

City of Seattle

Commission for

Sexual Minorities

2007-2008 Work Plan

April 2, 2007

A Letter to the City of Seattle and Community:

In the Summer of 2006, the SCSM hosted five forums at the Capital Hill Public Library. The topics included Diversity, Health and Well-being, Gender Identity, Aging and Parenting within the LGBTQ community. These forums were a big success with capacity attendance and were televised on the Seattle Channel. The outcomes included advertising the existence and role of the SCSM in Seattle and connecting us with more of Seattle's LGBTQ population. Also, the forums provided us with a lot of data to help strategically influence policy and budget decisions that will help equalize the lives of LGBTQ constituents in the city of Seattle.

Building on the successes from 2006, SCSM proposes the following work plan for April 2007-March 2008. Highlights include a one-day community forum, continued marketing of SCSM, advocacy of our policy recommendations from previous years, and most importantly, continued relationship building with the LGBT community.

Please note that after our annual elections, leadership of SCSM and its committees has changed although we will continue to transition one new co-chair with one who served in this role in the previous year. We attempt to have co-chairs serve for two consecutive years. Our organizational chart is on the next page.

Thank you for your continued support, and we look forward to working with you in the upcoming year.

Best regards,

Joseph Daniels and Eileen Terry
Co-Chairs, City of Seattle Commission for Sexual Minorities

Recruitment, Administration and Government (RAG)
2007-2008 Work Plan

Charlie Butler (Chair), Paul Janos, Beth Gabbert, Darren Augenstein, Eileen Terry and Jake Zukowski.

RAG will meet every second Wednesday of the month, at 7pm. Darren has graciously offered the conference area in his building for our future meetings, located at the corner of Madison and Broadway.

The Plan focuses on the three primary functions of this committee. They are: (1) complete management of the recruitment process for commissioners, (2) the administration work of the over all commission, (3) the government liaison responsibilities, (4) and governance of the commission. With that in mind, these key Objectives were broken down into a number of key tasks, with targeted goals/timelines and desired outcomes. It was decided that these buckets of opportunity be assigned to one point person on the committee to insure goal status management and completion. These goals are as follows:

Recruitment:

The goal of Recruitment is to insure the Commission is “fully staffed” and has at least one active candidate in recruitment process at all times. Target date for full Commission = June 1, 2007, and maintained for balance of the year. Currently, there is one open position (Aaron’s) as of March 30.

- To facilitate this goal’s accomplishment, to institute a New SCSM Commissioner Orientation, as well as a mentor Program. These to be put in place by April 30, and test on Beth and Darren.
- To put in place a process and timeline to actively manage and keep engaged interested candidates. By May 30, 2007.

Eileen will define, implement, and manage these processes. Additionally, RAG will insure the pursuit of new Commissioners keeps in mind the importance of a properly balanced, diverse makeup of the Commission.

Administrative:

The objective here is to insure the smooth running of the SCSM. This includes the actual meetings, internal communications, and bylaws.

- Committee meetings, Commissioner Meeting & Activity Tracking Spreadsheets to be used to insure compliance with bylaws and to collective for evaluation scope and range of community outreach. Additionally, to reinforce the importance of diverse input and participation at all meetings. Currently forms being crafted. Final versions to be presented at the April 19, 2007 Commission meeting. Marta/Eileen to forward final formats for review.

- Quarterly review of attendance/participation by RAG to ensure we are meeting our Work Plan and fulfilling our commitments. Accomplish via EC meeting the first month after a quarter closes.
- Establish ongoing Kaizen management to insure progress improvement in Commission processes/delivery. Eileen will solicit feedback for constant improvement. To review with above assessment quarterly.
- Revitalize Sharepoint/Website and use as sole internal communication device. Darren to lead (with guidance from Jake). Target is to have up and running by May 1, 2007.
- Improve intra-Commission communication within the SOCR. Paul to be continuously involved in the Three Commission Meeting. Target, April 30, 2007.
- Paul will also follow through all white paper commitments that should be handled within RAG. Ongoing 2007.

Government:

A key objective is for the Commission to provide timely feedback and advice to the Mayor and City Council on issues and policies regarding the LBGT community. RAG with Beth as point person, will take on the role of developing a list of relevant city/county/state/government officials, and assigning each Commissioner to an official. The intention is to provide regular, planned updates with their assigned official, and provide a single point of contact for the official to get or provide information on the Commission's work.

- Beth to take on administration/management of the government official liaison process for the Commission (with CR, relative to their goal of delegating individual liaison roles with each Commissioner and key community organizations). Target = June 1, 2007.

WORK PLAN: Here is a Headline of Point Person Responsibilities.

Buckets:

- 1) Government Liaison/Influence (Beth)
- 2) Intra Commission Representative, and RAG Policy Paper Advancement (Paul)
- 3) Internal Communication (Darren, Jake)
- 4) Orientation/Training/New Commissioner Effectiveness (Eileen)
- 5) Bylaw Administration/Attendance & Effectiveness (Charlie)
- 6) Recruitment (Eileen)

Community Relations (CR)
2007-2008 Work Plan

Jeanine Johnson (Chair), David Beard, Shauntae Willis, Joseph Daniels, Adana Lloyd & Wanjiku Gitahi

CR will meet first Thursday of every month at the LGBT Health Center

1 Strategy overview

In 2006, the SCSM CR lead five forums covering the topics of diversity, health and well-being, gender identity, aging and parenting within the LGBTQ community. These forums were a big success. They not only advertised the existence of the SCSM, connecting us with more of Seattle’s LGBTQ population, but also gave us a lot of data to help strategically influence policy and budget decisions that will help equalize the lives of Seattle’s LGBTQ constituents.

As a result, over 2007 the CR committee will continue to build on the momentum of 2006 by:

- Hosting a day-long community forum this fall.
- Providing SCSM commissioners with the opportunity to serve as “liaisons” to a diverse and representative group of Seattle organizations to bolster community relationship ties.
- Updating SCSM’s website to include more relevant information about our community, organizations and activities.
- Providing SCSM commissioners with ongoing networking opportunities to improve our group’s cohesion and bolster community relationship ties.
- Using 2006 forum data to help SCSM’s Recruitment and Government (RAG) committee make strategic budget and policy recommendations that will help equalize the lives of Seattle’s LGBTQ constituents.
- Continuing to advocate prior SCSM recommendations to relevant community groups that will help ensure they’re carried-out.

Each of these actions is discussed in the corresponding sections of this work plan document.

2 Terms

CR	Community Relations committee within the SCSM.
LGTBQ	Lesbian, Gay, Transgender, Bisexual and Queer people.
RAG	Recruiting and Government committee within the SCSM.
SCSM	Seattle Commission for Sexual Minorities.

Day-long community form in Fall 2007

In 2006, the SCSM CR’s “Diversity” forum was dynamic. As a result, the CR committee will host a day-long community forum in the fall of 2007 that will allow constituents to elaborate on discussions from the “Diversity” forum.

A “Forum Team” or ad-hoc task committee of SCSM Commissioners will be established to help plan and execute this event.

3 Open Space concept

The day-long forum will use the “Open Space” model to allow participants to discuss whatever they desire about LGBTQ “Diversity” issues. The CR committee believes that offering a flexible model for hosting the forum will encourage participation, draw-out constituent’s concerns and best produce the data needed to make strategic budget and policy recommendations to the city.

Reference <http://www.openspaceworld.org/> for more information.

3.2 Day’s tentative agenda

8 – 8:30am: Continental breakfast and pre-forum mingler.

8:30am – 9am: Opening remarks and directions for Open Space

9 – 9:45am: Open space discussions planned and scheduled

9:45 – 10am: break

10am – 11am: Session 1 discussions

11am – 12noon: Session 2 discussion

12noon – 1pm: Lunch with “teams” to share insights

1pm – 2pm: Session 3 discussion

2 – 2:15pm: break

2:15pm – 3:15pm: Session 4 discussion

3:15 – 4pm: Teams share insight, feedback forms accepted

4 – 4:45pm: Closing remarks

4:45 – 5pm: Artistic closing event (e.g. dance, drums, etc.)

5 – 6pm: Hors d’oeuvre’s served and mingler.

4 SCSM liaisons for community organizations

During the month of April, a list of organizations will be sent to SCSM Commissioners and they’ll be asked to voluntarily liaison with at least one group, in order to give more community groups direct contact to the SCSM.

Implicit organizations

Today, many SCSM Commissioners are already involved with various community organizations. During the months of March and April, a list of these “implicit” organizations will be derived and used when creating the desired “liaison” groups with which the CR will attempt to bolster direct ties with during 2007.

Explicit organizations

The following organizations have already been identified as active community groups with which the SCSM should consider bolstering direct relationships with. Over the month of April, this list will be expanded upon and combined with the “implicit” organizations (ref: 4.1) to create the final list of “liaison” groups with which the SCSM will reach-out to directly over 2007.

Camp Ten Trees (206-985-2864, info@camptentrees.org, <http://www.camptentrees.org>)

Dunshee house (206-322-2437, <http://www.dunsheehouse.org>)

HRC (todd.landis@gmail.com or kathleenjudd@yahoo.com, <http://www.hrc.org>)

KEXP (Monica Ramsey 206-520-5817, <http://www.kexp.org>) ← NOTE: This is not explicitly an lgbtq group, but a great source for community news, etc.

Lambert House (Ken Shulman 206-322-2515 ext. 11, ken@lamberthouse.org, <http://www.lamberthouse.org>)

LGBT Center (206-323-5428, info@SeattleLGBT.org, <http://www.seattlelgbt.org>)

Lifelong AIDS Alliance/Chicken Soup Brigade (tinapo@llaa.org)
PFLAG (tkwong@microsoft.com)
Pride Foundation (Audrey Haberman 206-323-3318, info@pridefoundation.org ,
<http://www.pridefoundation.org>)
Rainbow Families (Janet and Karen Howell-Clark klhc@msn.com)
Three Dollar Bill Cinema (aka Seattle GLBT Film Festival, 206-323-4275,
<http://www.seattlequeerfilm.org>)
UW's lgbt group
Seattle U's lgbt group (Triangle Club) magem@seattleu.edu
Safe Schools Coalition <http://www.safeschoolscoalition.org/>
GLAAD (our contact is based in LA and covers the NW, Krochmal@glaad.org 323-933-2240)
Equal Rights WA <http://www.equalrightswashington.org>
National Gay and Lesbian Task Force (Seattle chapter)
Entree Hermanos
ARUUS Foundation (possible funding)
Lambda Legal
Trikone NW
ACRS
Bent (Queer writing institute)
Queer People of Color Liberation Project

5 Update SCSM's website with community information

It's been brought to the attention of the CR committee that the SCSM website lacks information about community groups, events and activities. In response, the CR committee will gather known online resources and work with city technology officials to upload the community relevant links and data collected to the SCSM website.

6 Group cohesion through strategic networking events

Historically, SCSM Commissioners have interacted within the community via a variety of volunteer, fundraiser and networking events. The CR committee will continue to drive SCSM participation in these events to ensure each Commissioner reaches their 11 community events per year minimum. In addition, to increase the SCSM's team cohesion, the CR committee will schedule 1 team-volunteer activity for SCSM.

7 Put 2006 forum data into action

In 2006, the SCSM hosted five forums and collected data from the community on how Seattle could improve the lives of LGBTQ constituents, so that they're on par with non-LGBTQ constituents.

In response to these forums, short-term action items for the CR committee are:

Follow-up with Tom Rasmussen regarding whether the City of Seattle's health insurance covers gender-transition services for (transgender) employees.

Work with RAG to write a letter to the City of Seattle urging them to update their forms to include the transgender community.

Investigate the LGBT training given to foster and adoption parents, determine whether its sufficient and if it could be shared.

Locate the training DVD from SHRC, put it on our website (if allowed) and potentially give it to foster parent and adoption agencies to help with their training (if appropriate).

In addition to these action items, hosting a day-long community forum, bolstering community relationships via liaisons and networking opportunities, the CR committee will recommend the following policy papers to RAG.

1. LGBTQ & Senior housing research paper to update Seattle community's needs. Data from the mid-90s already exists, so the document could update that data and include best practices from other minority communities in Seattle and elsewhere.
2. Health care, financial impact and other social service issues related to gender transitions. This document could strategize public policies to help ease the stigma and financial burdens of gender transition surgery for Transgender people in Seattle.

SCSM could write, co-write or simply initiate writing via UW's Evan's Public Service Clinic (or similar group) these public policy and research papers. Regardless of who writes them, the CR committee will work with RAG to produce these documents (as possible) to help the SCSM make strategic budget and policy recommendations to the city.

8 Work with RAG to ensure past recommendations are carried-out within community

Today, there are two known opportunities the CR committee is aware of for SCSM to continue advocating past recommendations it's made to the City of Seattle.

1. LGBTQ Youth Policy Paper published 02.2006 (see full-text online)
2. Connections Homeless Center memo sent 11.2005 (see full-text below)

Since these recommendations were made, the CR committee has become aware that King County's Committee to End Homelessness (KCCEH) is finalizing its 10-year plan to end homelessness. As a result, if SCSM ensures Bill Block and the KCCEH are aware of SCSM's recommendations to help homeless youth in Seattle, the KCCEH may be able to incorporate SCSM's recommendations into their 10 year plan.

In response, the CR committee will work with RAG to ensure that the KCCEH is aware that providing youth to adult transitioning services at Connections Homeless Center will help shelter more people in Seattle by closing a gap in service.

It's projected that similar opportunities will arise throughout the course of 2007. As these opportunities arise, similar strategies will be created and executed as appropriate (whether their timeframe is within 2007 or beyond).

Full-text of Memo sent 11.2005

In November of 2005, the SCSM sent the following memo to the City of Seattle, recommending that resources to incorporate youth to adult transitioning services be given to Connections Homeless Center to help shelter young adults (see full-text below).

Seattle Commission for Sexual Minorities

MEMORANDUM

DATE: November 10, 2005
TO: Mayor Greg Nickels, City of Seattle
CC: Seattle City Council
FROM: Seattle Commission for Sexual Minorities
RE: Connections Homeless Center

The Seattle Commission for Sexual Minorities (SCSM) would like to acknowledge Mayor Nickels for his work to address homelessness in Seattle through a 10-year plan, which includes allocating funds to support the new Connections Homeless Service Center in the Morrison Hotel in Pioneer Square. Also, the SCSM would like to thank the City Council for their participation during the development process. Although, it is recognized that the budget has been confirmed for 2006, SCSM would like to address a few related points with the Mayor regarding Connections.

In April 2005, SCSM hosted an LGBTQ youth forum. Among the several workshops offered, youth homelessness was included. SCSM would like to emphasize with the Mayor that homelessness is not strictly an adult demographic but is found among youth as well. In a report to be published at the end of the year, LGBTQ youth account for 35% of the homeless youth in Seattle. Homeless youth are 12-24 in age. Unfortunately, there are not enough temporary shelters to serve all homeless youth. Thus, it is important to continually support organizations, such as YouthCare, that serve homeless youth. SCSM recognizes that Connections is not providing shelter but hopes to work with the Mayor and City Council in the future to meet the needs of this group.

Further, the SCSM would like to recommend to the Mayor that he incorporate transition services into Connections. This would address an essential gap in social services for homelessness. At this time, youth service agencies do not refer youth to downtown agencies due to safety concerns. However, for those youth who are near or at the cut-off age, the transition from youth to adult services is a point of uncertainty. Committing resources at Connections for this youth-adult transition demographic would eliminate a break in service and address homelessness more effectively.

The Seattle Commission for Sexual Minorities would like to thank Mayor Nickels for his work to address homelessness and consideration of our recommendations.

9 SCSM CR's 2007 Work Plan timeline

Month	Who	What	When	Where
March	Jeanine Jeanine David Jeanine	* Create list of “implicit” organizations * Create list of “explicit” organizations * Gather other community resources * Email RAG with policy paper recommendations, request to follow-up with Tom Rasmussen regarding city’s health insurance, letter to city urging them to update forms to include transgender people	By end of March	Email
April	CR Team Shauntae Shauntae Jeanine Forum Team	* Merge prior lists to create liaison list * Investigate LGBT training given to foster and adoption parents * Find DVD from SHRC * Work with RAG to contact KCCEH about strategy to help homeless youth * Investigate location options for fall forum	By end of April	Monthly CR Meeting, email
May	Team David Forum Team	* Finalize commissioner liaison assignments * Hand-off community resources and other content to web team * Schedule location for fall forum and devise speakers and entertainment list	By end of May	Monthly CR Meeting, email and Monthly SCSM meeting
June	Forum Team	Contact speakers and entertainers regarding fall forum	Start beginning of June	
July	Team Forum Team	* Finalize fall forum agenda with speakers and entertainment * Create invitations and send them to liaison groups (and anyone else)	By end of July	Monthly CR Meeting, email
August	Forum Team	Work with M&M to advertise fall forum.	By end of August	TBD
September	Forum Team	Setup catering and other logistics needed for fall forum.	By end of September	TBD
October	Team	Host fall forum (note: do not plan event on Oct. 6, 2007 or it will conflict directly with the Women’s Forum)	By mid-November	TBD
Ongoing	Jeanine	Gather list of community events and networking opportunities to send out to SCSM email distribution list.		Monthly CR Meetings

Media and Marketing Committee (MM)
2007-2008 Work Plan

Kenneth La (chair), Arnold Martin, Aurea Astro, Jake Zukowski

MM will meet Third Mondays of the month at 6 PM

Communication:

- Updating Website <http://seattle.gov/scsm> with work plan, actions, lobbying efforts, recruitments and outreach including photos and archives of marketing materials. **Completed by: *On-going***
- Assigning Media Representative to work with different news agencies i.e. Seattle Gay News; The Stranger; Seattle Times, Seattle Weekly etc., to yield greater continuity in communication. **Completed by: *May***
- Being more responsive through responding to relevant issues that related to the LGBTQ communities via Press Releases, Op Ed, Letter to the Editor. **Completed by: *On-going***
- Securing a media training for the Commission. **Completed by: *July***
- Creating a quarterly E-news to report to and update the community of what we are working on (This is in junction with accountability). **Completed by: *May for first issue.***

Accountability:

- Internally, assigning project lead(s), setting deadlines for projects, frequent follow-ups on progress to ensure tasks are carried out and completed. **Completed by: *On-going***
- Using E-news as way to report progress to City Council and the Mayor's Office. In addition, asking for inputs or quotes from elected officials for our E-news. **Completed by: *May; August, November, and February 08***
- Externally, reminding each and every commissioner of their roles as a community leader, liaison, and advocate to carry professional and appropriate conducts and to take ownership of the Commission's works (including produce respectable marketing materials and have appropriate representations at community events). **Completed by: *On-going.***

Orientation/training:

- Within the M&M committee, creating a Mentorship program for new committee members and to help foster leadership. **Completed by: *April/May***
- Once the Media training for the Commission, M&M committee will assume the role of trainer for the commission there after. **Completed by: *August.***

Cohesiveness:

- Through social events and outreach, we can build a cohesive Commission. There will be three main events (excluding Pride) that involve **ALL** commissioners, they are:
 - o Outreach event in April/May
 - o Team-building event in August
 - o Year-end recap/SCSM Holiday Party.