



**RESOLUTION 3770 EXHIBIT C  
PORT OF SEATTLE COMMISSION  
EQUITY AND WORKFORCE DEVELOPMENT  
STANDING COMMITTEE CHARTER**

**Adopted February 25, 2020**

**I. INTRODUCTION**

A. The Equity and Workforce Development Committee, herein referred to as “the committee,” is a standing committee created by the Port of Seattle Commission. The committee will provide information, advice, and recommendations about the port’s equity, workforce development, and career connected learning programs and policies, and diversity in contracting goals.

B. The Port of Seattle is committed to joining regional and national efforts to achieve equity and justice for all and recognizes our essential role in building a socially just institution by dismantling the structural barriers that have prevented the full participation of our most marginalized communities, particularly communities of color. To achieve equitable outcomes for all we will lead with a racial equity lens, instituting policies and practices that address the systemic inequity of economic opportunities, working conditions, impacts on local communities, and participation in port affairs.

C. This charter defines the mission, composition, scope, authority, responsibility, and meeting structure of this committee.

**II. COMPOSITION**

The committee will consist of two Port of Seattle commissioners appointed by the commission president, after consultation with the commission, at the beginning of each calendar year in which the committee is active.

**III. SCOPE OF WORK**

The work of the Equity and Workforce Development Standing Committee shall include the following areas and associated activities:

A. Equity:

1. Review and provide recommendations to the commission on the development and implementation of the Duwamish Valley Community Benefits Policy Directive and the South King County Fund.
2. Review and monitor internal and external equity programs, policies, systems, and practices including but not limited to the implementation of the Office of Equity, Diversity and Inclusion Strategic Plan, and the workforce development policy, community partnerships with an emphasis on environmental, racial, and economic justice, and effective channels of communication with port leaders in all port impacted communities.

B. Workforce Development: Review and provide policy recommendations to the commission to develop port workforce development programs that support equitable access to port-related jobs and opportunities.

C. Career Connected Learning: Review and provide recommendations to the commission to guide the port's career connected learning strategies. The strategies are intended to ensure that those participating in workforce development programs have access to real-world learning experiences in port-related industries and that connect students to meaningful and well-paying jobs at the Port of Seattle.

D. Diversity in Contracting: Monitor the implementation of the Diversity in Contracting policy directive. Review and recommend to the commission policies that provide economic development opportunities to women- and minority-owned business enterprises based on equity principles.

E. Communicate the port's approved legislative agenda to the public as it relates to the scope of work for the committee.

F. Review and recommend to the Port of Seattle Commission updates to the Century Agenda and policies to support the work of the Office of Equity, Diversity, and Inclusion.

#### **IV. AUTHORITY**

In pursuit of its mission and scope, the committee is not legally authorized to act on behalf of the Port of Seattle Commission, but is authorized to conduct the following activities:

A. Gather and evaluate information, consider matters within the committee's scope of work, and provide information, advice, and recommendations to the Port of Seattle Commission.

B. Communicate the priorities of the Port of Seattle Commission.

C. Engage in outreach efforts with community leaders and stakeholders and activities to gather and evaluate information to provide to the Port of Seattle Commission.

D. If the committee determines that to meet its responsibilities it needs the independent services of an outside advisor or consultant with equity, workforce development, or career connected learning expertise, it may propose the retention of such advisor or consultant to the commission for approval.

## **V. DURATION**

The Equity and Workforce Development Committee is a standing committee with broad purview over matters related to equity and will continue indefinitely until the commission repeals its charter.

## **VI. RESPONSIBILITY**

A. The role of the committee chair(s) shall be to:

1. Preside at meetings and serve as committee sponsor(s);
2. Ensure that the committee addresses the purposes described in this charter; and
3. Set committee meeting agendas.

B. The Commission Policy Manager is the committee liaison, and commission specialists will support the work of the committee as assigned. The role of the committee liaison shall be to:

1. Regularly update the commission on the work of the committee in memos, individual briefings, and public session;
2. Support the work of the committee;
3. Help develop, manage, and distribute meeting materials;
4. Provide logistical support including procuring meeting rooms, scheduling, creating meeting records, and providing technical assistance; and
5. Coordinate with the primary executive staff contact to keep the Executive Director informed about committee progress.

C. The Port of Seattle Senior Director of Equity, Diversity, and Inclusion or delegate will support the committee as the primary executive staff contact. The role of the executive staff contact shall be to:

1. Inform the Executive Director about committee progress;
2. Support the committee with timely and responsive information;
3. Coordinate with other executive staff in support of the committee's work; and
4. Serve as a resource for committee deliberation.

## **VII. MEETINGS**

A. The committee will meet at least quarterly and will report to the commission in public session to provide transparency as to progress made in executing its charter.

B. A quorum of the committee is required to conduct official committee business. A quorum is defined as the presence of both commissioners assigned to the committee.

C. Meetings of the Equity and Workforce Development Committee shall be open to the public when required by applicable law or the bylaws of the Port of Seattle Commission.

D. Agendas will be prepared and made available to committee members in advance of meetings.

E. Agendas for updates to the commission to be presented in public session will be published as part of regular or special commission meeting notices.

F. Minutes will be prepared and retained for all meetings of the committee.

G. Records of committee meetings, including any meeting minutes, shall be provided to the commission clerk for appropriate retention in accordance with applicable law and best practices.