



MEMORANDUM

TO: The Honorable Mayor and City Council Members
FM: Gary L. Wells, Chair, Human Relations Commission
DT: November 28, 1991
RE: 1992 Work Plan

The 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 1992 Work Plan for your review.

The Human Relations Commission will continue to focus on its 1991 objectives by adhering to the commission's bylaws while carrying out its various responsibilities. This format served us well in 1991 and will allow the Human Relations Commission to better serve City Council and the Citizens of Fort Collins in 1992.

The Human Relations Commission experienced no turnover in its membership in 1991 and currently seats an outstanding group of individuals in which I am personally proud to serve with.

In keeping the aforementioned thought in mind, please feel free to call on the Human Relations Commission for assistance in any matters the Council feels appropriate.

cc: Linda Beardsley
Elaine Boni
Harriet (Rickie) Calkins
Mary Daniel
Rudy Garcia
Man Oberoi
Alysa Stanton
Harold R. Wallace
Ann Azari
Jaime Mares
Becky O'Donnell
Ed Gibbs

Attachment: HRC 1992 Work Plan

**HUMAN RELATIONS COMMISSION
1992 WORK PLAN**

1) EQUAL EMPLOYEE OPPORTUNITY AND AFFIRMATIVE ACTION COMMITTEE

Resolution passed in 1986 for an Affirmative Action Plan - This was a base for what has begun. A full diversity plan is needed, including an appreciation for differences and how they fit in structure. A new main frame computer system now exists. The EEO/AA Plan needs to be in the front of the City's conscious level of planning.

1. Model in which to design a cultural diversity plan for the City.
2. Develop an outline as to what a diversity plan will be.

2) HUMAN RELATIONS AWARDS COMMITTEE

1. To require each City to make its own selection process and make its own decision. It'll be the 2nd Annual Larimer County Human Relations Award Breakfast - with each community presenting awards. Separate selection -joint celebration.
2. Continue to encourage public recognition of individual and organizational efforts toward diversity in the community.

3) COMMUNITY ACTION BOARD

To continue to be actively involved in the Human Resource Grant Program. (3 members of HRC are participating in this process).

4) COMMITTEE FOR EXECUTIVE DELEGATION

1. Continue monitoring and distributing HRC brochures.
2. Continue to pursue the possibility of seeking a state law requiring the public posting of the antidiscriminaiton law by employers.
3. Continue to compile a notebook of human relations resources. Set a goal of access procedure and location.
4. Each member will continue to actively promote positive publicity for the HRC and Fort Collins at every opportunity within the guidelines on page 5 of the City of Fort Collins Boards and Commissions Manual.
5. To implement the "Voices" video project as outlined in Attachment A.
6. To establish a closer working relationship with the Commission on Disabilities and the Commission on the Status of Women.

5) POLICE COMMITTEE

1. To assist the Health and Safety Committee of the City Council in review of the internal investigation procedure used by the Fort Collins Police Department, including the role of a citizen review board.
2. To continue to review citizen's grievance cases for adherence to departmental operating procedures for internal investigations.
3. Educating the Human Relations Commission and citizens of Fort Collins about programs that promote positive interaction between the community and the Police Department.
4. Enhancing the work relationship between the Police Committee and the Police Department by meeting on a monthly basis.

HUMAN RELATIONS COMMISSION

"VOICES" VIDEO PROJECT

The Committee of Executive Delegation of the Human Relations Commission of the City of Fort Collins will have primary responsibility for the development and implementation of this project. CED will only take action that has been planned with the input and sanction of the full HRC.

DESCRIPTION

1. The Introduction to the Discussion Guide as written.
2. Additional HRC understandings:
 - A. HRC will not present this video for groups desiring to fill entertainment needs, but, rather, seeks to present for groups who wish to confront their own individual and group prejudices, and to engage in interaction with others who are attempting to do the same. A written agreement between HRC and a representative of the requesting group will be signed to underscore this understanding. (See attached sample form.)
 - B. HRC will maintain quality control over presentations they are responsible for by supervising the training of the facilitators, and by careful record keeping.
 - C. HRC will require groups using "Voices" under HRC's auspices to identify the Human Relations Commission of the City of Fort Collins as the sponsor of the presentations.

PLAN FOR IMPLEMENTING THE PROJECT

1. Train any interested members of the CED subcommittee to present the video. Ask Mary Daniel to do this training. After this point facilitators will share experiences in conducting training -- what has worked and not worked -- and use this information to train other facilitators. During presentations two facilitators should always be present in order to properly monitor group process.
 - A. Possible other facilitators would be volunteers from the groups listed below. There would be no obligatory time frame or sequence, but, rather, it is expected that as each successful step is taken, a next logical step would be discussed and taken as deemed timely and appropriate by CED and HRC.
 1. HRC commission members.
 2. Status of Women and Disabilities commissions members.
 3. Any individuals interested and qualified who are identified by large organizations who have used "Voices" and wish to continue with on-going periodic use within their organization. (e.g., a city employee taking over the continuing use for city employees.)
 4. Competent individuals from the public at large.

2. Begin with a plan to offer presentations for employees of the City of Fort Collins. Identify the person(s) who would help set up the plan and later the presentations within the organization, by contacting Colleen A'Hearn, Human Resource Administrator with the City of Fort Collins, Employee Development Department. Consider presentations for those who serve and work directly with the public, those who supervise employees, those who make administrative decisions affecting others, etc.
 - A. Devise a plan for taking requests for presentations and to arrange for their accomplishment. If requests are not forth-coming, publicize availability.
 1. Requests will be received by the chairman of CED who will do the following:
 - a. Record name of requesting group or organization, and the contact person's name, address, and phone number.
 - b. Discuss and then receive the signed written agreement on behalf of the organization and HRC.
 - c. Schedule dates, times, places, and facilitators confirmed in writing after verbal plans are made.
 - d. Follow up. Collect from facilitators the participant and facilitator evaluations. (See attached sample forms.) Pursue any necessary further follow-up if indicated by evaluations.
 - e. Keep thorough on-going records of groups, statistics regarding places and persons receiving presentations, facilitators, relevant anecdotal notes, comments that persist that should be addressed, etc.
 - f. Report to full HRC at frequent regular intervals.

AGREEMENT WITH ORGANIZATION OR GROUP REQUESTING PRESENTATION

This multicultural presentation is understood to be about intercultural relationships, and is meant to help participants explore personal barriers and develop further awareness and sensitivity towards issues of diversity.

"Voices" presentations are not meant to simply entertain, but rather seek engagement of the participants in interactions with others who are attempting to explore human relationships and cultural diversity.

It is to be expected that varying levels of discomfort may possibly be experienced by certain participants, depending upon the particular conditions arising as discussion proceeds. The facilitator is trained for presenting, and will be alert to individuals in need in order to prevent undue duress, and will be available to any persons needing further follow-up after each presentation.

Ideally, time should be allotted for a half day workshop. A single session of an absolute minimum of 2 hours in length is required. Three sessions of an hour each, or other mutually agreeable time combinations may be considered.

In announcements publicizing or announcing these presentations, the Human Relations Commission of the City of Fort Collins will be identified as the sponsor.

I have read and understand the above paragraphs:

Name

Address

Day _____ Nite _____
Phone

Relationship to group or organization requesting presentations

REQUEST FORM

Organization or group requesting

Contact person's name and relationship to organization or group

Street and mailing address

City, State, Zip

Day _____ Nite _____
Phone _____

Presentation:

Date _____ Hour _____ Place _____

Human Relations Commission contact person:

EVALUATION FORM to be filled out by PARTICIPANT:

Date

Group or Organization

Your impression of

the video:

the discussion:

the facilitators:

Suggestions for improvement of future presentations:

Other comments:

EVALUATION FORM to be filled out by EACH FACILITATOR

Name of facilitator

Presentation date time

Organization or group receiving presentation

Total numbers of persons at (each) presentation

What went well?

What could have been improved?

Anecdotes of interest:

Suggestions for increased effectiveness:

Other comments: