
- Miscellaneous and Non-Departmental

5. Culture, Education and Recreation Organizational Unit Number *

- 100-3560 Parks
- 184-9710 Cooperative Library Services
- 185-9710 West Slope Library Services
- 200-9810 County Fair Complex
- 435-9840 Event Center Operations
- Other

6. Is this Org Unit Community-facing? *

- Yes
- No

7. How many FTE positions are **currently** funded within this Org Unit in **FY 22-23**? *

The value must be a number

8. How many FTE positions are funded within this Org Unit in your **FY 23-24 base budget**? *

The value must be a number

9. How many FTE positions are **proposed** within this Org Unit for **FY 23-24 in your 4% decision scenario**? *

The value must be a number

10. How many FTE positions are **proposed** within this Org Unit for **FY 23-24 in your 7% decision scenario**? *

The value must be a number

11. How many FTE positions are **proposed** within this Org Unit for **FY 23-24 in your 10% decision scenario?** *

13.89

The value must be a number

12. What is your **current** Materials and Services budget for **FY 22-23?** *

476146

The value must be a number

13. What is your Materials and Services budget in your **base budget** for **FY 23-24?** *

413638

The value must be a number

14. What is your **proposed** Materials and Services budget for **FY 23-24 in your 4% decision scenario?** *

392108

The value must be a number

15. What is your **proposed** Materials and Services budget for **FY 23-24 in your 7% decision scenario?** *

375961

The value must be a number

16. What is your **proposed** Materials and Services budget for **FY 23-24 in your 10% decision scenario?** *

359813

The value must be a number

Client Civil Rights

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.).

17. What **percentage** of the clients and/or communities you serve need interpretation, translation, or accommodation services? *

Please enter *percentage* only. If needed, further explanation can be provided in the next question. If you are unsure, please enter 999.

999

The value must be a number

18. If you are uncertain about the % of your population needing interpretation, translation, or accommodations, please briefly share how you estimate your budgetary allocations for these services:

Please provide any information you wish regarding your answer to the question above.

Parks has not historically allocated a dollar amount to translation services. We have been able to accommodate these needs through line item: 51280 – Services – contracts, government.

19. What **dollar amount** of your FY 22-23 Materials and Services budget does your Org Unit **currently** allocate for accommodations, translation and interpretation? *

Please enter *dollar amount* based on FY 2022-23 budget only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

20. Details/more information:

Please provide any information you wish regarding your answer to the question above.

Dollars are allocated on an as-needed basis. In FY21-22, we proactively spent \$1508.00 on translation services for recreation program agreements. YTD, we have not had a need for further services.

21. What **dollar amount** of your Materials and Services budget is allocated for accommodations, translation and interpretation in your Org Unit's **FY2023-24 base budget?** *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

22. What **dollar amount** of your Org Unit's Materials and Services budget is allocated for accommodations, translation and interpretation **in the 4% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

23. What **dollar amount** of your Org Unit's Materials and Services budget is allocated for accommodations, translation and interpretation **in the 7% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

24. What **dollar amount** of your Org Unit's Materials and Services budget is allocated for accommodations, translation and interpretation **in the 10% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

25. Details/more information:

Please provide any information you wish regarding your answer to the question above.

26. Do you have **bilingual-required positions** in your Org Unit?

Position where bilingual skills are **required** (as opposed to bilingual *preferred*).

- Yes
- No

Equity Data

Several County Departments collect client demographic data on utilization of several programs and services. Departments may analyze census or other community level data to inform community needs and inequities that exist at a community level. Peer reviewed research may also inform inequities known to be present in the general field of work performed by the org unit. These data should be used along with org unit-specific service quality and outcomes data to inform how you allocate resources to close known or suspected equity gaps in our County programs and services.

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

Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive).

Currently we cannot provide data relative to this section since we do not collect park visitor data. We could consider demographic data for Washington County, however our largest park – Scoggins Valley/Hagg Lake – is a regional destination, bordering Yamhill County, and Metzger Park is unincorporated, bordering Multnomah County, hence using Washington County data is not likely to provide an accurate representation of visitors.

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

Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive).

NA

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

Access - what are the demographics of the individuals using the services you provide? Do they reflect the demographics of the community eligible for services?

Quality - do individuals served receive the same quality of service (defined by timeliness, cultural appropriateness, empathy, cultural values alignment, etc.)?

Outcomes - do service recipients experience the desired service outcomes at the same rate?

Parks are open to everyone. Anecdotally, Washington County's parks are frequented by diverse constituents. However, without visitor data specific user information cannot be provided.

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

NA

Community Engagement

In 2022, the Washington County Board adopted policy that guides equitable community engagement. The policy recognizes that 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 to inform budget decision-making.

The Washington County Board adopted a policy on Equitable Community Engagement that provides support for budgeting for engagement of communities that experience historic and present barriers to engagement. Policy 210 is located at <https://www.washingtoncountyor.gov/oeice/documents/210-equitable-community-engagement/download?inline>

31. 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? (Please specify the names of the individuals, organizations, or groups with which you consulted.) *

In recent past fiscal years, the Parks Manager has been an active participant in the County Budget Town Hall and The Civic Leaders project. Both efforts focus on engaging with historically underrepresented communities.

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

NA

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

NA

34. What **dollar amount** of your Org Unit's Materials and Services is allocated to community engagement **in your FY2023-24 base budget**? *

Please enter *dollar amount* based on FY 2023-24 budget only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

35. What **dollar amount** of your Org Unit's Materials and Services is allocated to community engagement **in the 4% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* based on FY 2023-24 budget only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

36. What **dollar amount** of your Org Unit's Materials and Services is allocated to community engagement **in the 7% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* based on FY 2023-24 budget only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

37. What **dollar amount** of your Org Unit's Materials and Services is allocated to community engagement **in the 10% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* based on FY 2023-24 budget only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

38. Details/more information:

Please provide any information you wish regarding your answer to the question above.

We currently do not have funds specifically allocated for community engagement.

Equitable Quality of 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.

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

We are continually evaluating our recreation program offerings, identifying culturally specific organizations and reaching out to build partnerships. We have developed partnerships with Adelante Mujeres, Centro Cultural and WaterStrong to focus on expanding access to nature to communities of color.

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

Although we don't currently have contracts for these types of services, we are developing partnerships for joint opportunities.

41. What **dollar amount** of your Org Unit's Materials and Services budget is **currently allocated** for culturally specific services? *

Please enter *dollar amount* based on FY 2022-23 budget only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

42. Details/more information:

Please provide any information you wish regarding your answer to the question above.

We utilize a portion of our Recreation budget for programming as needed.

43. What **dollar amount** of your Org Unit's Materials and Services **in your FY2023-24 base budget** is allocated for culturally specific services? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

44. What **dollar amount** of your Org Unit's Materials and Services **in the 4% decision scenario of your proposed FY2023-24 budget** is being allocated for culturally specific services? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

45. What **dollar amount** of your Org Unit's Materials and Services **in the 7% decision scenario of your proposed FY2023-24 budget** is being allocated for culturally specific services? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

46. What **dollar amount** of your Org Unit's Materials and Services **in the 10% decision scenario of your proposed FY2023-24 budget** is being allocated for culturally specific services? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

47. Details/more information:

Please provide any information you wish regarding your answer to the question above.

48. Beyond culturally specific investments, 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? *

Without additional FTE or resources, we will continue to utilize current staff time, as appropriate to engage with communities of color.

49. What **dollar amount** of your Org Unit's Materials and Services is allocated **in your FY2023-24 base 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? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

50. What **dollar amount** of your Org Unit's Materials and Services is being allocated **in the 4% decision scenario of your proposed FY2023-24 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? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

51. What **dollar amount** of your Org Unit's Materials and Services is being allocated **in the 7% decision scenario of your proposed FY2023-24 budget** to improve 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? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

52. What **dollar amount** of your Org Unit's Materials and Services is being allocated **in the 10% decision scenario of your proposed FY2023-24 budget** to improve 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? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

53. Details/more information:

Please provide any information you wish regarding your answer to the question above.

Equitable Organizational Development

Input from impacted communities, existing data, and information about accessibility and quality of programs and services is collected and analyzed can also inform the ways your organization can grow its internal knowledge, skills, ability and capacity to assure equity. Workforce and leadership diversity, equitable access to training, and other equity-focused professional services help build equity, diversity and inclusion best practices into all aspects of the organization.

Your HR department is your resource for workforce demographic data and Equal Employment Opportunity data. Looking at your staff and leadership diversity will help you determine where you need to invest in staff diversity, learning, recruitment, leadership development, skill development and retention efforts.

54. Looking at your Equal Employment Opportunity and workforce diversity data, is the **workforce** of your organizational unit representative/reflective of the communities you serve **and the communities experiencing the most inequitable outcomes?** *

- Yes
- No
- Unsure

55. Looking at your Equal Employment Opportunity data and workforce diversity data, on what specific demographics can you focus attention in FY 23-24 so that your **workforce** becomes more representative of the communities you serve, **especially the communities experiencing the most inequitable outcomes?** *

Equal Employment Opportunity data specifically identifies which demographics may be underrepresented in your workforce as compared to the available workforce and the Washington County community. Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive). (Pull out and make bullet list

- EEO data
- OEICE-provided workforce diversity data by department
- Your outcomes data (Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive)).

- Hispanic or Latina/o/x of any race
- Black/African American
- American Indian or Alaska Native
- Asian
- Native Hawaiian or Pacific Islander
- Two or more races
- White

56. Looking at your Equal Employment Opportunity and workforce diversity data, is the **leadership** of your organizational unit representative/reflective of the communities you serve **and the communities experiencing the most inequitable outcomes?** *

- Yes
- No
- Unsure

57. Looking at your Equal Employment Opportunity data and workforce diversity data, on what specific demographics can you focus attention in FY 23-24 so that your **leadership** becomes more representative of the communities you serve, **especially the communities experiencing the most inequitable outcomes?** *

Equal Employment Opportunity data specifically identifies which demographics may be underrepresented in your workforce as compared to the available workforce and the Washington County community. Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive). (Pull out and make bullet list

- EEO data
- OEICE-provided workforce diversity data by department
- Your outcomes data (Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive)).

- Hispanic or Latina/o/x of any race
- Black/African American
- American Indian or Alaska Native
- Asian
- Native Hawaiian or Pacific Islander
- Two or more races
- White

58. Beyond direct service delivery, what **dollar amount** of your Materials and Services budget is **currently allocated in FY 22-23** to culturally specific, diversity, inclusion and equity-focused **professional services** (i.e. staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, research, consulting, paid internships, leadership development, professional development, etc.)? *

Please enter *dollar amount* based on FY 2022-23 budget only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

59. Details/more information:

Please provide any information you wish regarding your answer to the question above.

Our current training budget is \$10,000. Equity-focused training is encouraged; however, it is not mandated as training requests are evaluated.

60. Beyond direct service delivery, what **dollar amount** of your Materials and Services **in your FY2023-24 base budget** is allocated to culturally specific, equity, diversity and inclusion-focused **professional services** (i.e. staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, research, consulting, paid internships, leadership development, professional development, etc.)? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

61. Beyond direct service delivery, what **dollar amount** of your Materials and Services **in the 4% decision scenario of your proposed FY2023-24 budget** is allocated to culturally specific, equity, diversity and inclusion-focused **professional services** (i.e. staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, research, consulting, paid internships, leadership development, professional development, etc.)? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

62. Beyond direct service delivery, what **dollar amount** of your Materials and Services **in the 7% decision scenario of your proposed FY2023-24 budget** is allocated to culturally specific, equity, diversity and inclusion-focused **professional services** (i.e. staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, research, consulting, paid internships, leadership development, professional development, etc.)? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

63. Beyond direct service delivery, what **dollar amount** of your Materials and Services **in the 10% decision scenario of your proposed FY2023-24 budget** is allocated to culturally specific, equity, diversity and inclusion-focused **professional services** (i.e. staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, research, consulting, paid internships, leadership development, professional development, etc.)? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

64. Details/more information:

Please provide any information you wish regarding your answer to the question above.

Process Evaluation

Please provide any feedback on how this tool helped inform your budget process and how the tool could be improved.

65. What did your Department/Org Unit accomplish by using this tool? What did you learn about equity in the process of building your proposed budget? *

1) We lack park user data
2) Our current budget is so lean, it does not provide us an opportunity to allocate funding toward the mentioned initiatives in a consistent manner.

66. What does your Department/Org Unit recommend for improving the Budget Equity Tool for future budget processes? *

Adjusted timing, earlier in the season.
A source of funding that would allow us to budget for these initiatives.



View results

Respondent

22 Anonymous

01:19

Time to complete

Budget Equity Tool for Community-facing Org Units - Strategies and Instructions

Budget Equity Tool Strategies

Washington County's FY2023-24 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 associated questions that build equity into County budgeting:

1. Client Civil Rights
2. Equity Data
3. Community Engagement
4. Equitable Services, and
5. Equitable Organizational Development

The final section focuses on process evaluation.

Budget Equity Tool Instructions

1. All Org Units with Personnel Costs are required to complete the Budget Equity Tool.
2. If an Org Unit determines it cannot complete any question in the Budget Equity Tool, 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. 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.
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: *

Kristen Thorp

2. Role / Position Title: *

Community Library Supervisor

3. What is your department? *

WCCLS - West Slope Library

4. Please select your Budget Operating Area from the dropdown menu. *

- General Government
- Public Safety and Justice
- Land Use and Transportation
- Housing, Health and Human Services
- Culture, Education and Recreation
- Transportation
- Service Districts
- Facilities and Technology
- Risk Management and Insurance
- Replacement and Reserve
- Debt Service
- Miscellaneous and Non-Departmental

5. Culture, Education and Recreation Organizational Unit Number *

- 100-3560 Parks
- 184-9710 Cooperative Library Services
- 185-9710 West Slope Library Services
- 200-9810 County Fair Complex
- 435-9840 Event Center Operations
- Other

6. Is this Org Unit Community-facing? *

- Yes
- No

7. How many FTE positions are **currently** funded within this Org Unit in **FY 22-23**? *

The value must be a number

8. How many FTE positions are funded within this Org Unit in your **FY 23-24 base budget**? *

The value must be a number

9. How many FTE positions are **proposed** within this Org Unit for **FY 23-24 in your 4% decision scenario**? *

The value must be a number

10. How many FTE positions are **proposed** within this Org Unit for **FY 23-24 in your 7% decision scenario**? *

The value must be a number

11. How many FTE positions are **proposed** within this Org Unit for **FY 23-24 in your 10% decision scenario?** *

8.5

The value must be a number

12. What is your **current** Materials and Services budget for **FY 22-23?** *

254069

The value must be a number

13. What is your Materials and Services budget in your **base budget** for **FY 23-24?** *

254583

The value must be a number

14. What is your **proposed** Materials and Services budget for **FY 23-24 in your 4% decision scenario?** *

254583

The value must be a number

15. What is your **proposed** Materials and Services budget for **FY 23-24 in your 7% decision scenario?** *

249229

The value must be a number

16. What is your **proposed** Materials and Services budget for **FY 23-24 in your 10% decision scenario?** *

244769

The value must be a number

Client Civil Rights

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.).

17. What **percentage** of the clients and/or communities you serve need interpretation, translation, or accommodation services? *

Please enter *percentage* only. If needed, further explanation can be provided in the next question. If you are unsure, please enter 999.

999

The value must be a number

18. If you are uncertain about the % of your population needing interpretation, translation, or accommodations, please briefly share how you estimate your budgetary allocations for these services:

Please provide any information you wish regarding your answer to the question above.

West Slope Library current users are predominantly upper middle class and White. Some of our answers in this form reflect that population served. Other questions speak to our entire service population and the potential users we are not currently able to serve because of challenges posed by our location in a residential area and lack of public transit access. (See responses to question 25.) We do not know how many patrons in our service area require interpretation or translation services. We serve multiple patrons each day who request physical accommodations.

19. What **dollar amount** of your FY 22-23 Materials and Services budget does your Org Unit **currently** allocate for accommodations, translation and interpretation? *

Please enter *dollar amount* based on FY 2022-23 budget only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

20. Details/more information:

Please provide any information you wish regarding your answer to the question above.

Fund 185 has no amount set aside for translations, and interpretations. Physical accommodations are built into our current workflows. However, our parent organization, WCCLS (184) has set aside funds to support translation and interpretation services all member libraries including West Slope.

21. What **dollar amount** of your Materials and Services budget is allocated for accommodations, translation and interpretation in your Org Unit's **FY2023-24 base budget?** *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

22. What **dollar amount** of your Org Unit's Materials and Services budget is allocated for accommodations, translation and interpretation **in the 4% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

23. What **dollar amount** of your Org Unit's Materials and Services budget is allocated for accommodations, translation and interpretation **in the 7% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

24. What **dollar amount** of your Org Unit's Materials and Services budget is allocated for accommodations, translation and interpretation **in the 10% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

25. Details/more information:

Please provide any information you wish regarding your answer to the question above.

26. Do you have **bilingual-required positions** in your Org Unit?

Position where bilingual skills are **required** (as opposed to bilingual *preferred*).

Yes

No

Equity Data

Several County Departments collect client demographic data on utilization of several programs and services. Departments may analyze census or other community level data to inform community needs and inequities that exist at a community level. Peer reviewed research may also inform inequities known to be present in the general field of work performed by the org unit. These data should be used along with org unit-specific service quality and outcomes data to inform how you allocate resources to close known or suspected equity gaps in our County programs and services.

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

Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive).

The West Slope Library is hidden away, tucked away in an upper middle-class neighborhood. Even though we are between two major streets, Beaverton Hillsdale Highway (BHH) and Canyon Drive, only BHH is accessible to anyone who isn't driving a car. BHH also has the closest bus stop to our location, but the neighborhood environment isn't friendly for pedestrians traveling by bus because there is no sidewalk and limited streetlights.

Even for patrons who live within the neighborhood, another inequity that impacts all patrons is the accessibility of our physical location. Our front door is ADA accessible entrance, yet our ADA parking spots are far away from the front door, over a sidewalk that has cracks in the cement. Some patrons, to access the ramp more easily, park in the school's lot or in yellow zones, which then makes entering or exiting the parking lot a challenge for all vehicles.

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

Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive).

N/A

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

Access - what are the demographics of the individuals using the services you provide? Do they reflect the demographics of the community eligible for services?

Quality - do individuals served receive the same quality of service (defined by timeliness, cultural appropriateness, empathy, cultural values alignment, etc.)?

Outcomes - do service recipients experience the desired service outcomes at the same rate?

We have been investing in Spanish language material for the last two fiscal years and even with upcoming budget reductions we will still plan on investing in Spanish language materials for patrons to check out. However, with the planned reductions, we won't be able to invest any significant amount of money. We will not be able to purchase circulating materials in other safe harbor languages.

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

While we can't do anything in our lean budget to address the transportation inequities that make it challenging for non-abled bodies, or folks without reliable transportation access our library, we have submitted a capital project request and have set aside a small amount of money to help address the need to create new ADA parking spaces in front of the library. The small amount that we must contribute to the project won't cover the estimated amount to make the library fully ADA accessible.

Community Engagement

In 2022, the Washington County Board adopted policy that guides equitable community engagement. The policy recognizes that 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 to inform budget decision-making.

The Washington County Board adopted a policy on Equitable Community Engagement that provides support for budgeting for engagement of communities that experience historic and present barriers to engagement. Policy 210 is located at <https://www.washingtoncountyor.gov/oeice/documents/210-equitable-community-engagement/download?inline>

31. 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? (Please specify the names of the individuals, organizations, or groups with which you consulted.) *

Our budget is so lean that we did not engage with any communities of either current users or non-users in the development of our proposed budget.

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

We continue to hear feedback from our users about the parking challenges and accessibility of the library, the need to expand our open hours, and to resume some pre-pandemic services.

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

We are hoping we will make progress in the next FY to address the ADA concerns by setting aside a small amount of money for the capital request to create new ADA parking in front of the library. The money available will not cover the full amount needed, nor will it make the library fully ADA accessible. Post pandemic, we increased access for patrons at the weekends, but with upcoming budget reductions, we may have to decrease our hours of operation –including weekend hours, making the library less accessible to the community. Each reduction scenario means that we must eliminate positions. The decrease in staffing will mean that we won't be able to bring back some pre-pandemic services, but it also means that there will need to be additional service reductions.

WCCLS (fund 184) is reducing funding to West Slope (fund 185) because WCCLS is also addressing potential reductions, and is prioritizing resources that support libraries and users throughout the entire county, rather than in one specific neighborhood location.

34. What **dollar amount** of your Org Unit's Materials and Services is allocated to community engagement **in your FY2023-24 base budget?** *

Please enter *dollar amount* based on FY 2023-24 budget only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

35. What **dollar amount** of your Org Unit's Materials and Services is allocated to community engagement **in the 4% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* based on FY 2023-24 budget only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

36. What **dollar amount** of your Org Unit's Materials and Services is allocated to community engagement **in the 7% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* based on FY 2023-24 budget only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

37. What **dollar amount** of your Org Unit's Materials and Services is allocated to community engagement **in the 10% decision scenario of your proposed FY2023-24 budget?** *

Please enter *dollar amount* based on FY 2023-24 budget only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

38. Details/more information:

Please provide any information you wish regarding your answer to the question above.

Our youth services librarian will conduct outreach this summer for Summer Reading but there is no specific allocation in our budget to cover this important work. We will not have the funds available to do other community engagement work outside of the library.

Equitable Quality of 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.

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

Currently we are not investing in culturally specific services, beyond purchasing items for the collection in Spanish.

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

none

41. What **dollar amount** of your Org Unit's Materials and Services budget is **currently allocated** for culturally specific services? *

Please enter *dollar amount* based on FY 2022-23 budget only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

42. Details/more information:

Please provide any information you wish regarding your answer to the question above.

Our budget for circulating materials is being reduced significantly (40%+) We don't know yet what percentage of the collection's budget will be allocated to Spanish language materials.

43. What **dollar amount** of your Org Unit's Materials and Services **in your FY2023-24 base budget** is allocated for culturally specific services? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

44. What **dollar amount** of your Org Unit's Materials and Services **in the 4% decision scenario of your proposed FY2023-24 budget** is being allocated for culturally specific services? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

45. What **dollar amount** of your Org Unit's Materials and Services **in the 7% decision scenario of your proposed FY2023-24 budget** is being allocated for culturally specific services? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

46. What **dollar amount** of your Org Unit's Materials and Services **in the 10% decision scenario of your proposed FY2023-24 budget** is being allocated for culturally specific services? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

47. Details/more information:

Please provide any information you wish regarding your answer to the question above.

48. Beyond culturally specific investments, 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? *

Even with the significantly reduced budget allocation for our circulating collection, we will continue to invest in purchasing Spanish Language materials.

49. What **dollar amount** of your Org Unit's Materials and Services is allocated **in your FY2023-24 base 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? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

50. What **dollar amount** of your Org Unit's Materials and Services is being allocated **in the 4% decision scenario of your proposed FY2023-24 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? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

51. What **dollar amount** of your Org Unit's Materials and Services is being allocated **in the 7% decision scenario of your proposed FY2023-24 budget** to improve 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? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

0

The value must be a number

52. What **dollar amount** of your Org Unit's Materials and Services is being allocated **in the 10% decision scenario of your proposed FY2023-24 budget** to improve 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? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

53. Details/more information:

Please provide any information you wish regarding your answer to the question above.

Equitable Organizational Development

Input from impacted communities, existing data, and information about accessibility and quality of programs and services is collected and analyzed can also inform the ways your organization can grow its internal knowledge, skills, ability and capacity to assure equity. Workforce and leadership diversity, equitable access to training, and other equity-focused professional services help build equity, diversity and inclusion best practices into all aspects of the organization.

Your HR department is your resource for workforce demographic data and Equal Employment Opportunity data. Looking at your staff and leadership diversity will help you determine where you need to invest in staff diversity, learning, recruitment, leadership development, skill development and retention efforts.

54. Looking at your Equal Employment Opportunity and workforce diversity data, is the **workforce** of your organizational unit representative/reflective of the communities you serve **and the communities experiencing the most inequitable outcomes?** *

Yes

No

Unsure

55. Looking at your Equal Employment Opportunity data and workforce diversity data, on what specific demographics can you focus attention in FY 23-24 so that your **workforce** becomes more representative of the communities you serve, **especially the communities experiencing the most inequitable outcomes?** *

Equal Employment Opportunity data specifically identifies which demographics may be underrepresented in your workforce as compared to the available workforce and the Washington County community. Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive). (Pull out and make bullet list

- EEO data
- OEICE-provided workforce diversity data by department
- Your outcomes data (Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive)).

- Hispanic or Latina/o/x of any race
- Black/African American
- American Indian or Alaska Native
- Asian
- Native Hawaiian or Pacific Islander
- Two or more races
- White

56. Looking at your Equal Employment Opportunity and workforce diversity data, is the **leadership** of your organizational unit representative/reflective of the communities you serve **and the communities experiencing the most inequitable outcomes?** *

- Yes
- No
- Unsure

57. Looking at your Equal Employment Opportunity data and workforce diversity data, on what specific demographics can you focus attention in FY 23-24 so that your **leadership** becomes more representative of the communities you serve, **especially the communities experiencing the most inequitable outcomes?** *

Equal Employment Opportunity data specifically identifies which demographics may be underrepresented in your workforce as compared to the available workforce and the Washington County community. Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive). (Pull out and make bullet list

- EEO data
- OEICE-provided workforce diversity data by department
- Your outcomes data (Include data sources such as program, community, population, and research data. Data may be quantitative (numeric) or qualitative (descriptive)).

- Hispanic or Latina/o/x of any race
- Black/African American
- American Indian or Alaska Native
- Asian
- Native Hawaiian or Pacific Islander
- Two or more races
- White

58. Beyond direct service delivery, what **dollar amount** of your Materials and Services budget is **currently allocated in FY 22-23** to culturally specific, diversity, inclusion and equity-focused **professional services** (i.e. staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, research, consulting, paid internships, leadership development, professional development, etc.)? *

Please enter *dollar amount* based on FY 2022-23 budget only. If needed, further explanation can be provided in the "Details/more information" question.

7000

The value must be a number

59. Details/more information:

Please provide any information you wish regarding your answer to the question above.

Amount is our allocated amount for individual and team Learning and Development funds.

60. Beyond direct service delivery, what **dollar amount** of your Materials and Services **in your FY2023-24 base budget** is allocated to culturally specific, equity, diversity and inclusion-focused **professional services** (i.e. staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, research, consulting, paid internships, leadership development, professional development, etc.)? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

61. Beyond direct service delivery, what **dollar amount** of your Materials and Services **in the 4% decision scenario of your proposed FY2023-24 budget** is allocated to culturally specific, equity, diversity and inclusion-focused **professional services** (i.e. staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, research, consulting, paid internships, leadership development, professional development, etc.)? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

62. Beyond direct service delivery, what **dollar amount** of your Materials and Services **in the 7% decision scenario of your proposed FY2023-24 budget** is allocated to culturally specific, equity, diversity and inclusion-focused **professional services** (i.e. staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, research, consulting, paid internships, leadership development, professional development, etc.)? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

63. Beyond direct service delivery, what **dollar amount** of your Materials and Services **in the 10% decision scenario of your proposed FY2023-24 budget** is allocated to culturally specific, equity, diversity and inclusion-focused **professional services** (i.e. staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, research, consulting, paid internships, leadership development, professional development, etc.)? *

Please enter *dollar amount* only. If needed, further explanation can be provided in the "Details/more information" question.

The value must be a number

64. Details/more information:

Please provide any information you wish regarding your answer to the question above.

Amount is our allocation for individual and team Learning and Development funds. We are not planning on reducing the amount to ensure we continue to invest in our staff's growth and learning. Less FTE in the reduction scenarios will increase available team funds.

Process Evaluation

Please provide any feedback on how this tool helped inform your budget process and how the tool could be improved.

65. What did your Department/Org Unit accomplish by using this tool? What did you learn about equity in the process of building your proposed budget? *

Libraries, especially West Slope, are working hard to be an equity driven organization in our direct service. We continue to make it an ongoing practice to increase access where we can and address inequities supporting the community in our daily service. However, because of our budget constraints, we are not able to direct specific funds to advancing equity in a financial substantive way. There is a lot of structural impacts that are out of our control that will continue to make our equity work challenging.

66. What does your Department/Org Unit recommend for improving the Budget Equity Tool for future budget processes? *

I would love to have FY 24-25 budget equity tool now! We are already looking that far ahead and by the time next year's tool is available we will have already made decisions based around our significant constraints.

For units like ours that directly serve the public every day, I would love more questions around how we showcase the equity work we are doing that are not tied to specific budgetary dollars. We are doing a lot of good with what very little we have, but the questions asked don't highlight that work.

Equity work is never finished. Historically, libraries were racist institutions and we work hard every day to support communities of color feeling welcome in our space. We have a long way to go and our budget constraints and outside forces make it challenging to bridge the gap. However, there are ways we can address other inequities and I wish the budget equity tool also reflected diversity the was more encompassing of community needs beyond race.

