



MEMORANDUM

DT: November 12, 1993
TO: Mayor Ann Azari and City Council Members
FM: Linda Beardsley, Chair, Human Relations Commission
RE: 1994 Work Plan

Fort Collins code requires all boards and commission to prepare and submit a work plan for the coming year. Attached you will find the Human Relations Commission's 1994 Work Plan for your review.

The Human Relations Commission will continue to focus on its 1993 objectives by adhering to the commission's bylaws while carrying out its various responsibilities. This format served us well in 1993 and will allow the Human Relations Commission to better serve City Council and the Citizens of Fort Collins in 1994. There are also many new areas of emphasis for the Human Relations Commission in 1994. Each subcommittee and its members, are committed to providing a professional, proactive and educational basis from which the Human Relations Commission will function.

One member of the 1992/93 Human Relations Commission Elaine Boni resigned in July. The HRC was fortunate to gain Ramona Robertson as a dedicated member. The quality of the HRC's membership continues as an exceptional commission. 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 the council feels appropriate.

cc: Human Relations Commission members:
Shari Olsen, Vice Chair
Rudy Garcia, Secretary
Ricki Calkins
Letty Coykendall
Arnold Gum
Man Oberoi
Ramona Robertson
Harold Wallace
Jaime Mares, staff liaison
Ed Gibbs, Colorado Civil Rights Commission

Attachment: 1994 Human Relations Commission Work Plan

**HUMAN RELATIONS COMMISSION
1994 WORK PLAN**

DIVERSITY SUBCOMMITTEE

The following outline from the City's Diversity Plan is what will work on in 1994.

Leadership

- b. Advocate and promote membership on boards and commissions which is representative of the community.
 - 2. Gather and analyze membership statistics related to the City's past (if available) and current Board and Commission membership composition.

Service Provider

- d. Adjust the way in which the current services are provided.
 - 1. Conduct a facilities environmental assessment to ensure that written materials, signs and public areas are sensitive to women, men and minorities. This can be a one-time assessment and correction, with follow-up assessments if needed.
 - 2. Review current anti-discrimination policies and complaint procedures. Publicize these procedures. Review the existing Enforcement procedures on anti-discrimination laws. - The HRC Diversity Sub-committee will develop a program, similar to the Police Citizen Liaison Program, to assist citizens with all the other services the City provides the community.
 - 3. Explore using a human rights officer, citizen liaison and/or ombuds-person as a way in which to improve our enforcement procedures.

Employer

- a. Ensure the City's recruitment and selection are consistent with diversity value.
 - 1. Over the next six months, reach a determination of whether the composition of our workforce reflects the composition of qualified persons available within the relevant labor markets.
 - 2. Refine and utilize a statistical model to facilitate reporting to City Council the number of women and minorities in the organization's workforce would be generated as part of (a).
 - 3. Review the critical elements of an affirmative action plan. Determine whether we want or need an affirmative action plan.
- h. Celebrate the successes.

Identify current areas of success as well as areas to monitor for improvements; determine method/s for publicizing these improvements.

HUMAN RELATIONS AWARDS COMMITTEE

1. Secure early publicity and public awareness in order to recruit more nominees for awards in all categories.
2. Solicit nominees, select award winners, and honor them at the twelfth annual Fort Collins Human Relations Awards Breakfast in the spring of 1994.
3. Continue to encourage public recognition of individual and organizational volunteer efforts toward increasing the quality of life in Fort Collins for all citizens.

COMMUNITY ACTION BOARD

To continue to be actively involved in the Human Resource Grant Program. Currently, two members of the HRC participate in the process.

COMMITTEE FOR EXECUTIVE DELEGATION

1. Continue to encourage a city Human Rights Officer position and remain invested in determining responsibilities and powers associated with that position.
2. Distribute, translate, and produce HRC brochures.
3. Promote and facilitate the Voices Video project.
4. Monitor and review legislation affecting civil rights including pertinent November ballot issues.
5. Provide for ongoing Human Relations Commission business.

POLICE COMMITTEE

1. Continue to monitor and evaluate the Police Complaint Process and the Citizen Liaison Program.
2. Continue to educate the citizens of Fort Collins about the current complaint process, and continue to review citizens' grievance cases for adherence to departmental operating procedures for internal investigations.
3. Continue the work relationship between the Police Subcommittee and the Police Department by meeting as necessary.
4. Develop and implement a plan to evaluate the effectiveness of the Citizen Liaison Program.

OTHER ASSIGNMENTS

An HRC member will continue to be a member of the Senior Center Development Review Committee.