

Sample Work Plans

Defined Objectives:*

Create recommendations required to stand up an Office of Equity:

- Mission and vision statements
- Definition of 'equity'
- Organizational structure and staffing, including a community liaison
- Office's authority and functions, including accountability mechanisms
- Operating budget

Some questions to resolve:

- How will the Office engage executive-level management from all agencies?
- How will it facilitate state policy and systems change?
- What will it need to successfully conduct community outreach and engagement?
- What does it need to establish standards for the collection, analysis, and reporting of disaggregated race and ethnicity data?
- What accountability tools (auditing?) will it use to ensure all agencies meet performance measures?

*These objectives are defined in the Task Force's authorizing legislation (ESHB 1109, Section 221, Subsection 7). The Task Force may have or may form other objectives, which are not included in this list.

Work Plan 1 – By early December 2019, finalize a report with all recommendation areas required to stand up an Office of Equity.

October 20-21	November 25	Opportunities	Drawbacks
<p>Deliberate recommendation areas (see list of defined objectives and questions to resolve)</p> <p>Create and approve policy recommendations</p> <p>Do we still want to do a community forum?</p>	<p>Review and finalize language for all policy recommendations</p> <p>Review and finalize all report sections</p> <p>Sections could include:</p> <ul style="list-style-type: none"> • Introduction • Background • Lessons from King Co and GARE • Research • Community input • Policy recommendations • Acknowledgment of tribal-state government-to-government relations • Concerns/potential adverse consequences • Future work/plan for the rest of the project 	<p>A proposal ready for the 2020 legislative session</p> <p>Coincide with the Governor's budget</p> <p>Time to expand upon initial work (December – June)</p> <p>After December, focus on adding content around the Task Force's processes and lessons learned</p> <p>Outreach/advocacy with more defined asks, funding</p>	<p>Meetings around Olympia/Tacoma</p> <p>Little wiggle room: timeline, work plan</p> <p>Little opportunity for community input and feedback</p> <p>Bringing a close-to-final report to the November meeting, potentially hosted on tribal land</p> <p>Limited engagement with executive-level management</p> <p>Limited opportunity for invited speakers</p> <p>Review most of the report between meetings; may not see final report before it is submitted to the Legislature</p>

Work Plan 2 – By early December 2019, finalize a progress report that outlines the Task Force’s strategy and work plan.

October – November	December – June	Opportunities	Drawbacks
<p>Develop Community Engagement Plan with community input and feedback</p> <p>Develop questions and methodology to begin listening sessions and ethnographic interviews</p> <p>Develop a plan to engage executive-level management throughout the project</p> <p>Finalize a work plan for December – June</p> <p>Sections could include:</p> <ul style="list-style-type: none"> • Introduction • Background • Lessons from other initiatives • Research • Community Engagement Plan, including quantitative and qualitative tools • Plan to engage executive-level management • Acknowledgment of tribal-state government-to-government relations • Work plan • Challenges and barriers • Strengths and Opportunities • Message for 2020 leg session 	<p>Engage communities, AI/AN populations, and agency staff</p> <p>Hear from invited speakers</p> <p>Conduct multiple community forums for input and feedback</p> <p>Deliberate and form recommendations</p> <p>Get input and feedback on policy recommendations</p> <p>Perform self-assessment of processes</p> <p>Discuss potential challenges and adverse consequences of an Office of Equity</p>	<p>Creation of workgroups</p> <p>Community outreach, input, and feedback</p> <p>Engage tribes and indigenous populations</p> <p>Engage executive-level management</p> <p>More research and exploration of other models/guiding principles</p> <p>More time for deliberation and review</p> <p>Better define the scope, authority, and functions for the Office</p>	<p>Potentially less influence on the 2020 legislative process</p> <p>Missed opportunity to create an Office of Equity in 2020</p> <p>Potential loss of momentum/rush at the end</p> <p>Potential scope creep (continuous growth of scope due to lack of definition and parameters)</p> <p>Limited funding and time after release of the final proposal (staff through July 31, 2020)</p>