

Equity Toolkit

City of Hillsboro staff are conscientious employees who take pride in both our strong commitment to the people we serve, and in performing high-quality work. Our hope is that in using the Equity Toolkit, we will better respond to the needs of our community members while improving internal processes within our departments.

Hillsboro community members of color disproportionately experience disparities in such areas as income and assets, homelessness, education, employment, health, incarceration, violence, etc. The Equity Toolkit is a resource for evaluating policies, initiatives, programs, budget issues, and more to identify how we may inadvertently increase these disparities. Once identified, we can mitigate further inequity by removing barriers to City services, and get one step closer to fair, just, and equal outcomes for all.

Tips for Using the Equity Lens

- The questions are meant as a guide to ultimately help us all shift our mindset further towards inclusivity in City services, and will prompt us to think of the ways our decisions impact the populations with whom we serve. **This Lens is not one-size-fits-all**, and should be seen as a jumping off point rather than as a static or check-the-box document.
- **It's okay to make some educated guesses** if you don't know the answers to all the questions. For example, if you don't know exactly who might be unintentionally impacted by the program, policy, etc., you are working on, ask colleagues in your department who might bring another perspective or check out background documents to fill in information gaps. Don't let a lack of expertise stop you from considering the perspectives presented in the questions.
- **An honest effort is better than perfection.** Equity work is messy, complex and challenging. It is also iterative, meaning it is never "done." If you are using this Toolkit, that means you want to improve the quality of life for all people in our community, and you're on the right path. Approach this task with patience, openness, and a willingness to learn, and you will see positive results.
- **If you wish to gather stakeholder feedback before proceeding with the project you're working through, the Equity Team can provide suggestions for resources.** Also consider the many City departments that conduct public outreach such as the City Manager's Office, Library, Parks & Recreation Department, Innovation Office, and Planning Department. There is a wealth of great tools and frameworks out there for seeking input from community members in an equity-centered manner.

Equity AID

This aid is a condensed version of the Equity Lens. This aid is for use during everyday decisions and tasks, to invoke a mindset of equity in work by all employees.

A

Assumptions

What assumptions am I making about race, ethnicity, gender, socio-economic status, age, ability, sexual orientation, religion, tribal affiliation, etc?

I

Impacts

What are the possible impacts?
(intended and unintended)

D

Disparities

How are the impacts different from my intent?
How will this decision increase or decrease disparities related to racial equity?

Equity Lens

Title of policy, initiative, program, issue: _____
Department: _____

Step 1: Define Goal

Define the project, policy, program, initiative, issue, etc.

What is your intent or what do you hope to achieve?

Step 2: Consider Stakeholders and Data

Who does this involve or impact? How do you know?

How will you involve those who will be impacted by this decision in the process? Have you consulted previously completed plans or documents? (Hillsboro 2035, Comprehensive Plan, etc.)

Step 3: Examine Bias and Assumptions

What assumptions are you making in regards to:

Race, ethnicity, gender, socio-economic status, age, ability, sexual orientation, religion, tribal affiliation, etc?

Our community?

Our organization?

My department?

Myself?

Step 4: Consider Impacts

What are the possible intended and unintended impacts of this decision?

Who benefits from the proposed changes? Who is burdened/harmed?

Step 5: Disparities

How will this decision increase or decrease disparities related to racial equity?

Note: There is no neutral decision when it comes to racial equity. If you are not actively removing barriers and increasing racial equity, you are furthering an inequitable system.

Step 6: Develop Accountability

Do you have a plan for addressing unintended consequences if they arise?

What is unresolved? What information, data, people, partnerships, etc. are you missing from making a holistic decision?

What is your plan for evaluation after implementation of this decision?

Hillsboro Demographics and Data



This data should be considered as you use the Equity Filter to evaluate a decision. This document highlights excerpts from *Leading with Race: Research Justice in Washington County*, a 2018 report by the Coalition of Communities of Color.

2 in 5 in Hillsboro are People of Color

Estimated population sizes of communities of color in this jurisdiction are

2,778 African-Americans
13,335 Asians
3,324 Black
25,484 Latinos
1,415 Middle Eastern and North Africans
4,068 Native Americans
487 Native Hawaiian and Pacific Islanders
2,724 Slavic
2,981 Asian Indians
2,192 Chinese
2,659 Filipinos
2,332 Koreans
1,925 Vietnamese

- Communities of color in Hillsboro are bilingual.
- African-American, Asian Indian, Chinese, Filipino, Korean, Native Hawaiian and Pacific Islander, and Slavic communities are more likely to have a high school degree compared to White population in the jurisdiction.
- Asian communities as an aggregate, Asian Indian, Chinese and Slavic communities are more likely to have a Bachelor's degree or higher compared to White population in the jurisdiction.
- African-Americans, Black population as a whole (including both Africans and African-Americans), Filipino, Latino, Middle Eastern and North African, Native American, Native Hawaiian and Pacific Islander, and Vietnamese communities are less likely to have a Bachelor's degree or higher compared to White population in the jurisdiction.



More than half of African-American, Black, Filipino, Latino, and Middle Eastern and North African renters spend more than **30%** of their income on housing and are therefore cost burdened.

This is more than the White community in Hillsboro.

Glossary of Language

Diversity

The full range of differences, visible and non-visible, that make each individual unique.

Inclusion

Inclusion is involvement and empowerment of those who have not been well-represented historically. It creates an environment that engages multiple perspectives, differing ideas, and individuals from different backgrounds to help define organizational policy and practice, and help shape organizational culture.

Equity

Words such as “fair” and “just” and phrases such as “dealing fairly and equally with all concerned” and “freedom from bias or favoritism” are how Webster’s dictionary defines equity. We expand upon this to say that equity assumes everyone starts from different places as they pursue the same outcomes. Thus, equity and equity work aim to remove barriers and eliminate socio-economic disparities by centering those who have been excluded from the decision-making process.

Equality

Equality values equal inputs. It assumes that everyone begins with “the same.” This can mean opportunities, resources, experiences, history, etc.

Sources

The Government Alliance on Race and Equity. (2016). Racial Equity Toolkit: An Opportunity to Operationalize Equity.

Coalition of Communities of Color. (2018). *Leading with Race: Research Justice in Washington County.*

Equity Lens



Title of policy, initiative, program, issue: Pinata Park Cleanup Fee
Department: Parks and Recreation

The City of Hillsboro Parks & Recreation Department allows piñatas in all City parks, but previously charged a fee for their use. The purpose of this charge was to recover some of the extra labor costs associated with clean-up of the area after the breaking of the piñata.

Several years ago, Parks & Recreation made the decision to stop charging the fee. Furthermore, last year Hillsboro's Walnut Street Park amenities were improved, and part of the project included the installation of two hooks from which to hang piñatas. The piñata hooks were well received and appreciated by the community.

This example is used to demonstrate how a supervisor or manager might have used the Equity Lens to work through a proposed policy change.

Step 1: Define Goal

Define the project, policy, program, initiative, issue, etc.

Consider removing the fee for the use of the piñatas in City Parks.

What is your intent or what do you hope to achieve?

Remove barriers to enjoyment of public resources and consider the cultural importance of piñatas to people in the Hispanic community of Hillsboro.

Step 2: Consider Stakeholders and Data

Who does this involve or impact? How do you know?

Anyone who wishes to celebrate an event with a piñata. Predominantly, the Hispanic members of the Hillsboro community who see the use of a piñata in celebrations as significant to their culture and heritage. Originating in Asia and traveling to Spain and the Americas hundreds of years ago, the piñata has become an integral part of celebration in countries like Mexico, whose Aztec and Mayan ancestors had practiced similar traditions.

Hispanic individuals comprise 17% of the population in Washington County. Approximately 25% of the Hillsboro population identify as Hispanic, and the predominant country of origin or ancestry is Mexico. The Hispanic population in Washington County experiences higher unemployment rates than those who identify as white, and have median monthly earnings that is approximately \$2,000 less than the white population. The Hispanic community participates in the labor force at higher rates than their white counterparts but experience a higher rate of unemployment and poverty. Hispanic people of the Hillsboro community suffer from disproportionate economic disparities.

How will you involve those who will be impacted by this decision in the process? Have you consulted previously completed plans or documents? (Hillsboro 2035, Comprehensive Plan, etc.)

Speak to community groups. Review past complaints and feedback concerning piñata fees and/or the use of piñatas in the parks. Review costs and workload impacts caused by piñata clean-up operations. Speak to staff involved in such operations. 2018 report titled, "Leading with Race: Research Justice in Washington County," from the Coalition of Communities of Color.

Step 3: Examine Bias and Assumptions

What assumptions are you making in regards to:

Race, ethnicity, gender, socio-economic status, age, ability, sexual orientation, religion, tribal affiliation, etc?
That this tradition is important to a significant portion of our Hillsboro population. By charging a fee, the City is sending a discriminatory and non-inclusive message and potentially making park spaces inaccessible to those who cannot afford to pay the additional cleanup fee for use of the piñata hook.

Our community?

Our organization?

That the City would accept absorbing potential “clean-up” costs into the normal Parks & Recreation service budget.

My department?

Myself?

Step 4: Consider Impacts

What are the possible intended and unintended impacts of this decision?

The intended impact is a more positive relationship between the Hispanic community and the City government, specifically, Hillsboro Parks & Recreation. An unintended impact might be that clean-up services increase workload for Parks Maintenance employees.

Who benefits from the proposed changes?

Those who celebrate with the use of piñata, Hispanic community members who use Hillsboro parks, and the City as a whole.

Who is burdened/harmed?

The Parks & Recreation employees who will clean up any leftover debris from the use of piñatas not cleaned up by the user(s) themselves. Members of the community who don't like piñatas or feel that they make the parks messy.

Step 5: Disparities

How will this decision increase or decrease disparities related to racial equity?

Note: There is no neutral decision when it comes to racial equity. If you are not actively removing barriers and increasing racial equity, you are furthering an inequitable system.

It will decrease disparities by showing this significant portion of our population that their traditions and beliefs are valued, and that they will be serviced equally by City staff without additional fees.

Step 6: Develop Accountability

Do you have a plan for addressing unintended consequences if they arise?

At this point, if the fees are removed, we would monitor any associated increase in costs to the City as well as any community feedback. If feedback is negative, we will provide outreach and education. If cost increases are significant, we will identify additional or alternate sources of funding to cover those costs.

What is unresolved? What information, data, people, partnerships, etc. are you missing from making a holistic decision?

Not sure.

What is your plan for evaluation after implementation of this decision?

Make postings of the change and actively solicit community feedback post-implementation. Request Parks & Recreation employees track any additional duties caused by this change, so that cost increases can possibly be quantified and dealt with.