



Proposed
Budget
Equity Analysis
General Government

Fiscal Year 2023-24



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Respondent

9

Anonymous

16:11

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: *

County Administrators Office

2. Role / Position Title: *

Management Analyst I

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
- 522-1510 County Administrators Office

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**? *

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?** *

25

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?** *

25

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?** *

25

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?** *

25

The value must be a number

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

1160585

The value must be a number

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

1160585

The value must be a number

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

1011550

The value must be a number

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

*

813437

The value must be a number

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

*

615325

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.

7500

The value must be a number

17. Details/more information:

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

The CAO absorbs some of the translation/interpretation services provided during Board townhalls or BCC communication.

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.

7500

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.

7500

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.

7500

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.

7500

The value must be a number

22. Details/more information:

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

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

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

Yes

No

24. How many **bilingual-required positions** do you have in your Org Unit? *

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

0

The value must be a number

25. 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.

Public Affairs and Communications Coordinator - bilingual position is funded by ARPA dollars, but works in the Communications program.

26. 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

2

The value must be a number

27. Details/more information:

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

The two staff members receiving bilingual pay differential speak Spanish. They answer phone calls for Spanish-speaking callers, greet Spanish-speaking visitors, and provide feedback on media releases written in Spanish.

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

Please specify number of staff per language.

Spanish

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.

29. 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

30. 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

31. 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

32. 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

33. 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.

66345

The value must be a number

34. Details/more information:

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

The number above reflects estimates from various programs that are taken from total amounts. These estimates are what we could spend, which is a third to half of the total budgeted amounts toward EDI-focused services. In the future, the amounts could be more precise as they're tracked in the actual spending.

35. 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.

46350

The value must be a number

36. 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.

46350

The value must be a number

37. 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.

46350

The value must be a number

38. 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.

46350

The value must be a number

39. Details/more information:

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

The amount is based on estimates from various programs that are taken from total amounts. These estimates are what we could spend, which is a third to half of the total budgeted amounts toward EDI-focused services. In the future, the amounts could be more precise as they're tracked in the actual spending.

Process Evaluation

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

40. 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? *

It was helpful to have the workforce diversity reference data by department and org unit to answer the demographic questions. It reinforced the need to continue consideration of underrepresented communities when hiring opportunities arise.

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

It would be helpful to have guidance on what percentage of funds should be targeted toward EDI-focused work and projects to help make the County more equitable.



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Respondent

9 Anonymous

27:22

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: *

Theresa Ellis

2. Role / Position Title: *

Administrative/Business Managr

3. What is your department? *

Assessment & Taxation (A&T)

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. 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

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**? *

108.5

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?** *

The value must be a number

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

*

The value must be a number

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

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.

A&T needs adequate tools to track translation/interpretation services besides using data from when language lines are utilized. Based on the 2020 Census data, the population in Washington County has the largest population of Hispanic and Asian/Pacific Islanders, which is where the most significant needs are.

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.

22000

The value must be a number

20. Details/more information:

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

The total amount of \$22,000 is reflected as: \$20,000 for EDI training, \$1000 for printing of materials, and \$1000 for translation and interpretation 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.

22000

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.

22000

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.

22000

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.

22000

The value must be a number

25. Details/more information:

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

The total amount of \$22,000 is reflected as: \$20,000 for EDI training, \$1000 for printing of materials, and \$1000 for translation and interpretation services

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 302005 has two bilingual Accounting Assistant II positions
Program 302010 has five bilingual positions, three are Administrative Specialist II, one is an Auditor, and one is a Property Appraiser II
Program 302015 has two bilingual Administrative Specialist II
Program 302020 has three bilingual positions, one Senior Administrative Specialist and two Administrative Specialist II's.
The department has a total of 12 bilingual staff.

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

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.

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).

A&T is primarily reliant on Census data. The department has conducted internal interviews with all divisions to gain an inside perspective of community needs. The internal conversations and Census data show that the most prominent needs are Spanish, with Mandarin second. Knowing the primary needs of the community correlates with the need for bilingual staff resources for translation and interpretation services. It helps determine budgetary expenditures specific to personnel, materials, and supplies.

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).

Census data

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?

Through various interdepartmental reviews, A&T has determined that there are opportunities for improvement in the following areas:

1. Additional review of documents to be translated into Spanish or other languages.
2. The potential need for additional bilingual staff should be hired in areas where we are not reflective of the community; and where the team will encounter a community member needing assistance in a language other than English.
3. A&T have sought and hired an outside consultant to train A&T staff specifically around the concepts of EDI.
4. Improve outreach and strategies to our business (personal property tax filers) community. US Census Data shows the county has approximately 24,000 women and minority-owned businesses combined. That represents just slightly under 50% of all companies in the county.
5. Identify contracts to invite COBID vendors to bid on.
6. Improve the recruitment process to hire regular staff to reflect the numbers of the community of Washington County.
7. Continue to identify ADA areas of improvement and work collaboratively with Facilities and Safety committees to overcome physical barriers.
8. Continue to develop and support staff dedicated to EDI and to provide the department with a sense of continuity and momentum in focusing on areas of opportunity.
9. Continue to identify the strengths of community-based organizations, universities, and others that help the department be intentional about our work in the community.

A&T leadership genuinely believe this is ongoing work that must be reviewed continuously and improved throughout the department for future years. A&T has developed an internal document that identifies work that should be done over the next three years and beyond.

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

Addressed in conjunction with question 34

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.) *

A&T utilize various internal resources, such as the Town Hall and community meetings. Other external sources, such as a variety of Community-Based Organizations (CBOs), can be utilized to engage with the community. Outreach to CBOs will be a focus this upcoming fiscal year. As of current, what we have heard, primarily due to County community meetings and Town Halls, is that there is a fundamental need to continue focusing on the translation of documents.

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

Primarily around translation and interpretation services resources, specific to having documents available in multiple languages.

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

We have allocated \$1,000 for translation/interpretation services, \$1000 for printing additional translated documents, and \$20,000 for EDI training for all A&T staff.

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.

22000

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.

22000

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.

22000

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.

22000

The value must be a number

43. Details/more information:

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

We have allocated \$1000 for translation/interpretation services, \$1000 for the printing of additional documents that have not previously been translated, \$20,000 for EDI internal training for all A&T staff.

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? *

The department has retained the services of TsaiComms LLC to train staff on EDI-related subjects. A&T began this work in 2021 with the training of the leadership team. In 2022 and 2023, A&T continued to round out the training for the balance of the A&T staff, more intense training for leadership and building the groundwork for a department EDI plan that will comply with and complement the work of OEICE. TsaiComms LLC is a woman-owned and minority-owned firm registered as a COBID business in Oregon. This department will also utilize the services of various translation/interpretation services from the firms listed on the county matrix. A&T currently works with several translation and interpretation services, providing language assistance that community members request. A&T has developed a guide to assist staff in using the interpretation services, along with a splitter phone that allows the staff and community members to seamlessly speak to the interpretation service. Additionally, the A&T staff has continued to work with Centro Cultural, Virginia Garcia Memorial Health, BienEstar, State of Oregon-COBID, Immigration Counseling Service, and Pacific University to identify and strengthen avenues for recruitment of A&T positions and potential contract opportunities. A&T also continues to work with IRCO, Latino Network, VAN, and many others to advance the work of EDI.

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

A&T would like to solidify a few contracts with culturally specific CBOs, initially with Centro Cultural through their Centro de Prosperidad; and also with IRCO through their Employment & Business Services to assist the department in identifying paths for internships and to be able to draw from their pool of candidates for A&T positions both regular FTE and temporaries. Working with these CBOs can help A&T with highly sensitive recruitments. A&T will also continue to work with the local university EDI officials similarly. We will be able to pay for these services through the savings created in the budget because of vacancies.

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.

22000

The value must be a number

47. Details/more information:

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

The total dollars for FY 2023-24 is \$22,000. This is reflected as such: \$1,000 in translation/interpretation services; \$1000 for printing, and \$20,000 in EDI training. Services mentioned in #45 are unknown at this time, but based on previous conversations with similar headhunters, the cost would be no less than 20% of the position's salary.

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.

22000

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.

22000

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.

22000

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.

22000

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? *

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

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.

22000

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.

22000

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.

22000

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.

22000

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.

20000

The value must be a number

64. Details/more information:

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

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.

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.

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.

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.

The value must be a number

69. Details/more information:

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

The department has retained the services of TsaiComms LLC to train staff on EDI related subjects. In 2022 and 2023, A&T will continue to build the groundwork for a department EDI plan that will comply and complement the work of OEICE.

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? *

A&T is happy that we had this tool to document what we have done, but also what else we have yet to do. This tool allowed for the continuing and fine tuning of the EDI plan for the department. It also allowed A&T's EDI plan to be reworked and revitalized quarterly and annually, therefore, being able to deliver updated information in upcoming budget requests. It also created an opportunity for the department to ask themselves how we are doing business, how we should be doing business to advance department work, and how we give or allow all of our community members to continue to be able to retain their integrity as they do business with A&T regardless of their backgrounds.

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

If the Budget Equity Tools was provided in a fillable PDF it would make it simpler to upload.



View results

Respondent

8

Anonymous

127:14

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: *

Board of Commissioners / Legislation and Policy

2. Role / Position Title: *

Management Analyst I

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
- 514-1010 Board of Commissioners

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**? *

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?** *

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?** *

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?** *

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?** *

The value must be a number

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

The value must be a number

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

The value must be a number

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

The value must be a number

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

*

25887

The value must be a number

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

*

25887

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.

2500

The value must be a number

17. Details/more information:

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

County Administrative Office - Communications program absorbs some of these costs

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.

2500

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.

2500

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.

2500

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.

2500

The value must be a number

22. Details/more information:

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

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
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- 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.

5000

The value must be a number

29. Details/more information:

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

Additional dollar amounts are reflected in other parts of the County budget that this Board of County Commissioners approved.

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.

These numbers are estimates taken from the total budgeted amount for 'other professional services' that is anticipated to be used in the next fiscal year. In the future, we anticipate a more precise number after tracking actual expenditures.

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? *

It was helpful to have the workforce diversity reference data by department and org unit to answer the demographic questions. It reinforced the need to continue consideration of underrepresented communities when hiring opportunities arise.

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

Because the members of this org unit are elected, this is a challenging segment of the workforce to shift demographically. Continuing to support the Civic Leaders Program, growing the diversity of County boards and commissions, and other collaborations with community-based organizations could be helpful. But, including a text box in the demographics portion could help explain why this organization unit is underrepresented.



[View results](#)

Respondent

2

Anonymous

185:01

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: *

Kristine Adams-Wannberg

2. Role / Position Title: *

County Auditor

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?** *

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?** *

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?** *

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?** *

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?** *

The value must be a number

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

71096

The value must be a number

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

169643

The value must be a number

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

136516

The value must be a number

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

111670

The value must be a number

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

86825

The value must be a number

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.

0

The value must be a number

17. Details/more information:

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

We have never had a budget for accommodations, translation, and interpretation. To my knowledge, the office has never had a request for them.

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.

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.

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.

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.

The value must be a number

22. Details/more information:

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

This is an area we can take into consideration when the office completes its new communications plan this year.

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.

This is not an area we have specifically budgeted money for. It is, however, an area we encourage training on for all staff, when it is available at training conferences and webinars.

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.

0

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.

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? *

We're an odd organization in County government, particularly at it relates to this tool. We have only a couple of staff auditors, and we are run by an elected official. We have not budgeted for any equity processes in the past, and we should consider how to budget for it in the future, particularly as it relates to access to our audit reports.

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

I'm not sure on this, as our office doesn't quite fit. It's considered an internal service, but because we're headed by an elected official, we have an outward communication obligation and desire. I think adding a few N/As to the answer options might be useful.



View results

Respondent

4 Anonymous

11:02
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: *

Patricia Buck

2. Role / Position Title: *

Management Analyst II

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**? *

16.5

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?** *

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?** *

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?** *

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?** *

The value must be a number

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

The value must be a number

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

The value must be a number

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

The value must be a number

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

*

122774

The value must be a number

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

*

93830

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.

0

The value must be a number

17. Details/more information:

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

n/a

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.

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.

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.

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.

The value must be a number

22. Details/more information:

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

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 and workforce diversity data, is the **leadership** of your organizational unit representative/reflective of the Washington County community? *

- Yes
- No
- Unsure

26. 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

27. 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

28. Details/more information:

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

29. 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

30. 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

31. 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

32. 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

33. Details/more information:

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

n/a

Process Evaluation

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

34. 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 demographics on the PPT were informative for County Counsel. County Counsel is a small and diverse department.

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

The tool could be simplified and shorter.



View results

Respondent

10 Anonymous

251:56

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: *

John Wheeler

2. Role / Position Title: *

Manager

3. What is your department? *

Emergency Management

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. 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

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**? *

8.5

The value must be a number

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

8.5

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?** *

8.5

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?** *

8.5

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?** *

533467

The value must be a number

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

436033

The value must be a number

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

403022

The value must be a number

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

*

378264

The value must be a number

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

353506

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.

As a planning and preparedness function, Emergency Management does project work and different projects will have different clients/communities, so it's difficult to set a percentage that applies to the whole program. Our budget for interpretation, translation, or accommodations is primarily based on analysis of historical costs. We also assume some translation/interpretation funding may be needed for potential emergency response and recovery activities. The primary cost is for translation. Often translated materials may be available from partners or there may be other avenues to translation that are low/no-cost. We have some flexibility in project funding sources, particularly for special funds, to allocate funds within a budget year to interpretation, translation, and 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.

2800

The value must be a number

20. Details/more information:

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

\$2,800 for translation 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.

6000

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.

3500

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.

3000

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.

3000

The value must be a number

25. Details/more information:

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

All costs mentioned above are for translation services and not for interpretation or accommodations. Note that Emergency Management can allocate special funds (grants, EMC project fund) to address arising accommodations, translation, and interpretation needs.

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).

None

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

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?

[I assume this is asking what the data shows about the racial inequities. If you are looking for a general description of inequities in our service delivery, let me know. That would be a complex answer.] We don't have any data that quantitatively describes racial inequities in our service access, quality, and outcomes.

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

As mentioned above, we don't have quantitative data that drives decisions regarding resource allocation at the programmatic/budget level. We actively use data in the planning and implementation of our work at the project level which may include disaggregated data. We have flexibility, particularly with our special funding sources, to allocate funds to address racial inequities as needs arise.

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.) *

We did not involve any communities in the development of our proposed budget.

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

N/A (not applicable)

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.

5000

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.

5000

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.

5000

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.

5000

The value must be a number

38. Details/more information:

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

We have requested grant funds from the Oregon State Fire Marshal for the development of a Community Wildfire Protection Plan in FY2023-24. The development of that plan will likely require community engagement. The \$5,000 entered above is a very rough estimate of the amount that may be used for community engagement. We don't have any additional projects slated for FY2023-24 that have specific needs or requirements for community engagement. We have some flexibility, particularly with our special fund sources, to allocate funding to community engagement once a need is identified.

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? *

One of our staff led a project for the Portland metro region this year to gather culturally specific feedback regarding the accessibility of emergency communications (e.g., alerts, warnings, and other emergency public information). This project is largely completed. This project involved a series of workshops with specific cultural groups. We don't have any other current or proposed initiatives that involve culturally specific services. In the course of their project work, our team can assess the need for culturally specific services and we may have the funding flexibility to invest in those services accordingly.

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

None. The accessible emergency communications project mentioned in the entry for #39 was administered through Multnomah County so our office did not enter into any contracts.

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.

The value must be a number

42. Details/more information:

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

We have the flexibility, particularly with our special fund sources, to allocate funds to culturally specific services where needed. Our team can also partner with other County departments, countywide partners (cities, special districts, CBOs), and other counties in the region on initiatives to provide culturally specific services. Due to budget limitations in FY2023-24, we don't have the latitude to reserve general funds sources for these services.

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.

0

The value must be a number

47. Details/more information:

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

See details entered in #42.

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? *

74% of our proposed budget is for personnel costs. Our primary avenue to support culturally specific investments to improve outcomes for BIPOC/immigrant/refugee communities is through the planning and preparedness work of our staff. So our focus is on leading and training our team to address culturally specific needs via resource allocation, representation, community engagement, and other strategies. We recognize that our work related to alert and warning, emergency public information, shelter and mass care, and wildfire protection planning all have a nexus to improving outcomes for BIPOC/immigrant/refugee communities.

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.

0

The value must be a number

53. Details/more information:

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

We entered \$0 for the above entries since we don't have funding explicitly directed to this area; however, we have elements or our M&S budget, particularly professional services, that can be allocated to support improved outcomes for BIPOC/immigrant/refugee communities. It is difficult to extract a specific estimate of this potential cost and so '0' was entered.

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 professional service line item doesn't specifically call out culturally specific and EDI focused activities, other than the translation services addressed in earlier questions. As mentioned in an earlier question, a member of our team led a regional project regarding accessible, culturally-specific emergency communications; however, no funding for that project is in our M&S budget. Multnomah County was the administrative lead for that project.

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.

Per the entry for #59, culturally-specific and EDI-focused professional services are not captured in our budget. We have flexibility, particularly with our special fund sources, to allocate funds to these professional services when needs are identified. Our budget for training (in Training and Education and Travel line items) can support training and professional development related to EDI. Note that our 4% and 7% reduction scenarios substantially reduce our funding for training and professional development.

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? *

The BET highlights areas where we could improve the incorporation of EDI into our budget. It suggests a need to identify a way we can better capture our EDI work in our budget. Though we are doing a fair amount of work, it's not reflected in our budget. The BET also highlights that we need to more explicitly anticipate EDI-related costs in our project planning.

We have never used data or community engagement and feedback to inform our small budget. It would be helpful to consider strategies for doing this or perhaps OEICE could organize a process to support this for multiple departments or perhaps for smaller departments that don't have the resources to collect and analyze data and coordinate community engagement.

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

It was very challenging to translate our department's budget to this tool for a few reasons. a) We have a diverse client base so it's difficult to look at our clients as a single unit. The individuals or organizations considered our clients vary from project to project. In most cases, our direct clients are internal and external partners (e.g., County departments, cities, special districts, CBOs). In some limited cases, particularly regarding alert and warning and mass care and shelter functions, we may have limited direct service to the public; however, most direct public contact is done by our partners. It seems like most questions in this tool assume the program offers direct services to the public. b) We have a diverse set of project work we do. Our budget tries to anticipate project needs but often we can't get into the details suggested by some questions in this survey. It is often only when we implement projects that we can completely identify EDI considerations. Admittedly, we could improve our advance, budget planning for this work. c) the tool doesn't capture the EDI-related work done by others that we heavily leverage. Oregon Emergency Management, Statewide Interoperability Coordinator, Regional Disaster Preparedness Organization, and others often lead EDI initiatives that we participate in and benefit from. But this work is not directly captured in our budget, particularly our M&S budget. I'm not sure how to address these challenges though we can look to organize our budgeting process to better capture our EDI initiatives.



[View results](#)

Respondent

58

Anonymous

42:44

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: *

Will Culver

2. Role / Position Title: *

Sr. Financial Analyst

3. What is your department? *

Finance

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

Miscellaneous and Non-Departmental



5. 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

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**? *

43.8

The value must be a number

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

43.42

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**? *

0

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**? *

0

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**? *

0

The value must be a number

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

25416565

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**?

*

The value must be a number

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

*

The value must be a number

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

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.

The need for translation services has drastically varied over the duration of the pandemic. We have budgeted using historical amounts needed in the first half of FY23 to determine the need for FY24.

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.

2915

The value must be a number

20. Details/more information:

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

The number provided is the amount in the public-communications budget for both FY21 and FY22, there are other translation services that are provided but usually paid for or included in our CBO contracts.

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.

600

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 program managers for each treasury project developed the ideal outcomes for their needs under the available funds. Treasury ARPA reporting requires specific eligible uses and determines the activities, but public health mandates, and economic recovery/support goals were established with the foundation of equity and inclusion.

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).

all of the above.

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 open community engagement processes to collaborate and co-create with our community partners, and hold public open solicitations for opportunities to best help the communities where it is needed. The specifics really depend on every individual project, which is reported in quarterly and annually for specific information related to quality, outputs, and outcomes.

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

The proposed allocation of resources is all centered currently around the remaining carryforward of projects that were created under the ARPA tranche 1 allocation, and as the projects have evolved, the efforts have shifted to ensure the equity gaps are reduced or eliminated as much as possible.

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.) *

Each project would have consulted with different folks, but a list of organizations that we have contracted with, which is only a portion of those who have been included in the ongoing community engagement efforts are:

Home Instead Senior Care 606
Atlantis Caregiver Corporation
Home Instead Senior Care 805
Home Instead 606
Home Instead Senior Care
Just Compassion of East Washington County
Beaverton Area Chamber of Commerce
Hillsboro Chamber of Commerce
Adelante Mujeres
Tualatin Chamber of Commerce
Virginia Garcia Memorial Health Center
Living Islands Non-Profit
Salvation Army Cascade
Lewis & Clark College
Vietnamese Community of Oregon
Jennifer Morris Counseling LLC
Centro Cultural
Accountemps
Options
Asian Health & Services
Home Instead 352
Forest Grove Foundation
Morrison
Lutheran Community Services NW
Asian Health & Services Centers
Lifeworks Northwest
Rapid Response Bio Cleaning LLC
Familias en Accion
Asian Health & Service Center
Forest Grove School District
Bienestar
PBDG Foundation
Tualatin Chamber of Commerce, FY22 BRC
Helping Hands Home Care (CANCELLED)
IRCO
Adelante Mujeres, FY22 BRC
Project Access NOW
CAIRO
Beaverton area chamber of commerce, FY22 BRC
Hillsboro Chamber of Commerce, FY22 BRC
Brown Hope
Muslim Educational Trust (MET)
Centro Cultural of Washington County
Pegasus Moving & Cleaning LLC
NHC (2)
The Korean Society of Oregon (KSO)
Neighborhood Health Center
Latino Network
Airway Science for Kids (ASK)
We Care
Oregon Chinese Coalition (OCC)
Angolan Community Organization of Oregon
St Anthony Catholic Church (SACCH)
Adelante Mujeres, Equitable small business technical assistance and support grant
APANO

Hmong American Community of Oregon
Children's Community Clinic (CCC)
Meals on Wheels People
Centro Cultural of Washington County, Equitable small business technical assistance and support grant
Gaston School District
PBDG Foundation, Equitable small business technical assistance and support grant
Micro Enterprise Services of Oregon, Equitable small business technical assistance and support grant
Immigrant and Refugee Comm. Organization
Tigard-Tualatin School District
Sherwood School District
Community Action
Beaverton School District
Hillsboro School District
City of Sherwood
Radio Cab
Murphy Medical Communications
City of Hillsboro
Neogov
Envisio - Communication/program managemnt software
OHSU/Hillsboro Medical Center
EcoNorthwest
Caza Creative LLC
Vision Action Network
Clean Water Services
UPRISE Collective
NAMI
Asian Health & Services Center
Banks School District
Monday.com Subscription software - 5 year subscription
Hazelden
Lara Media Services
Portland Community College
Working Theory Farm
Virginia Garcia
Immigrant and Reffugee Community Organization
Constant and Associates Inc
SEW Across the Lifespan Grant
PSU
Lutheran Community Services NW- New FY23 contract
Internal - Participation Grants
HomePlate
Adelante Mujeres, Capacity Building Grant
Business Impact NW (Seattle Economic Development Fund), Capacity Building Grant
Forest Grove Cornelius Chamber of Commerce, Capacity Building Grant
Micro Enterprise Services of Oregon, Capacity Building Grant
Oregon Native Maerican Chamber (ONAC), Capacity Building Grant
Small Business Legal Clinic (SLBC), Capacity Building Grant
Raices De Bienestar
Raices De Bienestar Contracts for Train-the-Trainer
Solutions Group NW Contracts for Train-the-Trainer
New Meanings Counseling LLC Contracts for Train-the-Trainer
DATAHS International Contracts for Train-the-Trainer
Tualatin Together Contracts for Train-the-Trainer
Urban League
Portland Youth Builders
Worksystems Inc
Muslim Educational Trust
NWRES

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

The work under ARPA is so dynamic it really hits every area. Household rent/food assistance, workforce development, small business/non-profit/entrepreneur assistance, covid-19 healthcare access, etc..

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

The feedback and collaboration is on-going, within the available approved allocations and direction from the board. ARPA is very specifically used at the county to better help those who have been disproportionately impacted communities, especially the BIPOC communities.

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.

357500

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.

The community engagement amount above is specific to the Community Engagement program under ARPA, namely Accessible Communications, Building Community Capacity, and Advancing Data Equity. There are other community engagement efforts in other ARPA projects but are tied into the ongoing contracts and personnel expenses.

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 utilize CBO's as often as possible to provide culturally specific services throughout the region.

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

Adelante Mujeres
Familias en Accion
Asian Health & Service Center
Centro Cultural
CAIRO
The Korean Society of Oregon (KSO)
Latino Network
Oregon Chinese Coalition (OCC)
Angolan Community Organization of Oregon
APANO
Hmong American Community of Oregon
Immigrant and Refugee Comm. Organization
NAMI
Asian Health & Services Center
Immigrant and Reffugee Community Organization

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.

3328110

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.

632000

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.

Projects are winding down, and also tranche 1 reallocation and tranche 2 allocations are in process. adjustments to the budget will be made when the new allocations are created.

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? *

The Board's direction on how to allocate the unspent funds will dictate the areas of investment which will determine how resources are targeted. The current budget continues the work we have remaining approved funding for that is centered on providing equitable service provision to all disproportionately impacted communities.

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.

632000

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.

0

The value must be a number

53. Details/more information:

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

This is uncertain due to the nature of the funding and eligible activities.

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? *

Since fund 155 is really not a centralized department, the information that I can provide is primarily financial and anecdotal in nature.

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

Since fund 155 is really not a centralized department, it's difficult for me to say. I think having each Project within ARPA perform the equity tool would be far superior than having only 1 budget tool.

View results

Respondent

6 Anonymous

17:18

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: *

Theresa Ellis

2. Role / Position Title: *

Administrative / Business Manager

3. What is your department? *

Assessment & Taxation - Elections

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. 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

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?** *

10.6

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?** *

0.6

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?** *

0.6

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?** *

0.6

The value must be a number

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

1646147

The value must be a number

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

2720288

The value must be a number

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

2661671

The value must be a number

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

*

2613433

The value must be a number

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

2525526

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.

A&T Elections need adequate tools to track translation/interpretation services besides using data from when language lines are utilized. Based on the 2020 Census data, the population in Washington County has the largest population of Hispanic and Asian/Pacific Islanders, which is where the most significant needs are.

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.

5500

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.

5500

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.

5500

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.

5500

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.

5500

The value must be a number

25. Details/more information:

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

We have allocated \$500 for translation/interpretation services, \$500 for printing of document in other languages, and \$5000 for EDI training for all assessment and taxation staff.

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.

There are four positions: two (2) Senior Administrative Specialist and two (2) Administrative Specialist II's.

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

4

The value must be a number

30. Details/more information:

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

Two (2) Senior Administrative Specialist and two (2) Administrative Specialist II's.

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

Please specify number of staff per language.

All bilingual positions are Spanish speaking

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).

Assessment and Taxation - Elections is primarily reliant on Census data. The department has conducted internal interviews with all divisions to gain an inside perspective of community needs. The internal conversations and Census data show that the most prominent needs are Spanish, with Mandarin second. Knowing the primary needs of the community correlates with the need for bilingual staff resources for translation and interpretation services. It helps determine budgetary expenditures specific to personnel, materials, and supplies.

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).

Census data

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?

Through various interdepartmental reviews, Assessment and Taxation - Elections has determined that there are opportunities for improvement in the following areas;

1. Additional review of documents to be translated into Spanish or other languages.
2. The potential need for additional bi-lingual staff should be hired in areas where we are not reflective of the community; and where the team will encounter a community needing assistance in a language other than English.
3. Assessment and Taxation -Elections have sought and hired an outside consultant to train the Management Team specifically around the concepts of EDI; however, the balance of the staff needs this training as well.
4. Improve outreach and strategies to our business (personal property tax filers) community. US Census Data shows the county has approximately 24,000 women and minority-owned businesses combined. That represents just slightly under 50% of all companies in the county.
5. Identify contracts to invite COBID vendors to bid on.
6. Improve the recruitment process to hire regular staff to reflect the numbers of the community of Washington County.
7. Continue to identify ADA areas of improvement and work collaboratively with Facilities and Safety committees to overcome physical barriers.
8. Continue to develop and support staff dedicated to EDI to I provide the department with a sense of continuity and momentum in focusing on areas of opportunity.
9. Continue to identify the strengths of community-based organizations, universities, and others that help the department be intentional about our work in the community.

Assessment and Taxation - Elections leadership genuinely believe this is ongoing work that must be reviewed continuously and improved throughout the department for future years. A&T has developed an internal document that identifies work that should be done over the next three years and beyond.

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

Answered in conjunction with question 34

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.) *

Assessment and Taxation - Elections utilize various internal resources, such as the Town Hall and community meetings. Other external sources, such as a variety of Community-Based Organizations (CBOs), can be utilized to engage with the community. Outreach to CBOs will be a focus this upcoming fiscal year. As of current, what we have heard, primarily due to County community meetings and Town Halls, is that there is a fundamental need to continue focusing on the translation of documents.

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

Primarily around translation and interpretation services resources, specific to having documents available in multiple languages.

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

We have allocated \$250 for translation/interpretation services and \$5000 for EDI training for all assessment and taxation staff and added bilingual allocations for one FTE.

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.

5500

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.

5500

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.

5500

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.

5500

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? *

The department has retained the services of TsaiComms, a COBID business in Oregon. TsaiComms will help facilitate a department culture assessment of EDI, provide the evaluation results, and offer post-assessment training based on recommendations from the review. In addition, TsaiComms will help facilitate the creation of an EDI committee and support activities that align with the County's EDI proclamation creating a strategic action plan for setting attainable goals for the ongoing success of the EDI committee. Assessment and Taxation also utilize the services of various translation/interpretation providers the County provides.

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

Assessment and Taxation - Elections would like to solidify a few contracts with culturally specific CBOs, initially with Centro Cultural through their Centro de Prosperidad, IRCO through their Employment & Business Services, and Pacific University. The community connections will aid the department in providing internships and help promote relationships to finding permanent full-time positions specific to retaining and hiring a workforce that properly represents our community and provides the services needed.

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.

5500

The value must be a number

47. Details/more information:

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

The total dollars for FY 2023-24 is \$5500. This is reflected as such: \$500 in translation/interpretation services and \$5000 in EDI training.

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.

5500

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.

5500

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.

5500

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.

5500

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? *

Assessment and Taxation - Elections plan to address inequities in two distinct ways between departmental recruitments and contracts. Assessment and Taxation focus on hiring bilingual or multicultural staff that best represents the community we serve. Additionally, Assessment and Taxation - Elections concentrate on ensuring that contracts for goods and services utilize CBOs and COBID businesses.

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.

5500

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 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

61. 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

62. 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.

5500

The value must be a number

63. Details/more information:

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

64. 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

65. 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

66. 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

67. 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

68. 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.

69. 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 budget equity tool not only helped create an opportunity for our department to evaluate how it communicates and provides services to the public, but it encouraged the review of external resources to help contract, recruit and engage with CBOs and COBID businesses. The tool helps promote an in-depth look at how the departments evaluate how they could do better to advance EDI internally and externally. It also allows departments to acknowledge there is always room for opportunities and improvements.

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

Creating a fillable PDF enabling budget teams to fill in the information rather than having to convert to Word.



View results

Respondent

6 Anonymous

40:44

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: *

Greg Munn

2. Role / Position Title: *

Chief Financial Officer

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**? *

21.4

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?** *

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?** *

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?** *

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?** *

The value must be a number

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

The value must be a number

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

The value must be a number

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

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.

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

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.

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 and workforce diversity data, is the **leadership** of your organizational unit representative/reflective of the Washington County community? *

Yes

No

Unsure

26. 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

27. Details/more information:

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

28. 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

29. 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

30. 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

31. 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.

0

The value must be a number

32. 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.

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

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

N/A



[View results](#)

Respondent

3

Anonymous

55:28

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: *

Angel Olivares

2. Role / Position Title: *

Fleet Manager

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?** *

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?** *

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?** *

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?** *

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?** *

The value must be a number

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

3018009

The value must be a number

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

3907239

The value must be a number

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

0

The value must be a number

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

0

The value must be a number

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

0

The value must be a number

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.

0

The value must be a number

17. Details/more information:

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

N/A to Fleet

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.

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.

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.

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.

The value must be a number

22. Details/more information:

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

N/A for Fleet, because of how fleet operates as an internal service fund our budget is based on services provided to departments with vehicles. Unless vehicles are being turned in by departments fleet can not realize reductions 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
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- 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.

Fleet has not had a need to budget for these items.

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.

0

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.

Fleets budget is based on services provided to departments with vehicles, since departments are not turning in vehicles fleet is not participating in reduction scenarios.

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? *

These questions are relevant to departments that interact with the public. Because of how fleet operates/structured it's very difficult to realize these type of questions.

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

This is difficult to quantify because fleet is a unique division that mainly interacts with vehicles. The BET should have a print or generate report function.



[View results](#)

Respondent

19

Anonymous

1159:01

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: *

Joanna Small

2. Role / Position Title: *

HR Business Systems Manager

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?** *

36

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?** *

35

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?** *

34

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?** *

33

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?** *

32

The value must be a number

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

972529

The value must be a number

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

1976151

The value must be a number

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

1765451

The value must be a number

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

1715451

The value must be a number

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

1665451

The value must be a number

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.

2500

The value must be a number

17. Details/more information:

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

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.

2500

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.

2500

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.

2000

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.

2000

The value must be a number

22. Details/more information:

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

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.

326495

The value must be a number

29. Details/more information:

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

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.

397125

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.

222980

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.

192950

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.

151920

The value must be a number

34. 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.

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? *

I appreciate the intent of this tool. It is vital for our organization to try and name how we spend our dollars in support of moving our organization away from the systemic racism and exclusionary practices imbedded in our culture. From an HR perspective, it is difficult to "identify" specific operating costs to allocate to the support of EDI because Equity, Diversity and Inclusion work is woven into the identity fabric of what Human Resources is. It is a never ending body of work. Current and future global HR thought leaders are continually defining Equity, Diversity and Inclusion as a primary responsibility for organizations' Human Resources departments. Therefore, EDI is the foundation of all the work, training and recruitment activities Washington County HR participates in.

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

Work with the departments prior to the budget equity tool release to ensure they have the data needed to easily fill out the form. Department's are still unclear as to how "filling out" this form actually equates to improving EDI at Washington County. It doesn't appear there is a strategic plan for how this information will be used to implement a change in how Washington County does business. This disconnect ensures lack of trust and a feeling this is an exercise in futility.

[View results](#)

Respondent

1

Anonymous

28:20

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: *

Kea Sundberg

2. Role / Position Title: *

Senior Management 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
- 518-3525 Information Technology Services

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?** *

81.75

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?** *

85.75

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?** *

85.75

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?** *

85.75

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?** *

85.75

The value must be a number

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

8376641

The value must be a number

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

11325927

The value must be a number

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

11232427

The value must be a number

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

11112427

The value must be a number

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

10320187

The value must be a number

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.

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.

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.

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.

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.

The value must be a number

22. Details/more information:

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

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

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

Yes

No

24. How many **bilingual-required positions** do you have in your Org Unit? *

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

The value must be a number

25. 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.

26. 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

27. Details/more information:

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

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

Please specify number of staff per language.

Spanish

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.

29. 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

30. 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

31. 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

32. 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

33. 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.

30137

The value must be a number

34. Details/more information:

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

35. 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

36. 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

37. 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.

30000

The value must be a number

38. 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.

0

The value must be a number

39. 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.

40. 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? *

Additional details for the responses to Demographic data and workforce/leadership:

ITS is lacking representation of the following demographic groups for its workforce: American Indian or Alaskan Native, and Hispanic or Latino of any race. ITS is overrepresented of the White demographic, and slightly over for Asian demographics.

Our department was also interested in comparing our disability, gender, and veteran's status rates to that of the County Census data.

ITS is also significantly under representative of Females in our department compared to County data. County population data reflects Females at 50.1% of the population, whereas ITS has 27.8% of its total workforce as Female identifying.

Finally, ITS is above the County's percentage for individuals identifying as having a disability. ITS' population with a disability is 9.0% compared to the census of the County with 7.3%. Similarly, ITS' population for veteran's status is 5.1%, slightly above the census data for the County at 4.7% of the population.

ITS should focus on increasing its employment of individuals that identify as American Indian or Alaskan Native, Hispanic or Latino of any race, and Female individuals. ITS proposes to work with OEICE and HR to reach out to these community groups through local culturally specific organizations to ensure they are aware of future ITS employment opportunities. Further, ITS would like to work with HR to track and identify barriers to applications, scoring, and interviews for these populations. There may be instances where we are losing good candidates for controllable reasons. It is an opportunity to ask the question "why" and fully address the challenges as much as possible.

For Leadership:

ITS Leadership is lacking appropriate representation of every racial demographic except for white males. ITS leadership is a group of 11 individuals. The team is 81.8% Male and 90.9% White.

White males represent the majority of ITS' Leadership team. ITS can focus on professional development, professional goals, promotion opportunities, and hiring individuals from every other demographic to make our Leadership more representative.

ITS is working to address how to ensure it is an "employer of choice" for existing staff and future hires. With this comes the review of our processes and opportunities for professional development, performance reviews, and opportunities for stretch roles for individuals. It is an exciting time to be at the County, as there are many changes, new initiatives, and broader support for internal recruitments and projects to demonstrate/grow our staff community.

Additional Learned Info:

ITS confirmed its understanding and assumption that its workforce is not yet reflective of the community we serve. It highlighted the need for more information and engagement with historically underrepresented populations as to the barriers to employment and the barriers to promotion into leadership roles. ITS is anxious to work with HR and OEICE on data collection, analysis, and recommendations for success here.

ITS also was pleased to see current year investments in EDI initiatives increase, and the ITS EDI Workgroup is calling for a specific line item in our budget for EDI initiatives. This is also to address the request and excitement expressed by ITS staff with recent Implicit Bias training – a call for more information, training, and learning opportunities.

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

ITS recommends revisiting which budgets are included in the BET discussion. ITS' entire Capital Projects Fund remains excluded in these responses. Projects funded by ITS' portion of General Fund revenues can have impacts on EDI initiatives across the County, as well as for the ITS Department. ITS notes that capital projects that are a "pass-through" in ITS' Capital Projects Fund should be captured in the respective department's BET as appropriate. For FY 2022-23, ITS budgeted \$30,000 within the Capital Fund for three workgroups that focus on EDI initiatives. These dollars are missed in this conversation, but we have noted our progress here.

ITS would like to see OEICE and the BCC identify performance metrics we can strive to meet, to better ensure the One Washington County initiative is moving on the same path for improvement and advancement of our shared goals as related to EDI efforts. ITS would like to know what the analysis of this data is/will be, and what the overall goals of this data collection is. It is important to communicate these efforts broadly.



View results

Respondent

21 Anonymous

269:48

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: *

Ashley Horne

2. Role / Position Title: *

Equity Policy Manager

3. What is your department? *

CAO

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. 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

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**? *

12.92

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?** *

The value must be a number

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

*

311356

The value must be a number

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

263819

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.

8.4

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.

18000

The value must be a number

20. Details/more information:

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

Q17. 8.4% of Washington County residents speak English 'less than very well' and would need language accommodation.

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.

18000

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.

28000

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.

28000

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.

23000

The value must be a number

25. Details/more information:

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

Decisions made to allocate resources so as to more appropriately respond to needs.

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).

OEICE does not provide direct services. OEICE works internally across the County and with community to advance equity, diversity and inclusion culture, policies, budgeting, programming, planning, procedures, and engagement.

Supplier Diversity, Board and Commission diversity, and language access data inform our programming and budget process. A lot of our foundational work uses workforce diversity data and American Community Survey data to provide a context in which we can place Washington County and better understand where we can target our efforts. Community Engagement strategies rest on cultural and language knowledge which are then reflected in budgeting for bilingual pay in our office.

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).

OEICE Considered demographic data related to applicants and appointees to the County's 36 appointed boards and commissions. In 2022 we had 37 new appointees. Asian/Asian American and Hispanic community members were underrepresented based on ACS demographic data. Both communities comprised 8.1% of 2022 appointment slots but the Asian/Asian American community makes up 11% of the Washington County population and the Hispanic community makes up 17% of the Washington County population.

Asian, Black, and Hispanic communities are underrepresented and underutilized in our workforce in multiple job groups (7,3,3, respectively).

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?

OEICE was created to specifically address inequities in access, quality, and outcomes of County service. From available data we know that there are inequities in the following areas:

Access – Bilingual Pay Policy development - Many designated bilingual staff are in lower classifications/positions or non-management roles. The majority of their supervisors are monolingual English speakers. This has contributed to an environment of inequitable workload between monolingual and designated multilingual staff.

CPO Program – access for racially/ethnically/linguistically diverse populations

Community engagement like Town Halls and Budget Sessions

Internal clients we serve- road show and training opportunities

Access and opportunities for education for County process. (coaching/workshops) I.e

Invest/Develop/Staff & Support a Supplier concierge services for community.
(partnership with EcDev for budget?)

OEICE mission is to correct inequities where they exist. This happens internally and externally for Washington County staff and community, respectively, by advancing equitable policies and procedures, and externally for Washington County residents through increased representation on boards and commissions.

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

Increased allocation of resources for translation and interpretation services. This data informs our policy and program work as well.

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.) *

While we did not design and focus OEICE budget engagement sessions with specific groups, but we did hear comments from several community partners related to budget priorities and these have influenced our OEICE budget development. These organizations and engagement opportunities include:

- COVID Racial Advisory Group-CREW lead by Espousal Strategies
- Latinx Advisory Board for the Washington County Sheriff's Office
- Town Halls with specific outreach to Black, indigenous, and communities of color.
- Organization providing Civic Leadership Training (APANO, Unite Oregon and Adelante Mujeres)
- Advisory Council on Racial Equity
- Native American/Indigenous Communities participating in the Powwow planning group and Heritage Month Celebrations
- County sponsored events in the community such as the Washington County Fair, Board of County Commissioner Reapportionment, and Chinese Lunar New Year Celebration.

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

OEICE staff heard a variety of comments related to community needs from internal and external engagement.

For external engagement this includes language access that considers incoming and outgoing communications such as provision of information in languages people need and conversely when community partners share information with the County in a language other than English there is a process for translating those documents; staff awareness of language services and how to utilize those services; utilization of plain language on communications; messaging that clarifies that government is accessible and look to trusted partners to communicate to their respective communities; procurement and supplier diversity were also priorities we heard form community.

For internal engagement this includes supporting Black, Indigenous, and other staff of color for mentorship and growth opportunities within the organization. Staff also shared the following priorities regarding inconsistent processes by departments and adjacent agencies; need to streamline, simplify, and raise awareness/educate about internal systems (i.e. dozens of portals and differing processes by agencies/GCs) specifically addressing the complicated processes; provision of training for the public and internal departments to access the various systems; increase capacity for MWDVESB businesses/suppliers to meet County process expectations; address the high expectations of the supplier community to provide risk responsibilities (i.e. Insurance, previous gov work references, wide scope of services provided); ensuring that training materials are provided in languages other than English; and supporting businesses/suppliers with consideration that State COBID certification requires US citizenship which limits immigrant and refugee populations from participating.

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

Budget was increased in areas to account for provision of language access, support community based culturally responsive engagement, and in-person meeting support.

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.

156920

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.

132429

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.

132429

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.

113123

The value must be a number

38. Details/more information:

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

Decisions were made to allocate resources so as to respond more appropriately to needs.

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? *

N/A. OEICE does not provide direct services and will not complete this section.

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

N/A. OEICE does not provide direct services and will not complete this section.

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.

999

The value must be a number

42. Details/more information:

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

N/A. OEICE does not provide direct services and will not complete this section.

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.

999

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.

999

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.

999

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.

999

The value must be a number

47. Details/more information:

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

N/A. OEICE does not provide direct services and will not complete this section.

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? *

See next section.

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.

999

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.

999

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.

999

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.

999

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. 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.

128000

The value must be a number

57. Details/more information:

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

RE Q54: OEICE meets or exceeds representation for the following communities: American Indian/Alaska Native, Black or African American, Hispanic or Latino of any race, and two or more races. We slightly underrepresent the Asian community (<2% difference) and currently have no representation from the Native Hawaiian/Pacific Islander community.

RE Q56: This figure includes training, Employee Resource Groups support, Equity Leadership Council Committees resources, Cultural Heritage Celebrations, community based engagement, etc.

58. 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.

128000

The value must be a number

59. 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.

161104

The value must be a number

60. 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.

158231

The value must be a number

61. 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.

126000

The value must be a number

62. Details/more information:

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

Decisions were made to allocate resources so as to more appropriately respond to needs.

It is important to note that OEICE was established during the beginning of the pandemic and at time when people were isolating/distancing and thus there was limited in-person community engagement. We anticipate an increase in community engagement costs because in-person engagement requires more resources.

Process Evaluation

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

63. 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? *

OEICE worked through the Budget Equity Tool as a whole team which gave staff throughout the office an opportunity to become more familiar with the budget process, how to center equity in budgeting by using the Tool, and how to think about our work independently and across the organization. A standout learning related to equity was that it becomes a complex consideration when equity is the foundation of the Org Unit, and the Org Unit does not provide direct services. This complexity fostered very rich internal discussion about allocation of resources in relation to community need and the outcomes of addressing inequities.

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

OEICE is the lead entity responsible for creating and supporting implementation of the Budget Equity Tools across the County. Through our support of other Org Units and our experience completing the Tool, we note the following:

We need to allow more time for staff and leadership to become familiar with the Budget Equity Tools. Perhaps the Budget Equity Tool trainings should start before budget launch.

We should consider offering/facilitating some Budget Equity Tool focused drop-in budget Q&A sessions in addition to the trainings

Provide additional support and clarity to Org Units that provide services that are not traditional direct services to community, so they/we may think about service provision to policy makers, etc. (Example: health equity planning and policy work, tobacco and suicide prevention, etc.)

Work with HR to create Org Unit level data resources for Org Units

Create a facilitation guide for staff leading Org Units/Departments through

Further tease out some questions, including Qs 54 –55 to allow specific responses and not just a “yes” or “no” response.



View results

Respondent

5 Anonymous

16:32

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: *

Suzi Fulcher

2. Role / Position Title: *

Procurement Manager

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**? *

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?** *

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?** *

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?** *

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?** *

The value must be a number

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

The value must be a number

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

The value must be a number

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

The value must be a number

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

*

91650

The value must be a number

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

80650

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.

0

The value must be a number

17. Details/more information:

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

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.

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.

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.

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.

The value must be a number

22. Details/more information:

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

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 and workforce diversity data, is the **leadership** of your organizational unit representative/reflective of the Washington County community? *

- Yes
- No
- Unsure

26. 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.

12400

The value must be a number

27. Details/more information:

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

28. 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.

12400

The value must be a number

29. 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.

12400

The value must be a number

30. 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.

12400

The value must be a number

31. 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.

12400

The value must be a number

32. Details/more information:

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

There is no way to make the 7% or 10% cut in overall budget by reducing Materials and Supply so FTE must be cut to make these numbers.

Process Evaluation

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

33. 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? *

Nothing really, I think last years tool was more thought provoking.

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

Ask how we are using the funds to support equity work and what that means to our particular org unit.



View results

Respondent

18 Anonymous

35:36
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**? *

6.6

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?** *

6.6

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?** *

6.6

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?** *

6.6

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?** *

6.6

The value must be a number

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

765489

The value must be a number

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

1047355

The value must be a number

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

1041155

The value must be a number

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

*

1034296

The value must be a number

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

*

1031142

The value must be a number

Civil Rights

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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.

0

The value must be a number

17. Details/more information:

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

Mail and Print Services (MPS) does not appear to have anything specifically designated for accommodations, translation and interpretation at this time. [The MPS organization unit is part of a restructuring process underway to move MPS into Facilities.]

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?** *

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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.

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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?** *

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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. It does not appear there is a for the org unit itself.

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.

