



PLANNING AND BUILDING DEPARTMENT RACIAL EQUITY TEAM CHARTER

Our Mission

The Department of Planning and Building's Racial Equity Team supports the mission of the City of Oakland to transform practices in City government to promote racial equity. The Team will develop the department's Racial Equity Strategic Plan and promote application of a racial equity framework and tools across the department's activities.

Role of Racial Equity Team

The goal of the team is to build racial equity awareness and capacity within the department, City of Oakland, and communities we serve. Team objectives include our commitment to:

- Model commitment to racial equity by engaging in training and opportunities
- Communicate and facilitate activities and dialogue with department leaders and staff to build support and understanding of the racial equity framework
- Advance the department's use of racial equity tools
- Provide support to workgroups and individuals in the department on equity activities
- Support development and implementation of the department's Racial Equity Strategic Plan.

Structure of Racial Equity Team

The Race & Equity Team should consist of representatives of the department's divisions and management levels and ideally reflect the demographics (i.e. race, gender, age, etc.) of the department as a whole. Team structure is as follows: officers (two Co-Leads and a Recorder) and Team Members. The length of term for each office is ideally two years; Co-lead terms should stagger. Team Members have no term maximum; however, the standard is to maintain an evolving team consisting of various new and standing members. The election of officers is based on a simple majority of a vote of the entire team.

Transition Procedure

The team will accept new members as needed. Members should review the roles, responsibilities and expectations and have completed the Advancing Racial Equity Academy training before joining the team. The Co-Leads will welcome new members and provide any appropriate materials.

Responsibilities and Expectations

Team Members

- Members are expected to attend team and subcommittee meetings regularly and actively participate in team tasks and subcommittees in alignment with the Action Plan.
- Each member should be willing and able to dedicate approximately 2-6 hours per month to the progress of equity within our department. Roles and assignments may require more/less for any given month; therefore, each member should be prepared to dedicate an average of 1 hour per week toward the mission of this team. This includes completing assignments outside of meetings and being an ambassador/resource to the rest of the Department about racial equity.
- Recommended activities for individual Team Members consist of bringing materials relevant to the mission to share with the rest of the team, attending “lunch and learn” courses provided by Citywide Training, and attending other non-obligatory race and equity-related events.
- Team members are encouraged to individually develop their own capacity to understand and address how racial issues show up in their lives and work through reading or other media sources, activity participation, exercises, etc.

Racial Equity Team Officers

Co-Leads

- Prepare meeting agendas
- Facilitate meetings
- Track team progress
- Make reports to Department Director and management
- Assess and support team members’ leadership skill development
- Participate in racial equity training to build skill and capacity
- Act as point persons for membership coordination and orientation

Recorder

- Document updates
- Schedule meetings
- Provide notes on meeting outcomes
- Track meeting attendance

Planning and Building Managers and Supervisors

- Support Racial Equity Team members in accomplishing departmental equity outcomes
- Learn and model use of racial equity tools and encourage staff to do the same
- Learn and model racial equity skills and tools and set expectations that staff will do the same

Planning and Building Director

- Lead development of a Racial Equity Strategic Plan and any associated budget and activities, and track results to monitor progress for reports out to department and City leadership
- Meet regularly with the team to receive progress updates on the team Action Plan, provide support or authorization, and provide problem solving assistance
- Incorporate racial equity performance objectives into manager accountability agreements and hold managers accountable for implementation of racial equity strategies and framework
- Learn and model racial equity skills, use racial equity tools and set the same expectation for other department leadership



David Guillory
Race & Equity Team Co-Lead

4/25/19
Date



Joanna Winter
Race & Equity Team Co-Lead

4/25/19
Date



William Gilchrist
Director, Department of Planning and Building

4/26/19
Date