

April 27, 2021

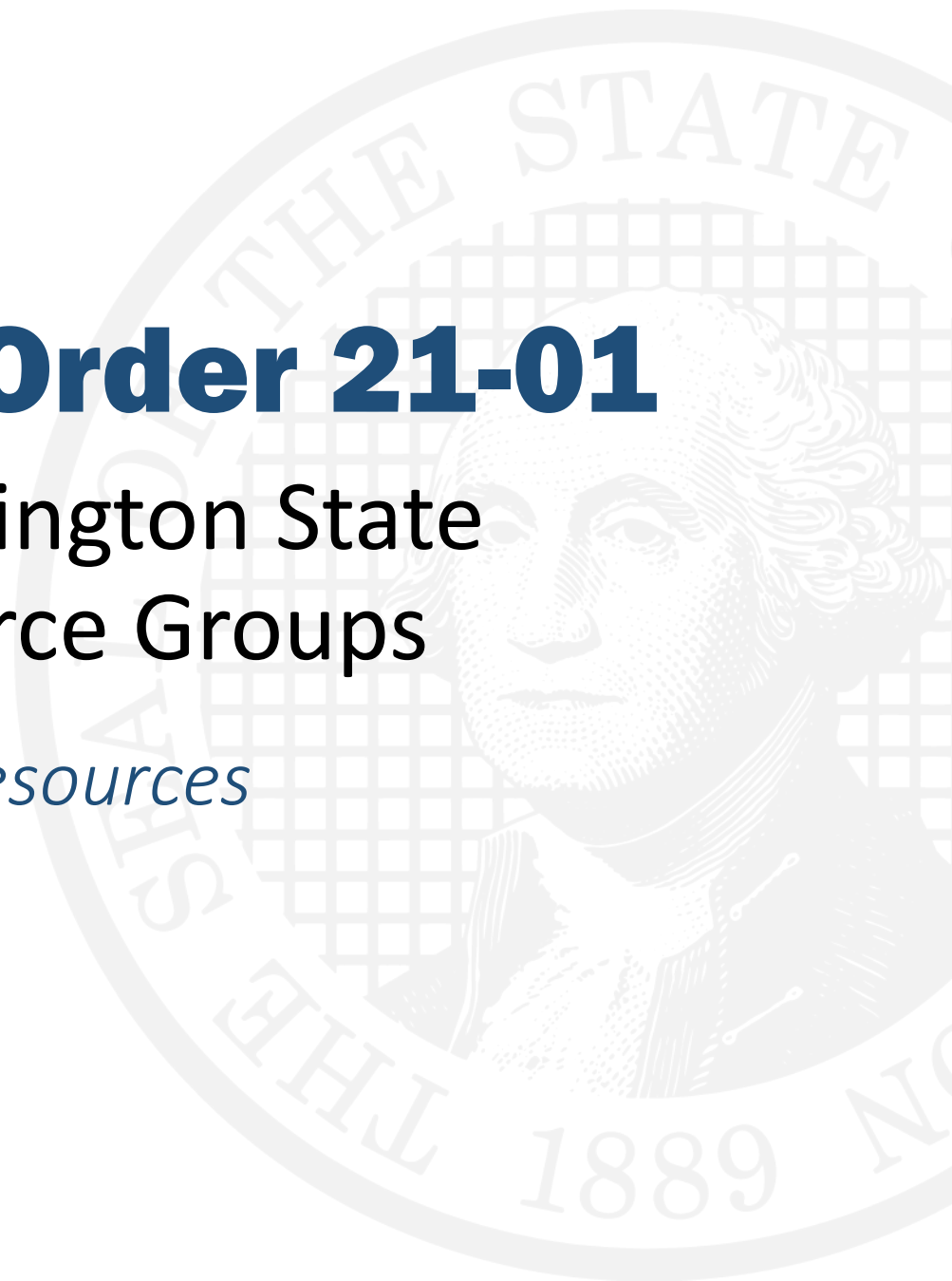
Executive Order 21-01

Affirming Washington State Business Resource Groups

WA State Human Resources

OFM

OFFICE OF FINANCIAL MANAGEMENT



Background

- Executive 13-01 Veterans Transition Support drove the creation of the Veteran Employee Resource Group or VERG. The order has been updated to include military spouses, resulting in the creation of [Executive Order 19-01 Veteran and Military Family Transition and Readiness Support](#).
- [Executive Order 13-02 Improving Employment Opportunities and Outcomes for People with Disabilities in State Employment](#) drove the creation of the Disability Inclusion Network (DIN).
- [Directive 16-11 LGBTQ Inclusion and Safe Places Initiative](#) drove the creation of the Rainbow Alliance & Inclusion Network (RAIN).



Washington State Employees' LGBTQ+ Business Resource Group



BRG – led Initiatives

BRGs are cross-agency, employee –led groups that undertake initiatives, with the support of OFM.

- Improve enterprise business outcomes
- Increase employee engagement
- Amplify employee voice
- Support infrastructure to advance diversity, equity and inclusion

Business resource groups provide:

- Business advice
- Outreach
- Professional development
- Policy guidance
- Expert insight into the communities they represent

Washington State's Commitment

Business resource groups are integral partners of the state of Washington in its work to provide the best possible services to all Washingtonians.

The state of Washington is committed to ensuring universal access to participating in a BRG, removing systemic barriers, advancing diversity, and building a culture of inclusion, belonging, and respect.

Executive Order Structure

Gov. Jay Inslee reaffirms support to current and future BRGs and recognizes the need for greater representation of employee experience from Washington's diverse communities at all levels of state government.

He also charges state agencies to support the statewide BRGs.

The Order's structure

- Introduction
- Section 1 – Office of Financial Management
- Section 2 – State Agencies
- Section 3 – Business Resource Groups

The Order directs OFM to:

- Provide operational support, including approval of initial and updated charters and bylaws.
- **Collaborate with the Office of Equity and BRGs to establish guidelines and policies addressing requirements, metrics, and goals of BRGs.**
- Provide technical support and guidance ensuring development, implementation, and progress to set goals.
- **Ensure that BRGs are coordinating with impacted agency diversity, equity, and inclusion (DEI) councils or leadership in planning actions at the agency level.**
- **Work with BRGS to ensure meetings, publications, websites and events are accessible.**
- Act as the liaison between BRGs, agencies, and the Gov's Office elevating requests, issues, or concerns affecting the business needs of the communities these groups represent.
- Collaborate on final drafts of recommendations and best practices and distribute them to state agencies.
- **Connect the groups to appropriate (OFM)fiscal and administrative oversight staff responsible for accepting and accounting for any funds on behalf of the entities contracting and making any expenditures on behalf of the entities.**
- Support executive sponsors.

The Order directs State Agencies to:

Provide appropriate and reasonable resources to BRGs for them to carry out the purposes of this Order.

- Reasonable accommodations to attend meetings and events during work time.
- Necessary and available
 - office supplies
 - distribution capabilities
 - meeting spaces and facilities
 - storage space for promotional materials
 - teleconferencing technologies

The Order directs BRGs to:

- Establish a charter and bylaws that outline the group's structure, operational processes and scope of activities, to include ongoing reviews.
- Develop explicit goals and annual statewide deliverables that address Washington State DEI business priorities.
- Establish subcommittees such as (1) best practices, (2) recruitment and retention, and/or (3) others as needed to carry out the mission and goals of the group.
- Produce an annual report addressing deliverables achieved by the group and submit it to the OFM State HR by August of each year.
- Meet OFM-established BRG guidelines to maintain sanctioned BRG status.

Participation Policy

Participation in BRGs is open to all current state employees. Agencies will inform new employees about BRGs and shall discuss work expectations and reasonable access for participation.

Agencies are encouraged to be proactively inclusive by planning, approving and providing reasonable accommodations for their employees with disabilities to participate in BRGs.

FAQ Preview

Participation in BRG-related activities should be considered a leadership priority but does not supersede business operations.

Employees are expected to maintain their required job standards. If work performance declines, supervisors are encouraged to meet with the employee to discuss a plan to improve or complete work assignments.

In consultation with the requesting employee, supervisors should attempt to remove any prohibitive factors preventing participation in BRG activities.

Supervisors may not require employees to use accrued leave to attend a BRG-related activity. If an employee wishes to submit a request for vacation or personal holiday to attend a BRG event, they may do so.

All leave requests submitted to the supervisor are subject to the supervisor's approval or denial in accordance with agency practices. Authorization to attend a BRG-related activity or requests for leave should not be arbitrarily denied.

EO 21-01 Implementation Gaps

OFM

- Collaborate with the **Office of Equity** and BRGs to establish guidelines and policies addressing requirements, metrics, and goals of BRGs.
- Ensure that BRGs are coordinating with impacted agency diversity, equity, and inclusion (DEI) councils or leadership in planning actions at the agency level.
- Work with BRGS to ensure meetings, publications, websites and events are accessible.
- Connect the groups to appropriate OFM fiscal and administrative oversight staff responsible for accepting and accounting for any funds on behalf of the entities contracting and making any expenditures on behalf of the entities

State Agencies

- Reasonable accommodations to attend meetings and events during work time.

BRG

- Develop explicit goals and annual statewide deliverables that address Washington State DEI business priorities.
- Produce an annual report addressing deliverables achieved by the group and submit it to the OFM State HR by August of each year.

FOR MORE INFORMATION:

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