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7. BOARDS AND COMMISSIONS

An equitable workforce starts with equitable decision making. For many departments, an equitable and diverse leadership does not stop with senior leadership positions. Decisions are also being made in boards and commissions. These seats must represent the community that the department serves. Bylaws that contain policies and language that perpetuate implicit bias must be revised. Seats must be accessible and available to employees of color. Policies and budget decisions made by Boards and Commissions must be assessed through a racial equity lens.

The work of San Francisco Arts Commission is overseen by the Director of Cultural Affairs and a commission made up of fifteen members appointed by the Mayor. Commissioners are active members on committees that approve and discuss significant elements of the work of the department, which include the approval of community investment grants and public art commissions and the review of designs on public City property. The artistic and community expertise of commissioners provides valuable insight, and staff work closely with members who sit on the committees most relevant to their programs.

The Commission approved the racial equity statement developed by staff in 2018 and will be updated with the progress of this racial equity action plan. The recent events around the Maya Angelou project proved to be a learning moment where decisions made at the Commission level were not clearly communicated or understood by the public or the staff. Racial equity became a touch point during 2020, as members of the public made clear their demands for commissioners to undergo racial equity training. The staff and commission are committed to participating in trainings, in order to establish and meet racial equity goals that ensure equitable decision making and communication.

DEPARTMENT GOAL

Assess and take into account recent lessons learned and improve communication between Commission staff and community. Ensure alignment of Commission decision making with SFAC racial equity action plan, and incorporate lessons learned to ensure transparent and responsive decision making.

7.1. Ensure a diverse and equitable board and commission members that match the community being served.

ACTIONS	RESOURCES COMMITTED	INDICATORS	TIMELINE	IMPLEMENTATION	STATUS	LEAD
7.1.1. Review and revise bylaws and rules of order or create other commission procedures to include inclusive language and to align with the department's RE Action Plan.	Staff time	Bylaws, rules of order, other procedures successfully amended	Q2-Q3	Leads will review latest bylaws and recommend any changes	In progress	DCA Commission Secretary Sr. RE Analyst

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By-laws were reviewed in 2019 and will be reviewed again with the new DCA by June 2021 to align with the SFAC Racial Equity Action Plan.

<p>7.1.2. Collect current board and/or commission demographic data and include in the department annual report.</p> <p>A new template that describes pertinent public information of all commissioners including area of expertise and demographics (race, gender and sexual orientation) will be developed.</p>	<p>Staff time</p>	<p>Annually collect board/commission demographic data</p> <p>Include data in annual report</p> <p>Use data to guide recruitment efforts</p> <p>Greater racial and gender equity in board and/or commission members</p>	<p>Q1</p>	<p>Mayor's office holds Commission data. Request for information will be made and included in 2021 annual report.</p>	<p>In progress</p>	<p>Sr. RE Analyst</p> <p>Commission Secretary</p> <p>DCA</p>
<p>7.1.3. Have board/commission adopt a resolution around racial equity.</p>	<p>Staff time</p>	<p>Resolution adopted</p>	<p>Q3</p>	<p>Commission to work with staff in proposing</p>	<p>Not started</p>	<p>Commission Secretary</p> <p>DCA</p> <p>Commission leadership</p>
<p>7.1.4. Expand ability for board/commission members to hear from diverse voices from a place of influence.</p>	<p>Staff time</p>	<p>Participatory budgeting processes</p> <p>Community advisory working groups</p> <p>Issue-specific task forces</p>	<p>Q4</p>	<p>Identify relevant issues and opportunities for potential cross-collaboration with relevant communities, boards, task forces, etc.</p>	<p>Not started</p>	<p>Commission Secretary</p> <p>DCA</p> <p>Commission leadership</p>

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<p>7.1.5. Pass a resolution on a Ramaytush Ohlone Land Acknowledgement.¹¹</p>	<p>Staff time</p>	<p>Resolution adopted</p>	<p>Q1</p>	<p>Confer with other commission secretaries and confirm Citywide language and process. Prepare resolution with DCA and Commission leadership.</p>	<p>In-progress</p>	<p>DCA Commission Secretary Commissioners</p>
<p>7.1.6. Incorporate Proposition C 2020 passage which removes the requirement of U.S. citizenship and voter registration for individuals to serve on city boards, commissions, and advisory bodies.</p>	<p>Staff time</p>	<p>Greater racial and gender equity in board and/or commission members</p>	<p>Q3</p>	<p>Confer with other commission secretaries and Mayor's office to determine process around implementation.</p>	<p>Not Started</p>	<p>Commission Secretary</p>
<p>7.1.7. Adopt ORE racial equity assessment tools to inform decision-making of boards and commissions.</p> <p>In 2021, the DCA and Sr. RE Analyst and Commissioners will compile a list of relevant racial equity tools that could be adopted for decision-making and discussions. Tools to be considered may include: the Government Alliance on Racial and Equity Racial Equity Tool, Cultural Equity on the Public Art Field, and other relevant practices developed within the relevant communities.</p>	<p>Staff time</p>	<p># of policies passed with RE lens Budget equity completed</p>	<p>Q3</p>	<p>Will seek guidance from consortium of Citywide Commission secretaries and Mayor's office. Develop a racial equity check-list for decision making practices that can be applied to Commission discussions and decisions</p>	<p>Not started</p>	<p>Sr. RE Analyst Commission Secretary DCA Commission leadership</p>
<p>7.1.8. As specified by the City Charter, the Arts Commissioners are appointed by the Mayor and SFAC does not have control over new appointments. However, the DCA, staff and existing commissioners will develop a list of</p>	<p>Staff time</p>	<p># of diverse board/commission members</p>	<p>Ongoing</p>	<p>Commissioners are appointed by the Mayor. Determine method to provide recommendations for vacancies. Work with current and past commissioners and staff to populate a list of people to recommend to the mayor's office.</p>	<p>Not started</p>	<p>Commission Secretary DCA Commission leadership</p>

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recommendations that can be submitted to the Mayor for consideration when vacancies are available or on the horizon. A recommendations list will be submitted along with the document described in 7.1.2 to provide an overview of the current make-up of the Commission.

7.1.9. Implementation of a new survey for past and current commissioners to identify experiences on the commission and suggestions to improve racial equity practices that will inform the updated orientation for new Commissioners.	Staff time	Updated racial equity section for Commission orientation. General presentation of results at a Full Commission meeting	Q4	DCA, Commission secretary and Sr. RE Analyst will draft a survey that will be shared with the Commission President.	Not started	Sr. RE Analyst Commission Secretary DCA Commission leadership
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¹¹ <https://americanindianculturaldistrict.org/ramaytush-land-acknowledgement>

7.2. Safeguard members so they naturally feel welcomed and valued, not tokenized.

ACTIONS	RESOURCES COMMITTED	INDICATORS	TIMELINE	IMPLEMENTATION	STATUS	LEAD
7.2.1. Determine a regular and standardized protocol for accommodation requests, centering people with disabilities, working people, parents, etc.	Staff time	# of diverse board/commission members % of board/commission retention	Q1	Accommodation requests already exist in Commission orientation. Review current protocols and update accordingly	Ongoing	Commission Secretary DCA

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e.g. ASL interpretation, video conferencing, food during meetings, translations, etc.

Implementation of inclusive protocols

Review current accommodations requests protocols that accompany public meeting notices. Include this process in Commissioner orientation and in executive secretary reminders.

<p>7.2.2. Commit to ongoing racial equity training being mindful of ongoing and current issues.</p> <p>Identify annual SFAC Racial Equity training and include Commissioners.</p> <p>Ensure Racial Equity one-on-one session with Sr. Racial Equity Analyst and new Commissioners during onboarding.</p>	Staff time	<p># of completed training per quarter</p> <p>Increased participation rate</p>	Q2	<p>Will seek guidance for Citywide requirements for implicit bias and racial equity training for commissioners.</p> <p>Implicit bias annual online training is already implemented.</p> <p>Update onboarding process accordingly.</p>	Ongoing	<p>Commission secretary</p> <p>All commissioners</p>
<p>7.2.3. Develop a mentorship program between newer and more experienced board/commission members.</p> <p>In 2021, the DCA and Commission Secretary will work with the Commission President to plan out racial Equity mentorship program.</p>	Staff time	<p>Increased board/commission retention</p> <p>Member experience satisfaction survey</p>	Q2	Will review models and seek resources from other comparable programs.	Not started	<p>DCA</p> <p>Commission President</p> <p>Commission Secretary</p>

7.3. Ensure alignment of SFAC Racial Equity Action Plan with Commission Activities

ACTIONS	RESOURCES COMMITTED	INDICATORS	TIMELINE	IMPLEMENTATION	STATUS	LEAD
7.3.1. Racial Equity Updates will be included as a standing agenda item at monthly Executive	Staff time	Attendance and presentation at executive and full commission meetings.	Monthly for EC and quarterly for	Staff REWG and Sr. RE Analyst will prepare reports along with guidance from DCA and Commission secretary.	In progress	Commission Secretary

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Committee meetings to provide information on progress of the Racial Equity Action Plan.

A quarterly update of the SFAC Racial Equity Action Plan will be presented to the full commission.

Presentation and updates will be delivered by staff at said meetings.

of policies and issues related to racial equity that are heard, reviewed, and/or implemented

full commission

DCA
Sr. RE Analyst

<p>7.3.2 For January 2022, the Arts Commission will include a racial equity component as a category on the annual performance evaluation of the SFAC Director of Cultural Affairs (DCA).</p>	<p>Staff time</p>	<p>100% participation by Commissioners and staff</p> <p>Closed session held by executive committee</p>	<p>Q1-Q2 2022</p>	<p>Commission Secretary and Sr. RE Analyst to develop survey and distribute to Commissioners and Staff.</p> <p>Closed executive committee session will be scheduled and conducted.</p>	<p>Not started</p>	<p>Commission Secretary</p> <p>DCA</p> <p>Commission President</p>
<p>A survey regarding an assessment of the DCA racial equity goals will be shared with the commissioners and staff.</p>	<p>Staff time</p> <p>Use of community spaces</p>	<p># of meetings in community</p> <p># of participants in community meetings</p>	<p>On-going</p>	<p>Work with Cultural Centers and Commission to discuss an annual plan for meetings in communities.</p>	<p>Not started</p>	<p>Commission Secretary</p> <p>DCA</p> <p>REWG</p>