



Administrative Services
Employee Development Department

MEMORANDUM

DATE: January 31, 1989
TO: City Council Members
FROM: Susan Lamb, Chair, Human Relations Commission
RE: Human Relations Commission 1989 Work Plan

The Human Relations Commission is comprised of five Standing Committees and special committees as need dictates. Below are the 1989 goals and/or updates of work in progress as identified by each of these committees.

1. Committee of Executive Delegation:

- . To design and make available for public dissemination an information brochure which identifies the HRC'S goals and services and outlines the citizen complaint procedure and review process.
- . To initiate and implement educational programs/training/written materials which acquaint HRC members and Fort Collins citizens with civil rights laws. Plans to date include a guest speaker from the Colorado Civil Rights Division who will discuss civil rights law, in general. Mr. Joe Cooper, Training Specialist with CCRD, will make the presentation at the HRC February 9th meeting at 2:30 in the CIC room. The public and employers will be informed of the presentation through public service and Northern Colorado Personnel Association announcements.
- . To become informed about and address human relations issues within Fort Collins in order to take appropriate preventative action. Work to date includes the sending of letters to business owners who may be in violation of Section 13-19 of the Fort Collins City Code.
- . To recommend that Steve Roy's office develop and make available through the City Manager's office, City Clerk's office and City Attorney's office an appropriate citizen complaint form, and that the procedure for filing complaints be refined. (Recommendation made and the City Attorney's office is working on this.)
- . To delegate issues for resolution to standing or to special committees.

2. Equal Employment Opportunity and Affirmative Action:

The HRC receives and reviews copies of semi-annual employee census

reports issued by the Employee Development department. These reports are analyzed by Employee Development to ascertain if specific departments appear deficient in hiring women and minorities in non-traditional positions. If these conditions exist, the department managers are counseled as to ways in which the Employee Development Department may assist them with the process of hiring qualified women and minorities.

Since the use of this report is fairly recent (less than a year), the Employee Development Department is still creating a database of employee census statistics. Goals are:

- . To use this established database to monitor the City's progress in hiring and promoting.
- . To evaluate the effectiveness of the City's EEO/AA plan.
- . To make recommendations regarding the EEO/AA plan and employment/promotion practices.

3. Human Relations Commission Awards

The committee is considering whether to continue presenting these awards given the limited attendance at, and considerable expense of, the Award breakfast. Although the Commission believes that the awards serve a valuable purpose in recognizing volunteer contributions, the awards may be discontinued unless another agency co-sponsors and shares the expense of the event. To date, there has been discussion with the Larimer County Department of Human Development regarding co-sponsorship. If the awards are presented this year, letters soliciting nominations will be mailed in February. Applications will be reviewed in April and awards will be presented at the Award Breakfast the first Friday in May.

4. Police

- . To develop an effective policy and procedure by and through which a fair and impartial review of citizen complaints against the Fort Collins Police Department can be conducted. To date, a procedure for hearing such complaints has been forwarded to Chief Glasscock for review.
- . To inform the public of the HRC'S role as a reviewing body in hearing citizen grievances against the Police Department, and the procedure by which a complaint must be filed. The Police Committee is preparing to hear the June Havekost complaint.

5. Community Action Committee

- . To assist the cities of Loveland and Fort Collins, and Larimer County to provide essential human services to low-income, elderly, handicapped, and minority persons by:
 - (a) Allocating human service funds received from the Cities of Fort Collins and Loveland, Larimer County and other sources.
 - (b) Serving as a liaison to the Community Action Board, the Cities of Fort Collins and Loveland, and Larimer County.
 - (c) Acting as an advisory board to the Larimer County Human Development Department.
 - (d) Advocating for the human service needs of the communities, agencies and clients.

6. Joint Work Project Committee (HRC & Commission on Status of Women)

- . To increase coordination and communication between commissions working on similar interest.
- . To develop recommendations for the city and educate the community regarding:
 - (a) Fund for Human Services, both the HRC & Commission on Status of Women (CSW) make this their #1 priority.
 - (b) Child care and women in the workforce issues. HRC considers this a #3 priority while CSW considers it a #2 priority.
 - (c) Substance abuse/education issues. HRC ranks this their #2 priority while CSW had not considered this approach to improving the community.

Meetings between HRC committee members Rosemary Sheridan, and Randy Ross with CSW Basic Needs committee are to be scheduled at least once per month starting in February.

Last year the joint work project brainstormed the above goals, wrote letters to representatives regarding child care legislation, and spoke with city and county staff about human service funding.