



**COMMISSION  
AGENDA MEMORANDUM**

**Item No.** 10a

**ACTION ITEM**

**Date of Meeting** April 11, 2023

**DATE :** March 10, 2023

**TO:** Stephen P. Metruck, Executive Director

**FROM:** Bookda Gheisar; Senior Director, Office of Equity, Diversity, and Inclusion  
Tyler Emsky, Vy Nguyen; Strategic Advisor, Commission Office

**SUBJECT:** **Resolution No.3812- Adoption of the Equity Policy Directive**

**ACTION REQUESTED**

Request Adoption of Resolution No. 3812: a Resolution of the Port of Seattle Commission establishing an Equity Policy Directive to guide the integration of equity, diversity, inclusion, and belonging into the Port's practices and policies.

**EXECUTIVE SUMMARY**

The Equity Policy Directive was drafted in close coordination between the Commission Office and the Office of Equity, Diversity, and Inclusion (OEDI) with consultation of members of the Executive Leadership Team, Port staff, and community-based external stakeholders.

The Directive seeks to codify work launched by OEDI as a result of prior Port Commission action: Motion 2020-19 and Order 2018-06. Through proposed changes in policy and protocol and program evaluation for this body of work, the Directive takes Port values of equity, inclusion, and belonging into concrete action steps and a clear mandate for all Port employees to advance our Century Agenda equity goals and vision while shifting the Port to becoming an inclusive employer where every employee is valued.

**JUSTIFICATION**

As the first port to establish an Office of Equity, Diversity, and Inclusion, the Port of Seattle has accomplished much in the four short years since the creation of OEDI. This Directive was called for in Order 2018-06, and its development was further bolstered by Motion 2020-19. This Directive would ensure that the equity infrastructure and practices developed specifically for the Port of Seattle continue to be a Portwide priority, with the appropriate staffing and resources, regardless of who holds positions of leadership at the Port in the future.

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**DETAILS**

The Directive makes the Office of Equity, Diversity, and Inclusion (with the Director of OEDI serving on the Executive Leadership Team) and the inter-departmental Change Team permanent parts of the organization.

Operational elements proposed in the Directive include annual equity goal setting and reporting requirements, utilization of Port-developed equity tools such as the Equitable Budgeting Tool to the greatest extent possible in planning and operationalization of Port work, and clarification of OEDI’s role in supporting employee growth, advancement, and knowledge of equity practices and/or issues across the Port.

External-facing parts of the Directive include: a commitment to expand our portfolio of community-based programs such as the Duwamish Valley Community Equity Program, engage community advisors as needed, and to work to reduce barriers to participation by community leaders in Port outreach.

Finally, this Directive launches two initiatives for the Port: 1) development of an environmental justice framework and/or principles to guide future Port operations and projects; and 2) an internal workgroup to examine and define “equity-related resources” for future budget planning and proposals.

**FINANCIAL IMPLICATIONS**

To the extent the Equity Policy Directive has financial implications, these will be identified and evaluated annually as part of the regular budget planning process.

**ATTACHMENTS TO THIS REQUEST**

- (1) Resolution No. 3812
- (2) Previous 03/28/23 Presentation Attachment

**PREVIOUS COMMISSION ACTIONS OR BRIEFINGS**

October 13, 2020 – The Commission approved Motion 2020-19

May 8, 2018 – The Commission approved Order 2018-06