

Transportation Commission (TC) Practices of Equity and Inclusion

April 7, 2023

In order to make the best transportation decisions for the City of Madison, TC members commit to including racial equity and social justice in their work on a consistent basis.

- TC and City staff will promote community outreach and public participation in order to hear from those who may be impacted by the decisions under consideration at TC.
- TC encourages all interested parties to offer feedback and input (whether they are participating at the table or they send their input via email, through staff, through NRTs, etc.).
- When TC members recognize certain voices are not being heard, members will work to consider their perspectives and the potential impact these decisions may have on those not at the table.
- TC members also ask staff to identify and bring forward any potential unintended consequences of decisions, so they may be considered in the process.
- It is TC's goal to maintain an accessible, inclusive, and equitable environment at their meetings.

While TC members strive to put equity at the forefront of every decision, and to consider racial equity and social justice in all discussions and deliberations related to those decisions, following are some examples of TC Practices of Equity and Inclusion.

1. Tom Lynch, Yang Tao, and Ann Kovich have been working with a small group who recommended at a Joint TC/TPPB (Transportation Policy and Planning Board) meeting on 9/30/20 that the TC and TPPB pursue member training sessions on racial equity, bias, inclusion and diversity.
 - a. TC agreed to take the lead on this training.
 - b. Over the next year staff prepared a draft RFP, which was reviewed by TC and then posted. Quite a number of proposals were received and evaluated by staff.
 - c. Urban Triage was selected to facilitate 6 sessions on Transformative Leadership Education Training. Training was held from 2/2/22 through 4/6/22, and was well attended by TC members.
 - d. Positive takeaways were discussed at the 6/22/22 TC meeting by those who participated in the training sessions.
 - e. Next Steps:
 - i. Tariq Saqqaf will continue to assist TC with next steps, including a discussion about how the Transformative Leadership Education Training impacts TC members' approach to their work
 - ii. Consider other available training for TC members and how this training could be delivered efficiently, including videos available on the Racial Equity and Social Justice Initiative (RESJI) website: <https://www.cityofmadison.com/civil-rights/programs/racial-equity-social-justice-initiative/learning-resources>
2. Members of the Joint TC/TPPB Traffic Calming Subcommittee (TCS) met on 3/4/21 with staff from the City's Racial Equity and Social Justice Initiative (RESJI). We asked for input and technical assistance regarding application of the RESJI Tools.
 - a. TCS incorporated conversations regarding racial equity and social justice as each element and aspect of the Safe Streets Madison (SSM) program was reviewed, discussed, and developed, as reflected in the TCS Final Report dated 7/13/21.
 - b. In addition, one of the factors in the SSM project prioritization tool is "Environmental justice and social vulnerability factors."
 - c. As noted in the Final Report: "TCS recommends that the SSM program be implemented in a way that equitably distributes resources based on the program's safety and connectivity priorities and

is transparent in all elements of the SSM program.” Staff uses Alders, the Neighborhood Resource Centers, and other diverse contacts in the outreach efforts for the SSM program.

d. Next Steps:

- i. Utilize all the techniques and resources available to continue updating and enhancing the SSM Prioritization Tool in order to improve factors related to racial equity and social justice.
- ii. Utilize all resources to perform outreach related to potential and proposed SSM projects in order to enhance accessibility, equity and inclusion at TC and outside of TC regarding discussions on the SSM program and projects.

3. Ann Kovich has worked with Tariq Saqqaf on the agenda item: “How to Incorporate Racial Equity and Social Justice into the TC Work Plan;” and this topic was discussed at TC on 7/28/21.

- a. TC added an item to its Annual Work Plan on 8/25/21, which reaffirms that the members of the TC have made a commitment to include racial equity and social justice in their work on a consistent basis, including participating in various training sessions on racial equity, bias, inclusion and diversity.
- b. Racial equity and social justice is considered by TC members when offering feedback and making recommendations/approvals on any agenda item.
- c. TC commitment to including racial equity and social justice in its work was discussed at length on 6/22/22.
- d. Next Steps:
 - i. Tariq Saqqaf will continue to assist TC with next steps regarding TC’s commitment to include racial equity and social justice on a consistent basis in its work, including a discussion about how the Transformative Leadership Education Training impacts TC members’ approach to their work and a discussion about the questions reflected in the RESJI Racial Equity Analysis Tool – Comprehensive Version.
 - ii. Alder Myadze has asked that Gregory Jones (President of NAACP Dane County) be invited to come to TC and participate in a discussion regarding racial equity and social justice as it relates to transportation in the City of Madison.
 - iii. Alder Harrington-McKinney has asked that TC incorporate “Health & Safety Goals, Strategies, and Actions” into its discussions regarding racial equity and social justice.

4. Since 2/6/22, Ann Kovich has been working with a small group on Accessibility of TC and Accessibility of TC Materials (Denise Jess, Gretchen Avilés Piñeiro, Kristy Kumar, Rebecca Hoyt and Tariq Saqqaf). Denise identified some concerns regarding lack of accessibility for certain TC materials; and Gretchen developed the Materials Accessibility Guide to address these issues. Racial Equity and Social Justice Initiative (RESJI) already had developed a draft Best Practices for Inclusive Presentations, which they shared with the group.

- a. Materials Accessibility Guide - Gretchen Avilés Piñeiro and Rebecca Hoyt
- b. Best Practices for Inclusive Presentations - Kristy Kumar and Rebecca Hoyt
- c. Next Steps:
 - i. Ongoing discussions regarding accessibility will be scheduled at TC, as the Commission continues its efforts to enhance outreach to those impacted by TC decisions.
 - ii. Once they are complete, guides on materials accessibility and inclusive presentations will be distributed to City transportation and engineering staff, with training offered as requested or appropriate.

5. At the 6/22/22 TC meeting the Crossing Guard Assignment Report and Modifications were discussed and approved.

- a. During the presentation, discussions and deliberations, staff identified certain equity issues which were taken into consideration in their recommendations and in TC approvals.

- b. Additional discussion took place regarding the current School Crossing Protection Criteria (last amended and approved in 2016). Although staff does consider and bring forward equity impacts and concerns, there is no equity factor included in the current formal criteria.
 - c. Next Steps:
 - i. Over the next year, staff in Traffic Engineering will perform a racial equity and social justice analysis regarding the School Crossing Guard Protection Criteria; and they will consider how the formal criteria could be modified to include an equity factor. Staff will report back to TC with recommendations for updating the School Crossing Guard Protection Criteria.
- 6. Draft TC Group Agreement and Cultural Norms were verbally presented to TC by Kristy Kumar at the 6/22/22 TC meeting.
 - a. Next Steps:
 - i. TC will decide what form of Group Agreements is most appropriate for the current Transportation Commission.
 - ii. Any proposed TC Group Agreement will be provided to TC in writing for consideration.
- 7. As discussed at the 6/22/22 TC meeting, the upcoming public hearing on the Metro Network Redesign was identified as an opportunity to consider enhanced accessibility, equity, and inclusion at TC.
 - a. Next Steps:
 - i. TC added a future agenda item to be considered before scheduling the public hearing: "Discussion and Planning for the TC Public Hearing Regarding the Metro Network Redesign." This is a placeholder agenda topic which will be expanded so members can discuss all aspects of the public hearing, and how to enhance accessibility, equity, and inclusion prior to the public hearing and at the public hearing. Staff from all appropriate City Agencies will be included in discussions related to planning this public hearing.
 - ii. Implementation of the approved plans for the public hearing.
- 8. TC members were invited to attend the Racial Equity and Social Justice Initiative (RESJI) Speaker Series on Equitable and Inclusive Public Participation on 8/15/22 at 1:00 (on zoom); and those who were not able to attend will be able to watch a recording of the webinar. Members of the RESJI Community Connections team presented their [RESJI Public Participation Guide](#) in order to lift up meaningful public participation and to center racial equity and inclusion. Participants learned more about authentic community engagement practices in order to help:
 - a. Elevate the role of public participation at the City of Madison
 - b. Develop a shared approach and set of values for community engagement
 - c. Help agencies center racial equity and inclusion when planning for public participation and when developing projects, programs, and policies.
 - d. Next Steps:
 - i. Tariq Saqqaf will be invited to attend a future TC meeting and discuss how TC can use the RESJI Public Participation Guide to help enhance public participation at TC.
- 9. At the 9/14/22 TC meeting, the following items were discussed:
 - a. Tariq Saqqaf led a discussion regarding "TC Practices of Equity and Inclusion" and next steps.
 - b. TC heard public testimony and from a number of City staff in Metro Transit, the Department of Civil Rights, the Racial Equity and Social Justice Initiative, and the Information Technology Department regarding "Discussion and Planning for the TC Public Hearing Regarding the Metro Network Redesign."
 - i. Staff identified the areas where TC direction was requested regarding the format and structure of the public hearing.

- ii. Importance of community engagement and language access/assistance was detailed and emphasized.
- iii. Presentation was made regarding the available technology options, especially with regard to language access/assistance (i.e., simultaneous interpretation in Zoom, etc.).
- iv. After much discussion regarding engagement, accessibility, equity and inclusion, and language access/assistance, TC members provided direction regarding the format/structure of the public hearing and voted to hold the public hearing virtually.

10. At the 10/12/22 TC meeting the following items were discussed:

- a. With regard to “Discussion and Planning for the Public Hearing Regarding the Metro Network Redesign,” Mick Rusch presented the following, and he and Rebecca Hoyt were available for questions and discussion:
 - i. Outline of Community Outreach and Public Engagement/Participation Plan
 - ii. Outline of Language Access/Assistance Plan
- b. Justin Stuehrenberg and Mick Rusch presented a staff summary for the following: “Request to hold the Public Hearing for the Adoption of the Metro Network Redesign and Acceptance of the Related Title VI Report on November 9, 2022 at 6:00. Public Hearing will only include a staff presentation and public testimony. There will be no discussion, deliberation or vote by the Transportation Commission on this item at the public hearing on November 9th. This item will be adjourned to the next Transportation Commission meeting for discussion, deliberation and vote. (Title VI Report; Route Names, Spans, and Headways/Frequency; Bus Stop Locations and Changes).”
 - i. Request to hold the public hearing was discussed and approved as presented.

11. At the 10/26/22 TC meeting the following item was discussed:

- a. Rebecca Hoyt and Kristy Kumar made a presentation regarding “Helpful Practices for Inclusive Meetings.”
- b. This discussion with TC members and staff was designed to be held just prior to the public hearing scheduled on November 9th.

12. At the 11/9/22 TC meeting the “Public Hearing for the Adoption of the Metro Network Redesign and Acceptance of the Related Title VI Report” was held.

- a. Description of the public hearing as posted: “Public Hearing for the Adoption of the Metro Network Redesign and Acceptance of the Related Title VI Report. Public Hearing will only include a staff presentation and public testimony. There will be no discussion, deliberation or vote by the Transportation Commission on this item at the public hearing on November 9th. This item will be adjourned to the next Transportation Commission meeting for discussion, deliberation and vote.
 - i. Title VI Report
 - ii. Route Names, Spans, and Headways/Frequency
 - iii. Bus Stop Locations and Changes”
- b. As noted above, significant time was invested by City staff and TC in planning for this public hearing.
- c. Public hearing did not start until 6:00 p.m., in order to encourage maximum community engagement and public participation.
- d. Feedback could be submitted ahead of the public hearing on Metro Transit’s website, via email to Metro Transit or directly to TC, or over the phone to Metro Transit.
- e. Since the Metro Network Redesign is a substantial project with significant citywide impact, City of Madison Zoom Language Interpretation was offered in English, Spanish, Hmong and

Chinese. Instructional video was shown at the beginning of the meeting and repeated as appropriate.

- f. After opening the public hearing, the Chair reminded everyone about the TC procedures for this public hearing.
- g. Staff presentation was followed by public testimony and any questions about the public testimony from TC members and non-TC Alders.
- h. This item was adjourned to the 11/30/22 TC meeting for discussion, deliberation and vote.

13. Members of the Disability Rights Commission were invited to attend the 1/11/23 TC meeting in order to participate in the discussion regarding the following items: “Update and Discussion regarding Taxi Cab Closures” and “Establishing a Grant Program to Support Accessible Taxi Cabs in Madison.”

14. On 5/24/22 the Common Council accepted the Final Report of the President’s Work Group on Racial Justice, Antiracism and Equity (“the Final Report”). Here is a link to where that report can be found in Legistar. <https://madison.legistar.com/LegislationDetail.aspx?ID=5656568&GUID=86765F81-5992-43E0-B52F-1AA2133DB1E1>. As shown above, TC has made a commitment to include racial equity and social justice in its work on a consistent basis; and TC has been working with City staff in the Department of Transportation, the Engineering Division, the Racial Equity and Social Justice Initiative, and the Department of Civil Rights to enhance equity, inclusion and accessibility for items to be considered at TC. TC initiatives mentioned above address many of the BCC recommendations in the Final Report. Here are some additional initiatives and practices at TC that also address BCC recommendation in the Final Report:

- a. TC first met on 7/31/18. In order to help TC members understand the purpose of TC, work was begun to develop a TC Handbook, a TC Work Plan, and a TC Website. TC Handbook and the TC Annual Work Plan were approved by TC on 6/12/19 and are posted on the TC website. TC website was demonstrated for TC members at the 7/24/19 TC meeting. Here is a link to the TC website. <https://www.cityofmadison.com/transportation/commission>
- b. TC Work Plan is updated at least annually. As noted above, TC members have made a commitment to include racial equity and social justice in their work on a consistent basis, as reflected in the following Work Plan item:
 - i. “Members of the Transportation Commission have made a commitment to include racial equity and social justice in their work on a consistent basis. To further this effort, Commission members (in conjunction with members of the Transportation Policy and Planning Board) will be participating in various training sessions on racial equity, bias, inclusion and diversity. On at least a semi-annual basis, the Commission will have a formal agenda item “Review the Transportation Commission’s commitment to include racial equity and social justice in its Work.” Staff from the Racial Equity and Social Justice Initiative will be invited to attend and help facilitate this discussion, which will include how Commission members can apply lessons learned through the various training sessions.”
- c. TC Handbook is reviewed by the Commission at least annually, and it includes the Purpose, Role, and Authority of TC, the Role of the Commissioners, the Role of the Chair and the Vice Chair of TC, Orientation and Training for Transportation Commissioners, Relationship of TC to the City of Madison Department of Transportation, Relationship of TC to TPPB, Frequently Encountered Rules and Procedures, and Special Rules Adopted by TC.
 - i. Section V in the TC Handbook addresses “Orientation and Training for Transportation Commissioners;” and it includes “Topics to be included in the New Member Orientation and Training.” One of the Special Rules adopted by TC indicates that new TC members should complete the training within 6 months of being confirmed by the Common Council as a member of the Commission.

- ii. One of the required training topics since inception of the TC Handbook is “Racial Equity and Social Justice Initiative.” Other required training topics include City of Madison BCC rules and procedures, City of Madison transportation policies and ordinances, and other City of Madison transportation initiatives.
 - iii. Training topics can be accessed on the TC website under “Member Training and Information.” Here is the link.
<https://www.cityofmadison.com/transportation/commission/committee-member-training-materials>
- d. New TC Member Welcome and Orientation:
 - i. Whenever a new member is appointed to TC, the TC Chair sends a welcome email with a link to the TC website, including details about the TC Handbook, the required Orientation and Training, the TC Work Plan, and the names and contact information for transportation managers with whom TC members interact.
 - ii. TC Recording Secretary also sets up an orientation and welcome meeting with the new member, the TC Chair and the TC Recording Secretary.
 - iii. TC Recording Secretary also offers to arrange meetings and/or tours with the transportation managers.
- e. We are fortunate to have many TC members currently serving on the Commission who have education, background and experience resulting in well-developed skills in communication, active listening, and conflict mediation/resolution.
- f. Next Steps:
 - i. Review the recommendations in the Final Report during discussions about racial equity and social justice at TC.