



SF Environment

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A Department of the City and County of San Francisco

MEMORANDUM

DATE: October 15, 2020

TO: San Francisco Department of Environment Commission, Operations Committee

FROM: Sraddha Mehta and Soko Made, SFE's Racial Equity Leaders

RE: October 21, 2020 Environment Operations Committee Meeting: Racial Equity Update

In January 2020, SF Environment (SFE) Racial Equity staff presented [Phase I actions to advance racial equity in SFE's internal operations, policies, and procedures to the Commission on the Environment](#). The actions addressed findings from a workforce assessment and staff survey administered by the SFE racial equity core team staff in 2019. Staff identified 16 proposed actions in three opportunity areas: hiring practices, work environment and staff understanding of racial equity, and staff growth and advancement. Staff also assessed priority, impact, and difficulty of each action.

In June 2020, the Office of Racial Equity (ORE) released guidance and a template on Phase 1 actions (attached) for departments to develop a Racial Equity Action Plan. SFE staff has been working to align actions with ORE's framework, identifying similarities and gaps. While SFE's Phase I actions largely align with ORE's Phase I template, there were some gaps, due to differences in how ORE and SFE categorized Phase 1 and Phase 2 actions. The new template includes the following sections:

1. Hiring and Recruitment
2. Retention and Promotion
3. Discipline and Separation
4. Diverse and Equitable Leadership and Management
5. Mobility and Professional Development
6. Organizational Culture of Inclusion and Belonging
7. Boards and Commissions

In order to strengthen our Racial Equity Plan and ensure racially inclusive collaboration, during the October 21, 2020 Commission on the Environment Operations Committee meeting, SFE Staff would like to discuss the following topics:

- What types of racial equity training would be helpful for members of the Commission?
- How can we incorporate racial equity in Commission meetings?
- How can the Commission engage with the community to create a pipeline to increase racial diversity in commissions/boards and for SFE leadership positions?
- How can the department expand its recruitment efforts to increase racial diversity in SFE leadership positions?

We look forward to discussing the Racial Equity Plan, reviewing the many changes that have taken place in 2020 and having a robust discussion on the aforementioned topics.

Attachment 1 – ORE Phase I Template