Immigrant & Refugee Commission	Responsible	Status	Year 1 Year 2
			1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 1
Executive Subcommittee			
Manage activities and balance load	Jen & Shree	Not started	
Identify individual roles in Subcommittees			
Make sure everyone is participating, meetings with each subcommittee			
1 cochair will attend a subcommittee meeting for next few meetings			
Develop systems to monitor/balance load			
Make adjustments to subcommittee structure as necessary			
Follow up meetings with committee members			
Present work plan to Council and Mayor			
Understand what each subcommittee is doing in preparation			
Ask subcommittees to identify which aspects of the work plan are relevant to CMs			
Develop community outreach strategy	Jen & Shree	Not started	
Explore partnering with other community activities			
Explore social media options			
Explore partnering with other commissions			
Implement outreach plan	Jen & Shree	Not started	
Document role of Co-Chairs	Shree	Not started	
Develop a list of responsibilities	Shree		
Research other co-chair responsibilities	Shree		
Cultivate future Co-Chairs	Jen & Shree	Not started	
Briefing on the role for the prospective cochair			
Compile past correspondence for prospective cochair to review			
Lead at least 1 meeting before their term begins			
Review the bylaws			
Participate in at least 1 briefing to council or mayor			
Review Robert's Rules of Order (simplified)			
Implement Co-Chair term limits	Shree	Not started	
Writing amendment and submitting for final approval			
Doc reach/skills/strengths of commissioners	Jen	Not started	
Use index cards at the beginning of meetings			
Collect information in a joint document			
Assist in OIRA Director Hiring	Shree	Completed	
First responders to requests from Council/Mayor	Jen & Shree	Ongoing	
Participate in Five Commission Meetings	Jen & Shree	Ongoing	
Education Subcommittee			
Increase bilingualism in education system	Kianoush	Not started	
Pass a bilingual resolution through city council		Not started	
Research/case studies		In progress	
Schedule briefings with Mayor/Council		In progress	
Set up a meeting with OFE		In progress	
Identify lead city council sponsor		In progress	

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Develop sample language Include language of standards to engage with LEP families		In progress			-						-		
Include language of standards to engage with LEP families Include how languages should be prioritized						+		++	_		-		\vdash
Outreach to community contacts for feedback					-	+		╁─╁			+	-	\vdash
Communications plan - possibly ethnic media						┼─-		+	\dashv		-		\vdash
Explore possibility of co-passing resolution with SPS school board					-	╫	\dashv	+					\vdash
Present to other commissions						╅╾╅		+	\dashv		-		\vdash
Develop timeline and follow process					-	╫┈╵	\dashv	+					\vdash
Preschool for All	Roxana	Not started						+	-				\vdash
Continue to follow/track RSJI toolkit process	Roxalia	Not started											\vdash
Meet with Departments who will be part of analysis process		Not started											\vdash
Clarify how analysis will be utilized/implemented					_			+					
Continue to be involved at implementation level		Not started											
Monitor how concerns expressed in I & R letter are being addressed		140t Started			+								
Hold for Year 2 - pending passage of ballot measure													
Parent Engagement	Michele	Not started											
Promote community/ involvement in decision making process for selection/distribution of fam/ed levy	1111011010	Not started									+		\Box
Briefing from Office For Education for next launch of levy dollars and process		1 tot otartoa						+	-				$\overline{}$
Research best practices to effectively engage and support I&R parents		In progress			+		$\neg \vdash$	\dagger	\neg				
Brainstorm institution to assist with research									$\neg \vdash$				
Identify community members that can represent I&R concerns/serve on OFE levy subcommittee									$\neg \vdash$				
Adult Education	Simon	Not started											
Support OIRA LEP strategy launch to ensure I & R communities are targeted and needs are met													
If data exists on the I & R workforce trajectories gather and understand								T					
Gather info & learn abt diff adult ed strategies thru meeting w/ CBO and comm. stakeholders													
Look into transfer of foreign degrees or credentials in various fields to support I & R professionals		In progress											
Meeting in the community		Not started											
Have feedback from parents/students													
Immigration Subcommittee													
Deportation resolution	Dori/Riddhi	Completed											
Divestment resolution	Dori/Riddhi	In progress											
Work with HRC and community groups on resolution		In progress											
Commission field trip: visit NWDC		In progress											
Prevention Campaign/Emergency Plans when facing detention	Riddhi/Dori												
Review and update available materials	Susana/Riddhi	In progress											
Gather estimates and work with OIRA on budget for expenses		Not started											
Create list of contacts and city locations for distribution		Not started				┼─	$\neg \vdash$						
Finalize distribution plan		Not started				-							
Immigration Hot Topics	All	Not started									-		\vdash
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DACA Education Campaign	Veasna	In progress					-	++	-	+	+	-	\vdash
Gather information on current campaigns		In progress						+			+	-	$\vdash\vdash$
Research what other cities have done		In progress									\perp	-	\vdash
Track progress on renewal		In progress	'								\perp		$\square\square'$
Develop plan to extend into broad I/R community, esp. expansion		Not started											

Research what other cities have done	Susana	In progress									
Work with Women's comission, write op-ed on UM	All	In progress									
Administrative Relief	Riddhi										
Coordinate w/community groups on resources for application process											
Utilize OIRA website to advertise schedules and resources								\dashv			+
Other support as needed						+		\dashv			
Support Economic Justice Subcommittee on U-visas	Riddhi	In progress				+-+					+
Other/Possible Year2:	Riddill	in progress									+++
		Not started				-					+
HEAL Act						-					+
Research Mijas program as could be used here	B: 1 II :	Not started						\dashv			+
Research possibility of city-issued work permits	Riddhi	Not started									
Economic Justice Subcommittee	T l .	Neteriori		_	_	_				_	
Homelessness Super Committee	Tsegaba	Not started		+							+
Research into other cities/states/countries and their strategies to combat homelessness	Tsegaba	In December									
~Pick three cities/states in the U.S. and how they are working to combat homelessness	Tsegaba	In Progress									
~Find 2 or 3 strategies that have worked to help red. homelessness in diff cities/states	Tsegaba	Network									+
Put together a flyer/one pager with resources for homeless I&R communities	Tsegaba	Not started									+
~Research into diff homelessness resources for I&R in the city/state and put 1 page	Tsegaba										+
Continue to collaborate and meet with sub committee to work on joint goals	Tsegaba	Network									+
~Email homelessness super committee to set up next meeting	Tsegaba	Not started			+-+						+
Write a letter to city - inform & recommend diff models to combat homelessness	Tsegaba	Completed			+-+						
~Continue meet & collab w/ homelessness sup committee to draft letter/incorp research	Tsegaba	In Progress									
U visas	Mindy & Farhiya	Not started									+
Meet with advocates that work on Uvisas	Mindy & Farhiya	Not started									+
Meet with CIR to get a briefing of Uvisas and their work on Uvisas	Mindy & Farhiya										+
Continue to collaborate with CIR Subcommittee	Mindy & Farhiya	Not started									+
Work on raising more awareness around Uvisas and their eco benefit through a doc, etc.	Mindy & Farhiya	In progress									+
Create a one-pager informational on Uvisas to give to agencies and CBO	Mindy & Farhiya	Not started									+
Right to Dignified Affordable Housing	Mohamed & Michael	Not started									
Research about the different housing agencies (private and public)	Mohamed & Michael	Not started									
Meet with tenants and advocates with regard to affordable housing	Mohamed & Michael										+
Meet with housing officials/agencies	Mohamed & Michael										+
Formulate possible solutions/framework for housing/rent policy development	Mohamed & Michael										+
Possibility for Year 2											
Micro Loans											
Washington Cash											
Recredentialing				\perp	\perp		\perp				
Poverty in I&R Senior populations				\perp	\perp		\perp				
Meet with orgs that provide services to combat poverity with senior pops such as NAPCA				\perp	\perp	\perp			\perp	\perp	
Research into different ways to promote resources for senior I&R populations facing poverty	J										
Compile a list of resources onto a one pager/resource guide for senior I&R populations facing povential compile a list of resources onto a one pager/resource guide for senior I&R populations facing povential compile a list of resources onto a one pager/resource guide for senior I&R populations facing povential compile a list of resources onto a one pager/resource guide for senior I&R populations facing povential compile a list of resources onto a one pager/resource guide for senior I&R populations facing povential compile a list of resources onto a one pager/resource guide for senior I&R populations facing povential compile a list of resources onto a one pager/resource guide for senior I&R populations facing povential compile a list of resources onto a list of the	erty based on research										