



MEMORANDUM

DT: November 23, 1994
TO: Mayor Ann Azari and City Council Members
FM: Linda Beardsley, Chair, Human Relations Commission
RE: 1995 Work Plan

Fort Collins code requires all Boards and Commissions to prepare and submit a work plan for the coming year. Attached you will find the Human Relations Commission's 1995 Work Plan for your review.

The Human Relations Commission will continue to focus on its 1995 objectives by adhering to the commission's bylaws while carrying out its various responsibilities. This format served us well in 1994 and will allow the Human Relations Commission to better serve City Council and the Citizens of Fort Collins in 1995. There are also many new areas of emphasis for the Human Relations Commission in 1995. Each subcommittee and its members are committed to providing a professional, proactive and educational basis from which the Human Relations Commission will function.

Three members of the 1993/94 Human Relations Commission elected not to apply again, or have resigned. The quality of the HRC's membership continues to be exceptional. This gives me cause to be optimistic about the Human Relations Commission's success in the coming year.

Please feel free in the coming year to call on the Human Relations Commission for assistance in any matters Council feels appropriate.

cc: Human Relations Commission Members
Jaime Mares, Staff Liaison
Gabe Serenyi, Staff Liaison
Alma Vigo-Morales, Human Rights Officer
Ed Gibbs, Colorado Civil Rights Commission

Attachment: 1995 Human Relations Commission Work Plan

**HUMAN RELATIONS COMMISSION
1995 WORK PLAN**

DIVERSITY SUB-COMMITTEE

1. Monitor hiring practices by the City of Fort Collins. Request bi-annual reports detailing the representation of women and minorities on City staff. Seek the opportunity for input when there are open senior management positions in the City and open City Council positions.
2. Pursue obtaining statistics from the City Clerk's Office regarding representation by women and minorities on the City's Boards and Commissions.
3. Assess the availability of diverse language and cultural materials at all City public library facilities. Encourage the acquisition of additional foreign language and diverse cultural materials by the library. Make a recommendation to Public Library management to assess the need for additional Spanish-speaking and other foreign language speaking staff, and to develop recruiting strategies to implement identified needs. Evaluate the feasibility of utilizing a similar approach with other City departments.
4. Continue to pursue and evaluate the diversity video project begun by the 1994 Diversity Sub-committee.
5. Perform other tasks and assignments as requested by the HRC.

COMMITTEE FOR EXECUTIVE DELEGATION

1. Develop a procedure for the HRC to review appeals of decisions made by the Human Rights Officer.
2. Evaluate the need for an updated HRC brochure. If appropriate, update, translate, produce and distribute updated brochure.
3. Investigate future uses of the Voices Video project. If appropriate, continue to promote and distribute the video.
4. Monitor and review legislation and ballot initiatives affecting civil rights.
5. Perform other tasks and assignments as requested by the HRC.

**Human Relations Commission
1995 Work Plan
Page 2**

POLICE SUB-COMMITTEE

1. Continue to monitor and evaluate the Police Complaint and Citizen Liaison Programs. Review and revamp these programs as necessary to increase their effectiveness and enhance their credibility with the public.
2. Continue to educate area residents about the police complaint process. Review police complaint cases referred to the HRC for review, and make appropriate recommendations to Police Services as to the disposition of these cases.
3. Meet as needed with the Police Services liaison officer to develop a closer, more effective working relationship between the HRC and Police Services.
4. Meet with Citizen Liaison Program members to solicit their inputs about improving and enhancing the effectiveness of the Program. Evaluate their inputs, and make appropriate recommendations to the HRC.

HUMAN RELATIONS AWARDS SUB-COMMITTEE

1. Secure early publicity and public awareness about the awards in order to recruit more nominees in all categories.
2. Solicit nominees, select award winners, and honor them at the thirteenth annual Fort Collins Human Relations Awards Breakfast in the spring of 1995.
3. Continue to encourage public recognition of individual and organizational volunteer efforts toward increasing the quality of life in Fort Collins for all residents.

HUMAN RESOURCES GRANT COMMITTEE

1. Continue to actively participate on this committee made up of representatives from Fort Collins, Loveland and Larimer County. The committee has responsibility for allocating approximately \$500,000 to thirty-five or so service and charitable agencies in the community.
2. As members of the committee, HRC sub-committee members do on-site visits to the various agencies which request funding, and meet agency directors, staff as well as clients.

**Human relations Commission
1995 Work Plans
Page 3**

3. Evaluate the financial needs of the requesting agencies and make recommendations as to how available funds should be allocated.

OTHER ASSIGNMENTS

All HRC sub-committees are encouraged to develop a close working relationship with the City's new Human Rights Officer, and offer her appropriate assistance when requested.

An HRC member has been assigned to the Multicultural Commission, the Youth Advisory Board, and to the Community Action Board.