

Seattle LGBTQ Commission 2017 Work Plan

	<p>Vision: To serve as one of many effective conduits to city governance on behalf of the LGBTQ community. Mission: To hold a space for community interests to be proposed, debated, evaluated, researched, and advocated for in city government. Objective: To strengthen the internal and external capacity of the Commission to effectively collaborate with the City and our community.</p>				
<p>Goal: To strengthen the external capacity of the Commission to collaborate with the City and the community.</p>	<p><u>Strategic Responsibility: External Capacity Building</u> Community Education & Outreach Committee</p>				
<p><u>Strategy:</u> Actively pursue enhanced relationships with community organizations and represent the Commission within Seattle’s LGBTQ Community at flagship, associated, and emergent events.</p>	<p><u>Key Component:</u> Relationship building, information sharing, and community learning</p>	<p><u>First Quarter Tasks</u> Jan-March</p>	<p><u>Second Quarter Tasks</u> April-June</p>	<p><u>Third Quarter Tasks</u> July-Sept</p>	<p><u>Fourth Quarter Tasks</u> Oct-Dec</p>
	<p>Coordinate the attendance and participation of Commissioners at Seattle Pride Parade</p>	<ul style="list-style-type: none"> • Coordinate with SOCR • Create new banner and design 	<ul style="list-style-type: none"> • Attend City Department Pride Logistics Meetings • Event: June 25th 	<ul style="list-style-type: none"> • Request SOCR for debrief from Parade/Center: what worked, didn’t, improvements • SOCR partnership to maintain relationships throughout the rest of the year in emails (“Commissioner Corner”) to disseminate information out to community and CBOs 	<ul style="list-style-type: none"> • Plan for 2018

Goal: Stay abreast of LGBT issues that arise with relevance to Seattle City Governance and strengthen the Commission's relationship with the City.	Strategic Responsibility: City Policy Policy & Departmental Collaboration Committee				
Policy Area: <u>Homelessness</u>	<u>Key Component:</u>	<u>First Quarter Tasks</u> Jan-March	<u>Second Quarter Tasks</u> April-June	<u>Third Quarter Tasks</u> July-Sept	<u>Fourth Quarter Tasks</u> Oct-Dec
<i>Strategy:</i> Research and make policy recommendations on timely City Initiatives on an as needed basis.	Continue to advocate for social equity, with a focus on sexual orientation, gender identity and gender expression, in Seattle's City Initiatives, City Planning, and City Departments	<ul style="list-style-type: none"> Draft letter with recommendations to be voted on Vote to send to Mayor's and Council 	<ul style="list-style-type: none"> Request a meeting with Department on Homelessness head George Scarola Review and respond to emerging issues as capacity & personal leadership is available 	<ul style="list-style-type: none"> Review and respond to emerging issues as capacity & personal leadership is available 	<ul style="list-style-type: none"> Review and respond to emerging issues as capacity & personal leadership is available
Policy Area: <u>Safe Consumption Sites</u>	<u>Key Component:</u> VOCAL-WA relationships	<u>First Quarter Tasks</u> Jan-March	<u>Second Quarter Tasks</u> April-June	<u>Third Quarter Tasks</u> July-Sept	<u>Fourth Quarter Tasks</u> Oct-Dec
<i>Strategy:</i> Research and make policy recommendations on timely City Initiatives on an as needed basis.	Continue to advocate for social equity, with a focus on sexual orientation, gender identity and gender expression, in Seattle's City Initiatives, City Planning, and City Departments	<ul style="list-style-type: none"> Vote on draft letter of support from 2016 Attend hearings as they occur (King County Board of Health) maintain relationship with VOCAL-WA 	<ul style="list-style-type: none"> Review and respond to emerging issues as capacity & personal leadership is available 	<ul style="list-style-type: none"> Review and respond to emerging issues as capacity & personal leadership is available 	<ul style="list-style-type: none"> Review and respond to emerging issues as capacity & personal leadership is available
Policy Area: <u>HIV & AIDS</u>	<u>Key Component:</u> Relationship building	<u>First Quarter Tasks</u> Jan-March	<u>Second Quarter Tasks</u> April-June	<u>Third Quarter Tasks</u> July-Sept	<u>Fourth Quarter Tasks</u> Oct-Dec
<i>Strategy:</i> Research and make policy recommendations on timely City Initiatives on an as needed basis.	Continue to advocate for social equity, with a focus on sexual orientation, gender identity and gender expression, in Seattle's City Initiatives, City Planning, and City Departments	<ul style="list-style-type: none"> Review and respond to emerging issues as capacity & personal leadership is available Research other best practices (primarily California – SF) 	<ul style="list-style-type: none"> coordinate informative sessions about updates in HIV & AIDS field April: defeatHIV presentation to Commission. Educational Session 	<ul style="list-style-type: none"> Review and respond to emerging issues as capacity & personal leadership is available 	<ul style="list-style-type: none"> Review and respond to emerging issues as capacity & personal leadership is available

Policy Area: <u>Community Spaces</u>	<u>Key Component:</u>	<u>First Quarter Tasks</u> Jan-March	<u>Second Quarter Tasks</u> April-June	<u>Third Quarter Tasks</u> July-Sept	<u>Fourth Quarter Tasks</u> Oct-Dec
<p><i>Strategy:</i> Research and make policy recommendations on need for an LGBTQ center that welcomes all ages and not centered on bar scene</p> <ul style="list-style-type: none"> • Miller Community Center • Capitol Hill Light Rail Station • Gay City • LGBTQ Allyship • elder groups (SASG, Lifelong) 	<p>Continue to advocate for social equity, with a focus on sexual orientation, gender identity and gender expression, in Seattle’s City Initiatives, City Planning, and City Departments</p>	<ul style="list-style-type: none"> • Review and respond to emerging issues as capacity & personal leadership is available • Research current LGBTQ programming at area community centers (“special population programs” at Miller) • Request meeting with Parks and Recreation Department: for updates: Miller Center, Cal Anderson 	<ul style="list-style-type: none"> • Review and respond to emerging issues as capacity & personal leadership is available 	<ul style="list-style-type: none"> • Review and respond to emerging issues as capacity & personal leadership is available 	<ul style="list-style-type: none"> • Review and respond to emerging issues as capacity & personal leadership is available
<p><i>Strategy:</i> Collaborate with SOCR staff, councilmembers, Mayoral staff, existing commissioners and community-based partners to recruit, evaluate and appoint new commissioners.</p>	<ul style="list-style-type: none"> • Seek candidates who represent a wide array of identities and skillsets • Collaborate closely with city staff and elected officials to expedite process 	<ul style="list-style-type: none"> • Work with SOCR to contact Mayor’s Office and Councilmembers regarding vacancies • Call for applications – reach out to key community organizations to get a good applicant pool 	<ul style="list-style-type: none"> • Work with Commissioners to evaluate applications • Hold interviews • Make recommendations to Mayor’s Office and Councilmember Herbold 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • If needed, begin preparing recruitment/ appointment process for 17-18 year

Strategic Responsibility: Seamless Commission Operations Internal Affairs						
Goal: Ensure - <ul style="list-style-type: none"> all Commission positions are filled with superb individuals all Commissioners are equipped and empowered in their roles Commission records are well-maintained 						
Area of Work: <u>Recruitment/Appointment</u>	<u>Key Component:</u>	<u>First Quarter Tasks</u> Jan-March	<u>Second Quarter Tasks</u> April-June	<u>Third Quarter Tasks</u> July-Sept	<u>Fourth Quarter Tasks</u> Oct-Dec	
<i>Strategy:</i> Collaborate with SOCR staff, councilmembers, Mayoral staff, existing commissioners and community-based partners to recruit, evaluate and appoint new commissioners.	<ul style="list-style-type: none"> Seek candidates who represent a wide array of identities and skillsets Collaborate closely with city staff and elected officials to expedite process 	<ul style="list-style-type: none"> Work with SOCR to contact Mayor's Office and Councilmembers regarding vacancies Call for applications – reach out to key community organizations to get a good applicant pool 	<ul style="list-style-type: none"> Work with Commissioners to evaluate applications Hold interviews Make recommendations to Mayor's Office and Councilmember Herbold 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> If needed, begin preparing recruitment/ appointment process for 17-18 year 	
Area of Work: <u>On-boarding Commissioners</u>	<u>Key Component:</u>	<u>First Quarter Tasks</u> Jan-March	<u>Second Quarter Tasks</u> April-June	<u>Third Quarter Tasks</u> July-Sept	<u>Fourth Quarter Tasks</u> Oct-Dec	
<i>Strategy:</i> Develop checklists and tools to help on-board commissioners and orient them to commission roles, expectations and opportunities	<ul style="list-style-type: none"> Help new commissioners feel welcomed, valued, informed and able to participate in commission business 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Support and regularly communicate with commissioners through appointment process Attend appointment committee meetings Schedule 1-on-1 meetings with each new commissioner 	<ul style="list-style-type: none"> Document on-boarding process and any suggestions to the improve the process for the future 	<ul style="list-style-type: none"> N/A 	

Area of Work:	Key Component:	First Quarter Tasks	Second Quarter Tasks	Third Quarter Tasks	Fourth Quarter Tasks
<u>Commissioner Engagement & Retention</u>		Jan-March	April-June	July-Sept	Oct-Dec
<i>Strategy:</i> Support all commissioners in being active, engaged and empowered in their roles on the commission	<ul style="list-style-type: none"> Working with co-chairs, create monthly 1-on-1 check-ins for each commissioner 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Create a suggested list of questions/topics that co-chairs can use during monthly check-ins with commissioners (each 	<ul style="list-style-type: none"> Continue to implement and refine the monthly check-in process Gather feedback/requests from commissioners 	<ul style="list-style-type: none"> Working with other commissioners as appropriate: schedule, plan

	<ul style="list-style-type: none"> • Help commissioners set personal development and strategic goals • Support other commission committees by helping to commissioners find inspiring committee/leadership roles 		<p>commissioner will meet with a co-chair for about 30 min per month in order to check-in about capacity, successes, challenges, etc.)</p> <ul style="list-style-type: none"> • Create a sign-up process for commissioner/co-chair monthly check-ins and launch check-ins • Create tools/templates to support commissioners in setting strategic and personal development goals within the commission • Invite new commissioners to join specific committees or take on new leadership roles 	<p>regarding anything they would like to see from IA to support their commission involvement</p>	<p>and facilitate annual commission retreat</p>
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Area of Work: <u>Logistics/Records/Operations</u>	Key Component:	First Quarter Tasks Jan-March	Second Quarter Tasks April-June	Third Quarter Tasks July-Sept	Fourth Quarter Tasks Oct-Dec
<p><i>Strategy:</i> Reorganize/streamline electronic file storage and work with SOCR to send important documents to city archives once per year.</p>	<ul style="list-style-type: none"> • See quarterly tasks 	<ul style="list-style-type: none"> • Review group norms at least once per quarter • Review (and update, if necessary) Bylaws once per year 	<ul style="list-style-type: none"> • Review group norms at least once per quarter • Clean-up of Dropbox/Google Drive/etc. • Create and share email/communication “Best Practices” • Revise/improve committee reporting process 	<ul style="list-style-type: none"> • Review group norms at least once per quarter • Create “cheat sheets,” business process documents, or simple videos to outline file management best practices, tips for email management, key documents such as bylaws and group norms 	<ul style="list-style-type: none"> • Review group norms at least once per quarter • Prepare key documents such as meeting minutes to be sent to city archives