



RACIAL EQUITY BUDGET TOOL

Date Submitted: 7/15/20

Department: Office of the Comptroller

Please note: each response field below has a 2,500 character limit.

STRATEGIC OBJECTIVE CATEGORY 1: DIVERSE & INCLUSIVE WORKFORCE

What activities are you doing to attract and retain a diverse and inclusive workforce in your department? What are the associated costs of these activities?

The Comptroller's Office consistently receives the highest satisfaction rates in employee surveys, likely due to the open lines of communication between staff and leaders. The Comptroller consistently holds all-staff meetings and luncheons, and shares countywide updates via email regularly. The Comptroller is also committed to working with all employees who are in need of flexible scheduling and other accommodations and encourages different behavioral and work styles amongst employees. The Comptroller participates in the YES program supporting strong connections to work-based learning opportunities in our community (at a cost of \$1,000 per intern). The Comptroller has low turnover, but relies heavily on HR to post/recruit using job announcements and postings in areas that will produce a diverse pool of candidates whether it be through job fairs sponsored by minority organizations or through advertisements targeted in communities of color. The Comptroller continues his commitment to offer fair and equitable opportunities for advancement (specifically managerial positions) as they become available.

How do you use professional development and advancement opportunities to advance equity in your department's workforce? What resources are used to support these opportunities for professional development and advancement?

The Comptroller eagerly promotes employee engagement in County training programs, participation in high-visibility programs and networking opportunities offered. For 2021, the Comptroller will appoint a Racial Equity Team to lead racial equity initiatives in the department. This team can engage managers in meaningful opportunities to understand and learn about inclusive leadership and provide opportunities for managers and team leads to explore best practices for creating an inclusive workplace culture. The Comptroller will hold managers accountable for the retention and advancement of BIPOC, as well as for designing articulated plans and development opportunities including high-visibility assignments.

STRATEGIC OBJECTIVE CATEGORY 2: PEOPLE-FOCUSED DESIGN

How and when have service users, particularly users of color, and other key stakeholders been engaged to inform decisions about your requested budget (Who was involved, what was the forum, what were the results)?

The 2021 budget as submitted will put a financial strain on the Comptroller's Office in 2021. While staying within budget in 2021 will be difficult, the Comptroller is committed to advancing many of workforce equity tools described in the REBT within its expenditure authority. Also, the Comptroller continues to support and grow minority and disadvantaged business enterprises in its budget that are often difficult to find such as bond counsel, financial advisory services, and financial auditing. The Comptroller will continue to work with individuals in these services to promote the advancement of racial equity.

What are the multi-lingual needs of your department's service users? How do you use your budget to meet these language needs?

The Comptroller's Office produces several documents that are available to the general public such as the Annual County Executive Budget Overview, the Comprehensive Annual Financial Report (CAFR), and the Five-Year Forecast. The documents are fully accessible on the Comptroller's website, and while some of these documents are written to appeal to a variety of people, the Comptroller will continue to assess ways to make the CAFR information more understandable. While no funding currently exists to translate these documents into other languages, the Comptroller will continue to work with administration to fund translation services and develop effective methods to provide these documents to our non-English speaking communities. The Comptroller interacts with a variety of individuals when payment issues arise relating to jury services, rent assistance, our Audit Hotline, and others. While Comptroller staff currently rely on Spanish-speaking individuals within the department, the Comptroller will consider language line services and other tools that can make our department more accessible and transparent while providing inclusive culturally-responsive communication.

STRATEGIC OBJECTIVE CATEGORY 3: EMPLOYEE PERSPECTIVE

Our employees can be a great resource for innovation and knowing what is working well and what needs work. Have you engaged a diverse group of frontline employees to inform decisions about your proposed budget changes? If yes, how was input solicited, who was involved, and what were the results?

One of the Comptroller's 2021 priorities will be developing a Racial Equity Team that can lead the office in applying racial equity lenses to all of our daily activities. It is this team that management will look to in understanding power and privilege in our workplace and to develop inter cultural partner-building skills across the workplace. The Racial Equity Team will also help inform future budget strategies through thoughtfully designed interactions with front line employees in future budget submissions.

STRATEGIC OBJECTIVE CATEGORY 4: IMPROVED PERFORMANCE & EQUITABLE PRACTICE

Describe ways in which racial and economic data was used to prioritize resource distribution. (Data can include sources found in the resources section of this tool, department collected data, or any other relevant data from other sources.)

Resources used to accomplish the mandated services of the Comptroller's Office are largely staffing resources, with over 75 percent of the budget dedicated to personnel costs. With departmental resources so heavily invested in staffing, the Comptroller must be creative in identifying strategies that promote racial equity through furthering the diversity of the applicant field, and actively seeking candidates of BIPOC. The Comptroller's Racial Equity Team will be responsible for reviewing existing policies for hiring in the department and provide clear recommendations to improve that process. This team will also be responsible for helping identify ways in which the RFP process could be modified to promote smaller minority-owned and disadvantaged business enterprises into lead advisory roles for various services.

What are the positive or negative racial equity implications of your proposed budget changes? For reference departments may refer to the "Form 1 – Major Changes" tab of your Supplemental Forms 2021 spreadsheet. Any change with identified impacts should be described.

Although there are no major financial changes recommended in the Comptroller's budget, the Comptroller is committed to establishing a Racial Equity Team made up of current staff. The establishment of the Racial Equity Team will bring major positive implications for racial equity in our department. The Racial Equity Team will take active leadership in ensuring that the racial equity plan is created, regularly reviewed and acted upon by management and other staff.

What are the expected benefits and potential unintended consequences to disadvantaged communities of your proposed budget changes?

a. What analysis did you do to determine the expected benefits and potential unintended consequences?

As a status quo budget, the 2021 Budget would not have any new unintended consequences. The expected benefits of the Racial Equity Team will hopefully allow us to identify racial inequities within our organization as well as the stakeholders we serve and to develop ways to rectify those inequities.

b. What will your department do to mitigate unintended consequences resulting from your proposed budget changes?

The incorporation of the Racial Equity Team and incorporation of staff & stakeholder input throughout 2021 will provide an important tool in assessing the Comptroller's Office in 2021. Also, increased awareness of individual and organizational roles in achieving racial equity will help inform our department's future budget proposals through a racial equity lens.