

**Gender Identity and Sexual Orientation Inclusion Task Force
Recommendations – Update Report**

December 2023



King County

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II. Executive Summary

This report, called for by Motion 15162, provides a status update on executive branch implementation of recommendations from the Gender Inclusion and Sexual Orientation Inclusion Task Force.¹

Motion 15162 called for establishment of the King County Gender Identity and Sexual Orientation Inclusion (GISOI) Task Force (Task Force). The Task Force's April 2023 report identified one overarching recommendation and 27 specific recommendations across four categories, for a total of 28 recommendations.

King County is facing a significant shortfall in its General Fund, the source of the County's flexible funding. The stark budget situation, in addition to existing staffing shortages in many areas, means that Task Force recommendations that require new funding or additional staff are paused until additional revenue is available. In addition, newly introduced legislation at the King County Council proposes a new Civil and Human Rights Commission which would review the Task Force's recommendations.

As outlined in this report, the bulk of the Task Force's recommendations have been fully or partially enacted through existing policies or actions, with work on some paused due to resource challenges. This report also provides examples of additional work undertaken or completed by executive branch departments outside of the Task Force recommendations to create welcoming and accessible environments for LGBTIA+ employees and those community members seeking County services.

Moving forward, the Executive has tasked the Office of Equity, Racial, and Social Justice with overseeing, coordinating, and monitoring executive branch work associated with the Task Force's recommendations in alignment with OERSJ's King County Code established responsibilities.

As demonstrated in this report, executive branch departments are taking action to address gender equity and sexual orientation inclusion within their respective administrative processes.

III. Background

Department of Human Resources - The King County Department of Human Resources (DHR) provides a variety of internal and external services to King County government and King County residents. The department includes Workforce Equity, Policy, Communications, Systems, Analytics, and Operations, HR Services Delivery, Career and Culture, and Central Employee Services (Employee Assistance, Benefits, Payroll, Safety, Worker's Compensation).

Executive Department – The Executive Department includes the Office of the Executive, Office of Performance, Strategy and Budget, Office of Equity, Racial and Social Justice, Office of Climate, Office of Economic Opportunity and Creative Economy, and the Office of Labor Relations. These offices provide a variety of leadership guidance and policy support to carry out the County's priorities.

¹ Appendix A – Motion 15162

Key Context

Establishing a Protected Class - In November 2008, the voters of King County approved a ballot proposition to include “gender identity or expression” as a protected class in the King County Charter so that there would be no discrimination with respect to employment on account of gender identity or expression.² In November 2019, Ordinance 19026 added “gender identity or expression” as a protected class throughout King County Code to be consistent with the Charter.³ The Ordinance also defined “gender identity or expression” to mean “an individual's gender-related identity, appearance or expression, whether or not associated with the individual's sex assigned at birth, and includes an individual's attitudes, preferences, beliefs and practices pertaining to the individual's own gender identity or expression.”

Gender Identity and Sexual Orientation Inclusion Task Force - Motion 15162 called for establishment of the King County Gender Identity and Sexual Orientation Inclusion (GISOI) Task Force (Task Force).⁴ The Task Force charge was to develop a recommended countywide inclusion strategy and workplan to implement administrative changes related to gender identity and sexual orientation in King County government. As requested by the Motion, the Executive transmitted an initial framework for completing the Task Force's work, including an estimated budget, to the Council on November 12, 2019. The initial framework was approved through Motion 15603.⁵

Once established, the Task Force held 16 meetings over 20 months, with subcommittees meeting regularly. Its recommendation report was transmitted to the Council on April 13, 2023.⁶ The Council approved the report via Motion 16389 on July 11, 2023.⁷

The Task Force’s April 2023 report identified one overarching recommendation and 27 specific recommendations, for a total of 28 recommendations.

The overarching recommendation states, “establish the Gender Identity and Sexual Orientation Inclusion Task Force as its own commission through policy or legislation to create long term accountability and sustain relationships with LGBTQIA+ residents, leaders, and employees.”⁸

In addition, three subcommittees of the Task Force identified 21 recommendations covering the following subareas:

- **Internal Culture:** Recommendations pertaining to fostering a culture within King County that is welcoming, safe, and supportive of LGBTQIA+ employees and community members;

² Link to proposed [King County Charter Amendment No. 2](#) (State of Washington 2008 General Election Voter’s Pamphlet, page 101)

³ [Link to Ordinance 19026](#)

⁴ Appendix A – Motion 15162

⁵ [Link to Motion 15603](#)

⁶ Appendix B – April 2023 Task Force Recommendation Report

⁷ [Link to Motion 16389](#)

⁸ “The recommendation for establishing a permanent GISOI Task Force, Commission, or Department was generally shared across most subcommittees, with some task force members dissenting.” Page 10, April 2023 Task Force Report.

- **Service Delivery:** Recommendations pertaining to the County’s service delivery and removing barriers to accessing services experienced by the LGBTQIA+ community; and
- **Legislation and Policy:** Recommendations pertaining to policy goals that will create a welcoming and safe environment for the LGBTQIA+ community.

A fourth area, “other,” offers six additional recommendations for a total of 28 Task Force recommendations. A listing and status of each of the recommendations are included in the subsequent section of this report. See Appendix B for the full Task Force recommendation report.

Equity, Racial, and Social Justice (ERSJ) Strategic Plan Update - The Office of Equity, Racial and Social Justice (OERSJ) is currently updating the County’s Equity, Racial and Social Justice (ERSJ) Strategic Plan. The ERSJ update process includes emphasis on marginalized identities who intersect with race, including gender diverse individuals. Based on feedback gathered from employees and external engagement for the ERSJ Strategic Plan update, the revised Strategic Plan may include recommendations for gender inclusion strategies in the workplace.

King County’s Financial Challenges – King County is facing a significant shortfall in its General Fund, the source of the County’s flexible funding. This reality is necessitating cuts from Public Health and other areas and will likely include position reductions. The stark budget situation, in addition to existing staffing shortages in many areas, means that Task Force recommendations that require new funding or additional staff are paused until additional revenue is available.

Proposed Legislation Establishing New King County Human and Civil Rights Commission – On November 7, 2023, a proposed Ordinance that would, if adopted, establish a new King County Human and Civil Rights Commission was introduced and referred to the Council’s Law, Justice, Health and Human Services Committee.⁹ The proposed Ordinance calls for the King County Human and Civil Rights Commission (Commission) to provide a report and recommendations on the scope and powers of the Commission and a number of matters, including consideration of recommendations from the King County Gender Identity and Sexual Orientation Inclusion Task Force (Section 11. B. 3).

Report Methodology

Staff from the Department of Human Resources (DHR) and the Executive Office (EO) drafted this report.

A workgroup of staff from DHR and the EO developed and executed a departmental engagement strategy to identify departments involved with implementing Task Force recommendations. In addition, departments were queried about activities already underway that support gender equity and sexual orientation inclusion.

⁹ [Link to Proposed Ordinance 2023-0417](#)

IV. Report Requirements

This section addresses the following requirement of Motion 15162, item I.

I. The executive shall develop a final, comprehensive report based on the work of the task force, including recommendations on the steps the county can take in addressing gender equity and sexual orientation inclusion within administrative processes and Motion 15162 paperwork.

This section provides an update on the County’s work to date for each Task Force recommendation. It addresses gender equity and sexual orientation inclusion activities King County has undertaken, including items not identified in the Task Force recommendations.

Overarching Recommendation: Establish a Standing Gender Identity and Sexual Orientation Inclusion Commission - The Executive is not currently pursuing action to implement this recommendation. This is primarily due to budgetary and staffing constraints. As discussed above, Task Force recommendations that require additional budget or staffing resources to implement are paused. In addition, legislation has recently introduced at the King County Council (2023-0417) proposing establishment of a Human and Civil Rights Commission (Commission). Among the Commission’s proposed body of work is consideration of the Task Force’s recommendations. The Executive recognizes that the proposed Commission’s work may result in updated or amended recommendations.

Specific Recommendations: Tables 1, 2, and 3 below include specific recommendations from the Task Force’s three subcommittees while Table 4 shows the additional recommendations included in the Task Force report made outside of the subcommittees. Each of the tables includes a status notation as identified by King County departments.

Table 1. Internal Culture Subcommittee Recommendations

Recommendation	Status
1. Establish and embed a GISOI equity lens to budgetary and funding oversight committee in all processes. This will ensure checks and balances for funding toward initiatives centered on race/social equity (and other King County values) to ensure efforts are aligned.	The Office of Performance, Strategy and Budget is in the process of developing budget instructions for the 2025 annual budget process. This includes providing guidance on equity analyses. This work is undertaken within existing resources.

Recommendation	Status
<p>2. Implement mandatory LGBTQIA+ 101-like training during onboarding of County staff via HR and delivered by an individual or organization in the community. This will ensure the HR team tracks training completion to promote a more knowledgeable staff that can mindfully interact with LGBTQIA+ staff and serve King County residents.</p> <p>3. Establish and implement continued LGBTQIA+ trainings, including and beyond 101, via refreshers every three to six months and additional learning/content for HR members. This will allow staff members to continuously engage with LGBTQIA+ materials and become more compassionate, comfortable, and intentional in interactions with LGBTQIA+ staff and community members.</p>	<p>DHR created and is administering the Building Gender Inclusive Workspace Training.</p> <p>A total of 1,671 employees have completed either Building Gender Inclusive Spaces or Building Gender Inclusive Spaces for Managers & Supervisors at the time of the writing of this report. An additional 115 employees are currently registered to take the trainings in Q4 2023.</p> <p>These trainings are available within existing resources.</p> <p>Further action on recommendations associated with the items below is pending additional resources:</p> <ul style="list-style-type: none"> • Making trainings mandatory • Contracting externally for additional trainings • Further development of additional specific LGBTQIA+ trainings
<p>4. Engage with community members and organizations to develop a living document of training resources and services that are provided within the King County Community.¹⁰</p>	<p>Action on this recommendation is pending additional resources.</p>
<p>5. Send final GISOI Task Force report to all existing County boards, commissions, and task forces.</p>	<p>The report was distributed to the County’s board and commission liaisons.</p>

¹⁰ The report includes the following note: “Resources should represent BIPOC, Trans, Native, 2S LGBTQIA+ communities, nonbinary populations, and trainers.”

Table 2. Service Delivery Subcommittee

Recommendation	Status
<p>1. Provide countywide digital training via Department of Human Resources and the Office of Equity and Social Justice (OESJ) coordination. This will allow all County employees to receive annual gender inclusion training to ensure all people feel welcome at King County, whether employees or customers.</p>	<p>See Table 1, recommendations 2 and 3.</p>
<p>2. Update websites countywide in coordination with King County Information Technology (KCIT) and all relevant departments and branches. This will ensure terms and language on County websites are welcoming of all gender identities and do not use gender-specific pronouns; at a minimum, utilize the state-recognized gender "X" marker.</p>	<p>Several departments are working to increase use of gender-inclusive language on County websites within existing resources.</p> <p>Further action on this recommendation is pending additional resources.</p>
<p>3. Revise forms countywide in coordination with all relevant County departments and branches to eliminate unnecessary data collection on gender identity.</p>	<p>Action on this recommendation is pending additional resources.</p>
<p>4. Adopt fee revisions to name change applications to allow for a sliding fee scale. Offering a sliding scale helps to ensure everyone can change their names legally.</p>	<p>King County District Court offers a waiver of fees and surcharges, including name change fees. See the Court's website for details.</p> <p>Further action on this recommendation is pending additional resources.</p>
<p>5. Dedicate staff to lead GISOI policy drafting, review, data collection, and engagement via King County OESJ coordination. This will help drive accountability, in continuing to drive the Task Force's work forward/ensure work gets completed, be in contact with the community, and tap into community knowledge as needed.</p>	<p>In the executive branch, this work is generally led by OERSJ, within existing resources.</p>
<p>6. Train employees on grievance processes to follow if they do not</p>	<p>Existing processes in place.</p>

Recommendation	Status
<p>feel their gender or sexual orientation are being respected via HR coordination. This will ensure whistleblower protection is specifically reiterated, especially regarding differentiation in power dynamics. (i.e., an employee feels like their identities are being disrespected by their supervisor or another person in leadership).</p>	<p>Employees currently have a number of existing avenues available to pursue concerns and/or grievances. These avenues include the established HR processes and labor agreement processes, as well as the Ombuds and the Civil Rights complaints processes.</p>
<p>7. Identify a primary contact who can lead on access to all departments' sexual orientation/gender inclusion policies (and approved materials).</p>	<p>Existing process in place. The departmental HR Service Delivery Managers currently fill this role.</p>
<p>8. Provide resources to help people increase understanding regarding LGBTQIA+ - for example if a person wants to know more about GISOI issues from the point of view of becoming informed or a better ally.</p>	<p>Further action on this recommendation is pending additional resources.</p>
<p>9. Define and educate all staff on the limits of each job's power to respond in situations, that is, the boundaries (these may be different for managers and front-line workers, for example).</p>	<p>See Table 1, recommendations 2 and 3.</p>
<p>10. Define and outline a general backup plan for the time away before it happens makes things easier for everyone, especially as related to healthcare issues particular to Transgender and Gender Diverse people.</p>	<p>See Table 1, recommendations 2 and 3.</p>

Table 3. Legislation and Policy Subcommittee

Recommendation	Status
<p>1. Enact new policies to ensure trans, nonbinary, and gender expansive people have timely access to gender-affirming healthcare. To ensure policy implementation, the Department of Adult and Juvenile Detention (DAJD) will connect individuals with a medical provider competent in gender-affirming healthcare within five days from booking into the jail.</p>	<p>Existing policies and procedures in place.</p> <p>Jail Health Services (JHS) existing Service Level Procedure (SLP) J-B-08 addresses this recommendation.¹¹</p> <p>JHS is involved in the booking process and is responsible for all medical-related work within King County’s jails. DAJD ensures JHS has access to patients as required.</p> <p>Individuals identifying as trans, nonbinary, and gender expansive may identify current active gender-affirming healthcare treatment as part of the booking/receiving screening process that includes identification of gender identity.</p> <p>Individuals with current active gender-affirming treatment in the community that includes medication therapy have medication verification completed at or soon after the booking/receiving screening process depending on pharmacy availability at the time/date of booking, with referral to medical provider (physician or nurse practitioner-level clinician) for medication order placement and placement of orders for other medically necessary care.</p> <p>Individuals who do not have current active gender-affirming treatment in the community are advised how to access healthcare services if they are desired.</p>
<p>2. Allocate funding for gender-affirming healthcare via DAJD and/or King County Jail Health. This will ensure mental health, medical care and good health outcomes for people held at King County jails.</p>	<p>This is already in place through the County’s budgeting process.</p>
<p>3. Seek and utilize community input from queer and trans organizations via DAJD policies. This will ensure policies are updated regularly to include correct language regarding sexual orientation and gender identity and are humane and appropriate.</p>	<p>DAJD reports that it has coordinated direct engagement with the transgender community. DAJD has consulted with various communities for policy development and follow up recommendations, as well as training and other consultative advice.</p>

¹¹ See Appendix E.

Recommendation	Status
<p>4. Enact new policies regarding documenting and using preferred pronouns via DAJD policies. This will ensure people held at the King County jails are treated with dignity.</p>	<p>Existing policies and procedures in place.</p> <p>DAJD policy 6.03.007 addresses preferred pronouns.¹²</p> <p>DAJD existing policy directs staff to refer to people in custody by their last names and not use forms of address such as Mr. or Mrs. DAJD policy states that staff should ask people their preferred pronoun.</p>
<p>5. Create a policy and process to document in one place the housing preference and housing offered to trans and nonbinary individuals at the jails, including whether an appeal was sought and the outcome via DAJD policies. This will ensure humane housing and treatment of trans and gender diverse people.</p>	<p>Existing policy and procedures in place.</p> <p>DAJD policy 6.03.007 addresses housing of transgender residents.¹³</p>
<p>6. Collect data to evaluate employee success with implementing GISOI policies via an annual internal climate survey. This will help leadership and Task Force members/other responsible parties know whether the policies need to be modified, updated, or removed. This ensures resources are allocated to the policies that staff feel most impacted by.</p>	<p>Work on this recommendation is pending additional resources.</p>

¹² See Appendix D

¹³ See Appendix D

Table 4. Additional Recommendations

Recommendation	Status
1. Adopt the Washington State Board of Health Ruling found in WAC 246-490-075, which allows individuals to change the sex designation on their birth certificate and provides the use of “X” to denote gender identities that do not align with the male/female binary.	Existing procedures in place. King County Vital Statistics follows the State Department of Health name change form and processes, which allow for X designations. See the Vital Statistics website . ¹⁴
2. Provide lower costs or grant fee waiver to change gender markers.	Following the State Department of Health name change form and processes, there is no fee to amend the record. A \$25 fee is in place if the individual wishes to order a certificate. See the Department of Health form . ¹⁵ No further action is planned.
3. Require King County staff reporting on what data collection is required by the federal government.	Work on this recommendation is pending additional resources.
4. Require <i>Building Gender Inclusive</i> training for all staff who do direct community engagement or outreach.	See Table 1, recommendations 2 and 3.
5. Partner with community-based organizations to co-create and provide trainings.	See Table 1, recommendations 2 and 3. Work on this recommendation is pending additional resources.
6. Organize regular opportunities to invest in stronger relationships with local community partners.	In the executive branch, this work is generally led by OERSJ, within existing resources.

Progress on Other Gender Equity and Sexual Orientation Inclusion Activities

Executive branch departments are united in their work making sure King County residents have the opportunity to thrive. This section provides examples of work accomplished, or under development, by executive branch departments to address gender equity and sexual orientation inclusion activities. The items below are accomplished within existing budget and staffing resources.

¹⁴ King County Vital Statistics webpage: <https://kingcounty.gov/en/dept/dph/certificates-permits-licenses/change-birth-death-certificate>

¹⁵ Department of Health Form: <https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/422-143-SexDesignationChangeAdult.pdf>

Table 5. Additional County Activities

Department	Activity
Department of Human Resources (DHR)	<ul style="list-style-type: none"> • Currently working to align employee health benefits to follow the internationally accepted World Professional Association for Transgender Health (WPATH) guidelines in support of transgender and transitioning care for County employees.¹⁶ • Requesting insurance plan providers to be inclusive of diverse gender identities.
Department of Executive Services (DES)	<ul style="list-style-type: none"> • Installed three sets of All People Restrooms for employee use; two are located in the Chinook Building and one in King Street Center. • Continuing to expand access to All People Restrooms with a capital project approved for this biennium, finalizing the sites of the additional All People Restrooms at the writing of this report.
Public Health – Seattle and King County (PHSKC)	<ul style="list-style-type: none"> • Using a multipronged approach incorporating practices to support inclusion of LGBTQIA+ individuals accessing its Sexual Health Clinic (SHC), including providing annual gender inclusivity trainings for staff and formalizing an on-boarding process centering gender inclusivity. • Family Planning Health Education Team is working with school districts and local community agencies to ensure that comprehensive sexual health resources and information are available to King County youth and their families. This includes sexuality education and training, community outreach and organization, materials development, and systems development. • Utilizing grant funds, PHSKC offered trainings and technical assistance around health inequities related to trans and nonbinary communities and individuals and creating welcoming healthcare agencies for trans and nonbinary communities and individuals.
Office of Equity, Racial, and Social Justice (OERSJ)	Created LGBTQ+ employee resource group through the County’s affinity group program. ¹⁷
Joint Effort: DHR and DES	Working to increase gender, pronoun, and name options in PeopleSoft and other relevant County software.

¹⁶ WPATH provides guidance on evidence based care, education, research, public policy, and respect in transgender health. [WPATH World Professional Association for Transgender Health](https://www.wpath.org/)

¹⁷ <https://kingcounty.gov/en/legacy/elected/executive/equity-social-justice/king-county-affinity-groups>
Gender Identity and Sexual Orientation Inclusion Task Force Recommendations – Update Report

Individual departments continue to develop formal and informal collaborations with LGBTQIA+ community organizations and groups. Some of these relationships are tied to specific programs or services, such as PHSKC’s work around monkeypox and its impact on LGBTQIA+ communities, and the Department of Natural Resources and Parks involvement in food justice, climate, and open space issues. Executive branch departments support, acknowledge, and participate in events honoring those in the LGBTQIA+ community via employee communications, social media, and press releases. The County Executive supports annual Pride activities each year.

Finally, the Executive has tasked OERSJ, within existing resources, with overseeing, coordinating, and monitoring executive branch work associated with the Task Force’s recommendations in alignment with OERSJ’s King County Code established responsibilities.

V. Conclusion

Despite the County’s fiscal limitations, many of the recommendations of the GISOI Task Force have been partially or fully implemented by executive branch departments. As feasible within existing resources, executive branch departments will continue to look for ways to create welcoming and accessible environments for LGBTIA+ employees and those community members seeking County services. In addition, assigning oversight of these recommendations to OERSJ helps to ensure that the Task Force’s work is integrated into the county’s overall equity and social justice work moving forward.

VI. Appendices

Appendix A: Motion

Appendix B: Task Force Report, April 2023

Appendix C: Jail Health Services Policy Service Level Procedure (SLP) J-B-08

Appendix D: Department of Adult and Juvenile Detention Policy 6.03.007



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

June 5, 2018

Motion 15162

Proposed No. 2018-0165.1

**Sponsors Dembowski, Kohl-Welles,
Upthegrove, McDermott and Balducci**

1 A MOTION declaring the necessity of administrative
2 planning and coordination to address gender identity, and
3 sexual orientation inclusion in King County administrative
4 processes and establishing a gender identity and sexual
5 orientation inclusion task force to develop a recommended
6 King County administrative gender identity and sexual
7 orientation inclusion strategy.

8 WHEREAS, the King County council is currently going through a process to
9 make the King County Code gender neutral as a step towards gender equity, and

10 WHEREAS, gender identity is one's personal experience of one's own gender
11 which may or may not correspond with the sex they were assigned at birth, and

12 WHEREAS, gender encompasses a wide range of identities in addition to male
13 and female, and

14 WHEREAS, according to a 2016 report by the Williams Institute at the University
15 of California Los Angeles Law School an estimated 0.6 percent of adults, which is
16 approximately 1.4 million people, identify as transgender or gender nonconforming in the
17 United States, and

18 WHEREAS, according to the King County Trans Resource and Referral Guide,
19 "transgender" refers to those whose gender identity or gender expression does not match

20 the gender norms that mainstream society attaches to their gender assigned at birth, and

21 WHEREAS, according to the Williams Institute, in Washington State 0.62
22 percent of residents, which is approximately 32,850 people, identify as transgender, and

23 WHEREAS, while one transgender person's gender identity or expression might
24 fit the dominant gender-binary paradigm of male or female, a different transgender
25 person's gender identity might not fit into the dominant gender-binary paradigm, and

26 WHEREAS, in 2016, Merriam-Webster added eight new terms recognizing
27 nonbinary gender identity and expression including "genderqueer," which is defined as
28 relating to, or being a person whose gender identity cannot be categorized as solely male
29 or female, and

30 WHEREAS, there are numerous types of nonbinary gender identity including
31 agender, intersex and bigender, and

32 WHEREAS, in June 2017, the Oregon state Department of Transportation
33 approved an administrative rule change allowing Oregon residents an option to mark their
34 sex as "not specified" or "X" on their driver licenses, instruction permits or identification
35 cards, and

36 WHEREAS, similar proposals have been implemented in New York City,
37 Washington, D.C., and the state of California, and

38 WHEREAS, in January 2018 the Washington state Department of Health adopted
39 a new rule change that established requirements for individuals to request a change to the
40 sex designation on their birth certificates from male or female to a third option, and

41 WHEREAS, King County Ordinance 16948 established the principle of "fair and
42 just" to mean the county serves all residents by promoting fairness and opportunity and

43 eliminating inequities through actions to which equity and social justice foundational
44 practices are applied, and

45 WHEREAS, King County serves all people through its departments, from
46 elections to permitting and environmental review, and the correctional facilities. All of
47 those departments and facilities have forms that reflect only "male" and "female" options
48 for gender or sex designation which creates barriers for individuals not reflected in these
49 options including in the access of consistent and accurate documentation of their gender,
50 and

51 WHEREAS, as part of the commitment to fair and just public service, King
52 County is committed to inclusiveness for all of its residents and employees;

53 NOW, THEREFORE, BE IT MOVED by the Council of King County:

54 A. It is the policy of King County that the principle of "fair and just" be applied
55 to gender identity and sexual orientation to ensure every person receive full recognition
56 and equal treatment. It is the council's intent that administrative processes be reviewed
57 and revised to allow for the spectrum of gender identity and consideration of sexual
58 orientation. It is the council's further intent that county administrative processes be
59 revised to allow for more than two gender options. In response to the new Washington
60 state Board of Health ruling, which allows for a third option for designation on birth
61 certificates to indicate a gender that is not exclusively male or female, there is hereby
62 established a King County gender identity and sexual orientation inclusion task force.
63 Intended to be a collaborative group, the task force shall develop a recommended
64 countywide gender identity and sexual orientation inclusion strategy and workplan to
65 implement the use of an additional gender designation or designations in all appropriate

66 administrative processes in use by county departments. This task force shall engage
67 stakeholders and community members to understand the nuanced and sometimes
68 complex experience of gender nonconforming individuals when interacting with all King
69 County departments and facilities, including the jail, the department of public health, the
70 human resources management division and the records and licensing services division.

71 B. The executive shall transmit within three months of the passage of this motion,
72 for council confirmation by motion, task force membership, may include but not be
73 limited to, representation from:

- 74 1. The King County council;
- 75 2. The King County executive's office;
- 76 3. The King County human resources management division;
- 77 4. The Ingersoll Gender Center
- 78 5. The Gender Justice League;
- 79 6. The People of Color Against AIDS Network;
- 80 7. Entre Hermanos;
- 81 8. U.T.O.P.I.A. United Territories Of Pacific Islanders' Alliance;
- 82 9. Seattle Counseling Service;
- 83 10. Gay City;
- 84 11. The Greater Seattle Business Association;
- 85 12. SURGE Reproductive Justice; and
- 86 13. The American Civil Liberties Union of Washington.

87 C. Advisory panel members with particular expertise on specific topics to be
88 discussed may be identified by the task force and invited to provide input, but would not

89 have a vote on the task force. In addition to the advisory panel, the task force may also
90 seek additional community expertise or input to inform its work.

91 D. An executive staff working group shall be established to prepare for and assist
92 the task force, including lead staff from the executive's office. Executive staff shall
93 develop an inventory of forms and administrative processes used by county agencies that
94 include gender and sexual orientation identifying questions. Executive staff shall assess
95 these data gathering efforts and identify any administrative processes and forms that
96 interface between federal, state or other local agencies.

97 E. The objectives of the task force are to:

98 1. Review the recently adopted Washington state Board of Health ruling
99 regarding changing the sex designation on birth certificates allowing for a third option to
100 indicate a gender that is not exclusively male or female, and to determine what changes
101 the county may need to make in response to the new ruling;

102 2. Consult with county departments and community groups to assess the current
103 state of questions regarding gender identity and sexual orientation in King County
104 administrative processes, including, but not limited to, forms, questionnaires and
105 interviews;

106 3. Identify administrative processes that are suitable to be modified for gender
107 identity and sexual orientation inclusion while considering potential complications if a
108 process gathers information used by other government agencies;

109 4. Develop a recommended statement of intent to address gender identity and
110 sexual orientation inclusion in identified King County administrative processes;

111 5. Assess the experience of individuals accessing county services and providing

112 requested gender identity and sexual orientation information, including, but not limited
113 to, possible implications of requesting the disclosure of gender identity and sexual
114 orientation information, and identify strengths and weaknesses in the current state of
115 customer service; and

116 6. Make training recommendations for county employees to achieve excellent
117 customer service and address concerns of task force members.

118 F. The task force shall also conduct outreach activities to obtain community and
119 professional input to inform the executive's report final, comprehensive report. Outreach
120 activities should include, but not be limited to, holding at least one open public forum and
121 actively soliciting written, electronic or oral community comments.

122 G. The task force will develop an initial framework for completing the work
123 described in this motion, including an estimated budget. The executive will transmit the
124 proposed initial framework and a motion approving the initial framework to the council
125 within three months of the task force's first meeting.

126 H. The task force shall deliver a recommended gender identity and sexual
127 orientation inclusion strategy report to the executive and council, including
128 recommendations for action, within one year of the approval of the initial framework by
129 council. The task force may also provide interim updates and recommendations to the
130 executive and council as the task force deems appropriate or as may be requested by the
131 council.

132 I. The executive shall develop a final, comprehensive report based on the work of
133 the task force, including recommendations on the steps the county can take in addressing
134 gender equity and sexual orientation inclusion within administrative processes and

135 paperwork.

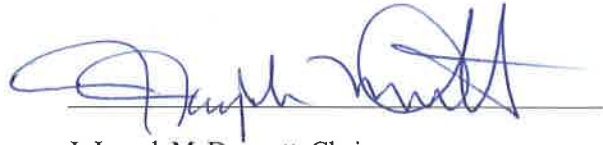
136 J. All reports required by this motion shall be transmitted to the Council with a
137 motion that should approve the report. Such reports and motions should be filed in the
138 form of a paper original and an electronic copy with the executive and clerk of the
139 council, who shall retain the original and provide an electronic copy to all
140 councilmembers, the chief of staff, the policy staff director and the lead staff for the
141 committee of the whole, or its successor.

142 K. The task force shall expire sixty days after all reporting provisions in this
143 motion have been completed.
144

Motion 15162 was introduced on 3/19/2018 and passed by the Metropolitan King
County Council on 6/4/2018, by the following vote:

Yes: 8 - Mr. von Reichbauer, Mr. Gossett, Mr. Dunn, Mr. McDermott,
Mr. Dembowski, Mr. Upthegrove, Ms. Kohl-Welles and Ms. Balducci
No: 1 - Ms. Lambert
Excused: 0

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON



J. Joseph McDermott, Chair

ATTEST:



Melani Pedroza, Clerk of the Council



Attachments: None

Gender Identity and Sexual Orientation Inclusion Task Force Strategy Report and Recommendations

April 2023



King County

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II. Proviso Text

Motion 15162 is attached as Appendix B.

III. Executive Summary

Introduction

This report outlines the work of the Gender Identity Sexual Orientation Inclusion Task Force (task force) as called for by King County Council Motion 15162. The Motion directed the task force to develop and submit a Countywide Gender Identity and Sexual Orientation Inclusion strategy report, including recommendations for action.

Background

The Gender Identity Sexual Orientation Inclusion Task Force was convened in response to community-led calls for support for LGBTQIA+ individuals in the region. As a result, the King County Council approved Motion 15162 in 2018. Community interest and the County's response were underpinned by violence against the LGBTQIA+ community and attacks on LGBTQIA+ rights by state and local governments across the country.^{1,2} In addition to discrimination against the LGBTQIA+ community, the task force was influenced and informed by the COVID-19 pandemic and the racial justice protests in response to the murders of George Floyd, Ahmaud Arbery, and Breonna Taylor.

Guiding Principles and Initial Framework

The objectives outlined in Motion 15162 and the guiding principles developed by task force members created a foundation for the task force's efforts. The guiding principles of the task force are outlined below:

1. A commitment to work equitably and develop recommendations from a standpoint that centers communities most impacted, including, but not limited to:
 - a. Gender expression, sexual characteristics, sexual orientation and expression, cultural identity, age, race, ability, and income level.
2. A desire to work intersectionally to develop recommendations that seek to reduce harm for those who interact with and utilize County systems and services.

Motion 15162 called for the task force to submit an initial framework to Council within three months of the task force's establishment, detailing the task force's approach, goals and objectives, key deliverables and milestones, budget, and proposed timeline. The initial framework was submitted to Council in November, 2019.

Membership & Community Engagement

Task force membership was comprised of representatives of community-based organizations, including but not limited to those groups specifically cited in Motion 15162 and County staff. Due to high turnover rates at community-based organizations, impacts of the COVID-19 pandemic, and the length of the task force commitment, the task force was consistently staffed by members of the various participating

¹ U.S. Department of Justice. 2022. "Violent Victimization by Sexual Orientation and Gender Identity, 2017-2020." Accessed April 4, 2023. <https://bjs.ojp.gov/content/pub/pdf/vvsogi1720.pdf#page=2>

² American Civil Liberties Union. 2023. "Mapping Attacks on LGBTQ Rights in U.S. State Legislatures." Accessed April 4, 2023. <https://www.aclu.org/legislative-attacks-on-lgbtq-rights>

organizations but had fluid membership over time. Throughout the process, 34 individuals participated in the task force's efforts. The task force was supported by staff from the King County Executive Office and the consulting firm BDS Planning & Urban Design.

The task force met 16 times between May 2021 and December 2022. Subcommittee meetings took place regularly between December 2021 and July 2022.

Issue Identification and Strategy Areas & Recommendations

The recommendations offered by the GISOI Task Force are outlined in the following subareas:

- **Internal Culture:** Recommendations pertaining to fostering a culture within King County that is welcoming, safe, and supportive of LGBTQIA+ employees and community members.
- **Service Delivery:** Recommendations pertaining to the County's service delivery and removing barriers to accessing services experienced by the LGBTQIA+ community.
- **Legislation and Policy:** Recommendations pertaining to policy goals that will create a welcoming and safe environment for the LGBTQIA+ community.

Conclusion

The Gender Identity and Sexual Orientation Inclusion Task Force was created in coordination with and in support of the LGBTQIA+ community in King County. Amid a rise in nationwide anti-LGBTQIA+ legislation, King County is committed to creating a region where LGBTQIA+ residents have the opportunity to live up to their full potential, in a community that is accepting of who they are. Developed in partnership with County staff and community-based organizations, this report reflects the breadth of the task force's work, along with its recommendations for how King County can better serve LGBTQIA+ employees, customers, and residents. The gender identity and sexual orientation inclusion strategy developed by the task force is a powerful blueprint for how King County can live up to its guiding principles.

IV. Background

Key Historical Conditions: As a regional government serving 2.2 million residents, King County aims to provide fair and accessible services to all residents and to create a welcoming community where every person can thrive.³ In 2018, the King County Council passed Motion 15162, which outlined the Council’s commitment to gender equity, created the Gender Identity Sexual Orientation Inclusion Task Force (task force), and directed the task force to develop a Countywide Gender Identity and Sexual Orientation Inclusion Strategy to assess the feasibility of implementing the recommendations identified by the task force. This was, in part, in response to continued discrimination against the LGBTQIA+ community, as well as the increasing prevalence of anti-LGBTQIA+ legislation being proposed and approved by state and local governments nationwide.^{4,5}

Key Current Conditions: Notably, 27 states have no explicit statewide laws that protect LGBTQIA+ residents from discrimination on the basis of sexual orientation and gender identity in employment and housing.⁶ Disparities in rates of incarceration, homicide, mental health, and general life expectancy, remain disproportionately high for LGBTQIA+ Americans, specifically those who identify as transgender, Black, Indigenous, or People of Color.^{7,8,9,10} Regionally, a 2021 report by Public Health – Seattle & King County found that LGBTQ+ people in Washington experience high levels of poverty, food insecurity, and unstable housing compared to cisgender, heterosexual individuals, as well as barriers to health care access.¹¹ While the rights and freedoms of LGBTQ+ individuals have expanded over time, the community continues to face barriers to their prosperity.

In addition to the need to update and modernize all County administrative processes to include gender identity and sexual orientation identifiers outside of historically exclusionary binaries, the task force

³ King County Executive Office. 2021. “True North and Values.” Accessed April 4, 2023. <https://kingcounty.gov/elected/executive/constantine/initiatives/true-north.aspx>

⁴ U.S. Department of Justice. 2022. “Violent Victimization by Sexual Orientation and Gender Identity, 2017-2020.” Accessed April 4, 2023. <https://bjs.ojp.gov/content/pub/pdf/vvsogi1720.pdf#page=2>

⁵ American Civil Liberties Union. 2023. “Mapping Attacks on LGBTQ Rights in U.S. State Legislatures.” Accessed April 4, 2023. <https://www.aclu.org/legislative-attacks-on-lgbtq-rights>

⁶ UCLA. 2020. “LGBT People in the US Not Protected by State Non-Discrimination Statutes.” Accessed April 5, 2023. <https://williamsinstitute.law.ucla.edu/publications/lgbt-nondiscrimination-statutes/>

⁷ National Institute of Corrections. 2021. “Visualizing the Unequal Treatment of LGBTQ People in the Criminal Justice System.” Accessed April 5, 2023. <https://nicic.gov/weblink/visualizing-unequal-treatment-lgbtq-people-criminal-justice-system-2021>

⁸ Human Rights Campaign. 2021. “Fatal Violence Against the Transgender and Gender Non-Conforming Community in 2021.” Accessed April 5, 2023. <https://www.hrc.org/resources/fatal-violence-against-the-transgender-and-gender-non-conforming-community-in-2021>

⁹ American Psychiatric Association. 2017. “Mental Health Disparities: LGBTQ.” Accessed April 5, 2023. <https://www.psychiatry.org/File%20Library/Psychiatrists/Cultural-Competency/Mental-Health-Disparities/Mental-Health-Facts-for-LGBTQ.pdf>

¹⁰ University of Washington. 2017. “Lesbian, Gay and Bisexual Older Adults Suffer More Chronic Health Conditions than Heterosexuals, Study Finds.” Accessed April 5, 2023. <https://www.washington.edu/news/2017/08/24/lesbian-gay-and-bisexual-older-adults-suffer-more-chronic-health-conditions-than-heterosexuals-study-finds/>

¹¹ Public Health – Seattle & King County. 2021. “Pride Survey Report.” Accessed April 5, 2023. [https://kingcounty.gov/depts/health/communicable-diseases/hiv-std/patients/~media/depts/health/communicable-diseases/documents/hivstd/2021-King-County-Pride-Survey.ashx](https://kingcounty.gov/depts/health/communicable-diseases/hiv-std/patients/~/media/depts/health/communicable-diseases/documents/hivstd/2021-King-County-Pride-Survey.ashx)

convened during a precarious time in which LGBTQIA+ rights, specifically Trans rights, were under attack nationally.

The task force's work reflects on the current state of LGBTQIA+ equity throughout the County (both geographically and as a government entity) and states awareness that all services, forms, documentation, and other procedural and process documents only provide binary gender or sex designation options, which creates significant barriers to individuals and communities to access services and support through the county and impacts rapport and trust among impacted constituents.

The task force convened in 2019 prior to the start of the COVID-19 pandemic, but paused as King County government and communities responded to the impacts of the pandemic. The murders of George Floyd, Ahmaud Arbery, and Breonna Taylor, and the subsequent racial justice uprisings in 2020 recentered the task force's recommendations on prioritizing King County's Black transgender community and their inclusion in the task force process. This resulted in new and intentional focus on the disparate impacts faced by individuals with intersecting identities, such as gender, sexual orientation, race, and/or ability.

GISOI Initial Framework: The work of the task force began in 2019 with the development of an initial framework to guide its future efforts. This framework summarized the task force's goals and objectives, defined key deliverables and milestones, outlined the task force's approach to the work, identified a budget and timeline, and mapped a strategy for external engagement and public outreach. Per Motion 15162, the task force was required to develop and transmit the initial framework to the County Council within three months of the task force meeting. The initial framework was transmitted to the Council in the fall of 2019 and is included as Appendix C.

Task force members developed guiding principles to guide their work to learn about County administrative processes and propose accompanying recommendations. Guiding principles developed by members of the task force and outlined in the initial framework include:

1. A commitment to work equitably and develop recommendations from a standpoint that centers communities most impacted, including, but not limited to:
 - a. Gender expression, sexual characteristics, sexual orientation and expression, cultural identity, age, race, ability, and income level.
2. A desire to work intersectionally to develop recommendations that seek to reduce harm for those who interact with and utilize County systems and services.

The initial framework included a budget and timeline for the development of a recommended Gender Identity and Sexual Orientation Inclusion (GISOI) Strategy and report with recommendations. The initial framework was drafted by Executive Office staff based on direction from task force members during task force meetings. The framework was reviewed by members prior to transmittal. Staff from the Executive Office and the Department of Human Resources supported the task force during the development of the initial framework. The proposed timeline set by the task force in 2019 detailed meetings over a 12-month period to conduct a review of all King County services and programs, as directed by Motion 15162. However, the proposed timeline was delayed due to the COVID-19 pandemic, which impacted County staff and operations as well as task force members' ability to convene and participate.

Once the initial framework was transmitted to the County Council for consideration, several task force members requested that Council provide financial resources to hire a consultant to facilitate task force

meetings and project manage deliverables, as well as to compensate task force members for their time, talent, and expertise. Community compensation has since become a model for how King County can engage with impacted and marginalized communities in a more equitable and less extractive manner. King County hired BDS Planning & Urban Design (BDS) to support the task force’s work in May 2021. BDS is a consulting firm that specializes in consensus facilitation and organizational development with an eye toward equity, inclusion, and racial and social justice.¹²

Report Methodology: Once the task force developed, transmitted, and secured resources outlined in the initial framework, it worked in four phases to learn about King County’s various departments and lines of business, define issues and areas of potential improvement, explore solutions, and develop recommendations.

Task Force Membership: Motion 15162 directed the Executive to recruit representatives from specific community-based organizations and representatives from King County departments for the task force. Seventeen members of the task force were representatives from community-based organizations and four members were representatives of King County departments. Initial GISOI task force members were appointed by the Executive and confirmed by County Council in January 2019. A list of GISOI task force members is included in Appendix A.

As stated previously, the COVID-19 pandemic paused the work of the task force, during which time, several original task force members moved onto other roles or organizations and were no longer available to serve on the task force. The BDS Planning Consultant team and King County Executive Staff ensured that as many of the organizations identified in Motion 15162 maintained the original representatives or designated a new representative. However, continued turnover at the organizations outlined in Motion 15162 led to the need to appoint several new members at the middle and late stages of the task force’s work. BDS Planning and the Executive’s staff worked to ensure that new members were briefed on the work already accomplished by the task force as they entered the group.

Community Engagement: To complete its work during a global pandemic, the task force engaged the public through outreach and engagement tactics, including, but not limited to, hosting public focus groups, utilizing public comment tools, creating a website that includes meeting information and materials, and conducting formal and informal briefings with key partners and interested parties.¹³

During its meetings and in subsequent follow up conversations with BDS, the task force identified a list of community organizations and entities to reach out to for feedback. The list of organizations includes, but is not limited to:

- King County Immigrant and Refugee Commission
- King County Women’s Advisory Board
- HealthierHere
- City of Seattle Community Police Commission
- City of Seattle LGBTQ Commission

¹² BDS Planning & Urban Design. n.d. Key Practice Areas. Accessed April 5, 2023. <https://www.bdsplanning.com/key-practice-areas>

¹³ King County Executive Office. 2022. “Gender Identity and Sexual Orientation Inclusion Task Force.” Accessed April 5, 2023. <https://kingcounty.gov/elected/executive/constantine/initiatives/gender-identity-sexual-orientation.aspx>

- Disability Rights Washington
- Seattle Transitional Grant Area HIV Planning Council
- Washington State LGBTQ Commission
- Washington State DSHS Aging and Long-Term Support Administration

Throughout its process, the task force expanded community engagement to focus on BIPOC organizations serving members of the transgender community or focusing on issues relevant to members of the trans community, including:

- Disability Rights Washington
- Dr. Carri Lippy, Black Trans Task Force
- Dr. Sid Jordan, Researcher & Associate Professor at Portland State University
- Legal Counsel for Youth and Children
- Shaun Glaze, King County Equity Now
- Danny Waxwing, Trans in Prison Justice Project
- Washington Immigrant Solidarity Network
- YouthCare

Task Force Approach: The task force identified three strategy areas to focus their recommendations: internal culture, legislation and policy, and service delivery. Task force members self-selected into three workgroups to conduct more detailed review of each strategy area’s key issues, desired outcomes, and opportunities or barriers. Each strategy area is outlined in the tables below.

Strategy Area 1 – Internal Culture	
Members	Jackie Vaughn (Chair), Esther Lucero, Agiaotupu Viena, Shawn Peterson, Jay Osborne
Key Issues	Lack of Consistent Messaging, Intentional Hiring/Onboarding, Robust Training, Language Used
Intended Outcomes	<ol style="list-style-type: none"> 1. Change culture around the gender binary 2. County-led messaging to break down the gender binary 3. Prioritize gender and sexuality topics in training 4. Cultivate a culture that can support improved policies 5. Look at documentation within hiring practices 6. Create discomfort with the binary
Opportunities	<ul style="list-style-type: none"> • Ability to provide feedback on existing or new training for County employees • Ensuring protection of community information in all processes
Barriers	<ul style="list-style-type: none"> • Information requests are convoluted • Funding for implementation of recommendations

Strategy Area 2 – Legislation and Policy	
Members	Jackie Elyane Wylie (Chair), Catherine West, Fred Swanson, Leah Rutman, Al Guerra
Key Issues	Lack of Housing, Criminal Justice Reform, Access to Healthcare, Defining Regional Role
Intended Outcomes	<ol style="list-style-type: none"> 1. Outward changes in legislation and how it influences other jurisdictions 2. Housing for LGBTQIA+ folks and seniors 3. Redefining protections in policy 4. Jail policies related to care (i.e., Health, housing, respect for trans and LGBTQIA+ folks)

	<ol style="list-style-type: none"> 5. Internal shifts need to be aligned outwardly 6. Gatekeeping that prevents people from accessing name changes 7. Regional convenor at summit or gathering 8. County Campaigns – Explicitly naming cultural shifts 9. Veteran, Senior’s levy funding may be leveraged
Opportunities	<ul style="list-style-type: none"> • Healthcare, Housing, and Criminal Justice • Identify the level of authority of the County regarding the above priority areas. • Build on community-led work
Barriers	<ul style="list-style-type: none"> • Unclear who are the right people at the systems level to talk to • Unsure of where do jurisdictions overlap?
Needed Community Engagement	<ul style="list-style-type: none"> • County Task Force working on Missing and Murdered Indigenous Women: Susan Levy as the point of contact

Strategy Area 3 – Service Delivery	
Members	Matt Landers (Chair), Beatrix De La Busy Miguelez, Kelli Carroll, Marsha Botzer, Steven Sawyer
Key Issues	Cost and Fees, Required Documented, Name Change Processes, Treatment of People, Needed Data Collection
Intended Outcomes	<ol style="list-style-type: none"> 1. Waivers for changing gender markers 2. Lower cost for people wanting to change gender markers 3. Jail policies related to care (i.e., Health, Housing, respect for trans and LGBTQIA+ folks) 4. Go beyond updating forms, although tangible 5. Look at documentation within hiring practices 6. Tracking is essential regarding access to services in other places 7. Focus forms and language on people (not the binary) 8. Assess when it is necessary to gather gender identity information 9. Procedures at district court around name change
Opportunities	<ul style="list-style-type: none"> • Bring forward community best practices to spur discussion with County departments • Identify where current County GISOI data collection can evolve or discontinue due to community-driven best practices
Barriers	<ul style="list-style-type: none"> • Risk of the shortened time frame and how to sustain long-term progress • Size of need and requirement to scale in the County and State is overwhelming
Needed Community Engagement	<ul style="list-style-type: none"> • Local and National Partners • Wider community surveying of impacted populations: LGBTQIA+, BIPOC, Trans, Youth, and intersecting identities

V. Report Requirements

Motion 15162 requires the task force to “deliver a recommended gender identity and sexual orientation inclusion strategy report to the executive and council, including recommendations for action, within one year of the approval of the initial framework by council.” The task force concluded its process to develop recommendations in December of 2022. It identified the following 28 recommendations, which are organized by strategy area and workgroup.

The task force’s work in response to Motion 15162 reflects on the current state of LGBTQIA+ equity throughout King County government, including the prevalence of binary gender or sex designation options on County services, forms, documentation, and other procedural and process documents. Binary gender or sex designations can create barriers to access for individuals and communities, and impact rapport and trust in government among impacted constituents.

TASK FORCE RECOMMENDATION

Establish the Gender Identity and Sexual Orientation Inclusion Task Force as its own commission through policy or legislation to create long term accountability and sustain relationships with LGBTQIA+ residents, leaders, and employees.

The recommendation for establishing a permanent GISOI Task Force, Commission, or Department was generally shared across most subcommittees, with some task force members dissenting. Task force members highlighted the need for the County to consider refining the scope, work, representation, and internal county expectations of any ongoing oversight or organizing body responsible for continuing this work beyond the sunset of the GISOI task force. Additionally, the task force emphasized the importance of the recommended body including people who are often not invited, appointed, or considered for leadership positions with the County, with leadership reflecting intersectional, impacted communities – particularly Black Trans Femme individuals.

INTERNAL CULTURE

- 1) Establish and embed a GISOI equity lens to budgetary and funding oversight committee in all processes. This will ensure checks and balances for funding toward initiatives centered on race/social equity (and other King County values) to ensure efforts are aligned.
- 2) Implement mandatory LGBTQIA+ 101-like training during onboarding of County staff via HR and delivered by an individual or organization in the community. This will ensure the HR team tracks training completion to promote a more knowledgeable staff that can mindfully interact with LGBTQIA+ staff and serve King County residents.
- 3) Establish and implement continued LGBTQIA+ trainings, including and beyond 101, via refreshers every three to six months and additional learning/content for HR members. This will allow staff members to continuously engage with LGBTQIA+ materials and become more compassionate, comfortable, and intentional in interactions with LGBTQIA+ staff and community members.
- 4) Engage with community members and organizations to develop a living document of training resources and services that are provided within the King County Community.
Note: Resources should represent BIPOC, Trans, Native, 2S LGBTQIA+ communities, nonbinary populations, and trainers.
- 5) Send final task force report to all existing County boards, commissions, and task forces.

SERVICE DELIVERY

To ensure its services are equitable and consider the lived experience of the LGBTQIA+ community, King County should:

- 1) Provide countywide digital training via Department of Human Resources and the Office of Equity and Social Justice (OESJ) coordination.¹⁴ This will allow all County employees to receive annual gender inclusion training to ensure all people feel welcome at King County, whether employees or customers.
- 2) Update websites countywide in coordination with King County Information Technology (KCIT) and all relevant departments and branches. This will ensure terms and language on County websites are welcoming of all gender identities and do not use gender-specific pronouns; at a minimum, utilize the state-recognized gender “X” marker.
- 3) Revise forms countywide in coordination with all relevant County departments and branches to eliminate unnecessary data collection on gender identity.
- 4) Adopt fee revisions to name change applications to allow for a sliding fee scale. Offering a sliding scale helps to ensure everyone can change their names legally.
- 5) Dedicate staff to lead GISOI policy drafting, review, data collection, and engagement via King County OESJ coordination. This will help drive accountability, in continuing to drive the task force’s work forward/ensure work gets completed, be in contact with the community, and tap into community knowledge as needed.
- 6) Train employees on grievance processes to follow if they do not feel their gender or sexual orientation are being respected via HR coordination. This will ensure whistleblower protection is specifically reiterated, especially regarding differentiation in power dynamics. (i.e., an employee feels like their identities are being disrespected by their supervisor or another person in leadership).
- 7) Identify a primary contact who can lead on access to all departments' sexual orientation/gender inclusion policies (and approved materials).
- 8) Provide resources to help people increase understanding regarding LGBTQIA+ - for example if a person wants to know more about GISOI issues from the point of view of becoming informed or a better ally.
- 9) Define and educate all staff on the limits of each job’s power to respond in situations, that is, the boundaries (these may be different for managers and front-line workers, for example).
- 10) Define and outline a general backup plan for the time away before it happens makes things easier for everyone, especially as related to healthcare issues particular to Transgender and Gender Diverse people.

¹⁴ At the time of the task force’s recommendations, the Office of Equity, Racial, and Social Justice (OERSJ) had not yet changed its name from the Office of Equity and Social Justice (OESJ).

LEGISLATION AND POLICY

- 1) Enact new policies to ensure trans, nonbinary, and gender expansive people have timely access to gender-affirming healthcare. To ensure policy implementation, the Department of Adult and Juvenile Detention (DAJD) will connect individuals with a medical provider competent in gender-affirming healthcare within five days from booking into the jail.
- 2) Allocate funding for gender-affirming healthcare via DAJD and/or King County Jail Health. This will ensure mental health, medical care and good health outcomes for people held at King County jails.
- 3) Seek and utilize community input from queer and trans organizations via DAJD policies. This will ensure policies are updated regularly to include correct language regarding sexual orientation and gender identity and are humane and appropriate.
- 4) Enact new policies regarding documenting and using preferred pronouns via DAJD policies. This will ensure people held at the King County jails are treated with dignity.
- 5) Create a policy and process to document in one place the housing preference and housing offered to trans and nonbinary individuals at the jails, including whether an appeal was sought and the outcome via DAJD policies. This will ensure humane housing and treatment of trans and gender-diverse people.
- 6) Collect data to evaluate employee success with implementing GISOI policies via an annual internal climate survey. This will help leadership and task force members/other responsible parties know whether the policies need to be modified, updated, or removed. This ensures resources are allocated to the policies that staff feel most impacted by.

OTHER

- 1) Adopt the Washington State Board of Health Ruling found in WAC 246-490-075, which allows individuals to change the sex designation on their birth certificate and provides the use of "X" to denote gender identities that do not align with the male/female binary.
- 2) Provide lower costs or grant fee waiver to change gender markers.
- 3) Require King County staff reporting on what data collection is required by the federal government.
- 4) Require *Building Gender Inclusive* training for all staff who do direct community engagement or outreach.
- 5) Partner with community-based organizations to co-create and provide trainings.
- 6) Organize regular opportunities to invest in stronger relationships with local community partners.

VI. Conclusion/Next Actions

King County's True North is to make the County a welcoming community where every person has the opportunity to thrive. Systemic barriers such as institutional and structural racism, sexism, homophobia, and transphobia disproportionately impact LGBTQIA+ communities by making it harder for them to access employment, healthcare, housing, and opportunities for growth. These disparities are often compounded by intersecting identities, such as race, ability, age, class, and ethnicity.

Upon transmittal of this report, the task force will officially conclude. However, per direction in Motion 15162, the Executive's Office will work with County departments to review, assess, and prepare an accompanying implementation report to be transmitted to the County Council for review by the end of 2023. This report will highlight steps the County can take to address gender equity and sexual orientation inclusion within the executive branch. Task force members and Executive staff will connect prior to finalizing the implementation plan. King County thanks task force members for their time, knowledge, and diligent commitment to this work.

VII. Appendices

- Appendix A: GISOI Task Force Members
- Appendix B: Motion 15162
- Appendix C: GISOI Task Force Initial Framework
- Appendix D: GISOI Task Force Meeting Summaries

APPENDIX A

GISOI Task Force Members

Appendix A

Task force members appointed and confirmed in 2019:

- Ann McGettigan, Seattle Counseling Services
- Colleen Chalmers, Chief Seattle Club
- Elayne Wylie, Gender Justice League
- Esther Lucero, Seattle Indian Health Board
- Fajer Saeed Ebrahim, Legal Voice
- Isyss Honnen, Pride Foundation
- Jackie Vaughn, Surge Reproductive Justice
- Karter Booher, Ingersoll Gender Center
- Lady Anderson, Social Justice Fund NW
- Leah Rutman, ACLU-WA
- Lesster Munguia, Entre Hermanos
- Marsha Botzer, Ingersoll Gender Center
- Matt Landers, GSBA
- Samantha K'alaag'a, Na'Ilaha Fund
- Steven Knipp, The AMP
- Steven Sawyer, POCAAN
- Taffy Maene, U.T.O.P.I.A.
- Tobi-Hill Meyer, Gender Justice League
- Calli Knight, Executive's Office
- Jay Osborne, KC Department of Human Service

Task force members who joined during the COVID-19 pandemic:

- Kelli Carroll, Executive's Office
- Christina Fogg, Councilmember Rod Dembowski's Office
- Fred Swanson, Gay City
- Sam Choi, Gay City
- Shawn Peterson, Na'Ilaha Fund
- Beatrix de la Busy Miguelez, GenPride
- Al Guerra, Seattle Counseling Services
- Jonathan Fowler, Councilmember Jeanne Kohl-Welles' Office
- Juan Fernando Luna, Entre Hermanos
- Tepastasi Vaina, U.T.O.P.I.A.
- Catherine West, Legal Voice
- Agaiotupu Viena, Pride Foundation, U.T.O.P.I.A.
- Jose Romero, Pride Foundation
- Dennis Worsham, Public Health Seattle & King County

APPENDIX B

Motion 15162



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

June 5, 2018

Motion 15162

Proposed No. 2018-0165.1

Sponsors Dembowski, Kohl-Welles,
Upthegrove, McDermott and Balducci

1 A MOTION declaring the necessity of administrative
2 planning and coordination to address gender identity, and
3 sexual orientation inclusion in King County administrative
4 processes and establishing a gender identity and sexual
5 orientation inclusion task force to develop a recommended
6 King County administrative gender identity and sexual
7 orientation inclusion strategy.

8 WHEREAS, the King County council is currently going through a process to
9 make the King County Code gender neutral as a step towards gender equity, and

10 WHEREAS, gender identity is one's personal experience of one's own gender
11 which may or may not correspond with the sex they were assigned at birth, and

12 WHEREAS, gender encompasses a wide range of identities in addition to male
13 and female, and

14 WHEREAS, according to a 2016 report by the Williams Institute at the University
15 of California Los Angeles Law School an estimated 0.6 percent of adults, which is
16 approximately 1.4 million people, identify as transgender or gender nonconforming in the
17 United States, and

18 WHEREAS, according to the King County Trans Resource and Referral Guide,
19 "transgender" refers to those whose gender identity or gender expression does not match

20 the gender norms that mainstream society attaches to their gender assigned at birth, and

21 WHEREAS, according to the Williams Institute, in Washington State 0.62
22 percent of residents, which is approximately 32,850 people, identify as transgender, and

23 WHEREAS, while one transgender person's gender identity or expression might
24 fit the dominant gender-binary paradigm of male or female, a different transgender
25 person's gender identity might not fit into the dominant gender-binary paradigm, and

26 WHEREAS, in 2016, Merriam-Webster added eight new terms recognizing
27 nonbinary gender identity and expression including "genderqueer," which is defined as
28 relating to, or being a person whose gender identity cannot be categorized as solely male
29 or female, and

30 WHEREAS, there are numerous types of nonbinary gender identity including
31 agender, intersex and bigender, and

32 WHEREAS, in June 2017, the Oregon state Department of Transportation
33 approved an administrative rule change allowing Oregon residents an option to mark their
34 sex as "not specified" or "X" on their driver licenses, instruction permits or identification
35 cards, and

36 WHEREAS, similar proposals have been implemented in New York City,
37 Washington, D.C., and the state of California, and

38 WHEREAS, in January 2018 the Washington state Department of Health adopted
39 a new rule change that established requirements for individuals to request a change to the
40 sex designation on their birth certificates from male or female to a third option, and

41 WHEREAS, King County Ordinance 16948 established the principle of "fair and
42 just" to mean the county serves all residents by promoting fairness and opportunity and

43 eliminating inequities through actions to which equity and social justice foundational
44 practices are applied, and

45 WHEREAS, King County serves all people through its departments, from
46 elections to permitting and environmental review, and the correctional facilities. All of
47 those departments and facilities have forms that reflect only "male" and "female" options
48 for gender or sex designation which creates barriers for individuals not reflected in these
49 options including in the access of consistent and accurate documentation of their gender,
50 and

51 WHEREAS, as part of the commitment to fair and just public service, King
52 County is committed to inclusiveness for all of its residents and employees;

53 NOW, THEREFORE, BE IT MOVED by the Council of King County:

54 A. It is the policy of King County that the principle of "fair and just" be applied
55 to gender identity and sexual orientation to ensure every person receive full recognition
56 and equal treatment. It is the council's intent that administrative processes be reviewed
57 and revised to allow for the spectrum of gender identity and consideration of sexual
58 orientation. It is the council's further intent that county administrative processes be
59 revised to allow for more than two gender options. In response to the new Washington
60 state Board of Health ruling, which allows for a third option for designation on birth
61 certificates to indicate a gender that is not exclusively male or female, there is hereby
62 established a King County gender identity and sexual orientation inclusion task force.
63 Intended to be a collaborative group, the task force shall develop a recommended
64 countywide gender identity and sexual orientation inclusion strategy and workplan to
65 implement the use of an additional gender designation or designations in all appropriate

66 administrative processes in use by county departments. This task force shall engage
67 stakeholders and community members to understand the nuanced and sometimes
68 complex experience of gender nonconforming individuals when interacting with all King
69 County departments and facilities, including the jail, the department of public health, the
70 human resources management division and the records and licensing services division.

71 B. The executive shall transmit within three months of the passage of this motion,
72 for council confirmation by motion, task force membership, may include but not be
73 limited to, representation from:

- 74 1. The King County council;
- 75 2. The King County executive's office;
- 76 3. The King County human resources management division;
- 77 4. The Ingersoll Gender Center
- 78 5. The Gender Justice League;
- 79 6. The People of Color Against AIDS Network;
- 80 7. Entre Hermanos;
- 81 8. U.T.O.P.I.A. United Territories Of Pacific Islanders' Alliance;
- 82 9. Seattle Counseling Service;
- 83 10. Gay City;
- 84 11. The Greater Seattle Business Association;
- 85 12. SURGE Reproductive Justice; and
- 86 13. The American Civil Liberties Union of Washington.

87 C. Advisory panel members with particular expertise on specific topics to be
88 discussed may be identified by the task force and invited to provide input, but would not

89 have a vote on the task force. In addition to the advisory panel, the task force may also
90 seek additional community expertise or input to inform its work.

91 D. An executive staff working group shall be established to prepare for and assist
92 the task force, including lead staff from the executive's office. Executive staff shall
93 develop an inventory of forms and administrative processes used by county agencies that
94 include gender and sexual orientation identifying questions. Executive staff shall assess
95 these data gathering efforts and identify any administrative processes and forms that
96 interface between federal, state or other local agencies.

97 E. The objectives of the task force are to:

98 1. Review the recently adopted Washington state Board of Health ruling
99 regarding changing the sex designation on birth certificates allowing for a third option to
100 indicate a gender that is not exclusively male or female, and to determine what changes
101 the county may need to make in response to the new ruling;

102 2. Consult with county departments and community groups to assess the current
103 state of questions regarding gender identity and sexual orientation in King County
104 administrative processes, including, but not limited to, forms, questionnaires and
105 interviews;

106 3. Identify administrative processes that are suitable to be modified for gender
107 identity and sexual orientation inclusion while considering potential complications if a
108 process gathers information used by other government agencies;

109 4. Develop a recommended statement of intent to address gender identity and
110 sexual orientation inclusion in identified King County administrative processes;

111 5. Assess the experience of individuals accessing county services and providing

112 requested gender identity and sexual orientation information, including, but not limited
113 to, possible implications of requesting the disclosure of gender identity and sexual
114 orientation information, and identify strengths and weaknesses in the current state of
115 customer service; and

116 6. Make training recommendations for county employees to achieve excellent
117 customer service and address concerns of task force members.

118 F. The task force shall also conduct outreach activities to obtain community and
119 professional input to inform the executive's report final, comprehensive report. Outreach
120 activities should include, but not be limited to, holding at least one open public forum and
121 actively soliciting written, electronic or oral community comments.

122 G. The task force will develop an initial framework for completing the work
123 described in this motion, including an estimated budget. The executive will transmit the
124 proposed initial framework and a motion approving the initial framework to the council
125 within three months of the task force's first meeting.

126 H. The task force shall deliver a recommended gender identity and sexual
127 orientation inclusion strategy report to the executive and council, including
128 recommendations for action, within one year of the approval of the initial framework by
129 council. The task force may also provide interim updates and recommendations to the
130 executive and council as the task force deems appropriate or as may be requested by the
131 council.

132 I. The executive shall develop a final, comprehensive report based on the work of
133 the task force, including recommendations on the steps the county can take in addressing
134 gender equity and sexual orientation inclusion within administrative processes and

135 paperwork.

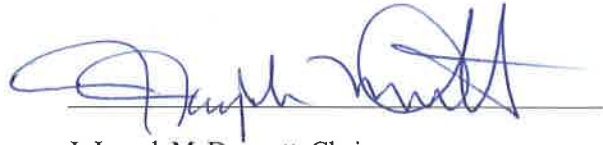
136 J. All reports required by this motion shall be transmitted to the Council with a
137 motion that should approve the report. Such reports and motions should be filed in the
138 form of a paper original and an electronic copy with the executive and clerk of the
139 council, who shall retain the original and provide an electronic copy to all
140 councilmembers, the chief of staff, the policy staff director and the lead staff for the
141 committee of the whole, or its successor.

142 K. The task force shall expire sixty days after all reporting provisions in this
143 motion have been completed.
144

Motion 15162 was introduced on 3/19/2018 and passed by the Metropolitan King
County Council on 6/4/2018, by the following vote:

Yes: 8 - Mr. von Reichbauer, Mr. Gossett, Mr. Dunn, Mr. McDermott,
Mr. Dembowski, Mr. Upthegrove, Ms. Kohl-Welles and Ms. Balducci
No: 1 - Ms. Lambert
Excused: 0

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON



J. Joseph McDermott, Chair

ATTEST:



Melani Pedroza, Clerk of the Council



Attachments: None

APPENDIX C
Initial Framework

King County Gender Identity and Sexual Orientation
Inclusion Task Force

Initial Framework

11/7/2019

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Indigenous Land Acknowledgement

We at King County acknowledge that we are on the unceded ancestral lands of the Duwamish people. A people past and present who have stewarded it throughout the generations, and we honor with gratitude the land itself and the Duwamish people.

What is a land acknowledgment?

A land acknowledgement recognizes and honors Indigenous people as traditional stewards of the land.

Why acknowledge indigenous land?

“It is important to note that this kind of acknowledgement is not a new practice developed by colonial institutions. Land acknowledgement is a traditional custom dating back centuries for many Native communities and nations. For non-Indigenous communities, land acknowledgement is a powerful way of showing respect and honoring the Indigenous Peoples of the land on which we work and live. Acknowledgement is a simple way of resisting the erasure of Indigenous histories and working towards honoring and inviting the truth.” www.duwamishtribe.org/

Executive Summary:

Established by King County Motion 15162, the King County Gender Identity and Sexual Orientation Inclusion Task Force (the “Task Force”) is charged with making recommendations to the County Executive on how King County government can be more accessible and inclusive of all genders and sexual orientations.

The Task Force’s goals, objectives, and deliverables outlined in Motion 15162 will help guide the Task Force’s work as it endeavors to assess county policies and processes to create recommendations for meaningful and lasting improvements in the service delivery and customer experience of impacted groups and individuals accessing county services and interfacing with county processes.

Per Motion 15162, the 21-member Task Force is made up of advocates, experts, and community leaders who are deeply engaged in the work of serving the LGBTQ+ communities of King County, as well as members from King County government. Membership includes representatives from the King County Council, the King County Executive’s office, the King County Department of Human Resources, the Ingersoll Gender Center, the Gender Justice League, the People of Color Against AIDS Network, Entre Hermanos, U.T.O.P.I.A., Seattle Counseling Service, Gay City, Greater Seattle Business Association, SURGE Reproductive Justice, the ACLU, Generations Aging with Pride, Seattle Indian Health Board, Chief Seattle Club, Legal Voice, and the Pride Foundation.

This work plan:

- ✓ Summarizes the Task Force’s goals and objectives
- ✓ Defines key deliverables and milestones
- ✓ Outlines the Task Force’s approach to the work
- ✓ Proposes a budget and timeline
- ✓ Maps external engagement and public outreach

Goals and Objectives

The **goals** of this task force, as outlined in Motion 15162 are:

1. Review and recommend revisions county administrative processes to allow for the spectrum of gender identity and consideration of sexual orientation.
2. Recommend revisions to county administrative processes to allow for more than two gender options.
3. Develop a recommended countywide gender identity and sexual orientation inclusion strategy and accompanying report with recommendations to implement the use of an additional gender designation or designations in all appropriate administrative processes in use by county departments.

Guiding principles outlined by members of the Task Force include:

1. A commitment to work equitably and develop recommendations from a standpoint that centers communities most impacted, including, but not limited to:
 - a. Gender expression, sexual characteristics, sexual orientation and expression, cultural identity, age, race, ability, and income level.
2. A desire to work intersectionally in an effort to develop recommendations that seek to reduce harm for those who interact with and utilize county systems and services.

The **objectives** of this task force, as outlined in Motion 15162 are to:

1. Review the Washington state Board of Health ruling regarding changing the sex designation on birth certificates allowing for a third option to indicate a gender that is not exclusively male or female, and to determine what changes the county may need to make in response to the new ruling;
2. Consult with county departments and community groups to assess the current state of questions regarding gender identity and sexual orientation in King County administrative processes, including, but not limited to, forms, questionnaires and interviews;
3. Identify administrative processes that are suitable to be modified for gender identity and sexual orientation inclusion while considering potential complications if a process gathers information used by other government agencies;
4. Develop a recommended statement of intent to address gender identity and sexual orientation inclusion in identified King County administrative processes;
5. Assess the experience of individuals accessing county services and providing requested gender identity and sexual orientation information, including, but not limited to, possible implications of requesting the disclosure of gender identity and sexual orientation information, and identify strengths and weaknesses in the current state of customer service; and

6. Make training recommendations for county employees to achieve excellent customer service which address concerns of task force members.

Key Deliverables and Milestones

Task Force Initial Framework

The initial framework includes a budget and timeline for the development of a recommended Gender Identity and Sexual Orientation Inclusion Strategy and accompanying report with recommendations. The initial framework was drafted by Executive Staff based on direction from Task Force members during the meetings listed below and was reviewed by Task Force members at least twice prior to transmittal. Staff from the Executive's office and the Department of Human Resources provided staff resources to support the Task Force members during the development of the initial framework.

To-date, the Task Force engaged in four meetings over a four-month period to develop this initial framework for completing the work outlined in the motion.

Meeting 1 – Thursday, June 27th, from 6:00-8:00pm

Meeting 2 – Tuesday, July 30th, from 9:00am-Noon

Meeting 3 – Tuesday, August 20th, from 9:00am-Noon

Meeting 4 – Friday, September 13th, from 1:00-4:00pm

Executive Office staff will transmit this Work Plan to the King County Council for consideration and adoption no later than November 8, 2019.

Recommended Gender Identity and Sexual Orientation Inclusion Strategy Report

The Task Force will meet over a 12-month period as outlined in motion 15162 to conduct a review of all King County services and programs. The output of this review will be a recommended gender identity and sexual orientation inclusion strategy to be implemented throughout King County government systems.

In order to complete this work, the Task Force will engage the public by utilizing a number of proactive outreach and engagement tactics, including but not limited to:

- hosting public focus groups
- utilizing public comment tools
- creating a website that includes meeting information and materials
- conducting formal and informal briefings with stakeholders

The Task Force will deliver its report to the King County Executive's office and County Council within one year of the approval of the initial framework. The Task Force may also provide interim updates to the council as the task force deems appropriate or as may be requested by the council.

Task Force Approach

The Task Force will work in phases to:

1. Learn about King County's various departments and lines of business
2. Define issues and areas of potential improvement,
3. Explore solutions, and
4. Develop recommendations

Phase I: Defining issues and areas of potential improvement:

The Task Force, in partnership with King County and with consultant support, will conduct a review of all King County departments with the following areas of focus:

- Business Systems (online forms, customer service, etc.)
- Policy
- Service Delivery
- Advocacy
- Training and Evaluation
- Data Collection

Departments of particular interest, due to the nature of their services, include:

- The Department of Community and Human Services
- The Department of Public Health
- The Department of Adult and Juvenile Detention
- The Department of Executive Services
- The Department of Elections
- The Department of Human Resources
- The King County Sheriff's Office
- The Department of Local Services
- The Department of Community and Human Services
- The Department of Public Health

The Task Force may request briefings from department staff or outside agencies who may be doing similar work, conduct focus groups with customers who have received county services, or consult outside experts in order to develop the recommended gender identity and sexual orientation inclusion strategy. The Task Force may also establish an advisory panel with members who have expertise on specific topics to be discussed.

Phase II: Explore Solutions:

The Task Force will also conduct a review of current policies, best practices, and similar efforts addressing gender identity and sexual orientation inclusion to provide a foundation for the Task Force to explore new solutions. The Task Force will receive policy information through written materials in advance of Task Force meetings, and presentations and discussion at Task Force meetings throughout the project.

Phase III: Recommendations:

The Task Force will conclude with recommendations to be assessed and implemented across King County government. As the Task Force begins to explore solutions, recommendations may emerge, and by late spring of 2020, the Task Force should be primarily focused on recommending policy changes and strategies for adoption. The Task Force’s work will culminate in draft and final reports, suitable for dissemination to the public and policymakers region-wide.

Budget and Timeline

Task Force Timeline and Phases: FY 2020

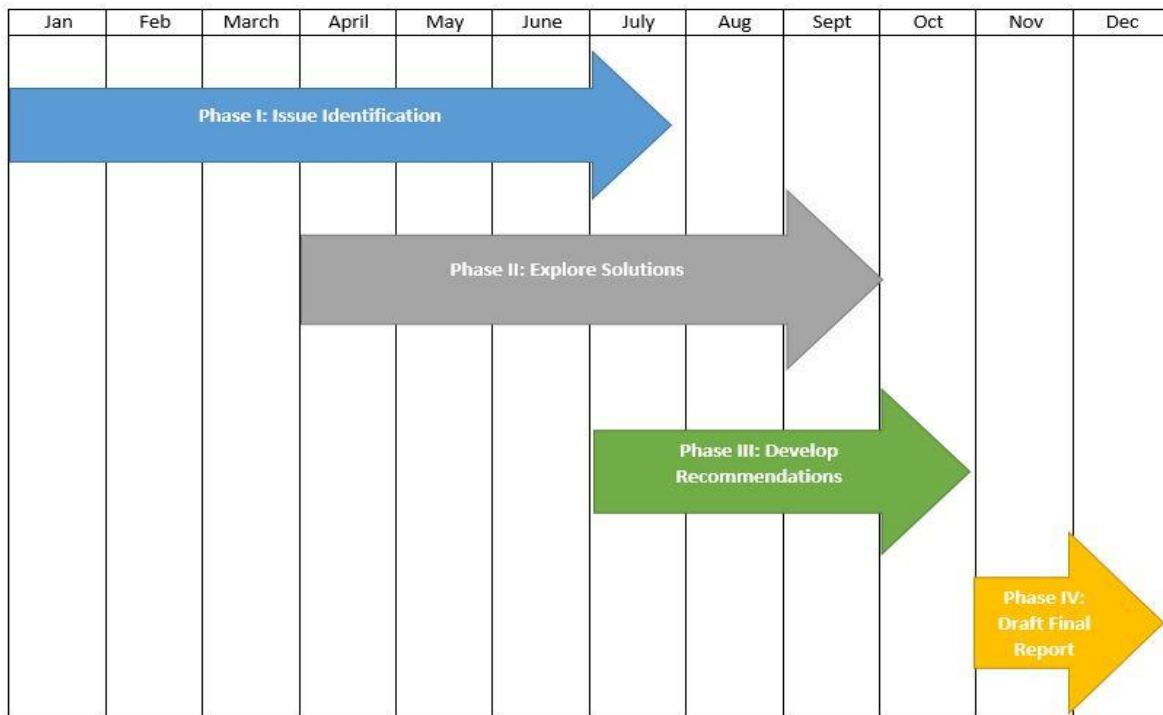


Figure 1 Working Project Schedule: FY 2020

As requested in Motion 15162, this initial framework includes a detailed budget request developed by staff in the Department of Human Resources and refined by and ultimately approved by Task Force members.

In order to effectively and productively complete its work, the Task Force is requesting a budget range of \$174,565 - \$240,752 to hire a consultant with demonstrated experience working with historically marginalized communities, specifically LGBTQ+ populations to support the work of the Task Force through the duration of its work and to also hire a term limited employee to staff the Task Force and manage the collection of information about administrative processes and forms that may need adjustments as per direction in Motion 15612. County staff will work with Task Force members to develop a scope of work, solicit a request for proposals, and conduct interviews with potential

candidates. The Executive Department will house the temporary PPM III TLT position so that they can work closely with Executive staff and staff from the Office of Equity and Social Justice.

Of particular note in the detailed budget breakdown below, an honorarium is included to compensate task force members for their service on and commitment to the work of the Task Force. A recent report by Funders for LGBTQ Issues¹ estimate that for every \$100 awarded by U.S foundations, 28 cents specifically support LGBTQ issues Furthermore, a similar report by Grantmakers United for Trans Communities² estimates that for every \$100 dollars awarded by U.S foundations, less than three cents benefits trans communities. The task force discussed the issue of honorarium in depth and estimated that 15 task force members spending three hours per month in meetings, and spending 2-5 hours preparing and consulting with community members ahead of meetings over a twelve month period is a collective 900-1,400 hours of service to the task force process. Task force members stated that by not compensating marginalized communities for their expertise and time as it relates to the Gender Identity and Sexual Orientation Inclusion Task Force process, there is a reinforcement of a power imbalance between the government and community organizers/organizations. By including honorarium as part of the overall budget request for this process, King County may have the opportunity to honor the work of community organizers that work to keep our communities safe by way of modest compensation.

Please see a more detailed budget breakdown below:

- I. PPM III 1-year TLT to staff the task force and manage collection of information about administrative processes and forms that may need to be adjusted based on Task Force recommendations:
 - i. Full-time PPM III salary range: \$86,345 - \$109,446 annually. With benefits: \$116,565- \$147,752
- II. Consultant to staff task force, support community engagement, write inclusion strategy plan, liaise with TLT and county staff on overall task force staffing and coordination of deliverables:
 - i. Range: \$40,000-\$75,000 based on staffing of other task forces with relatively straightforward deliverables (have not asked for proposals from any consultants)
- III. Honorarium for Task Force participants, based on need (aligned with ESJ recommendations):
 - i. \$100 per meeting per month
 1. 15 members * \$100 * 12 months: \$18,000

Total Budget Range: \$174,565 - \$240,752

Once the consultant has been selected and brought on board, the Task Force will reconvene to begin its work to develop a recommended gender identity and sexual orientation inclusion strategy and accompanying report with recommendations.

¹ Funders for LGBTQ Issues 2017 Tracking Report: LGBTQ Grantmaking by U.S. Foundations

² Funders for LGBTQ Issues Grantmakers United for Trans Communities Report: Foundation Funding for U.S. Trans Communities

Stakeholder Engagement and Public Participation

The Task Force will engage stakeholders and the public by utilizing the following engagement strategies:

1. Convene public focus groups and invite key stakeholders to participate
2. Create an online public comment tool or county inbox to receive public commentary
3. Create a county landing page where meeting materials and minutes will be posted
4. Invite county staff, clients, and experts to Task Force meetings, as appropriate

In their stakeholder engagement efforts, the Task Force will consult with and may request briefings including, but not limited to the following entities and organizations:

- The King County Immigrant and Refugee Commission
- The King County Women’s Advisory Board
- Healthier Here
- The City of Seattle Community Policing Commission
- The City of Seattle LGBTQ Commission
- Disability Rights Washington
- The Seattle Transitional Grant Area HIV Planning Council
- WA State LGBTQ Commission
- WA State DSHS Aging and Disability Services Administration

References

Issues, F. f. (2019, March). *lgbtfunders.org*. Retrieved from https://lgbtfunders.org/wp-content/uploads/2018/02/2017TrackingReport_Infographic_Final.pdf

Issues, G. U. (2018, July). *lgbtfunders.org*. Retrieved from https://lgbtfunders.org/wp-content/uploads/2018/07/GUTC_Foundation_Funding_for_U.S._Trans_Communities.pdf

APPENDIX D
Meeting Summaries

Gender Identity and Sexual Orientation Inclusion Task Force

Meeting #1 Summary

May 12, 2021

10:00AM-12:00PM

The first King County Gender Identity and Sexual Orientation Inclusion (GISOI) Task Force meeting took place virtually on zoom on May 12th, 2021. The purpose of the meeting was to relaunch the work, discuss roles, and develop collective expectations for the facilitators, County, and Task Force members.

ATTENDANCE

Name	Organization/Department
Matt Landers	GSBA
Catherine West	Legal Voice
Elayne Wylie	Gender Justice League
Leah Rutman	ACLU WA
Steven Sawyer	People of Color Against AIDS Network
Marsha Botzer	Ingersoll Gender Center
Jay Osborne	King County Human Resources
Kelli Carroll	King County Executive's Office
Agaiotupu Viena	Pride Foundation
John Fowler	King County Council
Tepa Vaina	UTOPIA WA
Consultants & Staff	Organization
Ishmael Nunez	BDS Planning (Consultant)
ChrisTiana Obey Sumner	Epiphanies of Equity (Consultant)
Lily Clifton	King County
Michael Padilla	King County
Denise Pruitt	King County
Gloria Ngezaho	King County

Project Overview and Relaunching

Following the passing of Motion 15162, The King County Gender Identity Sexual Orientation Inclusion Task Force was established to support the County Executive on how King County Government can be more accessible and inclusive of all genders and sexual orientations.

The goals of the Task Force are to:

1. Review and recommend revisions of county administrative processes to allow for ...
 - a. The spectrum of gender identity and consideration of sexual orientation
 - b. More than two gender options
2. Develop a countywide gender identity and sexual orientation inclusion strategy with recommendations to implement

Following a series of task force meetings in 2019 and the development of an Initial Framework, the work was put on pause throughout 2020 as the County needed to comprehensively attend to the COVID-19 pandemic.

Now, the work has relaunched and is expected to run through 2021 and into 2022.

Additionally, because of the pause, many of the existing appointed Task Force members have reshuffled the organizations they work for and will need to be reengaged. "Vacant" seats will also need to be recruited.

Task Force Comments

- Task Force members asked questions about the 12-month timeline and if this is enough work to complete their charge
 - John will follow-up with Council Central Staff on timeline
- During meetings in 2019 task force did a lot of work learning about County processes

Roles, Expectations, & Guiding Principles

Ishmael and ChrisTiana walked the group through their roles, facilitation approach, and an early draft process. Following this background, the group discussed their collective expectations of the facilitators, the County, and of each other as Task Force members.

The discussion points were recorded using a virtual whiteboard tool called Mural. Screenshots of the mural boards are below:

What are your expectations of the **process** & role of the **facilitators**?
 Recommendations for any other **guiding principles**?



Facilitator/ Process Expectations	Expect recruitment and participation of Black trans women and femmes	Flexibility from facilitators (folks' bandwidth)	Ensure all feedback is incorporated	Represent the task force in communication with the County	Amplify the voices and leadership of the task force members
Expect recruitment and participation of Black trans and Black Gay men	Task force members will receive meeting with at least one week in advance to review/prepare	Including voices of community - time is valued not extractive	To guide not just lead - help the task force rise and drive	Build off existing 2019 work of the Task Force	Facilitators translate County operations for the Task Force
Guiding Principles	Center the experiences of the most marginalized	misc/bike rack			
					Concern with the timeline given the SOW

What are your expectations of the **County** / institution in this process?



Willingness to be transparent and accountable to the group regarding County practices and communication	Responsiveness and flexibility to needs of the group & community in order to get the work done	Information of how the County operates
Represent the task force's needs in communication with the County	Holding intersectionality & disability justice in mind	



What are your expectations of your fellow **Task Force members**?

Prioritize the experiences of BIPOC individuals and communities	Joy and laughter!	Coming to this space as community members first	Open communication with each other, facilitators, County support
Respect for one another	Recognition of and environment to show up as ourselves (more than just workers)	Name conflicts as they happen	The work happens both here in meetings and in between

REFLECTION & NEXT STEPS

Next meeting will be June 22nd, 2021 at 2:00 PM on Zoom.

Gender Identity and Sexual Orientation Inclusion Task Force

Meeting #2 Summary

June 22, 2021

2:00 PM – 3:30 pm

The second King County Gender Identity and Sexual Orientation Inclusion (GISOI) Task Force meeting took place virtually on zoom on June 22, 2021. The purpose of the meeting was to hear directly from members about the Task Force’s work prior to the pause in 2020 and to begin a conversation on group vision.

ATTENDANCE

Name	Organization/Department
Matt Landers	GSBA
Catherine West	Legal Voice
Elayne Wylie	Gender Justice League
Leah Rutman	ACLU WA
Steven Sawyer	People of Color Against AIDS Network
Marsha Botzer	Ingersoll Gender Center
Jay Osborne	King County Human Resources
Kelli Carroll	King County Executive’s Office
Agaiotupu Viena	Pride Foundation
Jackie Vaughn	Surge Reproductive Justice
Beatrix De La Busy Miguez	Generations Aging with Pride
Juan Fernando Luna	Entre Hermanos
Fred Swanson	Gay City
John Fowler	King County Council
Tepa Vaina	UTOPIA WA
Consultants & Staff	Organization
Ishmael Nunez	BDS Planning (Consultant)
ChrisTiana Obey Sumner	Epiphanies of Equity (Consultant)
Lily Clifton	King County
Michael Padilla	King County
Denise Pruitt	King County
Gloria Ngezaho	King County

Welcome, Introductions, and Process

Introductions

The group welcomed the addition of returning and new Task Force members not present at the first meeting. As described during meeting #1, given the pause on the Task Force through 2020, several Task Force members needed to be reengaged and new folks would be needed to fill the vacant positions.

Process

After reviewing the agenda and sharing the collective actions developed in meeting #1 back with the group, Ishmael asked the group to confirm their preference for scheduling the remaining Task Force meetings.

The group decided all subsequent Task Force members would be held on the third Tuesday of the month between 2:00 PM – 3:30 PM.

Task Force History

During meeting #1 a couple of Task Force members stressed that the work conducted in 2019 needs to be the foundation of this group moving forward. Given some of the turnover in the personnel of the Task Force, Ishmael walked the group through the key outcomes of the group's existing work. Ishmael also invited members who have been with the Task Force throughout this time to share stories of their experience and perspectives.

Task Force Initial Framework

The King County Gender Identity & Sexual Orientation Task Force Initial Framework was developed as a result of a four-month process in 2019 and outlines an initial work plan.

- Summarizes the Task Force's goals and objectives
- Defines key deliverables and milestones
- Task Force's approach to the work
- Proposes a budget and timeline
- Maps external engagement and public outreach

Task Force Comments

- Remember having these conversations with the county about 3 years ago with other organizations and members of this Task Force.
- Wanted to create a process that is more reflective and responsive of community. "It took a while, but we finally were able to come together ... and then COVID hit"
- COVID has caused us to look deeper to a lot of issues
- Especially new issues at the intersection of BIPOC, LGBTQ+, and elders

Group Discussion

ChrisTiana led the group through a facilitated discussion to describe what the group's ultimate vision are for this work and how to get there. ChrisTianaThe questions included:

- Use a radical imaginary of what our impact could be if all barriers and bottlenecks were no issue? What is the mountaintop of our vision for this work?
- What are the cobblestones along the pathway toward this ultimate vision?
- What are your hopes and expectations for our work together?
- What are some potential barriers or bottlenecks that may arise?
- How much is at stake for you personally?

Due to timing, the group were only able to address question #1

Ultimate Vision

ChrisTiana described the purpose of articulating a radical imaginary is to understand that we may not get there but naming our vision sets the goal post for where we want to go.

- All people in King County have everything they need, no one is left out
- Everyone is cared for
- Performing restorative justice inclusionary of Native lands and people
- Safe and nurturing place for all gender identities to work, place, and flourish
- A transformative way of allowing people to be whole
- Difficult to imagine ... what about the "radical realities". Some minorities get tired of dreaming because reality hits you harder.

REFLECTION & NEXT STEPS

Next meeting will be July, 20th 2021 at 2:00 PM on Zoom.

- Lily will follow-up with calendar invites for future task force meetings
- Ishmael will conduct 1:1 calls with task force members

Gender Identity and Sexual Orientation Inclusion Task Force

Meeting #3 Summary

July 20, 2021

3:00 PM – 4:30 PM

The third King County Gender Identity and Sexual Orientation Inclusion (GISOI) Task Force meeting took place virtually on zoom on May 12th, 2021. The purpose of the meeting was to continue the conversation on ultimate vision and review an initial process outline.

ATTENDANCE

Name	Organization/Department
Matt Landers	GSBA
Catherine West	Legal Voice
Elayne Wylie	Gender Justice League
Leah Rutman	ACLU WA
Me'Jour Mook (in place of Steven Sawyer)	People of Color Against AIDS Network
Marsha Botzer	Ingersoll Gender Center
Jay Osborne	King County Department of Human Resources
Kelli Carroll	King County Executive's Office
Juan Fernando Luna	Entre Hermanos
Beatriz De La Busy Miguelez	Generations Aging with Pride
Esther Lucero	Seattle Indian Health Board
Al Guerra	Seattle Counseling Service
John Fowler	King County Council
Consultants & Staff	Organization
Ishmael Nunez	BDS Planning (Consultant)
ChrisTiana Obey Sumner	Epiphanies of Equity (Consultant)
Lily Clifton	King County

Introductions and Announcements

Representatives of King County Department of Human Resources and Metro, Nate and Gunner shared information on the Transgender Employee Policy being developed for Metro. Folks on the Task Force were invited to volunteer in reviewing the policy and providing feedback.

Lily Clifton will help to coordinate.

Group Discussion

After sharing the comments from the previous meeting's discussion on ultimate vision, Ishmael continued the conversation with an adjustment to the questions, this time asking:

What do we need to know, to feel, to be affirmed by ... in order for us to be able to heal while we look forward?

- Underscore that we are here to do work. Considering the history of King County, this group must build the house on top of a landfill
- Need to know that the County – and as a result this Task Force – is engaging in a meaningful process
 - Have been on many failed commissions before.
- Need to feel that trans and nonbinary people are celebrated and loved
- Need to be affirmed by new, bold, inclusive policies and thinking by the county
- Need to feel that the group's time and labor is met with a positive attitude to change and will be received with commitment.
- Hope the county is thinking about more representation and that this work needs to be done
- Want to know that these meaningful processes are being put into work
- Need to be rooted in Indigenous communities.
- Am aware skeptical by the fact that we are working *with* the institution we are seeking to change
- Seeing true change is our way to heal

When this process is over, what has changed? How will you know?

- King County are aware of their exclusions
- See the outcomes we are working to create (e.g. folks have what they need)
- Identifying the related and adjacent institutions
- Success looks like avoiding the assumption that this task force is *solely* responsible for discovering issues and then fixing them
- Want to see something that lasts.

Process Outline

Ishmael shared with the group an initial process outline with a phased approach toward drafting recommendations. The approach is built upon the process first outlined in the Task Force's Initial Framework document.

The phases proposed are as such:

- Phase 0: Level Setting
- Phase 1: Information Gathering
- Phase 2: Prioritization
- Phase 3: Evaluate
- Phase 4: Recommend

Possible activities and key milestones include:

- County Department education
- Research & Best Practices
- Training
- Public/Stakeholder Engagement
- Writing & Review
- Sustainability/Long-Term planning

REFLECTION & NEXT STEPS

Next meeting will be August 17, 2021 at 2:00 PM on Zoom.

- The facilitators will refine the initial process
- Share and review County department education

Gender Identity and Sexual Orientation Inclusion Task Force

Meeting #4 Summary

August 17, 2021

3:00 PM – 4:30 PM

The fourth King County Gender Identity and Sexual Orientation Inclusion (GISOI) Task Force meeting took place virtually on zoom on May 12th, 2021. The purpose of the meeting was to discuss a draft work plan.

ATTENDANCE

Name	Organization/Department
Matt Landers	GSBA
Catherine West	Legal Voice
Elayne Wylie	Gender Justice League
Leah Rutman	ACLU WA
Me'Jour Mook (in place of Steven Sawyer)	People of Color Against AIDS Network
Marsha Botzer	Ingersoll Gender Center
Jay Osborne	King County Department of Human Resources
Kelli Carroll	King County Executive's Office
Juan Fernando Luna	Entre Hermanos
Beatrix De La Busy Miguez	Generations Aging with Pride
Esther Lucero	Seattle Indian Health Board
Al Guerra	Seattle Counseling Service
John Fowler	King County Council
Consultants & Staff	Organization
Ishmael Nunez	BDS Planning (Consultant)
ChrisTiana Obey Sumner	Epiphanies of Equity (Consultant)
Lily Clifton	King County

Introductions. Announcements, Project Overview

Following introductions, Ishmael reviewed the group charge, intended outcomes, guiding principles, and collective expectations.

Draft Work Plan

As a follow-up to the initial process outline shared during meeting #3, Ishmael presented an updated work-plan and timeline for the group’s review.

Phase 1: Information Gathering				Phase 2: Prioritization		
May 2021	June 2021	July 2021	Aug. 17, 2021	Sept. 21, 2021	Oct. 19, 2021	Nov. 16, 2021
Re-launch & Collective Expectations	Task Force History & Visioning	Intended Outcomes & Introduction to outline	Work planning & format	Finalize workplan; Initial issue prioritization & Assign tasks	Subcommittee/ "Circle" Initial research & Community engagement planning	Possible skip meeting
Phase 3: Evaluate			Phase 4: Recommend			
Dec. 21, 2021	Jan. 25, 2022	Feb. 15, 2022	March 15, 2022	April 19, 2022	May 17, 2022	
Engagement findings and/or guest speakers, training & Process check-in	Work session; Subcommittee/ "Circle" present landscape of strategies for group feedback	Possible skip meeting	Work session; Present draft Recommendations for group feedback	Work session; Present final recommendations	Approve Final Report; Celebrate	



Task Force Comments

- Members were mostly in accordance with the proposed outline
- A meeting a month may not be enough
- Ensure that following community engagement (between October – December) that findings need to be reflected back to community

In addition to the schedule, the group also discussed what structure may be needed to support the timeline and the charge. Principally, the group was asked to decide whether they’d like to form “subcommittees”.

Options included forming subcommittees organized by task, issue, or background. The group opted for an issue-based structure where formed subcommittees will be assigned similar tasks to make progress for the respective priority issues.

Lily also shared with the group how the implementation of subcommittees impacts the group's compensation schedule.

Task Force Comments

- Agreement that subcommittee format is a good idea
- Compensation could be divided up by quarter instead of per meeting
- Task force needs to prioritize policies and policy changes
- Selection of a chair/co-chair could help drive the work

REFLECTION & NEXT STEPS

Next meeting will be September 21, 2021 at 2:00 PM on Zoom.

- The group acknowledged it would be a good idea to prioritize community building during meetings with the Task Force

Gender Identity and Sexual Orientation Inclusion Task Force

Meeting #5 Summary

September 21, 2021

3:00 PM – 4:30 PM

The fifth King County Gender Identity and Sexual Orientation Inclusion (GISOI) Task Force meeting took place virtually on zoom on September 21, 2021. The purpose of the meeting was to deepen task force knowledge of King County and begin department education. Additionally, task force members worked on identifying sub-committee areas of focus and potential pathways to recommendations.

ATTENDANCE

Name	Organization/Department
Matt Landers	GSBA
Catherine West	Legal Voice
Leah Rutman	ACLU WA
Marsha Botzer	Ingersoll Gender Center
Agaiotupu Viena	Pride Foundation
Kelli Carroll	King County Executive's Office
Juan Fernando Luna	Entre Hermanos
John Fowler	King County Council
Consultants & Staff	Organization
Ishmael Nunez	BDS Planning (Consultant)
My-Le Tang	BDS Planning (Consultant)
Lily Clifton	King County

Announcements, Introductions, and Grounding Activity

Lily Clifton updated the group on MOU forms, W-9 forms, and King County email addresses.

In response to a reflection made during meeting #4 of Task Force members wanting to better know one another, the facilitators asked the group to respond to the prompt:

If you could be an instant expert in anything ... what would you choose?

King County Department Education

Task Force member Kelli Carroll of the King County Executive’s Office provided an overview of King County government and the structure of the King County Executive Office to help understand the mechanics and responsibilities of each department. The purpose of the presentation was to inform recommendation development and provide a reference tool for policymaking and operations. Task force members reported that the Kelli’s presentation was helpful to target recommendations.

Kelli’s two presentations have been shared along with this meeting summary.

Small Group & Roundtable Discussions – Issues & Priorities

The Task Force began work to begin identifying key issues and emerging priorities. First, in small group discussions the group was asked to:

Discuss and identify 3 – 5 key issues you think King County needs to deliberately address in becoming more inclusive of gender and sexuality in its operations

Then, in the full group, Task Force members talked through these key issues and elevated some emerging priorities.

The facilitators took notes using a virtual whiteboard tool called Mural. Screenshot images can be found below.

The screenshot shows a virtual whiteboard titled "Key Issues" with the King County logo in the top right. The main content is a 4x6 grid of yellow sticky notes. To the right of the grid is a sidebar titled "Questions" containing a single note: "Want to hear more broadly from impacted populations".

Key Issues					
Change culture around gender binary	Housing for LGBTQ+ folks and seniors	Veteran, Seniors levy funding may be leveraged	Regional convenor at a summit or gathering	Go beyond updating forms - although tangible	County-led messaging breaking down binary
Focus forms/ language on people (not the binary)	redefining protections in policy	create discomfort with the binary	County Campaigns - explicitly naming cultural shifts	Assess when is it is necessary to gather gender identity information	Look at documentation within hiring processes
Prioritizing gender & sexuality topics in Training	Lower cost for people wanting to change gender markers	Cultivating a culture can support improved policies	Waivers for changing gender markers	Tracking is important re: access to services other places superfluous	
Internal shifts need to be aligned outwardly	Outward changes in legislation influences other jurisdictions	Jail policies related to care (health, housing, respect) for trans and LGBTQ folks	procedures at district court around name changes	gatekeeping that prevents people from accessing name changes	

Questions

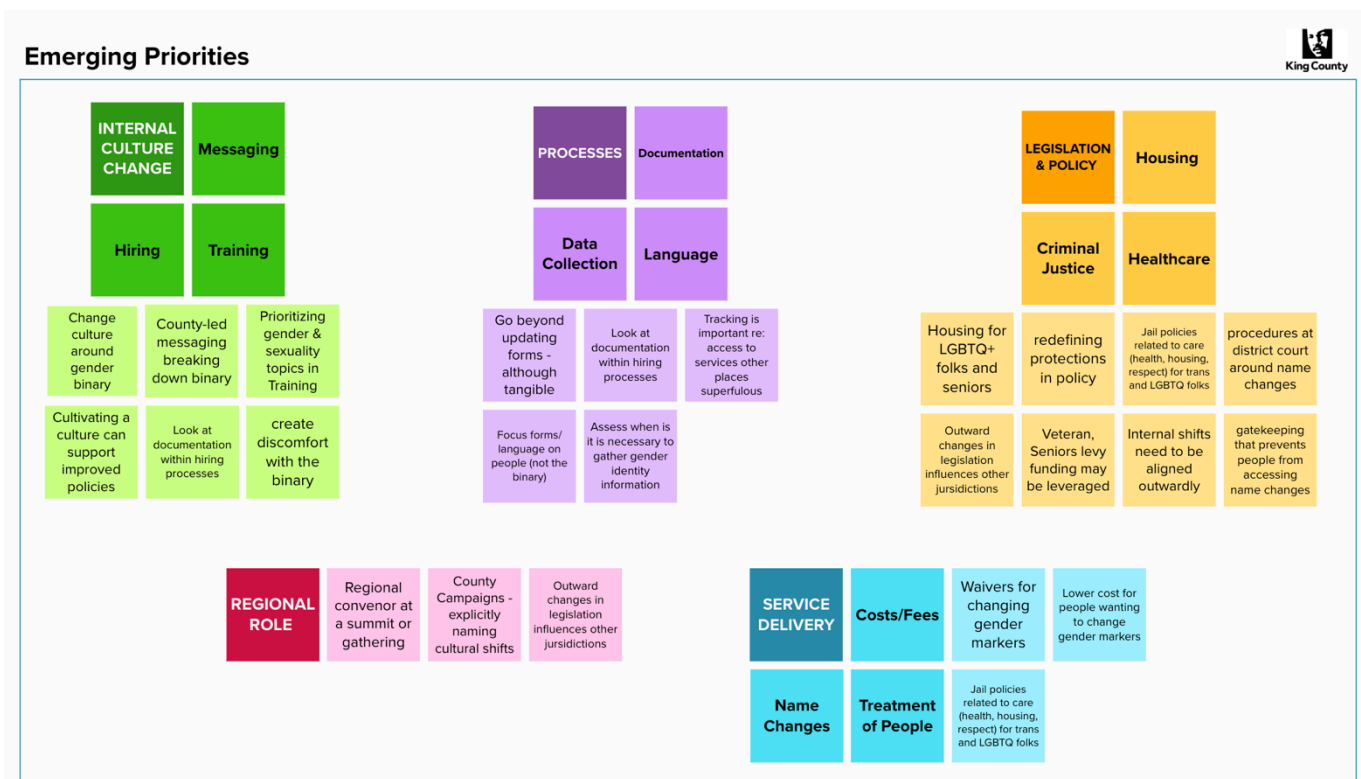
- Want to hear more broadly from impacted populations

Following the Meeting

The facilitator proposed organizing the key issues into the following “emerging priorities” below:

- Internal Culture Change
- Processes
- Legislation & Policy
- Regional Role
- Service Delivery

These priorities will need to be vetted by the Task Force members and may serve as the areas of focus for the subcommittees.



REFLECTION & NEXT STEPS

Next meeting will be October 19, 2021 at 2:00 PM on Zoom.

- County: Documents on shared platforms (SharePoint, website)
- Facilitators: 1:1 calls, vet emerging priorities, help create subcommittees
- Task Force: Department education review, subcommittee tasks

Gender Identity and Sexual Orientation Inclusion Task Force

Meeting #6 Summary

October 19, 2021

3:00 PM – 4:30 PM

The sixth King County Gender Identity and Sexual Orientation Inclusion (GISOI) Task Force meeting took place virtually on zoom on October 19, 2021. The purpose of the meeting was to confirm task force priority areas, organize subcommittees and identify roles, discuss priority area key questions, and share subcommittee assignments.

ATTENDANCE

Name	Organization/Department
Matt Landers	GSBA
Catherine West	Legal Voice
Leah Rutman	ACLU WA
Marsha Botzer	Ingersoll Gender Center
Agaiotupu Viena	Pride Foundation
Fred Swanson	Gay City
Kelli Carroll	King County Executive's Office
Al Guerra	Seattle Counseling Service
Steven Sawyer	People of Color Against AIDS Network
Esther Lucero	Seattle Indian Health Board
Beatriz De La Busy Miguelez	Generations Aging with Pride
Elayne Wylie	Gender Justice League
Jackie Vaughn	Surge Reproductive Justice
Shawn Peterson	Na'ah Illahee Fund
Consultants & Staff	Organization
Lily Clifton	King County
Ishmael Nunez	BDS Planning (Consultant)
My-Le Tang	BDS Planning (Consultant)
ChrisTiana Obey Sumner	Epiphanies of Equity (Consultant)
Paul Darnell	Epiphanies of Equity (Consultant)
Gloria Ngezaho	King County
Michael Padilla	King County

Welcome, Introductions, and Announcements

Lily Clifton updated the group on MOU compensation forms, invoice templates, and King County emails.

Lily and Michael Padilla also shared information on a sports letter sign-on which will allow students to participate in sports according to their gender identity. The letter will be distributed to elected officials, community organizations, school districts. Etc. Task force members are invited to connect with Lily to review the letter – currently in draft form.

The group welcomed Shawn Peterson, participating on behalf of Nah’ah Illahee Fund.

Gender Task Force Priority Areas

During the previous meeting, the Task Force identified a variety of key issues the County needs to address as part of a gender identity and sexual orientation inclusion strategy. Following the meeting the facilitators then synthesized these issues into 5 key priority areas: Internal Culture, County Processes, Legislation & Policy, Regional Role and Service Delivery.

Following a round of one-on-one calls between the facilitators and several Task Force members, the 5 key priority areas were reorganized to 3 major themes.

- Internal Culture
- Service Delivery & Processes
- Legislation & Policy

Emerging Priorities 10/19

INTERNAL CULTURE			SERVICE DELIVERY & PROCESSES			LEGISLATION & POLICY					
Messaging			Costs/Fees			Housing					
Hiring/ Onboarding			Name Changes			Criminal Justice		Healthcare		Regional Role	
Training			Treatment of People			Outward changes in legislation influences other jurisdictions		Housing for LGBTQ+ folks and seniors		redefining protections in policy	
Language			Data Collection			Jail policies related to care (health, housing, respect) for trans and LGBTQ folks		Outward changes in legislation influences other jurisdictions		Jail policies related to care (health, housing, respect) for trans and LGBTQ folks	
Change culture around gender binary	County-led messaging breaking down binary	Prioritizing gender & sexuality topics in Training	Waivers for changing gender markers	Lower cost for people wanting to change gender markers	Jail policies related to care (health, housing, respect) for trans and LGBTQ folks	Outward changes in legislation influences other jurisdictions	Housing for LGBTQ+ folks and seniors	redefining protections in policy	Jail policies related to care (health, housing, respect) for trans and LGBTQ folks		
Cultivating a culture can support improved policies	Look at documentation within hiring processes	create discomfort with the binary	Go beyond updating forms - although tangible	Look at documentation within hiring processes	Tracking is important re: access to services other places superfluous	Outward changes in legislation influences other jurisdictions	Internal shifts need to be aligned outwardly	gatekeeping that prevents people from accessing name changes			
			Focus forms/ language on people (not the binary)	Assess when it is necessary to gather gender identity information	procedures at district court around name changes	Regional convenor at a summit or gathering	County Campaigns - explicitly naming cultural shifts	Veteran, Seniors levy funding may be leveraged			

These priorities were vetted by the Task Force members and are intended to serve as the areas of focus for subcommittees. In the meeting, task force members listed their first and second preferences for each sub-committee.

Task Force Feedback

- General agreement that these are the right groupings
- Sense that that the Task Force should begin with this structure and then evaluate as we go along

Breakout Sessions – Key Questions & Information

Using the three priority areas as the organizing basis, Task Force participants indicated their first and second preferences for which subcommittee they would be willing to participate on. Then, the facilitators created three breakout rooms discussions based on the preferences.

In the breakout sessions, the participants were asked:

- Identify a group chair / coordinator; and
- What questions or information is needed to better position you to generate recommendations?
 - *What do you need to know from the County?*
 - *What do you need to know from the community?*
 - *What do you need to research/explore?*

Subcommittee chairs were asked to submit the notes from their respective breakout room sessions by email to the facilitators and County immediately following the meeting.

The facilitators then synthesized these notes to best inform next steps and the assignment for the subcommittees.

A copy of this synthesis can be found on the following pages.

REFLECTION & NEXT STEPS

Next meeting will be November 16, 2021 at 3:00 PM on Zoom.

In the interim, subcommittees are expected to work on the following tasks in preparation for the next meeting. *(Are more detailed set of instructions will be sent separately)*

- Subcommittee chair/coordinator work with Lily to schedule sub-committee meeting
- Conduct follow-up sub-committee led research and report on opportunities/barriers at November meeting
- Identify which populations need to be included in the Task Force's community engagement, and how best to reach them.

Internal Culture

Question	County	Community Engagement	Sub-Committee Led Research	Parking lot
How committed is the county to implementing the recommendations— How will we know?	✓			✓
What are the current trainings and or opportunities does the county require for staff ?	✓			
What’s the process for bringing in trainers, who and where are they pulling from?	✓			
List of trainers and consultants they have worked with to support culture shift work	✓			
How often are the trainings that the county requires ?	✓			
Compensation of trainers that the county contracts with	✓			
What is their budget on implementing this ?	✓			✓
Enforcement on protections and statements that are released. What are the tools they have to enforce protections?	✓		✓	
Analysis of resources (budgets) going into community orgs that are serving LGBTQIA+ community members vs the resources that the county has to do that work			✓	
Protecting community knowledge that the county has access to, specifically through competitive RFP processes that only fund a small amount of proposals. How is the info being protected that was submitted through the proposals?	✓		✓	

Service Delivery

Question	County	Community Engagement	Sub-Committee Led Research	Parking lot
What is the whole process for a person to change their gender (incl. name change) at King County? Including county recorder, district courts, etc. (gender change process)	✓			
What is the fee/fees charged, and how is it justified (fee for service, general fund-raising)? Is it legally possible to waive the fees for gender change? (gender change process)	✓			
How can the process be made easier and more equitable? (gender change process)			✓	
What kinds of GISO data does the County already collect? What is done with it / where does it go? (broad picture) (Data collection)	✓			
Where is GISO data <i>needed</i> by King County in order to make better-informed decisions? (Data collection)	✓		✓	
What is King County's standard method of asking for GISO data? (Data Collection)	✓			
Where is identification with ID/public records (M-F-X) critical, and where is self-reported identity more important ("X" is rarely an identity) (Data Collection)	✓			
Are there areas where collection of GISO data is superfluous or unnecessary? (balanced with greater need to track data for LGBTQ community) (Data Collection)			✓	
How can King County better collect GISO data? (terminology/open-ended answers) (Data Collection)			✓	

How does data collection impact awarding of funds in County grants? (Data Collection)			✓	
Where is GISO data needed by King County in order to make better-informed decisions? (Data Collection)			✓	
What GISO data should be included in the hiring process? (Data Collection)			✓	
What does the County currently do to recognize Gender X markers? (Forms)	✓			
What would it take from IT systems to "add the box" to forms across the board? (timeline to account for presumably many disparate systems) (Forms)	✓			
Technologically, could the County have a standard system that includes M, F, X, and "Other" [fill in the blank]? (Forms)	✓			
What is the best way for County government to be collecting GISO data? (Forms)			✓	

Legislation & Policy

Question	County	Community Engagement	Sub-Committee Led Research	Parking lot
What are the County's authority/enforcement boundaries?	✓			
What are the internal/external policies, to better gauge how these policies look in real life?			✓	
What barriers exist in creating model behaviors for county departments (and potentially other counties)?			✓	
What are Municipal/County/State Corrections rules? <i>The county's corrections exist in a spectrum, need to better understand relationships and how far our own rulemaking can go.</i>	✓			✓
What is the role of the Sheriff/role in cities outside Seattle. Burien? Shoreline? Contracted LEOs?	✓		✓	
What does the county think they are doing right? What works but needs improvement? What doesn't work at all?	✓			
What resources are needed for survey data, focus groups (pay them for expertise)?			✓	

Gender Identity and Sexual Orientation Inclusion Task Force

Meeting #7 Summary

November 16, 2021

3:00 PM – 4:30 PM

The seventh King County Gender Identity and Sexual Orientation Inclusion (GISOI) Task Force meeting took place virtually on zoom on November 16, 2021.

ATTENDANCE

Name	Organization/Department
Matt Landers	GSBA
Catherine West	Legal Voice
Marsha Botzer	Ingersoll Gender Center
Agaiotupu Viena	Pride Foundation
Fred Swanson	Gay City
Kelli Carroll	King County Executive's Office
Al Guerra	Seattle Counseling Service
Steven Sawyer	People of Color Against AIDS Network
Beatrix De La Busy Miguelez	Generations Aging with Pride
Elayne Wylie	Gender Justice League
Jackie Vaughn	Surge Reproductive Justice
Jay Osborne	King County Human Resources
Juan Fernando Luna	Entre Hermanos
Leah Rutman	ACLU WA
Jonathan Fowler	King County Council
Lady Anderson	Citizen
Consultants & Staff	Organization
Lily Clifton	King County
Ishmael Nunez	BDS Planning (Consultant)
My-Le Tang	BDS Planning (Consultant)
ChrisTiana Obey Sumner	Epiphanies of Equity (Consultant)
Paul Darnell	Epiphanies of Equity (Consultant)
Gloria Ngezaho	King County

Welcome, Introductions, and Announcements

Gloria Ngezaho invited feedback from the Task Force on proposals regarding updated gender inclusive signage to be implemented at the King County Chinook Building. The group asked questions and shared initial thoughts.

If anyone else would like to provide continued feedback should contact Lily (lclifton@kingcounty.gov).

Sub-Committee Meeting Time & Share Out

Following the Task Force meeting held in October, initial subcommittees were asked to:

- *Conduct follow-up subcommittee led research and report on:*
 - *Recommendation opportunity areas*
 - *Possible barriers to recommendation*
- *Identify which populations need to be included in the Task Force’s community engagement*

Given not all subcommittees met prior to the November meeting, time was allocated in this Task Force meeting for the subcommittees to discuss and get on the same page.

A summary of the share out from each subcommittee can be found below:

	Internal Culture	Service Delivery	Legislation & Policy
Recommendation Opportunity Areas	<ul style="list-style-type: none"> • Feedback on existing (or absent) County staff trainings • Ensuring protection of community information as part of procurement processes 	<ul style="list-style-type: none"> • Present existing community based best practice models and ask for County department feedback • Identify where current County GISOL data collection can evolve or discontinue as a result of community-driven best practices 	<ul style="list-style-type: none"> • Healthcare, Housing & Criminal Justice • Identify level of authority of the county (re: above priority areas) • What are the right channels for opportunities? • Build on community-led work
Recommendation Barriers	<ul style="list-style-type: none"> • Most information requests seem doable but may be a bit convoluted to retrieve • Identifying funding associated with 	<ul style="list-style-type: none"> • Risk of shortened timeframe and how to sustain long-term progress • The size and scale of the County is huge 	<ul style="list-style-type: none"> • Unclear who are the right people at the systems level to talk to • Where do jurisdictions overlap?

	Task Force recommendations		
Community Engagement		<ul style="list-style-type: none"> Local and national partners Wider community surveying of impacted populations: LGBTQ, BIPOC, Trans, Youth, and intersecting identities 	<ul style="list-style-type: none"> County Task Force working on Missing and Murdered Indigenous Women: Susie Levy

REFLECTION & NEXT STEPS

Next meeting is tentatively scheduled for December 21, 2021 at 3:00 PM on Zoom.

Given scheduling challenges with the holidays, the Task Force agreed to conduct a full meeting of the Task Force during the week of 12/13/2021.

Action items before meeting on January 25th, 2022

- Refining process for 2022
 - 1:1 Calls
- Subcommittee Meeting

The facilitation team will be in contact with the subcommittees to share information on subsequent subcommittee meetings.

Gender Identity and Sexual Orientation Inclusion Task Force

MEETING #8 SUMMARY

December 15, 2021
3:00 PM – 4:30 PM

The eighth King County Gender Identity and Sexual Orientation Inclusion (GISOI) Task Force meeting took place virtually on Zoom on December 15, 2021. This meeting serves as the halfway point of the GISOI work, and the purpose of the meeting was to conduct a mid-project check-in.

ATTENDANCE

Name	Organization/Department
Catherine West	Legal Voice
Agaiotupu Viena	Pride Foundation
Fred Swanson	Gay City
Al Guerra	Seattle Counseling Service
Elayne Wylie	Gender Justice League
Tepa Vaina	UTOPIA
Juan Fernando Luna	Entre Hermanos
Leah Rutman	ACLU WA
Jonathan Fowler	King County Council
Esther Lucero	Seattle Indian Health Board
Shawn Peterson	Na'ah Illahee Fund
Dennis Worsham	King County Public Health
Consultants & Staff	Organization
Ishmael Nunez	BDS Planning (Consultant)
My-Le Tang	BDS Planning (Consultant)
ChrisTiana Obey Sumner	Epiphanies of Equity (Consultant)
Paul Darnell	Epiphanies of Equity (Consultant)
Lily Clifton	King County
Gloria Ngezaho	King County
Michael Padilla Ocampo	King County

Welcome, Introductions, and Announcements

Lily Clifton shared news that policies for supporting Transgender, Non-Binary & Gender Diverse Employees, Gender Identity in the Workplace, were announced in November during the Trans Day of Remembrance.

2022 Process Proposal

Serving as the halfway point of the project, BDS Planning, and King County took the opportunity to present a brief and honest evaluation of the work progress, what has been going well, and what needs adjusting. Specifically, facilitator Ishmael Nuñez discussed where there has been misalignment with the intent of the work as described in the enabling legislation, the “starts and stops” in the progress of the Task Force, and the expectations of the Task Force to date.

BDS Planning and King County also spoke to recent clarity and direction regarding the enabling legislation and its components. The facilitators and members of the Task Force briefly reviewed the objectives of the motion and discussed some of its details.

Given these circumstances, BDS Planning shared the following proposal for continuation of the work in early 2022 with clearer expectations, timeline, and end product. The elements include:

- Define and clearly communicate desired ultimate outcomes as agreed upon between the County and this Task Force
 - Questions have been asked about what implementation looks like?
- Align tasks listed in the objectives of the enabling legislation with the scope of the three subcommittees
 - Need commitment from the subcommittees to complete discrete tasks
- Tackle complex ultimate outcomes (beyond enabling legislation objectives) as a Task Force
 - As much as possible, meeting times should be work sessions

The Task Force shared their reactions

- The Task Force wishes to engage the County as agents of change where procedures, documents & information, and processes can be shared transparently and meaningfully addressed
- Several folks shared that the work has felt more conceptual than tactical for several years now and there is motivation for the latter.
- Folks pushed for clearer understanding about the Task Force’s authority and better understanding about the expectations of the end product.
- The pandemic has caused complications with both time and the lack of connection that has been made given the Task Force membership turnover. Some folks feel as though a better sense of relationship and solidarity could benefit the buy-in and collaboration of the Task Force and its recommendations
- Multiple Task Force members were interested in the possibility to have an extension on the process and deadlines because of the complications of the pandemic.
 - *King County provided a landscape and some scenarios of what a timeline extension could look like, if possible. For example, if an extension was granted,*

this could mean that reimbursements and consultants may not be extended along with it to support it.

Outcome: King County staff agreed to talk more internally to explore the possibilities of an extension and the impacts it could have on the Task Force and the work being done by members. Confirmation will be shared in January

Outcome: The BDS team and King County will adjust the Task Force's workplan to support better tracking of the objectives listed in the enabling legislation

Mid Project Task Force Check-in

ChrisTiana Obey Sumner carried the conversation on and prompted the Task Force with questions to narrow down the best strategy to move forward and learn what the County and the facilitators can do to best meet the Task Force's needs.

The questions included:

- What is working? What should we keep doing and strengthening?
- What can we work on to make this process better in 2022?
- What are your top concerns about potential bottlenecks or barriers to our goals in 2022?
- What are you struggling with when it comes to understanding or participation in this project?

Task Force feedback

- We need more guidance and support on the sub-committees.
- Possible concerns regarding the possible impacts of the Public Disclosure policies and how it impacts the group's communication with each other.

Outcomes:

- Regarding, how to best move forward:
 - Clarity around goals and outcomes to help understanding of the group is specifically working toward
 - Guidance around how King County and BDS Planning can best support Task Force members and their communication and coordination between meetings
 - Clarity about which platforms for communication and data sharing best meet the Task Force's needs and still align with the Public Disclosure Policy

NEXT STEPS

Next meeting is scheduled for January 25, 2021 at 3:00 PM on Zoom.

The King County team will be in contact with the Task Force members to share information on subsequent subcommittee meetings and their coordination.

Gender Identity and Sexual Orientation Inclusion Task Force

MEETING #9 SUMMARY

January 25, 2022
3:00 PM – 4:30 PM

The ninth King County Gender Identity and Sexual Orientation Inclusion (GISOI) Task Force meeting took place virtually on Zoom on January 25, 2022. In this meeting the task force revisited items from the past meeting in December including updates on a possible project extension, Task Force purpose, and next steps. This summary is organized according to the items on the agenda.

ATTENDANCE

Name	Organization/Department
Catherine West	Legal Voice
Agaiotupu Viena	U.T.O.P.I.A WA
Fred Swanson	Gay City
Al Guerra	Seattle Counseling Service
Elayne Wylie	Gender Justice League
Tepa Vaina	U.T.O.P.I.A WA
Jay Osborne	KC Dept. of Human Resources
Leah Rutman	ACLU WA
Jonathan Fowler	King County Council
Matt Landers	GSBA
Marsha Botzter	Ingersoll Gender Center
Jackie Vaughn	Surge Reproductive Justice
Jose Romero	Pride Foundation
Beatriz De La Busy Miguelez	GenPride
Steven Sawyer	POCAAN
Kelli Carroll	King County Executive Office
Consultants & Staff	Organization
Ishmael Nunez	BDS Planning (Consultant)
My-Le Tang	BDS Planning (Consultant)
ChrisTiana Obey Sumner	Epiphanies of Equity (Consultant)
Paul Darnell	Epiphanies of Equity (Consultant)
Lily Clifton	King County
Michael Padilla Ocampo	King County

Introductions, Announcements, Grounding Exercise

Agaiotupu Viena announced transition to new role as Deputy Director of UTOPIA WA. Additionally, Jose Romero of Pride Foundation joined today's meeting and was introduced and welcomed as a prospective member of the Task Force.

As part of a grounding exercise included on the agenda, Agaiotupu offered a suggestion of creating a community alter to build vulnerability among members, memorialize ancestors, and root folks in the "why" this work is being done.

Given the ongoing virtual meeting format, the alter will take place digitally where folks can share an image of an item or memory of a loved one. Folks were generally receptive.

Agreement: The consultant team to create a digital platform and to work with Agaiotupu in sharing prompts before the February meeting.

Expectations Follow-up

During the Task Force meeting on December 15, 2021 the conversation unearthed the following questions/requests/feedback from members regarding the expectations of the Task Force:

- Better understanding and communication from the County about the expectations of the Task Force's ultimate outcomes & final product
 - Clearer understanding of the Task Force's authority
 - Relationship between legislation requirements and tackling big complex issues
- Need for clarity of process "work has felt more conceptual than tactical"
 - As much as possible, meeting times should be work sessions
- Desire for better relationship building and solidarity amidst high turnover
- Question about a possible extension of the timeline

TASK FORCE EXTENSION

Lily Clifton informed the group that following several internal conversations at the County, an extension to the group can only be granted by the Council and is not a decision that can be unilaterally decided by the Executive's Office.

Jon Fowler, Deputy Chief of Staff for Councilmember Kohl-Welles, shared his willingness to take this request to the Council sponsors as early as next week and stated the need to know more information regarding justification, potential timeline, and funding needs.

The group addressed these questions in conjunction with the next agenda item "process next steps".

Decision: The consultant team will prepare a memo on behalf of the Task Force which will initiate the process to formally request an extension to Council.

2022 PROCESS UPDATE/PATH TO COMPLETION

Given the current and developing circumstances surrounding the Task Force timeline ... Ishmael Nuñez and ChrisTiana Obeyesumner of the facilitation team engaged the task force in discussion about how to best proceed with the remainder of the project to best meet both the legislation requirements and member expectations.

ChrisTiana presented two pathways/approaches to completing the work: a *deductive approach* which uses formalized frameworks and existing information to complete the motion objectives on time and an *inductive approach* which requires deeper community involvement, assessment, and time.

A table describing the approaches and their relationship to the motion objectives is below:

Motion Objective	Deductive Approach	Inductive Approach
Review WA State Board of Health Ruling re: changing sex designations on birth certificates	KC staff collects internal information for full TF or sub-committee review. Group decides to adopt or not adopt	Likely same as deductive
Consult with County Departments & Community to assess current state of questions regarding gender identity and sexual orientation in KC admin processes	KC staff initiates list of questions including material request for TF to review and collects feedback from department liaisons. TF reviews documents/results and makes recommendations	Internal assessment could include: Task Force led follow-up interviews, surveys, and focus groups with KC employees/leadership
Identify admin processes suitable to be modified for gender identity & sexual orientation inclusion	KC led effort to determine how recommendations impact funding and systems change	Likely same as deductive
Develop recommended statement of intent	TF or subcommittee draft statement	Likely same as deductive
Assess experience of individuals accessing county services ... [and] identify strengths & weaknesses in current customer service	KC staff initiates deductive list of questions for community feedback. TF members solicit responses from networks via form/single engagement. Review and make recommendations	Comprehensive multi-pronged community engagement process with inductive questions for deeper thematic analysis. Utilize a variety of mechanisms to involve community
Make training recommendations for County employees	KC staff collects internal information for full TF or sub-committee review. Group provides recommendation on existing or additional trainings	Likely same as deductive, however could include additional/deeper curriculum development recommendations
Deliver a recommended gender identity and sexual orientation inclusion strategy	TF/Consultant team develop overarching internal culture, service delivery, and policy recommendations (not captured above)	TF/Consultant team develop overarching internal culture, service delivery, and policy recommendations + vetted with community

Task Force Feedback

- The task force expressed concerns of time limitation and the impacts on communities and groups.
- Some ambivalence regarding the nature of the approaches, however there was general agreement that an extension is necessary.
- Some folks felt the community engagement/buy-in as described under the inductive approach was important.
- Interest in pursuing advocacy for the establishment of the Task Force as a permanent body in the history of the task force as it relates to creating a permanent body.

- *Staff shared that such a thing could only be done once the charge of the temporary body is complete.*
- Several shared concerns which echo past statements and request the County to do what is necessary to advance this work (with or without an extension) including prompt information sharing.

Ishmael concluded that while the request for an extension is a top priority, the group must continue progress to meet its charge under the existing timeline. Given the discussion held, the consultant team and staff will do what it can to move in the direction of the inductive process as a path to completion.

Summary & Next Steps

- Consultant team and King County staff will draft a memo to be delivered to Council including justification for an extension and the necessary resources
- King County staff will send an email to the task force members detailing action items & assignments for upcoming subcommittee meetings
- Consultant team will explore the creation of a digital community alter
- Next Task Force meeting is February 15, 2022

Gender Identity and Sexual Orientation Inclusion Task Force

MEETING #10 SUMMARY

February 15, 2022

3:00 PM – 4:30 PM

The tenth King County Gender Identity and Sexual Orientation Inclusion (GISOI) Task Force meeting took place virtually on Zoom on February 15, 2022. In this meeting the task force revisited items from the past meeting in December including updates on a possible project extension, Task Force purpose, and next steps. This summary is organized according to the items on the agenda.

ATTENDANCE

Name	Organization/Department
Catherine West	Legal Voice
Juan Fernando Luna	Entre Hermanos
Elayne Wylie	Gender Justice League
Denise Pruitt (<i>Jay Osborne sub</i>)	KC Dept. of Human Resources
Shira Idris (<i>Leah Rutman sub</i>)	ACLU WA
Matt Landers	GSBA
Marsha Botzter	Ingersoll Gender Center
Jackie Vaughn	Surge Reproductive Justice
Jose Romero	Pride Foundation
Beatrix De La Busy Miguelez	GenPride
Kelli Carroll	King County Executive Office
Consultants & Staff	Organization
Ishmael Nunez	BDS Planning (Consultant)
My-Le Tang	BDS Planning (Consultant)
ChrisTiana Obey Sumner	Epiphanies of Equity (Consultant)
Paul Darnell	Epiphanies of Equity (Consultant)
Lily Clifton	King County
Michael Padilla Ocampo	King County

Welcome & Announcements

TASK FORCE EXTENSION

During the previous meeting, the Task Force agreed to proposing a formal request to King County Council regarding a project extension on the work.

Following delivery of the extension request memo to Council, Lily Clifton updated the group during meeting that Councilmembers Kohl-Welles, Dembowski, and Balducci are supportive of pursuing the extension.

An update on the process will be shared during the next meeting in March.

Task Force Feedback

- Appreciation for Lily and Michael's work to elevate the Task Force's request and get the ball rolling on an extension

Sub Committee Share Out & Discussion

In advance of the full task force meeting the subcommittees were encouraged to meet in their groups to continue progress on discrete objectives of the motion. The assignments for each of the subcommittees were as follows:

1. **Internal Culture:** Review and discuss training recommendations for County employees
2. **Service Delivery:** Identify people/groups to convene for a community focus group and discuss questions to pose
3. **Legislation & Policy:** Review WA State Board of Health Ruling regarding changing sex designations on birth certificates

All groups: Discuss department, customer service, and external partner questions

Subcommittees were asked to identify a representative to share out on the group's learning, outstanding questions, and requests for the rest of the task force.

INTERNAL CULTURE

Jose Romero represented the subcommittee in its work to review and present information on the County's *Building Gender Inclusive Training* as well as share additional thoughts.

- The training is optional, offered quarterly and is in very high demand. There is a very long wait list.
- The subcommittee felt that the components of the training appears robust, however supporting the County's capacity to deliver this training, or one like it, more regularly to staff is important.
- Additionally, the group elevated a conversation around addressing bias/discrimination in workforce development.

- The group identified wanting to learn about applicants who do not get hired
 - The group acknowledged that this information may be difficult to obtain and would not want to impose on privacy issues.

Subcommittee Request: The Internal Culture requested fellow Task Force members to recommend trainings that the representative agencies on the Task Force are familiar with or provide.

Task Force Feedback

- Appreciation to learn about the existing training and the acknowledgement that “it didn’t just pop out of the ground, it was the work of many” in community
- Could King County partner with community-based organizations to co-create and provide trainings to address capacity
 - Having lunches and small events to connect King County employees to community organizations working on GISOI could be beneficial
- Some interest to make the training mandatory for staff who do direct community outreach/engagement
 - King County Human Resources have been in conversation with managers and supervisors regarding which trainings should be mandatory.

SERVICE DELIVERY

Matt Landers represented the subcommittee in its work to discuss the department, customer service, and external partner questions and additional thoughts.

- Pleased with the survey questions that went out to staff and were keen on seeing the results to inform ongoing progress
 - *King County prepared summary of the results and has been copied below.*
- The group suggested King County adopting the process by the Department of Licensing to add the x marker to gender options on forms
 - *Below, Dennis Worsham shared additional information on the WA State Department of Health ruling*
- Elevated questions about when it is most necessary (and unnecessary) to collect gender identity information. E.g. voter registration forms, which belong to the state feels unnecessary.
- The subcommittee also urged that community outreach will be more valuable and informative if the Task Force does so through a broad and comprehensive approach.
 - If a survey is distributed “we’ll get an answer” but it may not be as enriching as the group could pursue, ideally through an extension.

Subcommittee Request: The Service Delivery group requested fellow Task Force members to recommend trainings that the representative agencies on the Task Force are familiar with or provide.

LEGISLATION & POLICY

Dennis Worsham represented the subcommittee in its work to share information on the WA Board of Health Ruling and was supported by group members to discuss interest on next steps.

- Ruling passed in 2017 to allow options for M, F, or X on birth certificate
- Health care providers are open to adding more gender options but are bound by limited federal reporting requirements

Task Force Feedback

- Communications during service delivery is important. Could King County indicate clearly what is a federal requirement, how the information will be used, and what other information King County wants to collect
- Interest to ensure that data is being captured accurately
- Question whether King County has the infrastructure to collect and maintain the identified data
- Lily Clifton asked the group whether there is a better option than x? What are the best options for gender designation?
- Strong sentiment from the other Leg & Policy subcommittee members that the court system is a top priority for this work. Understanding that this is beyond the Executive Office's purview.

King County Staff Liaison Feedback

Lily Clifton and Michael Padilla Ocampo distributed surveys to King County Departments within the Executive Branch, the Customer Service Team, and the staff that coordinate the Annual Employee Survey. The summary below reflects responses from 10 out of the 13 staff liaisons surveyed

- Many departments do have instances where they ask about gender identity, but only Department of Public Defense, Public Health, Sheriff's Office, and the King County Airport require this information. King County's Annual Employee Engagement Survey provides an opportunity for employees to identify their gender identity.
- 6 Departments ask about sex designation, there is not uniformity on providing non-binary options.
- Current practices around sharing pronouns:
 - Sharing pronouns in email signature is practiced almost 100%
 - Sharing pronouns in meetings is practiced about 70%
 - Sharing pronouns on business cards is practiced about 10%

Summary and Next Steps

The next Task Force meeting is March 15, 2022 at 3:00 PM on zoom.

Next Steps

- Lily will go back to departments and get more clarification on some questions. KC will provide materials of the full survey results
- Subcommittees are expected to meet and respond to requests from other Task Force members
 - *Any additional assignments will be communicated in advance of scheduled subcommittee meetings.*

Final Task Force Feedback

- High interest to ensure that recommendations being developed regarding policy changes are implemented outside a culture of homophobia or other existing biases.
- The group wants to ensure we are continuing the engagement, workflow, and progress felt during this meeting moving forward.
- Appreciation was shared for King County staff's quick turnaround on the staff survey and updates on the extension.

Gender Identity and Sexual Orientation Inclusion Task Force

MEETING #11 SUMMARY

March 15, 2022

3:00 PM – 4:30 PM

The eleventh King County Gender Identity and Sexual Orientation Inclusion (GISOI) Task Force meeting took place virtually on Zoom on March 15, 2022. In this meeting the task force subcommittees shared out on respective assignments, reviewed initial recommendations, and received an update on a possible project extension. This summary is mostly organized according to the items on the agenda.

ATTENDANCE

Name	Organization/Department
Catherine West	Legal Voice
Juan Fernando Luna	Entre Hermanos
Elayne Wylie	Gender Justice League
Jay Osborne	KC Dept. of Human Resources
Leah Rutman	ACLU WA
Matt Landers	GSBA
Marsha Botzter	Ingersoll Gender Center
Jackie Vaughn	Surge Reproductive Justice
Jose Romero	Pride Foundation
Shawn Petersn	Na'ah Illahee Fund
Dennis Worsham	King County Executive Office
Fred Swanson	Gay City
Al Guerra	Seattle Counseling Service
Steven Sawyer	People of Color Against AIDS Network
Agaiotupu Viena	UTOPIA
Tepa Vaina	UTOPIA
Consultants & Staff	Organization
Ishmael Nunez	BDS Planning (Consultant)
My-Le Tang	BDS Planning (Consultant)
Paul Darnell	Epiphanies of Equity (Consultant)
Lily Clifton	King County
Michael Padilla Ocampo	King County

Welcome & Announcements

TASK FORCE EXTENSION

Jon Fowler, Policy Director, on behalf of Councilmember Kohl-Welles and Lily Clifton shared an update on the extension process since last meeting.

There is still ongoing positive feedback and support from Council regarding an extension, however the earliest opportunity to obtain funding is not until June, with funds possible not being available until later than that. This means that a Council-funded extension would not be possible before the end of the existing project deadline.

However, to bridge the gap, **the Executive's Office is committed to supporting an extension** and has identified a range of possible options. The Executive's Office will make a decision about which option will be pursued, how much additional time could be supported, and then communicate implications to the Task Force during the next meeting.

Task Force Feedback

- Some Task Force members shared a willingness, if it's helpful, to organize/advocate and contact Council members as they have done in the past.

Sub Committee Share Out & Discussion

In advance of the full task force meeting the subcommittees were encouraged to meet in their groups to continue progress on discrete objectives of the motion. The assignments for each of the subcommittees were as follows:

1. **Service Delivery:** Review and finalize questions and approach for external/community engagement
2. **Legislation & Policy:** Engage with KCSO staff representative regarding GISOI implications for courts/law enforcement in King County
3. **Internal Culture:** Finalize training recommendations for County employees

Subcommittees were asked to identify a representative to share out on the group's learning, outstanding questions, and requests for the rest of the task force.

SERVICE DELIVERY

Matt Landers represented the subcommittee in its work to share out on the group's discussion regarding the Task Force's community engagement strategy.

- Community engagement is an opportunity to tap into and access the knowledge that has existed in community for a long time.
- **Suggestion:** Initial outreach/engagement should be conducted through targeted 1:1 interviews.

- Survey uptake is low and lacks the level of connection/relationship building that this project and the County could benefit from
- If time allows through an extension, ideally the Task Force and County could go deeper beyond initial interviews and conduct focus groups
- Thought is that the interviews could ask about people's experiences and interactions across different parts of the County
- The group used a virtual "sticky note" whiteboard to collect the Task Force's recommendations of organizations or individuals to include:
 - Disability Rights WA
 - Trans in Prison Justice Project (Dany Waxwing)
 - WA Immigrant Solidarity Network
 - YouthCare
 - Shaun Glaze (King County Equity Now)
 - Dr. Carrie Lippy
 - Black Trans Force
 - Dr. Sid Jordan (Trans Non/Binary Researcher)

Task Force Feedback

- Agree that engagement is an opportunity to uplift folks not at this table. Specifically, BIPOC/Trans organizations
- Lily Clifton from King County stated that legislation does require a written feedback component

LEGISLATION & POLICY

Al Guerra represented the subcommittee in its work and shared takeaways from the group's meeting with Jaime Deer, Deputy at King County Sheriff's Office (KCSO).

- Jaime Deer is the first transgender deputy on staff at KCSO and spoke with the subcommittee about data fields, forms, and other processes at KCSO
- Currently data fields are limited
 - **Recommendation:** Allow for preferred name and incorporate gender "X" marker into data field options
 - Having inclusive data is important to capture success of initiatives. It's about both data collection and also accountability.
- Identified the training academy as an opportunity to provide foundational understanding regarding interactions with community
 - Regarding feedback to law enforcement, there is a culture where "cops like to listen to other cops"
 - Consider what it looks like to have a law enforcement liaison
- Acknowledgement that there is valid distrust of community and law enforcement. There is work to be done to go beyond and learn how to co-exist.
- Many KCSO processes/forms are statewide requirements.

Task Force Feedback

- Data collection needs to be accessible by those closest to harms in community
- Culture needs to shift if the County is invested
- Great that trans individual(s) at KCSO/County but need to think about them more than as employees but as people in community

INTERNAL CULTURE

Jay Osborne represented the subcommittee in its work to discuss the internal and external work in progress happening at the County. Aqaiotupu Viena added to the share out with conversation on culture shifts needed at the County.

- Internal work in progress at the County:
 - Hiring equity, inclusion, and belonging manager for all departments
 - Harassment prevention training
 - Supervisor training
 - Roster of trainees and want to get more groups on the roster
 - The group used a virtual “sticky note” whiteboard to get input on training/trainee recommendations
 - Alphabet Alliance of Color
 - Washington Immigrant Solidarity Network
 - Bethany Cole, private trainer for gender training. She led SCS's training institute for over 4 years
 - TRANSform Culture
 - Village Council
 - DecrimWA
 - UTOPIA WA
 - All gender bathrooms
- External work in progress at the County
 - Advocacy role with vendors. E.g. Time & Labor with PeopleSoft and Insurance provider
- Note that, the creation of true safety is not reliant on updates to trainings or forms. At the end of the day these are necessary along with a cultural shift to invest in community.
 - E.g. Communication at King County needs to reject the concept of the binary

Task Force Feedback

- Regarding rejecting the binary, the County could work to improve gender inclusive messaging
- This process is an opportunity to be flexible and elevate what's really important

- It shouldn't be on community organizations to solely support this community. There is a responsibility from the institution.
- Changing culture is difficult but the strategy from this group should not just be "a couple of bullets"

Task Force Recommendations Review

As the group moves to make recommendations on discrete pieces of the motion, Ishmael shared the following suggestions that have been captured from the group thus far.

As the work continues to evolve, the consultant team will be tracking recommendations for inclusion into the final report.

Motion Objectives	Information Reviewed	Information to gather	Findings/Recommendations
Review WA State Board of Health Ruling re: changing sex designations on birth certificates	• Board of Health Ruling		• Adopt Board of Health Ruling • Lower cost/provide fee waiver to change gender markers
Consult with County Departments & Community to assess current state of questions regarding gender identity and sexual orientation in KC admin processes	• Dept liaisons survey • Presentation from KCSO staff		• Requirement for King County staff communicate what data collection is required by the federal government
Identify admin processes suitable to be modified for gender identity & sexual orientation inclusion			
Develop recommended statement of intent			
Assess experience of individuals accessing county services ... [and] identify strengths & weaknesses in current customer service	• Task Force insights	• Community Survey; OR • Focus group/interviews • Deeper engagement	
Make training recommendations for County employees	• Building Gender Inclusive training • Group Suggestions		• <i>Building Gender Inclusive</i> should be mandatory for staff who do direct community engagement/outreach • Partner with community-based organizations to co-create & provide training • County to organize regular opportunities to invest in stronger relationships with local partners
Deliver a recommended gender identity and sexual orientation inclusion strategy		• Task Force discussion (today)	

Summary and Next Steps

The next Task Force meeting is April 19, 2022 at 3:00 PM on zoom.

Next Steps

- Subcommittees are expected to meet and will receive specific assignments
- Begin roll out of engagement activities/feedback collection
- Participate in 1:1 calls

Gender Identity and Sexual Orientation Inclusion Task Force

MEETING #12 SUMMARY

April 19, 2022

3:00 PM – 4:30 PM

The twelfth King County Gender Identity and Sexual Orientation Inclusion (GISOI) Task Force meeting took place virtually on Zoom on April 19, 2022. In this meeting the task force subcommittees shared out on respective assignments, reviewed a proposed path to completion through the extension timeline, and heard from the King County Budget Office.

ATTENDANCE

Name	Organization/Department
Juan Fernando Luna	Entre Hermanos
Kelli Carroll	KC Executive Office
Jay Osborne	KC Dept. of Human Resources
Leah Rutman	ACLU WA
Matt Landers	GSBA
Marsha Botzter	Ingersoll Gender Center
Jose Romero	Pride Foundation
Shawn Petersn	Na'ah Illahee Fund
Al Guerra	Seattle Counseling Service
Agaiotupu Viena	UTOPIA
Tepa Vaina	UTOPIA
Consultants & Staff	Organization
Ishmael Nunez	BDS Planning (Consultant)
My-Le Tang	BDS Planning (Consultant)
ChrisTiana ObeySumner	Epiphanies of Equity (Consultant)
Paul Darnell	Epiphanies of Equity (Consultant)
Lily Clifton	King County
Michael Padilla Ocampo	King County

Welcome & Announcements

Utopia WA is holding a fundraiser to celebrate and honor the Black Trans Community and raise money to support Black Trans Housing.

Sub Committee Share Out & Discussion

In advance of the full task force meeting the subcommittees were encouraged to meet in their groups to continue progress on discrete objectives of the motion. The assignments for each of the subcommittees were as follows:

1. **Service Delivery:** Review and finalize questions and approach for external/community engagement
2. **Legislation & Policy:** WA Board of Health Ruling & Meet with a representative from Department of Adult and Juvenile Detention (DAJD)
3. **Internal Culture:** Finalize training recommendations for County employees

Subcommittees were asked to identify a representative to share out on the group's learning, outstanding questions, and requests for the rest of the task force.

SERVICE DELIVERY

The questions that the Task Force will send out to Community have been reviewed and received feedback from the Task Force. In the March meeting, the Task Force provided names of organizations and points of contact to honor existing relationships and ensure a warm hand off as the engagement begins.

Matt asked the Task Force members to sign up for 1:1 interview calls/lead in distributing the survey through each of the member's respective agencies.

KC has set up an email for the community to provide input and ask questions:

GISOI@kingcounty.gov

Task Force Feedback

- Suggestion to offer an incentive to survey participants. E.g. a raffle for a \$10 coffee shop raffle as incentive.
- Request to ensure communication materials regarding the engagement outline how long the survey or call will take.

INTERNAL CULTURE

Jose` Romero reported out that the Internal Culture subcommittee has been having informative and productive meetings with Jay and HR department and is looking at vendors to add to the list of trainers for King County.

The subcommittee discussed an existing anti-harassment training and thought it could be a good addition to add a sexual orientation/ identity element to that training.

Subcommittee would like to learn more about the trainings OSEJ has and collaborate with community and what potentially OSEJ has to offer.

Task Force Feedback

- Continued support for progress on training recommendations
- Request for more engagement with OESJ
 - KC is preparing to invite an OESJ representative to the next full Task Force meeting

LEGISLATION & POLICY

Lily Clifton reported out that the Board of Health ruling recommendations are to come.

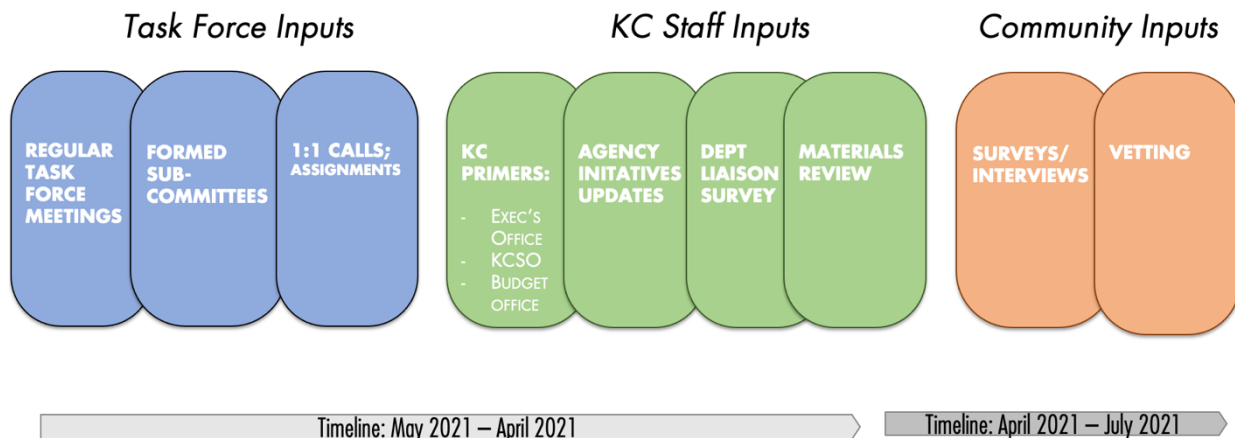
A representative from the Department of Adult and Juvenile Detention (DAJD) will attend a forthcoming legislation and policy sub-committee meeting.

GISOI Task Force Progress to Completion

As the group moves to make recommendations on pieces of the motion, Ishmael shared a summary of work completed to date, outstanding tasks, and a proposal outline for the extension timeline

As the work continues to evolve, the consultant team will be tracking recommendations for inclusion into the final report.

Summary of Work to Date



Proposed Extension Timeline

April 19, 2022 – *Subcommittee Progress/Timeline/Initiate Initial Recommendations*

- Task Force response to facilitator exercise with initial recommendations
- Complete community engagement activities

May 17, 2022 – *Review Initial Recommendations & Engagement*

- Present community engagement input
- KC/BDS Prepare complete draft of recommendations

June, 2022 – *Prepare draft report | Cancel TF meeting*

July, 2022 – *Review draft report / Test consensus*

- Review complete draft recommendations
- Identify key issues to elevate + agency & community vetting

August, 2022– *Review final report*

- Review complete draft recommendations

September, 2022– *Present final report/King County Commitments*

- Present final report to KC Leadership

Task Force Feedback

- General agreement and support from the group regarding the work plan
- Agreement that the group has received a significant enough level of information (inputs) to begin initial recommendations

KING COUNTY BUDGET PROCESS

Aaron Rubardt, Deputy Director of the King County Budget Office, provided an overview of how King County's budgeting process works and recommendations from groups like the GISOI Task Force impact budgetary decisions.

Below are highlights from the presentation. The full slide deck will be sent out as a corresponding material to this summary

- Office is currently working on the 2023 – 2024 budget
 - The 2023 – 2024 process begins in April 2022 when agencies begin to develop proposals.
 - The process includes reviews by the executive followed by hearings and adjustments by King County Council before expected approval in November 2022
- Budget for 2021 – 2022 ~ 12.6 Million

- There are different sources of funding for the budget which each have its own restrictions on expenditures. The most flexible source of funds is the General Fund
 - These funds are largely collected from a property tax levy
- Outlook on upcoming budgets – based on previous trends – show that the base property tax levy is not increasing at the same rate as inflation + population

Task Force Questions / Feedback

- What other Counties/jurisdictions does King County reference for general fund spending?
 - AR: Mostly look on a service by service basis (as each jurisdiction is different). Sample jurisdictions include: Multnomah County, OR, Alameda County, CA, North Virginia, Minneapolis and St. Paul.
- Some members reflected that the largest allocation (71.3%) of general fund goes to “Justice & Safety”. How are these allocations set?
 - AR: Budget is meant to reflect Executive’s Office priorities. However, given the instability of the funding/revenue sources careful decisions are made about how to use the general fund. The Office is constantly looking at how to move services out of the general fund
 - E.g. Levies are a way to work around the general fund and it makes the services more stable.
 - King County Parks is an example of how levies became a stable funding source, as that was previously part of the general fund. This is now a levy that is renewed every six years.
- A Task Force member elevated the importance of having the Task Force and community voices heard in the budget processes as inflation and other barriers arise. Director Rubardt agreed with the Task Force member that people and the Task Force should be heard.
- Ishmael (facilitator): Knowing this information, could this group leverage the existing equity and social justice initiatives which will get funded to propose recommendations?
 - AR: Theoretically yes. Suggestion is for the Task Force identify proposals and outline how to best engage with the budget process
 - Kelli Carroll offered to help with connecting the Task Force and King County budget process engagement.
- What opportunities exist outside of the budget process for services/programs to receive funding?
 - AR: Essentially the omnibus process which for the preceding budget will begin the following summer.

Summary and Next Steps

The next Task Force meeting is May 17, 2022 at 3:00 PM on zoom.

Next Steps

- Community Engagement: King County will share sign up link for survey / 1:1 interviews for Task Force members to participate.
- Initial Recommendations: Task Force members will be sent a prompt to support drafting of initial recommendations in advance of next meeting.
- OESJ invited to next meeting: Task Force members should prepare questions ahead of the meeting
- Subcommittee meetings will be scheduled as usual.



Gender Identity and Sexual Orientation Inclusion Task Force

Meeting #13 Summary

May 17, 2022

3:00pm – 4:30pm

The thirteenth King County Gender Identity and Sexual Orientation Inclusion (GISOI) Task Force meeting took place virtually on Zoom on May 17, 2022.

Attendance

Name	Organization
Marsha Botzer	Ingersoll Gender Center
Dennis Worsham	King County
Al Guerra	Seattle Counseling Services/Community member
Elayne Wylie	Gender Justice League
Juan Fernando Luna	Entre Hermanos
Jay Osborne	King County
Jonathan Fowler	King County
Katherine West	Legal Voice
Agaiotupu Vaina	UTOPIA
Sam Choi	Gay City
Consultant & King County Staff	Organization
Lily Clifton	King County
Michael Padilla Ocampo	King County
Ishmael Nunez	BDS Planning
Anite Whitfield	King County

Meeting Purpose

This meeting had time set aside to hear from the individual subcommittees and provide an opportunity for them to update the full Task Force on their ongoing work. As a follow-up to previous discussions, the group was also joined by the Director of the Office of Equity and Social Justice, Anita Whitfield, to provide an overview of OESJ and answer any questions the Task Force member had. Finally, there was also time set aside for Subcommittees to meet and work together to develop an initial list of recommendations or share any existing recommendations to start moving the process forward.

Sub Committee Share Out & Process Updates

- Internal Culture

- Service Delivery
- Legislation & Policy
- All updated on Initial Recommendations; Community Engagement

OESJ Presentation

- Overview of the office & GISOI efforts
- Q&A with Anita Whitfield, Chief Equity & Inclusion Officer, OESJ

Sub Committee Work Session – Breakout Groups

- Exercise to develop initial recommendations list

Next Steps

- Next Task Force Meeting; July 19th at 3pm-4:30pm
- Task Force Expectations
- KC/Consultant Team Expectations Review

Gender Identity and Sexual Orientation Inclusion Task Force

MEETING #14 SUMMARY

July 19, 2022

3:00 PM – 4:30 PM

The fourteenth King County Gender Identity and Sexual Orientation Inclusion (GISOI) Task Force meeting took place virtually on Zoom on July 19, 2022.

ATTENDANCE

Name	Organization/Department
Leah Rutman	ACLU WA
Marsha Botzter	Ingersoll Gender Center
Jose Romero	Pride Foundation
Shawn Peterson	Na’ah Illahee Fund
Christina Fogg	King County Council
Sam Choi	Gay City
Wayne Harvey (for Esther Lucero)	Seattle Indian Health Board
Consultants & Staff	Organization
Ishmael Nunez	BDS Planning (Consultant)
My-Le Tang	BDS Planning (Consultant)
Paul Darnell	Epiphanies of Equity (Consultant)
Lily Clifton	King County
Michael Padilla Ocampo	King County

Meeting Purpose and Intended Outcomes

Through the month of June, the consultant team prepared a draft report and draft recommendation set with direct feedback gathered from the Task Force. In this meeting, the Task Force had an opportunity to review these materials and ensure:

- Shared understanding on the status of the draft report; &
- General agreement on the draft recommendations and provide guidance on what further development is needed

Report Overview & Draft Recommendations

REPORT OVERVIEW

ChrisTiana Obeysumner provided an overview of the report, its components, and how the draft was created. ChrisTiana explained that all content in the report is linked to documented sources including meeting notes & summaries, transcriptions, emails, assignments, worksheets, and other products from the Task Force, King County staff, or the consultant team.

The table of contents of the report include:

1. Executive Summary
2. Background
 - a. Key contexts
 - i. *These are contexts and conditions surrounding the work of this task force including the impact of COVID-19, Process timeline/extension, and other limitations*
3. Report Methodology
 - a. Meeting summaries; areas of inquiry; opportunities, limitations/barriers; engagement
4. Final Recommendations
 - a. "Axis recommendation"; Recommendations by Subcommittee; General recommendations
5. Conclusion/Next Steps
6. Appendices

As a disclaimer, ChrisTiana explained that in the current draft version, the executive summary and conclusion have yet to be written. These sections will be created in preparation of the final draft to be presented by the next Task Force meeting in August.

DRAFT RECOMMENDATIONS

Ishmael reviewed the list of draft recommendations as prepared for the report. The list can be found accompanied to the end of this summary.

Task Force Discussion

Ishmael asked the task force to respond to the following three prompts in reaction to the current draft report and draft recommendations:

1. Is the **recommendation set** on track toward final development?
 - a. Or, is something missing? Should items be consolidated?
2. Do any individual recommendations need **additional refinement?**
 - a. If so, what specifically is needed?
3. Should formation of a permanent body be the **top recommendation?**
 - a. If not, should there be any prioritization? If yes, how?

TASK FORCE FEEDBACK

Question 1: Is the **recommendation set** on track toward final development?

Summary: The group in attendance is in general agreement that the recommendation set is on track toward final development once the recommendations regarding the formation of a permanent body and trainings are refined (see below). These changes would garner fuller support in the recommendation set.

Discussion

- In general, the recommendation set is responsive to the whole of what the Task Force would like to submit, however specific adjustments are needed for broader buy-in.
- Question about what lens is centered in the offering of a LGBTQIA+ training.
 - **Suggestion:** Would want to see explicit centering of Indigenous and Two-spirit lens to ensure the training is intersectional and does not whitewash the topic. If this is not included, one task force member would not be comfortable standing behind the recommendation set.
 - No objections from other members to add this specificity
- Mixed feelings about the recommendation for the creation of a permanent body and whether this would be an effective mechanism for ongoing action and accountability
 - Increased comfort from the group for the inclusion of this recommendation once the proposal is built out further (see below)

Question 2: Do any individual recommendations need **additional refinement?**

Summary: Task Force members in attendance offered several specific suggestions with emphasis around edits to the permanent body recommendation and trainings. Suggestions below include insights from the meeting as well as some thoughts shared via email in advance of the meeting.

Discussion

- Regarding the creation of a permanent GISOI commission:
 - **Suggestion:** Include language detailing some description of scope, work, representation, and internal expectations to ensure effectiveness.
 - **Suggestion:** Co-Chair of this proposed commission should be a Black Trans Femme individual that may or may not be representing an organization with lived experience of the priority issues animating the Commission for that year (e.g. houslessness, poverty, incarceration, etc...)
- Regarding Train employees on grievance processes to follow if they don't feel their gender and sexual orientation are being respected ...
 - Want to ensure that as the County staff becomes more diverse, such a process does not become utilized by folks with privilege and power against people whose identities have been marginalized.
 - An example shared is a white cis-gendered man filing a grievance process after feeling minoritized in a predominantly BIPOC or LGBTQIA+ space such as a training.
 - **Suggestion:** Add a disclaimer or recommendation that the effectiveness of any of these recommendations are dependent on a concerted culture shift at the County. "Can't legislate us into progress"
- Regarding the report structure ... are we including a section with links to some of the others counties we've discussed nationally?
- Regarding report dissemination ...
 - **Suggestion:** Since there isn't a guarantee that this TaskForce will become a commission, can we include something archival where these recommendations become something that is uplifted somewhere until it becomes a commission?
- Regarding mandatory trainings ... currently, the only mandatory training option for all King County staff is the existing anti-harassment training, so this is the opportunity.
 - **Suggestion:** Recommend the inclusion of a GISO focused component to the mandatory anti-harassment training.

- Ambiguity whether any additional trainings beyond the anti-harassment and building gender inclusive trainings should be recommended
- **Suggestion:** Include a recommendation regarding the evaluation and updating of the King County Vendor List to reflect the priority populations of the GISO TaskForce/Commission and/or be reflective of demographic trends in King County.
 - For example, if at least 10% of the residents in King County identify as LGBTQ+, then at least 10% of the vendors should be LGBTQ+ led/specific organizations.
- **Suggestion:** In general, replace “regular” with “quarterly” or “semi-annually” in the recommendations
- Want to see elevation of Lavender Rights Project story in the recommendations in the report
- **Suggestion (via email):** Should there be a recommendation about gender neutral restrooms (single-use or otherwise)?

Ishmael encouraged folks to share grammatical/wordsmithing level suggestions via email.

Question 3: Should formation of a permanent body be the **top recommendation?**

Summary: Task Force members have mixed feelings whether this recommendation should be elevated in the report as such. There is a possibility for increased support should the recommendation be bolstered. Additionally, the consultant team observed that perhaps a disclaimer or recommendation around “culture” shift might be elevated as an additional “axis” recommendation.

Discussion

- Regarding the creation of a permanent GISOI commission ...
 - Some task force members are concerned that this Task Force process/cohort has not set a confident example that a permanent commission will be effective.
 - Folks affirmatively behind the creation of a permanent commission feel a permanent commission (with or without) some of the current Task Force members is the best-case scenario for ongoing accountability.
 - José Romero shared an example of the Immigrant & Refugee Commission which began as a Task Force but saw a completely new membership once becoming a Commission.
 - Other example shared include the Office of Transgender Affairs in San Francisco

- **Outcome:** As presented above, this recommendation should include language describing proposed scope, work, representation, and internal expectations for it to be included in the report.
- During the conversation around grievances, several members in attendance agreed that an overarching disclaimer regarding “culture shift” / how-to read this document should be elevated.
 - It is important to communicate that these recommendations on their own will not adequately meet the County’s needs without a complementary adjustment in culture and perception.

Summary and Next Steps

The next Task Force meeting is August 16, 2022 at 3:00 PM – 4:30 PM

Next Steps

- Task Force **final** review and indication of support of report at the next meeting
- Consultant team will gather feedback on draft report and draft recommendations from Task Force members not in attendance
- King County will convene sub committee meetings between now and the next meeting to:
 - Gather feedback on recommendations
 - Present and gather feedback on statement of intent requirement of the motion.

- June 2022 – *Prepare draft report | Cancel TF meeting*
- July 2022 – *Review draft report / Test consensus*
 - Review complete draft recommendations
 - Identify key issues to elevate + agency & community vetting
- August 2022– *Review the final report*
 - Review complete draft recommendations
- September 2022– *Present final report/King County Commitments*
 - Present final report to KC Leadership

The Task Force was in general agreement regarding the work plan. The Task Force agreed that the group had received a significant enough level of information and inputs to begin initial recommendations.

June 2022:

The Task Force did not meet in June to take a break while EOE synthesized the recommendations and Task Force information into this report.

IV. Final Recommendations

The Task Force completed these final recommendations on May 30, 2022. The Task Force was asked to submit their recommendations via a Google Doc form created by County Executive Staff. This form can be found as attachment X.

The recommendations seek to fulfill the goals and objectives of the Task Force as outlined in Motion 2018-15162.

The **goals** of this task force, as outlined in Motion 2018-15162 are:

1. That county administrative processes be reviewed and revised to allow for the spectrum of gender identity and consideration of sexual orientation.

2. That county administrative processes be revised to allow for more than two gender options.
3. That the task force develop a recommended countywide gender identity and sexual orientation inclusion strategy and work plan to implement the use of an additional gender designation or designations in all appropriate administrative processes in use by county departments.

The **objectives** of this task force, as outlined in Motion 2018-15162 are to:

- I. Review the recently adopted Washington state Board of Health ruling regarding changing the sex designation on birth certificates allowing for a third option to indicate a gender that is not exclusively male or female, and to determine what changes the county may need to make in response to the new ruling;
- II. Consult with county departments and community groups to assess the current state of questions regarding gender identity and sexual orientation in King County administrative processes, including, but not limited to, forms, questionnaires and interviews;
- III. Identify administrative processes that are suitable to be modified for gender identity and sexual orientation inclusion while considering potential complications if a process gathers information used by other government agencies;
- IV. Develop a recommended statement of intent to address gender identity and sexual orientation inclusion in identified King County administrative processes;
- V. Assess the experience of individuals accessing county services and providing requested gender identity and sexual orientation information, including, but not limited to, possible implications of requesting the disclosure of gender identity and sexual orientation information, and identify strengths and weaknesses in the current state of customer service; and
- VI. Make training recommendations for county employees to achieve excellent customer service which address concerns of task force members.

Axis Recommendation: Create a Permanent GISOI Commission

As shared in **“Key Current Contexts and Conditions: Community Concerns Regarding GISOI Process and Outcomes”** in the methodology section, there is a nexus of recommendations between the Task Force requesting this body become a permanent commission, and community feedback from

Lavender Rights Project. Given the preponderance of feedback and advocacy for this Task Force to become a permanent commission so the work of Motion 2018-15162 can continue intersectionally, collectively, equitably, and thoroughly, this recommendation rises to the top as the primary axis recommendation from the Task Force. This recommendation was also the first listed by the Internal Cultures Subcommittee.

Recommendations by Subcommittee

Internal Cultures

- Establish GISOI Task Force as its own commission through policy or legislation. This will set up long-term accountability and respond to the opportunity of doing something different.
- Establish and embed GISOI equity lens to Budgetary and funding oversight committee in all processes. This will ensure checks and balance for funding toward initiatives centered with race/social equity (and other KC values) to ensure efforts are aligned.
- Implement mandatory LGBTQIA+ 101-like training during onboarding via HR and delivered by an individual or organization in community. This will ensure training completion is tracked by the HR team to promote a more knowledgeable staff that can in turn mindfully interact with LGBTQIA staff and serve King County residents with more inclusivity.
- Establish and implement continued LGBTQIA+ trainings, including and beyond 101, via refreshers every 3-6 months, additional learning/content for HR members as well. This will allow staff members to continuously engage with LGBTQIA+ materials and grow in being more compassionate, comfortable, and intentional in interactions with LGBTQIA+ staff and community members.

Service Delivery

- Provide countywide digital training via DHR and OESJ coordination. This will allow all County employees to receive annual gender inclusion training to ensure all people feel welcome at King County, whether employee or customer.

- Update websites countywide with coordination via KCIT and all relevant departments and branches. This will ensure terms and language on County websites are welcoming of all gender identities and do not use gender-specific pronouns; At minimum, utilize the state-recognized gender “X” marker.
- Revise forms countywide with coordination via all relevant County departments and branches. This will revise County forms to eliminate unnecessary data collection on gender identity.
- Adopt fees for name changes via coordination with the Judicial Branch and Fiscal Impact. Sliding fee scale for name changes ensures everyone has the ability to change their names legally.
- Dedicate staff to lead GISOI policy drafting, review, data collection, and engagement via King County OESJ coordination. This will help drive accountability, in continuing to drive the task force’s work forward/ensure work gets completed, be in contact with the community, and tap into community knowledge as needed.
- Train employees on grievance processes to follow if they don’t feel their gender and sexual orientation are being respected via HR coordination. This will ensure whistleblower protection is specifically reiterated, especially as it relates to differentiation in power dynamics. (i.e., an employee feels like their identities are being disrespected by their supervisor or another person in leadership).
- Identify one person who can lead on access to SO/GI policies (and approved materials) in all departments. This may not require more than knowing where the latest materials are located or how to access further official information.
- Provide resources to help people increase understanding regarding LGBTQIA+ - for example, if a person wants to know more about SO/GI issues from the point of view of becoming informed or a better ally.
- Define and educate all staff on the limits of each job’s powers to respond in situations, that is, the boundaries (these may be different for managers and front-line workers, for example).

- Define and outline a general back-up plan for the time away before it happens makes things easier for everyone, especially as related to healthcare issues particular to Transgender and Gender Diverse people.

Legislation and Policy

- Enact and ensure implementation of new policies regarding gender-affirming health care via Dept. Adult and Juvenile Detention policies and/or King County Co. Jail Health. This will ensure good health outcomes in both mental and physical health for people held at the King County Co. Jail.
- Allocate funding for gender-affirming healthcare via DAJD and/or King County Jail Health. This will Ensure mental health and medical care and good health outcomes for people held at the King Co. jail.
- Seek and utilize community input from Queer and Trans organizations via DAJD policies. This will ensure policies are updated regularly to include correct language regarding sexual orientation and gender identity and are humane and appropriate.
- Enact new policies regarding documenting and using preferred pronouns via DAJD policies. This will ensure people held at the King County jail are treated with dignity.
- Create a policy and process to document in one place the housing preference and housing offered to trans and nonbinary individuals at the jail, including whether an appeal was sought and the outcome via DAJD policies. This will ensure humane housing and treatment of trans and gender-diverse people.
- Collect data to evaluate employee success with implementing GISOI policies via an annual internal climate survey. This will help leadership, and task force members/other responsible parties, know whether the policies need to be modified, updated, or removed. In turn, this ensures resources are allocated to the policies the staff feels most impacted by.



Gender Identity and Sexual Orientation Inclusion Task Force

Meeting #16 Summary

December 7, 2022

1:30pm – 3:00pm

The sixteenth King County Gender Identity and Sexual Orientation Inclusion (GISOI) Task Force meeting took place virtually on Zoom on December 7, 2022.

Attendance

Name	Organization
Marsha Botzer	Ingersoll Gender Center
Al Guerra	Seattle Counseling Services/Community member
Jose Romero	Pride Foundation
Kelli Carroll	King County
Katherine West	Legal Voice
Agaiotupu Vaina	UTOPIA
Shawn Peterson	Na'ah Illahee Fund
King County Staff	Organization
Lily Clifton	King County
Michael Padilla Ocampo	King County

Meeting Purpose and Intended Outcomes

This meeting was meant to offer the full Task Force a final opportunity to review and provide feedback on the draft report and recommendations. The goal is to have a final review from the Task Force before continuing to finalize the report and address any major missing elements.

Report Review

King County staff update the Task Force on the status of the report and reviewed the document with an emphasis on the accuracy of the recommendations to ensure that they accurately reflected the Task Force's intention.

Task Force Discussion

The Task Force spent a majority of the time reviewing and discussing the draft recommendations. King County staff noted additions and edits to the existing document live during the meeting.

Two Task Force members suggested the inclusion of an additional recommendation focused on prompting a culture shift in King County and ending the gender binary. The Task Force agreed, and the two members offered to provide an additional recommendation as a follow up to the meeting. The

additional recommendation was received by King County staff and incorporated into the list of final recommendations.

Next Steps

This was the final meeting of the Gender Identity and Sexual Orientation and Inclusion Task Force. Staff thanked the Task Force members for their commitment and dedication to this important work. Staff also provided a brief update on the administrative process and steps necessary to officially submit this report and recommendation to the King County Council.

Transgender Review Committee (TRC), JHS Clinical staff participation	SERVICE LEVEL PROCEDURE	
	Service Level: Medical providers, Psychiatric providers, PES	
	Policy Number: J-B-08, Patient Safety	Effective Date: 4/28/2021
	Review Date: 07/29/2020	

PURPOSE:

The intent of this procedure is to guide JHS clinical staff member participation in the DAJD/JHS Transgender Review Committee.

REQUIRED MATERIALS TO EXECUTE PROCEDURE:

1. Identifying materials of inmate-patients for whom the committee meeting is scheduled (e.g., Legal Name, Preferred Name (if applicable), date of birth (DOB), BA number)
2. Record of initial interview including inmate-patient presentation and expressed preferences with regard to housing type (male/female gender unit, general population(GP), protective custody(PC) or restrictive housing(RH)).
3. Electronic Health Record (EHR)

CRITERIA & TIMELINES:

1. This procedure is triggered by notification from DAJD Classification or uniformed correctional staff that an inmate-patient who identifies as non cis-gendered / gender nonconforming has been booked into the jail within the last 24 hours.
2. JHS clinical staff adjust their daily schedule to include TRC attendance with subject matter experts from medical (medical provider) and psychiatric-social services (psychiatric provider or PES)
3. This procedure results in documentation in the EHR on the date of the TRC meeting.

DEFINITIONS:

Sex – often described as the assigned sex at birth, based largely on the presence of / appearance of genitalia at birth

Gender – Social constructs about “what it means” to be male, female or other gender

Non cis-gendered / Gender nonconforming – Gender identity that is different than the assigned sex at birth

Gender expression – the way in which a person expresses their gender identity, typically through their appearance, dress, and behavior

PROCEDURE:

1. Inmate-patient is identified by DAJD Classification as non cis-gendered / gender nonconforming (JHS RNs may also identify gender identity at receiving screen, which results in notification of classification for initial housing decision-making)
2. DAJD Classification arranges for TRC meeting and notifies relevant staff, including providing identifying materials of the inmate-patient (or patients) requiring TRC
 - a. DAJD uniform staff
 - b. JHS medical representative
 - c. JHS psych-social services representative
3. TRC meeting commences at the appointed time

Transgender Review Committee (TRC), JHS Clinical staff participation	SERVICE LEVEL PROCEDURE	
	Service Level: Medical providers, Psychiatric providers, PES	
	Policy Number: J-B-08, Patient Safety	Effective Date: 4/28/2021
	Review Date: 07/29/2020	

4. JHS medical representative shares whether medical conditions may preclude assignment to particular housing types
5. JHS psych-social services representative shares whether psychiatric/behavioral conditions may preclude assignment to particular housing types
6. JHS clinical staff may share relevant health information as requested by DAJD for the purposes of maintaining safety and security, applying HIPAA privacy standards, including sharing the minimum necessary health information to ensure patient and facility safety/security.
7. DAJD classification staff documents TRC results according to DAJD procedures and assigns housing unit and housing review timeline (if needed)
8. JHS clinical staff determine which will document the TRC meeting summary in the patient health record.
 - a. Only one document is required
 - b. Chief Complaint: Administrative Visit, CC Comment: TRC summary
 - c. Use SmartPhrase (user may create own version and SmartPhrase name) to document attendance, information reviewed, and final decision for housing placement as shown:

Transgender Review Committee (TRC) Meeting Summary

Attendees:

DAJD Uniform:

DAJD Classification:

JHS medical:

JHS psych:

Intake classification info (and past history if applicable, including security or behavioral issues):

Medical:

Psych:

Housing Assignment:

6. JHS clinical staff make any necessary adjustments to EHR demographics (preferred name) and Sexual Orientation and Gender Identity SmartForm
 - a. JHS clinical staff do not adjust legal name or DOB
 - b. JHS clinical staff do not adjust SmartForm items for which they do not have evidence / patient input

PERFORMANCE EXPECTATIONS & STANDARDS:

1. TRC occurs daily, including weekends and holidays
2. TRC attendance includes JHS medical and psych-social services SME
3. TRC documentation in the health record is completed on the date of the TRC meeting

APPENDICES/REFERENCES:


1. NCCHC Position Statement: Transgender, Transsexual, and Gender Nonconforming Health Care in Correctional Settings, Adopted by the National Commission on Correctional Health Care Board of Directors, October 18, 2009. April 2015 — reaffirmed with revision. (accessed at <https://www.ncchc.org/transgender-transsexual-and-gender-nonconforming-health-care-on-7/29/20>)

Transgender Review Committee (TRC), JHS Clinical staff participation	SERVICE LEVEL PROCEDURE	
	Service Level: Medical providers, Psychiatric providers, PES	
	Policy Number: J-B-08, Patient Safety	Effective Date: 4/28/2021
	Review Date: 07/29/2020	

2. *Standards of Care for the Health of Transsexual, Transgender, and Gender-Nonconforming People, Version 7*, available from the World Professional Association for Transgender Health
3. Prison Rape Elimination Act, 28 C.F.R. § 115.43 (a)
4. Prison Rape Elimination Act, 28 C.F.R. § 115.15 (e)

APPROVED:

Process Owner: Benjamin Sanders, MD MPH **Date:** 4/28/21

 King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 6 Inmate Classification and Discipline	
6.03.007, Transgender Inmates	Approved By:	Director Allen Nance
	Effective Date:	August 25, 2022
	Reviewed By:	PRC, PAO, CPA
	Review Date:	August 11, 2022
Distribution:		Document Code No.

Purpose

To establish protocols pertaining to the treatment of transgender, transsexual, intersex, and gender variant persons who are incarcerated and housed within King County's Department of Adult and Juvenile Detention (DAJD).

Policy

It is the policy of this department that all jail staff (custodial, administrative, Jail Health Staff (JHS), and all other support and programs access staff) and volunteers will treat transgender, transsexual, intersex, and gender variant inmates in a professional, respectful and courteous manner that is consistent with all of their rights under state and federal law. This policy will ensure not only that the inmates are treated with dignity, but that staff have the information and support they need to be more effective in their duties and responsibilities.

References

Department Forms: Housing Preference Statement (F-832)
Strip Search Form
Deferral Screening Form

Department Policies: 1.03.020, Anti-Harassment and Discrimination
4.02.005, Search of Inmates
5.01.001, Intake Procedures
6.01.005, Inmate Classification and Assessment
6.03.001, Restrictive Housing
6.03.003, Critical Inmate Placement
6.04.001, Prison Rape Elimination Act (PREA)
6.04.002, Inmate Grievance Procedures

JHS: J-F-01, Patients with Chronic Disease and Other Special Needs

Definitions

Gender: The psychosocial construct used to classify a person as a male, female, both, or neither. Gender encompasses all relational aspects of social identity, psychological identity, and human behavior.

Gender Identity: A person's internal sense of their own gender.

Gender Expression: The way a person externally expresses their gender through name, pronouns, clothing, appearance, behavior, speech, and/or body characteristics.

Gender Variant: A person whose gender expression differs from conventional expectations of masculinity and femininity.

Intersex: A person who is born with genitalia and/or secondary sex characteristics determined as neither exclusively male nor female, or which combine features of the male and female sexes.

Sex: The physical anatomy that determines whether someone is male, female, or intersex.

Staff: For the purposes of this policy, "staff" shall refer to all full and part-time employees, volunteers, contractors, vendors and those with facility access.

Transgender: A person whose gender identity is different than the gender they were assigned at birth. Transgender is inclusive of such diverse categories as transvestism and transsexualism.

Transsexual: A person who establishes a permanent identity with the opposite gender of their assigned sex. Transsexual males and females may make or desire to make a transition from their birth sex to that of the opposite sex, with some type of medical alteration (sexual reassignment therapy) to their body.

A. General Guidelines

1. DAJD staff and volunteers shall treat all transgender, transsexual, intersex, and gender variant inmates in a professional, respectful and courteous manner that is consistent with all of their rights under state and federal law.
2. A person's self-identification as transgender, intersex or gender variant is sufficient to trigger the protections and procedures of this policy. Documentation of a medical diagnosis or legal documentation of a name change is not required for staff to respect or confirm a person's gender identity, absent specific evidence that a person has asserted a gender identity falsely.
3. All department forms, formal interaction, addresses, and valid law enforcement discussions shall include the arrestee's birth and legal name or the name the inmate has been booked under.
4. Staff should address inmates by last name and shall not use forms of address such as Mr. or Mrs.
5. If a staff member is uncertain about names or preferred pronoun, staff should respectfully ask the inmate.
6. Inmates shall not be punished for respectfully clarifying name or preferred pronoun usage by staff.
7. DAJD staff shall not ask transgender/intersex inmates about their genitalia. If an inquiry about the genitalia of a transgender inmate is part of a formal investigation or other situations that affect the safe and secure operation of the facility, such an inquiry shall be made by JHS staff.
8. Unless such questions are part of a formal investigation or other situations that affect the safe and secure operation of the facility, staff shall not ask personal

- questions related to sexual identity, gender identity, gender expression or genitalia.
9. Like all inmates, transgender, transsexual, gender variant, and intersex inmates shall have access to all necessary medical and mental health care in accordance with Jail Health Service (JHS) procedures.
 10. Transgender, transsexual, gender variant and intersex inmates will be provided with a standard commissary form that conforms to their housing assignment and security level:
 - a. As long as it does not interfere with the safe and secure operation of the facility, transgender, transsexual, gender variant, and intersex inmates shall be permitted to order from commissary and to wear the same items as anyone else who shares their gender identity (*i.e.*, transsexual women will be provided with bras and personal supplies given to other females).
 - b. A transgender or intersex inmate who has not had and/or will not be having chest surgery, shall upon request be issued shirts that are large enough to fit loosely over the chest area to help the inmate maintain a gender-congruent appearance.
 - c. Menstrual hygiene supplies are available on an as-needed basis.
 - d. Shaving supplies are available to all inmates through the facilities commissary, unless prohibited due to safety or security concerns.
 - e. After reviewing an inmate's medical history, and if approved, JHS is responsible for providing transgender or intersex inmates with necessary continuing care items such as stents and other post-operative supplies.

B. Intake, Transfer and Release

1. At the time of booking, the officer shall make a subject note and mark the Deferral Screening Form denoting the inmate's gender identity and the inmate's sex and notify the ITR Sergeant.
2. An inmate shall be booked by their legal name. If an inmate has changed their legal name, the new legal name may be used if verified using:
 - a. Passport showing new name.
 - b. Driver's license/ID.
 - c. An order from the court reflecting the legal name change.
3. Following department policy 5.01.001, Intake Procedures, all inmates shall be screened for medical and psychological issues and be afforded the opportunity to speak with medical and psychiatric services in order to assess the inmate's needs.
4. Department staff shall follow the dictates of this policy and other relevant departmental protocol for handling transsexual, transgender, gender variant, or intersex inmates during transport, release, or any other time the inmate is off jail grounds, but still in department custody.
5. Department staff will not search or physically examine a transgender or intersex inmate for the purpose of determining the inmate's genital status.
6. Requests made by transgender inmates for transition items shall be referred to JHS for approval.

7. If a transgender, intersex or transsexual male is booked wearing a chest binder, the chest binder will be inspected by the uniformed staff member performing the dress-out process.
 - a. If the uniformed staff member performing the inspection of the personal chest binder does not believe that the chest binder poses a security concern, the inmate will be allowed to keep their personal chest binder.
 - b. If the uniformed staff member performing the inspection of the personal chest binder believes that the chest binder poses a security concern, the ITR Sergeant shall be contacted.
 - i. If the ITR Sergeant determines that the chest binder poses a security concern, the inmate shall be provided with a Department chest binder; if the chest binder does not pose a security concern, the inmate will be allowed to keep their personal chest binder.
 - ii. These Department provided chest binders will kept in the ITR Sergeant's office.
8. If a transgender, intersex or transsexual male asks for a chest binder but was not wearing a chest binder at the time of booking, they will be informed that they can purchase one from commissary. Strip searches, pat-down searches, and inmate "dress-outs" shall be carried out in accordance with Department policy 4.02.005, Search of Inmates, including, but not limited to:
 - a) Absent exigent circumstances, strip searches of transgender, transsexual, intersex, or gender variant inmates must be authorized by a Sergeant (or higher authority) before proceeding. Absent exigent circumstances, in deciding which gender the officer(s) who will perform the strip search should be, the Sergeant (or higher authority) will consider the following:
 - i. **Inmate Preference:** Staff should discuss the matter with the inmate to see whether the inmate has a preference.
 - ii. **Gender Identity and Expression:** If staff is uncertain about the inmate's gender identity, they will respectfully ask the inmate. If the inmate's gender identity cannot be determined, or the inmate refuses to cooperate, JHS shall be consulted to help make the determination, with uniformed staff standing by for security purposes.
 - b) In order to respect the personal beliefs of officers, sergeants shall not order an officer to strip search an inmate of the opposite sex.
 - c) Those inmates in post-conviction status or being booked on those charges that require a strip search shall be searched following the guidelines in the above strip search policy.

The reason for the strip search and the basis for the decision as to which officer(s) will conduct the strip search must be documented on the Strip Search Form and in a subject note.

C. Behavior toward Transsexual/Transgender/Intersex/Gender Variant Inmates

1. Following department policy 1.03.020, Anti-Harassment and Discrimination, any discrimination or harassment of inmates based on transgender, transsexual,

- intersex, or gender variant status is prohibited by department staff or by inmates. This includes but is not limited to:
- a) Talking about a transgender, transsexual, intersex, or gender variant inmate in a derogatory or hurtful manner.
 - b) Talking about or ridiculing transgender, transsexual, intersex, or gender variant inmates specifically, or these populations in general, to the larger inmate population. This could have the effect of sanctioning and bringing already existing prejudicial feelings to the surface in other inmates, which could make things unsafe for transgender, transsexual, intersex, and gender variant inmates.
 - c) Asking an inmate personal questions about what their genitals look like, why they want to undergo gender reassignment, or anything else related to their gender identity or its presentation. However, there may be times where questions regarding sensitive topics will be necessary, such as when JHS personnel are performing their duties relating to the sexual and gender identity of an inmate, during departmental investigations or other formal inquiries, or as part of the classification process.
2. DAJD will immediately address and investigate any complaints of sexual assault, sexual harassment, or other threats to safety directed at any transgender, transsexual, intersex, or gender variant inmate by DAJD staff or other inmates and will take appropriate action to ensure the safety of the person making the complaint.

D. Housing

1. The classification of all transsexual, transgender, intersex, and gender variant inmates shall be done in accordance with department policies 6.01.005, Inmate Classification and Assessment and 6.03.003, Critical Inmate Placement.
2. The housing decision of transsexual, transgender, intersex, and gender variant inmates will be made by the Transgender Review Committee (TRC). The CPSS will coordinate the TRC reviews on weekends and holidays. The TRC consists of the Corrections Programs Administrator (CPA) (or designee), a corrections captain, a psychiatric services provider (or designee), and the JHS Medical Director (or designee). The TRC shall be available to meet daily, including weekends, to assess the inmate's medical, psychological, and housing needs and shall make a housing decision no later than the following day during dayshift.
 - a. The TRC review may be delayed while an inmate has a medical isolation alert (such as for tuberculosis, COVID-19, droplet precaution, contact precautions, etc.).
 - b. Until a housing decision is made by the TRC, the inmate may be temporarily housed in restrictive housing to address safety and security concerns. Serious consideration will be given to the inmate's preference in determining whether the inmate will be housed in a male or female housing unit.
3. The inmate will be given the opportunity to participate in the TRC assessment, in person, unless safety or security concerns do not warrant participation. All guidelines laid out within this policy shall be considered in an attempt to

- determine the inmate's vulnerability and to ensure the least restrictive housing placement.
4. When asking questions about gender identity, DAJD staff will make it clear that this information will be kept confidential from others, except for other staff members on a need-to-know basis.
 5. The inmate will be provided an opportunity to complete a Housing Preference Statement (F-832) prior to the TRC assessment. If an inmate with disabilities request assistance completing the form, the ADA Coordinator (or designee) will provide assistance.
 6. In making housing and programming assignments for transsexual, transgender, intersex, or gender variant inmates, to include whether to house the inmate in male or for female housing, the TRC shall make an individualized case-by-case decision about which placement will ensure the inmate's health and safety, and which placement would prevent management or security problems. The housing decision shall be the least restrictive appropriate housing option and be made under the presumption that the inmate will be housed in accordance with their gender identity, unless there is written documentation that such placement would, as determined by the TRC or jail management, jeopardize either the inmate's safety or interfere with the security and operation of the facility. A transsexual, transgender, intersex or gender variant inmate's own views with respect to their own safety, and the inmate's personal preference, shall also be given serious consideration when making housing placement and programming assignments. Community Corrections Division (CCD) Caseworkers shall make these same considerations for housing within County facilities but shall also notify a contract housing location in advance of any placement of a transsexual, transgender, intersex, or gender variant inmate in a non-County housing location. If staff is uncertain about the inmate's gender identity, they should respectfully ask the inmate, as provided in the General Guidelines above.
 7. Factors that may be considered by the TRC in making housing and programming assignments pursuant to Section D.7 include, but are not limited to:
 - a. Current charge(s).
 - b. Registered sex offender status.
 - c. Violations of PREA.
 - d. History of victimizing others.
 - e. Sexually inappropriate behaviors towards other inmates during incarceration.
 8. If an individual must be housed in a restrictive housing unit, serious consideration will be given to whether they prefer to be in a male or female housing unit. The housing decision will be documented in the inmate's classification record.
 - a. The CPA shall ensure the determination is documented in the inmate's classification record.
 9. Placement and programming assignments for each transsexual, transgender, intersex, or gender variant inmate shall be reassessed at least twice a year to review any threats to safety experienced by the inmate. This requirement shall

not prevent an earlier review, if the inmate expresses fear about such threats less than six months after the most recent review.

10. Transsexual, transgender, intersex, or gender variant inmates shall be given the opportunity to shower separately from other inmates.
11. Transsexual, transgender, intersex, or gender variant inmates placed in protective custody/group restrictive housing because their gender identity/expression would place their safety at risk in general population shall have access to the same programs afforded to general population inmates assigned to the same security level, unless a determination is made the inmate would be at risk or otherwise ineligible.

E. Dispute Resolution

1. Following department policy 6.04.002, Inmate Grievance Procedures, inmates have the right to submit a written or verbal complaint when an issue cannot be resolved informally, or the allegation involves gross or criminal misconduct by staff.
2. If the grievance protocol does not resolve the issue or complaint, the inmate may attempt resolution through the use of the King County Ombudsman's Office.
3. A transgender inmate has the right to appeal a housing decision made by the TRC by filing a grievance.

F. Training

1. The department shall ensure all employees, contractors, vendors and volunteers who have contact with inmates have been trained on how to comply with PREA standards.
 - a. For employees, this training will occur during New Employee Orientation (NEO), with refresher training occurring every two years.
 - b. Training for contractors, vendors, and volunteers will occur during initial orientation.