

**PORT OF SEATTLE
RESOLUTION NO. 3844**

A RESOLUTION of the Port of Seattle Commission sunsetting the Ad Hoc Airport Workforce Conditions Committee and amending the Charter of the Equity and Workforce Development Committee, previously adopted by Resolution No. 3770, to update the name of the committee to the 'Equity, Workforce Development, and Conditions Committee,' and to further update the scope of the committee.

WHEREAS, on February 25, 2020, the Port of Seattle Commission adopted Resolution No. 3770, establishing the standing committee charters of the Commission; and

WHEREAS, on September 12, 2023, the Port of Seattle Commission adopted Order No. 2023-13, establishing the Ad Hoc Airport Workforce Conditions Committee to create opportunity for oversight and engagement with staff on programmatic, policy advocacy, and operational efforts related to the topics of access to childcare and healthcare for workers at Seattle Tacoma International Airport (SEA), including both Port employees and workers employed by SEA vendors, tenants, and service providers; and

WHEREAS, the Ad Hoc Airport Workforce Conditions Committee is a committee of limited duration, scheduled to sunset upon satisfactorily completing the scope of Order No. 2023-13.; and

WHEREAS, on December 16, 2025, the Ad Hoc Airport Workforce Conditions Committee recommended the Port develop a health care policy that sets minimum health care standards for workers at SEA; and

WHEREAS, it is now recommended to officially end operation of the Ad Hoc Airport Workforce Conditions Committee and to amend the scope of the standing Equity and Workforce Development Committee Charter to include review of, and provision of recommendations for, the development and implementation of policies regarding workplace conditions and access to services that affect recruitment, retention, and worker stability at Port facilities to improve operations, safety and customer experience; and

WHEREAS, it is further recommended that the Equity and Workforce Development Committee Charter be amended to include Civil Rights and Community Safety as a part of the committee's scope of work; and

WHEREAS, it is further recommended that the name of the Equity and Workforce Development Committee be amended to reflect these changes in scope of work.

43 **NOW, THEREFORE, BE IT RESOLVED**, by the Port of Seattle Commission:

44 **Section 1. Amendment of Committee Name.** Resolution No. 3844, is hereby adopted to
45 change the name of the Commission's Equity, Workforce Development Committee to the 'Equity,
46 Workforce Development, and Conditions Committee,' as shown in attached Exhibit A to this
47 resolution.

48 **Section 2. Amendment of Scope of Work.** Resolution No. 3844, is further adopted to update
49 the committee's scope to advising the Port of Seattle Commission on policies and initiatives that
50 advance equity, community benefits, workforce development, and civil rights across Port operations.
51 Its scope includes oversight of equity initiatives, workforce and career-connected learning strategies,
52 and alignment with the Port's legislative and Century Agenda priorities. New areas of focus include
53 reviewing workplace conditions and access to services that affect worker stability in support of
54 business outcomes, and evaluating public safety policies to ensure civil rights, community trust,
55 equitable treatment, and compliance with Title VI, language access, and anti-human trafficking
56 requirements as shown in attached Exhibit A to this resolution.

57 **Section 3. Effective Date.** This resolution shall become effective upon adoption.

58 **ADOPTED** by the Port of Seattle Commission at a duly noticed public meeting thereof, held
59 this ____ day of _____, 2026, and duly authenticated in open session by the signatures of the
60 commissioners voting in favor thereof and the seal of the commission.

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Port of Seattle Commission

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EXHIBIT A
PORT OF SEATTLE COMMISSION

EQUITY, WORKFORCE DEVELOPMENT AND CONDITIONS
STANDING COMMITTEE CHARTER

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Proposed February 10, 2026

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I. INTRODUCTION

The Equity, ~~and~~ Workforce Development ~~and~~ Conditions Committee, herein referred to as “the committee,” is a standing committee created by the Port of Seattle Commission. The committee will provide information, advice, and recommendations about the port’s equity, workforce development, ~~and~~ career connected learning programs and policies, ~~and~~ diversity in contracting goals, and programs and initiatives related to workforce conditions.

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- B. The Port of Seattle is committed to joining regional and national efforts to achieve equity and justice for all and recognizes our essential role in building a socially just institution by dismantling the structural barriers that have prevented the full participation of our most marginalized communities, particularly communities of color. To achieve equitable outcomes for all we will lead with a racial equity lens, instituting policies and practices that address the systemic inequity of economic opportunities, working conditions, impacts on local communities, and participation in port affairs.
- C. This charter defines the mission, composition, scope, authority, responsibility, and meeting structure of this committee.

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II. COMPOSITION

The committee will consist of two Port of Seattle commissioners appointed by the commission president, after consultation with the commission, at the beginning of each calendar year in which the committee is active.

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III. SCOPE OF WORK

The work of the Equity, ~~and~~ Workforce Development and Conditions Standing Committee shall include the following areas and associated activities:

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A. Equity:

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- 1. Review and provide recommendations to the commission on the development and implementation of the Duwamish Valley Community Benefits Policy Directive and the South King ~~County~~ and Port Communities Fund.

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- 2. Review and monitor internal and external equity programs, policies, systems, and practices including but not limited to the implementation of the Office of Equity, Diversity, and Inclusion’s Strategic Plan, and the workforce development policy, community partnerships with an emphasis on environmental, racial, and economic justice, and effective channels of communication with port leaders in all port impacted communities.

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124 **3. Review and provide recommendations to the commission on the development and implementation**
125 **of policies regarding workplace conditions and access to services that affect recruitment, retention,**
126 **and worker stability at port facilities in order to improve safety, operations, customer service,**
127 **and other business outcomes.**

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129 B. Workforce Development: Review and provide policy recommendations to the commission to develop
130 port workforce development programs that support equitable access to port-related jobs and
131 opportunities.

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133 C. Career Connected Learning: Review and provide recommendations to the commission to guide the
134 port's career connected career connected learning strategies. The strategies are intended to ensure
135 that those participating in workforce development programs have access to real-world learning
136 experiences in port-related industries and that connect students to meaningful and well-paying
137 jobs at the Port of Seattle.

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139 D. Diversity in Contracting: Monitor the implementation of the Diversity in Contracting policy directive.
140 Review and recommend to the commission policies that provide economic development
141 opportunities to women- and minority-owned business enterprises based on equity principles.

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143 **E. Civil rights and community safety: review and provide recommendations to the commission on**
144 **monitoring and identifying areas of improvement relating to public safety operations, including the**
145 **Port of Seattle's police department and fire department, with attention to civil rights, civil liberties,**
146 **community trust, and the equitable treatment of all individuals within port facilities and operations,**
147 **including workers, travelers, and community members regardless of national origin or immigration**
148 **status. This also includes work related to title vi, language access, and anti-human trafficking.**

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150 **F. (E) Communicate the port's approved legislative agenda to the public as it relates to the scope of work**
151 **for the committee.**

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153 **G. (F) Review and recommend to the Port of Seattle Commission updates to the Century Agenda and**
154 **policies to support the work of the Office of Equity, Diversity, and Inclusion.**

155 **IV. AUTHORITY**

156 In pursuit of its mission and scope, the committee is not legally authorized to act on behalf of the Port
157 of Seattle Commission, but is authorized to conduct the following activities:

158 A. Gather and evaluate information, consider matters within the committee's scope of
159 work, and provide information, advice, and recommendations to the Port of Seattle Commission.

160 B. Communicate the priorities of the Port of Seattle Commission.

161 C. Engage in outreach efforts with community leaders and stakeholders and activities to
162 gather and evaluate information to provide to the Port of Seattle Commission.

163 D. If the committee determines that to meet its responsibilities it needs the independent
164 services of an outside advisor or consultant with equity, workforce development, or career
165 connected learning expertise, it may propose the retention of such advisor or consultant to the
166 commission for approval.

173 **V. DURATION**

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175 The Equity, **[AND]** Workforce Development **and Conditions** Committee is a standing committee with
176 broad purview over matters related to equity and will continue indefinitely until the commission
177 repeals its charter.

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179 **VI. RESPONSIBILITY**

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181 A. The role of the committee chair(s) shall be to:

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183 1. Preside at meetings and serve as committee sponsor(s);

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185 2. Ensure that the committee addresses the purposes described in this charter; and

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187 3. Set committee meeting agendas.

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189 B. **[THE COMMISSION POLICY MANAGER IS THE COMMITTEE LIAISON, AND COMMISSION**
190 **SPECIALISTS WILL SUPPORT THE WORK OF THE COMMITTEE AS ASSIGNED.]** **The committee**
191 **liaison(s), as assigned by the Commission Office, will support the work of the committee.** The
192 role of the committee liaison(s) shall be to:

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194 1. Regularly update the commission on the work of the committee in memos, individual
195 briefings, and public session;

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197 2. Support the work of the committee;

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199 3. Help develop, manage, and distribute meeting materials;

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201 4. Provide logistical support including procuring meeting rooms, scheduling, creating meeting
202 records, and providing technical assistance; and

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204 5. Coordinate with the primary executive staff contact to keep the Executive Director informed
205 about committee progress.

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207 C. The Port of Seattle Senior Director of Equity, Diversity, and Inclusion **and Managing Director of**
208 **Economic Development** or delegate(s) will support the committee as the primary executive staff
209 contacts. The role of the executive staff contacts shall be to:

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211 1. Inform the Executive Director about committee progress;
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213 2. Support the committee with timely and responsive information;
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215 3. Coordinate with other executive staff in support of the committee's work; and
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217 4. Serve as a resource for committee deliberation.

219 **VII. MEETINGS**

221 A. The committee will meet at least quarterly and will report to the commission in public
222 session to provide transparency as to progress made in executing its charter.
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224 B. A quorum of the committee is required to conduct official committee business. A quorum is
225 defined as the presence of both commissioners assigned to the committee
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227 C. Meetings of the Equity, Workforce Development, **and Conditions** Committee shall be open
228 to the public when required by applicable law or the bylaws of the Port of Seattle
229 Commission.
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231 D. Agendas will be prepared and made available to committee members in advance of
232 meetings.
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234 E. Agendas for updates to the commission to be presented in public session will be published
235 as part of regular or special commission meeting notices.
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237 F. Minutes will be prepared and retained for all meetings of the committee.
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239 G. Records of committee meetings, including any meeting minutes, shall be provided to the
240 commission clerk for appropriate retention in accordance with applicable law and best
241 practices.