

Final Recommendations

Resources:

- I recommend continuation of the BIPOC Affinity Space and the White Learning Caucus Space meetings. These will be self facilitated and virtual. KEJC should provide zoom hosting for both spaces whenever needed.
- I recommend KEJC provide a physical copy or ebook of the book *Sustaining Spirit: Self-Care For Social Justice by Naomi Ortiz* at no cost to them for each staff member that would like one. For those who are unable to attend the BIPOC space due to scheduling, this will be especially helpful to have provided.

Personnel/Board:

- I recommend the formal pursuit of information about staff unionization. This should include scheduled seminars where folks can ask questions of unionization facilitators to explore if this is a direction needed. An informational session could provide clarity to some of the needs I have heard from staff.
- I strongly recommend that an HR position be created and hired from an external pool. This can extend until unionization if that is pursued or continued if the group prefers not to unionize. I recommend contracting this for a small time set. It is essential that grievances be able to be filed with someone impartial. This is a need I would recommend you prioritize immediately. It is NOT covered by the Operations Manager. HR work is a specific and dedicated role. Racial Justice will be advanced in the organization if HR is handled appropriately.
- **I recommend that only one seat of the board is taken by our legal aid directors. They could rotate or choose one that commits. This would free up more of their time to do their workloads and allow for more people of our communities to be in those spaces and to be invested in the future of KEJC.**
- **I strongly recommend rotated facilitation of board meetings amongst board members so that all are familiar with the process of running the meetings and can fill in at any time needed.**
- I recommend an informal exploration of why our Exec. Committee lacks racial diversity and I want to name that I am troubled by the lack of BIPOC in this decision making body.
- I recommend we add a question about accessibility issues experienced to the exit interview.
- I recommend viewing the [Just Workload Write-Up](#) to reference for the creation of job postings **and** in the visioning work that will follow after the leadership transition.
- I recommend utilizing direct communication to approach conflict or discord and a process of restorative justice in cases of harm within the org.

Accessibility:

- I firmly recommend a formalized mandatory bio break of 3-5 minutes every hour (or every 30 minutes, ideally!) on zoom so that people can stretch or use the bathroom. I encourage this being codified and implemented for all board and staff meetings that are internal. I recommend one 30 minute break for meals during the quarterly board meetings.
- I recommend written resources be listed by category to make them easier to read.
- I recommend a wheelchair ramp for the KEJC office and appropriate audio equipment for hybrid zoom/in person meetings.
- If an accessibility request by a staff member is made in writing (even email,) it should be met within the month. I recommend that this be codified.
- I recommend that the hiring process include a full inquiry of accessibility needs. I can assist in helping us form one if needed.
- I recommend a clean, separate language access budget.
- Captions should be on for all zoom meetings. This has been requested repeatedly throughout the process, by many.
- I recommend trauma-informed training to be conducted by someone qualified. This org employs impacted people, has impacted people on its board, and staff regularly interface with people in deeply traumatic points in their life while the stakes are high. There should be genuine acknowledgement of this **and** financial investment in making our people are prepared.

Gender and Sexuality:

- I recommend the addition of pronouns as part of introductions in all meetings as an intentional stance that KEJC will respect them when not in legally necessary bindings. I recommend we codify this step in how we conduct board meetings.
- I recommend a specific commitment to respecting the gender and sexual identity of coworkers and board members. Specifically, I recommend that intentional repeated invalidation of gender or sexual identity be viewed as active discrimination and that these microaggressions not be tolerated. An infraction of this kind should instigate a process of restorative justice focusing on repair to the impacted person.