

2012 Work Plan Immigrant and Refugee

Activity	Targets	Due Dates	Results			
			Q1	Q2	Q3	Q4
ESTABLISH OFFICE OF IMMIGRANT AND REFUGEE AFFAIRS (OIRA)						
Hold Commission Meeting to set up structure of meetings with Deputy Mayor and Group Meetings with the Mayor (completed)	Identify Commission's Expectations	Before Jan 2012				
	Identify Commission Members to Attend Meetings		x			
Meetings with Deputy Mayor (completed)		Jan	x			
5 Community Listening Sessions with the Mayor <i>Action; Jasmine will clarify the listening sessions with the Mayor</i>		Jan				
Appointment of Two Positions*	Director, Office of Immigrant and Refugee Affairs	April		x		
	Planning & Development Specialist-(OIRA)	April		x		
Develop relationship with the new office, and help develop office priorities		May		x		
Office Outreach/Communication	Develop mailing lists	Oct			x	
	IT Support for development of website and database	Oct				x
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ELEVATE VISIBILITY OF IMMIGRANT AND REFUGEE COMMISSION						
Update Online Presence (updates completed) and ongoing	Website Updates-Locate Web Manager	January	X			
	Bio Updates to SOCR by 12/20/11	January	x			
List of Accomplishments	Lead: Cherry Cayabyab	June		x		
Communications/Social Networking	Lead: Cherry Cayabyab	June		x		
Newsletter – will handled by ORI	ORI	Sept			x	
Town Hall – will be handled by ORI	ORI	Dec				x
Attend Community Meetings/Other Commission Mtgs. (ongoing)	Commissioners	Ongoing				

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CREATING PROTOCOLS						
Standard Operating Procedures	Transition Co-Chair Responsibilities (2-Year Term)	December				x
Enforcement of Bylaws	Tracking and Review	June		x		
Commission Recruitment and Job Description	Expand to include more cultures	June		x		
	Expand expertise and skill-set analysis	September			x	
	Build capacity by including non-member participation on committees and work groups as needed	Ongoing				
	Review and update job description	March				
Agendas for Meetings	Develop protocol on how to submit agenda items	April		x		
	Develop ground rules for discussions	Sept			x	
	Speaker Presentations – in person vs. via email. Develop form for presenters and assessment of whether presentation or topic falls within goals.	Sept			x	
Monthly Reporting Guidelines	Develop form to be completed by Committees/Commissioners. What was accomplished and how. Report-back at regular Commission meetings.	Ongoing				
	Provide Monthly Report to Mayors Office. Identify what documentation/info is required.	July			x	
Create Accomplishments Tracking	Create system to track accomplishments and commission history	June		x		
Orientation for New Commissioners	Support OIRA in orientation of new Commissioners	Sept			x	
Protocols Update	How to update and evaluate protocols					
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TRACKING & RESPONDING TO KEY ISSUES THAT AFFECT THE IMMIGRANT AND REFUGEE COMMUNITIES						
Identify Commission’s Community Relations Committee	Setup Policies and Procedures for Tracking Critical Issues	Jan-Mar	X			
	Monthly Documentation and Response	Ongoing				

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	Report back to Immigrant and Refugee Commission	Ongoing				
	Follow-up and Advocate	Ongoing				
Plan & Organize Housing Meeting to Advocate for Low-Income Housing for Refugees	Identify Commission Planning Committee	Jan-Mar		x		
	Solicit Community Participants	April		x		
	Develop Bullet Points for Meeting	May		x		
	Follow-Up	Sept			x	
	Follow-Up	Dec				x
Follow-up on Annual SPD Meeting to Review Use of Force Policies (Jesus will lead)	Contact Police Chief or Delegate to set up meeting	March	x			
	Identify/Invite Key Players	June		x		
	Plan strategies	June		x		
	Follow-up	Dec				x
Bias Crime (Bincy will lead)	Work with other commissions	Ongoing				