



OFFICE MEMORANDUM

TO: Ryan Russo
OakDOT Director

FROM: OakDOT Racial Equity Team

SUBJECT: OakDOT Racial Equity Team Charter

DATE: December 11, 2018

OakDOT Racial Equity Team Charter Vision and Mission

The City of Oakland Department of Transportation (OakDOT) Racial Equity Team (RET) supports the broad vision directly expressed in the OakDOT Strategic Plan for equitable outcomes in transportation for all of Oakland’s diverse constituencies. The OakDOT RET will work to implement this vision in accordance with the OakDOT Strategic Plan, with the support of the Department Director through the adoption of the Racial Equity Charter (hereafter referred to as the Charter), and execution of the OakDOT Racial Equity Action Plan (hereafter referred to as the Action Plan). The overall mission of the RET is to end systemic causes of racial disparity through improving and developing policies, programs, and practices at OakDOT. This is a challenging and long-term effort that requires dedication and commitment from all levels of staff.

I. Role of the Department Director

The OakDOT Director is responsible for overseeing the implementation of the vision and mission of the RET. More specifically, the Director will be responsible for the following:

1. **Achieving** racial equity competency, including participating in personal racial equity training and encouraging staff to do the same
2. **Developing** equity goals and frameworks tailored to each OakDOT program
3. **Managing** Division Managers, Sections Leaders, and staff to ensure equity goals are met and action items are completed
4. **Providing** the resources and staff time necessary to incorporate racial equity performance objectives into the work of each section
5. **Attending** twice as many events or meetings in underserved areas of the City as in other, more well-served areas of the City

II. Role of the Division Managers and Section Leaders

Division Managers and Section Leaders are responsible for carrying out the Director's initiatives related to realizing the vision and mission of the Racial Equity Team. Division Managers and Section Leaders will be responsible for:

1. Achieving racial equity competencies, including participating in personal racial equity training and setting an expectation that staff will do the same
2. Modeling the use of racial equity tools to change approaches and outcomes related to all policies, programs, and practices
3. Holding staff accountable for developing program-specific equity analyses and ensuring that equity goals are realized, items in the Action Plan are completed, and performance criteria are met
4. Creating workload adjustments for RET members to perform duties as needed
5. Incorporating racial equity performance objectives into annual performance reviews

III. Role of the RET Co-Chairs

The RET Co-Chairs are responsible for working to achieve consensus within the RET and leading the effort to build greater capacity and end systemic causes of racial disparity. Co-Chairs set meeting times, facilitate conversations both within and outside of formal meetings, look for growth opportunities in pursuit of greater capacity building, and act as the primary liaisons with OakDOT leadership. The RET Co-Chairs are responsible for:

1. Modeling a commitment to developing racial equity competency, including participating in personal racial equity training
2. Convening and facilitating Team meetings at least once a month and supporting sub-committees to complete items in the Action Plan
3. Tracking progress on RET initiatives and offering perspective when requested
4. Meeting with the Department Director, conveying challenges with work completion, and identifying opportunities for departmental progress
5. Engaging in capacity building and organizing training opportunities for staff to increase their personal skill and capacity
6. Assessing and supporting team members' leadership skill development
7. Serving at least a year-long term, and managing a transparent process for selecting new facilitators and orchestrating a transfer of institutional knowledge

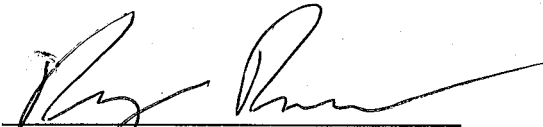
IV. Role of RET Members

RET Members can (and should be) from any part of the organization. RET members' specific responsibilities are:

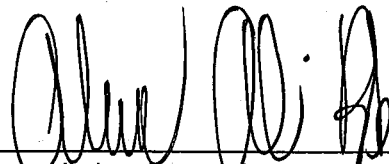
1. Working to achieve personal racial equity competencies, including participating in personal racial equity training
2. Facilitating activities and dialogue to build support and understanding of the racial equity framework and tools across the department
3. Identifying opportunities to improve racial equity outcomes by applying an equity framework, tools, and performance measures
4. Recruiting and mentoring new RET members and supporting non-RET staff in skills development and the implementation of racial equity tools to their work programs, engagement, and projects
5. Attending RET meetings: full group discussions, standing caucuses, ad-hoc work groups, and actively leading or contributing to the work of at least one RET subcommittee
6. Supporting implementation of the Strategic Plan and assisting with the development and implementation of the Action Plan

Signed:

December 11, 2018



Ryan Russo, Director



Ahmed Ali Bob, Co-Chair



Lily Brown, Co-Chair



Iris Starr, Co-Chair Emeritus