



MEMORANDUM

DT: November 28, 1990
TO: City Council Members
FM: Gary L. Wells, Chair, Human Relations Commission
RE: 1991 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 1991 Work Plan for your review.

The major emphasis for the Human Relations Commission in 1991 will be to refocus our attention on the Commission's bylaws. In doing so, we will be better able to govern our directions as well as actions in serving the city in a manner the commission was designed to do originally.

Due to a heavy turnover in 1990, the Fort Collins Human Relations Commission is primarily comprised of new members. However, the quality of its membership is exceptional. This, coupled with a professional and supportive City staff, causes me 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: Linda Beardsley
Elaine Boni
Harriet (Ricki) Calkins
Mary Daniel
Rudy Garcia
Man Oberoi
Alysa Stanton
Harold R. Wallace
Chuck Mabry
Jaime Mares
Becky O'Donnell
Ed Gibbs

Attachment: HRC 1991 Work Plan

**HUMAN RELATIONS COMMISSION
1991 WORK PLAN**

1) Equal Employee Opportunity and Affirmative Action Committee

The Equal Employment Opportunity and Affirmative Action Subcommittee and delegated with the following responsibilities:

- * To identify opportunities to significantly enhance the status of minority, female and handicapped persons in Fort Collins and other entities within the Fort Collins Urban Growth Area.
- * To recommend appropriate action(s).
- * To advocate for implementation of those actions.

The Human Relations Commission is charged with reviewing the Equal Employment Opportunity and Affirmative Action report from the Employee Development Department for Fort Collins. This report has not been submitted to the HRC since there are new systems enhancements taking place in the department (i.e., new Human Resource System). The HRC has assigned the responsibility of reviewing the EEO/AA report to the EEO/AA subcommittee. Therefore, in order to recommend appropriate action to enhance the status of under-represented groups, the subcommittee would like to provide input in the development of the EEO/AA report and the new Human Resource System. The members of the EEO/AA subcommittee possess a strong working knowledge in the area of Equal Employment Opportunity and Affirmative Action issues. To assess the needs for both the report and Human Resource System, the subcommittee will research and become knowledgeable in regards to the needs of the City and its' citizens.

2) Human Relations Awards Committee:

- * To expand the Human Relations Award to include Larimer County nominations from Loveland, Fort Collins and Estes Park.
- * To recommend that two additional awards be given in the following categories:
 - A. Individual Youth Award
 - B. Individual Senior Award

Please note that the two members of the HRC Committee considered a monthly recognition certificate, but at this time we believe it would be a very time consuming activity for two people. The education committee might consider something in this line to publicize the efforts of individuals in diversity education in another manner.

3) Police Committee

The Police Committee of the Human Relations Commission has its 1991 working plan the objective of assisting the Fort Collins Police Department by:

- * Reviewing citizens' grievance cases for adherence to departmental operating procedures for internal investigations.
- * Educating the Human Relations Commission and citizens of Fort Collins about programs that promote positive interaction between the community and the Police Department.
- * Enhancing the work relationship between the Police Committee and the Police Department by meeting on a monthly basis.

4) Community Action Board

Three of the nine Fort Collins Human Relations Commission members volunteer to serve on the Larimer County Human Resource Committee (LCHRC). Two of the three members also serve on a subcommittee of the LCHRC; the Community Action Board. Activities performed in 1991 will be in accordance with the Human Relations Commissions bylaws.

5) Committee for Executive Delegation

To further inform the citizens of Fort Collins that the Human Relations Commission exists for their benefit, and insofar as possible, to approach issues in a positive manner, while still being willing to confront difficult issues of potential conflict, if necessary.

Proposed ongoing educational endeavors for 1991:

1. Distribute brochures. Record locations distributed, date of distribution, and number distributed, with follow-up scheduled to ascertain usage. Elaine Boni will maintain records. The entire HRC will help with distribution.
2. Notebook of human relations resources to be compiled in looseleaf form and up-dated continually. Will contain such resources as listing of persons with expertise, videos, movies, CSU diversity plan, etc. Mary Daniel will compile it with input from the entire HRC as well as others. Notebook will reside at the appropriate place in the city offices.
3. Pursue the possibility of seeking a state law requiring the public posting of anti-discrimination law by employers.

5. **Committee of Executive Delegation: (continued)**

4. Each member will actively promote positive publicity for the Human Relations Commission and the City of Fort Collins at every opportunity, within the guidelines on page 51 of the City of Fort Collins Boards and Commissions Manual.

6) **New Committee**

Members will reach out with the willingness to serve other boards and commissions in whatever capacity we can be of service. To date; one member is serving as a committee member of the New Senior Citizen Centers building team. Future, request of HRC involvement will be considered as they arise.

Submitted by:

Gary L. Wells, Chairman
and the Fort Collins Human Relations Commission