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Meeting Date: April 18, 2023
Language Access Order

Presenters:
Bookda Gheisar, Office of Equity, Diversity, and Inclusion
Tyler Emsky, Commission Office

Highlights of the Language Access Order

- Makes language access a permanent, ongoing commitment by the Port of Seattle in every department and every division.
 - OEDI and ER to develop Language Access Guidance Manual for use by departments in developing their plans.
 - OEDI and ER to assist every department in developing/updating annual Language Access Plans.
 - Departments and divisions shall establish and/or update language access plans on an annual basis starting no later than 2025.

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Highlights (continued)

- Language Access Plans to consider the needs of people who communicate using American Sign Language.
- Per authority granted by Salary and Benefits Resolution, prior to the 2025 budget development process Human Resources will propose a policy and compensation model for Port employees who are tasked with translation services.
- OEDI and ER to report to the Commission and Executive Director by February 2024 on the findings of language access assessments.

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Language Access Order Implementation Timeline

2023 2024

Apr Jun Aug Oct Dec Feb Apr Jun Aug Oct Dec 2025

OEDI Apr 11 - Feb 29 Conduct Department Assessments

External Relations Apr 11 - Sep 1 Conduct prioritized self-assessment

Apr 11 - Feb 29 Collaborate on Aviation Division Assessment

Apr 11 - Feb 29 Develop Language Access Guidance Manual

Report to Commission on findings of

OEDI+ER language access assessments

Feb 29

Provide technical assistance to

Mar 1 - Sep 30 Departments and Divisions to establish

Language Access Plans

Apr 11 - Feb 29 Support OEDI Department Assessment

All Departments and Mar 1 - Sep 1 Develop and budget for Language Access Plan

Divisions Language Access Plans in Place, updated

annually going forward

Jan 1

Human Resources Apr 11 - Jun 1 Develop Employee Translation Compensation Model

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Thank You

Questions?

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