



Overview of Draft Report

November 25, 2019

“

The task force must submit a preliminary report to the governor and legislature by December 15, 2019.

The task force must submit a final proposal to the governor and the legislature by July 1, 2020.

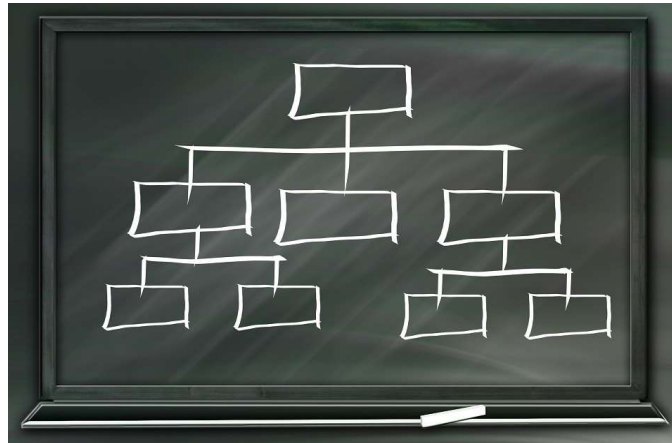
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[ESHB 1109](#) (2019-2021 WA State Operating Budget) /
Chapter 415, Laws of 2019

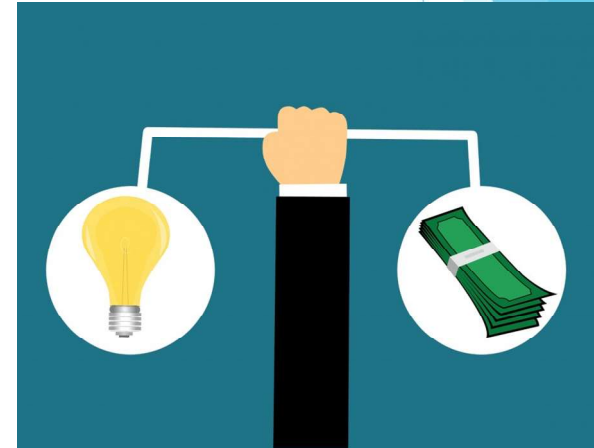
For the preliminary report,
include recommendations on:



**Roles &
Functions**



**General
Organizational Structure**



**Estimated
Operating Budget**

Main Sections of the Draft Report

Background

- Task Force: purpose, membership, bylaws, operating principles
- Our work so far: government-to-government relations, community engagement, research and outreach

Recommendations

- Guiding principles for recommendations
- Equity definition, equity statement, mission/vision statements
- Office of Equity's roles and main functions
- Organizational structure
- Operating budget (w/ 2020 – 2022 plan for staffing and operations)

Future Work, Conclusion, Appendices

- Intention to make further recommendations
- Focus areas for 2020

Today's Tasks:

- ❑ Make sure the content and language reflect your intent
 - ▶ Clarify
 - ▶ Add/remove
- ❑ Add equity definition, equity statement, vision/mission
- ❑ Address decision points
- ❑ Approve the content and give the Chairs/staff authority to finalize and submit the report





Cost Model & Budget Estimates

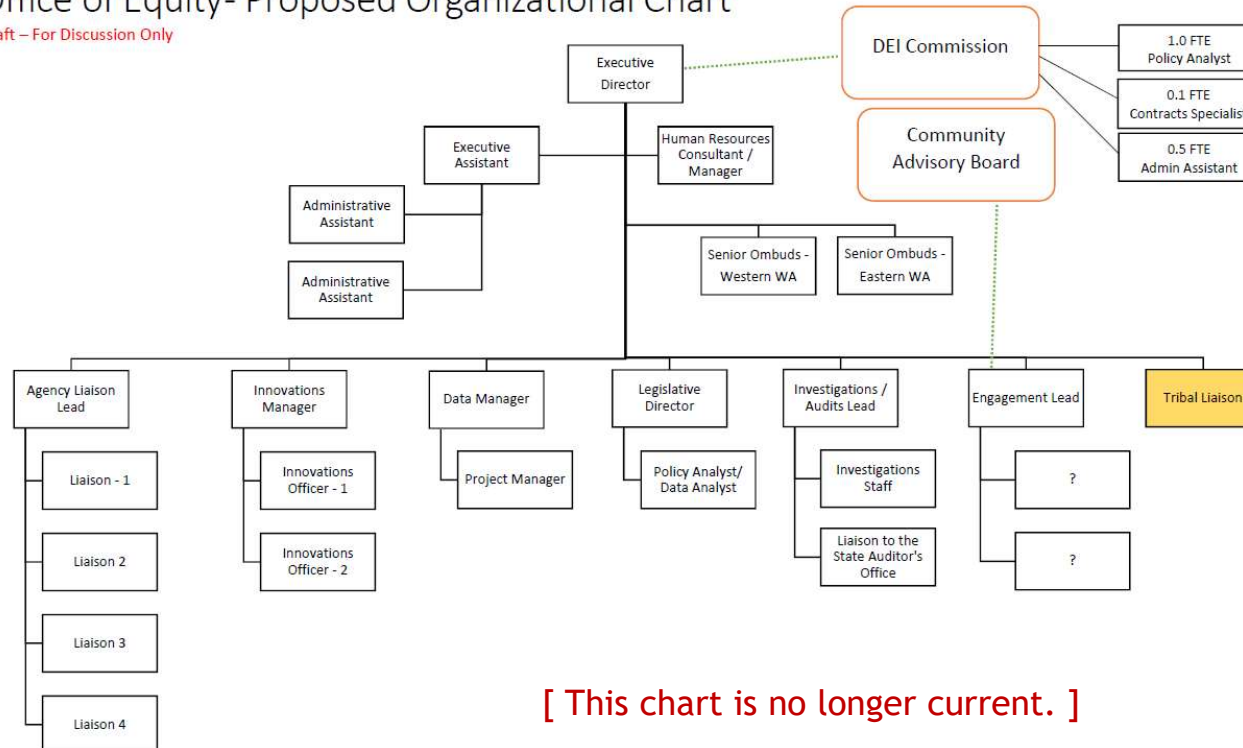
November 25, 2019

OFFICE OF EQUITY TASK FORCE

1. Used the organizational chart and staff positions approved at the Oct 21 public meeting

Office of Equity- Proposed Organizational Chart

Draft – For Discussion Only



[This chart is no longer current.]

2. Worked with staff at the Office of Financial Management (OFM) to build a cost model

▶ Included costs for:

- ▶ Salaries and benefits
- ▶ Office space/leasing
- ▶ Goods and services
- ▶ Travel and training
- ▶ HR services through DES
- ▶ Financial Services through DES
- ▶ One-time expenses for workspace and technology

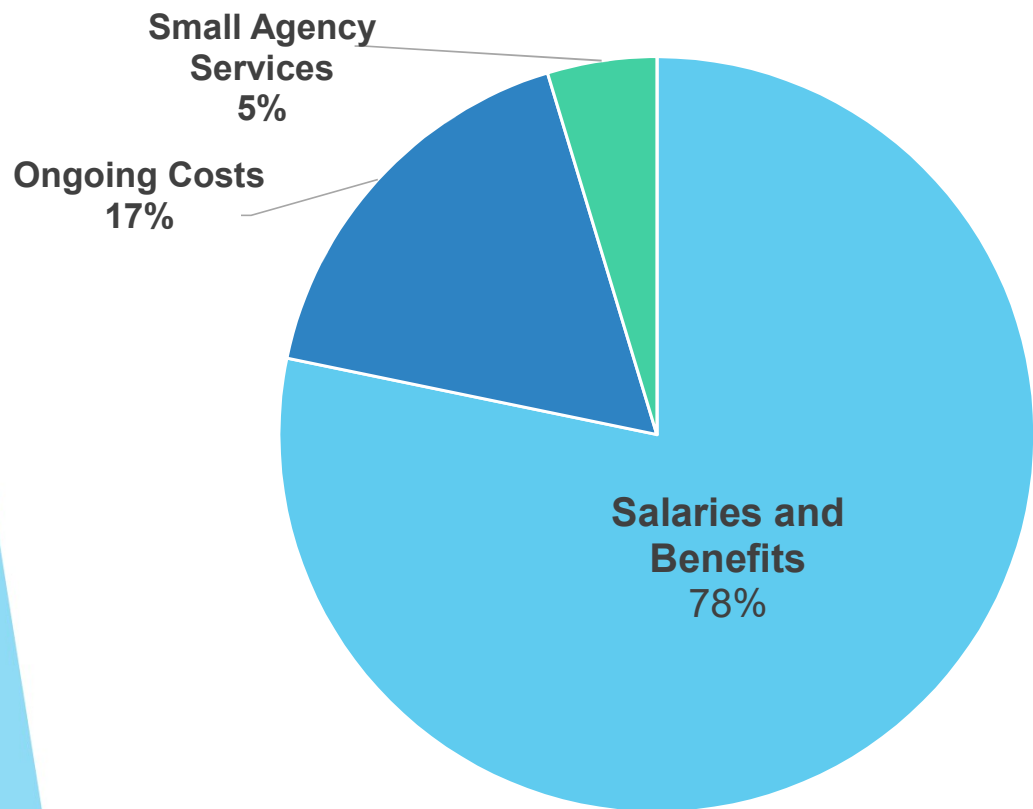
○ Assumptions:

- Exempt office (not subject to [WAC 357](#))
- Benefit factor of 32.4%
- Comparables for Exec. Director position
- Does not include salary increases
- OFM estimates for office and leasing costs
- Small-agency services for 20 - 30 FTE

Adaptations:

- 1.0 FTE Policy Analyst total
- No in-house HR Consultant

3. Created an estimated operating budget



\$3.9 million/year



\$7.8 million/biennium

4. Made a proposed plan for 2020 - 2022



FY21 (July 2020 – June 2021)

- ▶ Office of Equity est. July 1, 2020
- ▶ Time to hire and onboard staff
- ▶ Priorities:
 - ▶ Office operations
 - ▶ Building relationships
 - ▶ Building internal capacity
 - ▶ Guidance and technical assistance to agencies
 - ▶ Performance measures & public dashboard

FY22 (July 2021 – June 2022)

- ▶ Make the Office **whole**
- ▶ Priorities:
 - ▶ Smooth out operations
 - ▶ Continue building internal capacity and toolkit
 - ▶ Relationships take time
 - ▶ Implement accountability and enforcement mechanisms

FY21
\$2.25 million

FY22
\$3.9 million