



**COMMISSION
AGENDA MEMORANDUM**

Item No. 11b

BRIEFING ITEM

Date of Meeting July 11, 2023

DATE: July 3, 2023

TO: Stephen P. Metruck, Executive Director

FROM: Bookda Gheisar, Senior Director, Office of Equity, Diversity and Inclusion
Dan Thomas, Chief Financial Officer

SUBJECT: Equitable Spending and Accountability Project (ESAP) Briefing

EXECUTIVE SUMMARY

The purpose of this briefing is to discuss with the Commission the Equitable Spending and Accountability Project (ESAP). Staff would also like to seek the Commission's feedback on the proposed ESAP pilot program for 2024.

BACKGROUND

During the spring of 2023, a cross-departmental team worked together to develop a definition for equity spending. This team then worked with all departments to conduct an audit of budget items from the past four years to measure the percentage of Port expenses that met the equity spending definition. The team also worked to separate equity spending into distinct categories to tell a more complete story of what investments we are making with the goal of advancing equity, diversity, and inclusion. This work serves as a baseline for tracking our progress in subsequent budget cycles.

For the pilot program, we are collecting information at both the division and department level. Each division will be responsible for identifying and compiling the equity spending in their proposed budgets and reporting it to ELT and Commission as part of their budget presentations. The divisions will also track equity spending during the year and report out annually. This information will be used to help us understand how our budgets are aligning with our equity values and where we are spending money to advance equity.

In addition to tracking equity spending at the division level, all departments must answer several questions about their 2024 budgets. These questions provide insight into how a department's budget aligns with Equity Goals, who was included in the budget creation process, and what additional support or resources are needed to help departments meet their equity goals.

ATTACHMENTS TO THIS BRIEFING

- (1) Presentation

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PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

None