

## 2016 S-LGBT Commission Work Plan

	<p><b>Vision:</b> To serve as one of many effective conduits to city governance on behalf of the LGBTQ community.</p> <p><b>Mission:</b> To hold a space for community interests to be proposed, debated, evaluated, researched, and advocated for in city government.</p> <p><b>Objective:</b> To strengthen the internal and external capacity of the Commission to effectively collaborate with the City and our community.</p>				
<p><b>Goal:</b> To strengthen the internal capacity of the Commission to collaborate with the City and the community.</p>	<p><b><u>Strategic Responsibility: Internal Capacity Building</u></b> <b>Committee on Commission Infrastructure</b></p>				
	<p><u>Key Component:</u> <b>Effective Administrative &amp; Executive Management</b></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>Strategy: <b>Address development void by providing procedural guidance that supports organizational continuity through leadership turnover.</b></p>	<ul style="list-style-type: none"> <li>○ Job Descriptions</li> <li>○ Weekly Reporting</li> <li>○ FAQs</li> <li>○ Legislative Playbook</li> <li>○ Leadership transitions</li> <li>○ Meeting management</li> <li>○ Social media access &amp; policy</li> </ul>	<ul style="list-style-type: none"> <li>● Grievance policy development</li> <li>● Develop new commissioner orientation</li> </ul>	<ul style="list-style-type: none"> <li>● Grievance policy development</li> <li>● Weekly reporting</li> </ul>	<ul style="list-style-type: none"> <li>● Role Descriptions</li> <li>● Legislative Playbook</li> <li>● Leadership transitions</li> </ul>	<ul style="list-style-type: none"> <li>● FAQs</li> <li>● Social media &amp; access</li> </ul>
	<p><u>Key Component:</u> <b>Bylaw Revision &amp; Structural Development</b></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>Strategy: <b>Review and revise the coverage, application, and enforcement of the by-laws as necessary for the continuity of the SLGBT Commission.</b></p>	<ul style="list-style-type: none"> <li>○ Address performance</li> <li>○ Address participation</li> <li>○ Address term limits</li> <li>○ Address inappropriate behavior</li> <li>○ Develop grievance procedure</li> <li>○ Simplified By-law Sheet</li> </ul>	<ul style="list-style-type: none"> <li>● Develop and draft simplified by-law sheet for new commissioner orientation packets</li> </ul>	<ul style="list-style-type: none"> <li>● Address task performance, professional conduct and participation, term limits,</li> </ul>	<ul style="list-style-type: none"> <li>○ Address task performance, professional conduct and participation, term limits</li> </ul>	<p>-----</p>

	<u>Key Component:</u> <b>Effective Onboarding, Retention &amp; Recruitment Processes</b>	<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
Strategy: <b>Develop and enact recruiting and onboarding processes for new commissioners and community volunteers to sub-committees.</b>	<ul style="list-style-type: none"> <li>○ Develop commission-specific handbook</li> <li>○ Develop new commissioner orientation</li> <li>○ Plan, manage, execute Annual Retreat</li> </ul>	-----	<ul style="list-style-type: none"> <li>• Develop new commissioner orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Plan annual retreat and prepare next year's work plan</li> </ul>	<ul style="list-style-type: none"> <li>• Develop commission-specific handbook</li> </ul>

<b>Goal:</b> To strengthen the external capacity of the Commission to collaborate with the City and the community.	<b><u>Strategic Responsibility: External Capacity Building</u></b> <b>Committee on Community Education &amp; Outreach</b>				
<u>Strategy:</u> Actively pursue enhanced relationships with community organizations and represent the Commission within Seattle's LGBT Community at flagship, associated, and emergent events.	<u>Key Component:</u> <b>Relationship building, information sharing, and community learning</b>	<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
	<b>Plan, manage, and successfully execute the Commission's Annual Pride Flag Raising</b>	<ul style="list-style-type: none"> <li>• Build partnerships within internally represented Community Based Organizations</li> </ul>	<ul style="list-style-type: none"> <li>• Event: Pride Flag Raising - May 31? (Date under evaluation)</li> <li>• PRIDE Tabling</li> </ul>	<ul style="list-style-type: none"> <li>• Follow-up to advocate with mutual goals and projects</li> <li>• City Hall event</li> </ul>	<ul style="list-style-type: none"> <li>• 4th Annual Flag Raising &amp; Continuity Planning</li> </ul>
	<u>Key Component:</u> <b>Relationship building, information sharing, and community learning</b>	<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
	<b>Coordinate the attendance and participation of Commissioners at community pride events</b>	-----	<ul style="list-style-type: none"> <li>• Which community pride events?</li> <li>• Pride Asia, Black Pride, Trans pride? Who else?</li> <li>• Tabling fees?</li> <li>• Who is tabling where</li> <li>• Events between June &amp; July</li> </ul>	<ul style="list-style-type: none"> <li>• Pride Asia, Black Pride, Trans pride? Who else?</li> <li>• Tabling fees?</li> <li>• Who is tabling where</li> <li>• Events between June &amp; July</li> </ul>	-----

	<u>Key Component:</u> <b>Relationship building, information sharing, and community learning</b>	<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
	<b>Coordinate the attendance and participation of Commissioners at Seattle Pride Parade</b>	<ul style="list-style-type: none"> <li>Establish a relationship with Seattle Pride</li> </ul>	<ul style="list-style-type: none"> <li>Event: June 28</li> <li>Potential for Commissioners to help in contingency</li> </ul>	<ul style="list-style-type: none"> <li>Follow-up: Meet to discuss 2017 Seattle Pride theme</li> </ul>	-----
	<b>Collaborate &amp; Sponsor Various Organizational and community events that promote workplan of the commission</b>	<ul style="list-style-type: none"> <li>Identify community organizations that we need to reach out to</li> <li>Create partnership lists and potential LGBT stakeholders</li> <li>Identify opportunities of involvement and collaboration</li> <li>Encourage people to attend meetings and give public comment.</li> </ul>	<ul style="list-style-type: none"> <li>Begin tabling at various events like Legendary Children 2.0 Tabling at Seattle Art Musuem</li> <li>Create &amp; produce marketing material to rebrand commission</li> </ul>	<ul style="list-style-type: none"> <li>Create an event for old commissioners to return and share their experiences and successes, so that we can archive and document history of commission and wins around policy and implementation.</li> </ul>	* Retreat

<b>Goal:</b> <b>Foster &amp; support community-based responses to violence.</b>	<b>Strategic Responsibility: Equity Within the LGBTIQ Community</b> <b>People of Color Stakeholder Committee</b>				
	<u>Key Component:</u> <b>Competent Access &amp; Advocacy</b>	<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>Strategy: Keep POC stakeholders abreast of Commission work and act as a protected conduit for POC LGBT concerns.</p>	<ul style="list-style-type: none"> <li>○ <b>Plan, manage, and execute a Commission Report-out and dialogue with the POC community.</b></li> </ul>	<ul style="list-style-type: none"> <li>• JANUARY - List &amp; Outreach to TPOC, QTPOC, and POC-led organizations and other sponsors or collaborations (meet on Feb. 1<sup>st</sup>)</li> <li>• FEBRUARY - Create common language in which we use to outreach</li> <li>• FEBRUARY (create and design a survey snapshot to be distributed at forums – and design qualitative data collection)</li> <li>• MARCH 3/3/2016 – Sponsor &amp; table PSKS Forum on LGBTQ &amp; QTPOC Homelessness</li> <li>• MARCH 3/6/2016 – collaborate with Coffee with Commissioners to support a gathering of immigrant and refugees people that identify as LGBTQ. Invite key community leaders that identify at intersections of these identities and facilitate conversations about how and collective qualitative data to be used in snapshot survey and help inform future workplan items for commission. Build strong</li> </ul>	<ul style="list-style-type: none"> <li>• 5/22/16 – collaborate with Coffee with Commissioners to support a gathering of Black LGBTQ people in a roundtable. Invite key community leaders that identify at intersections of these identities and facilitate conversations about how and collective qualitative data to be used in snapshot survey and help inform future workplan items for commission. Build strong relationships with marginalized QTPOC groups.</li> <li>• Collaborate with Outreach &amp; Community Subcommittee for strategic outreach to diverse communities- June 5<sup>th</sup> – Flag Raising Event</li> <li>• Identify and Create a list of “safer” Businesses for QTPOC folks within communities of color.</li> </ul>	<ul style="list-style-type: none"> <li>• MAIN EVENT - Plan &amp; Implement learning from roundtables &amp; gatherings in a culminating and collaborative community event with sponsors.</li> <li>• 8/28/16 - Collaborate with Coffee with Commissioners to support YOUTH AND HOMELESSNESS – School to street pipeline (centering trans and queer people of color in a roundtable. Invite key community leaders that identify at intersections of these identities and facilitate conversations about how and collective qualitative data to be used in snapshot survey and help inform future workplan items for commission. Build strong relationships with marginalized QTPOC groups.</li> </ul>	<ul style="list-style-type: none"> <li>• Oct 2 (tentative)-Choose a date to collaborate with Coffee with Commissioners that identify as Native and Indigenous LGBTQ people. Invite key community leaders that identify at intersections of these identities and facilitate conversations about how and collective qualitative data to be used in snapshot survey and help inform future workplan items for commission. Build strong relationships with marginalized QTPOC groups.</li> <li>• Create COMMUNITY REPORT BACK event (date to be announced) to summarize and</li> <li>• SUMMARIZING findings with Commission</li> <li>• Gathering data from qualitative research and look for trends</li> <li>• Create recommendations for 2016 LGBT Commission workplan and future snapshot survey</li> <li>• Strategize and resources around racial justice in LGBT-based organizations with the Office of</li> </ul>

		relationships with marginalized QTPOC groups.			Civil Rights.
<p>Strategy: Research and make policy recommendations on timely City Initiatives on an as needed basis.</p>	<p><b>Continue to advocate for social equity, with a focus on sexual orientation, POC and gender identity and gender expression, in Seattle’s City Initiatives, City Planning, and City Departments</b></p>	<ul style="list-style-type: none"> <li>Review and respond to emerging issues as capacity &amp; personal leadership is available</li> <li>Send representatives to Queer and Trans people of color led community events (for example: Gender Justice League’s QTPOC Policy Gathering monthly to network &amp; LGBTQ Allyship’s Institutes)</li> <li>Support community efforts that are empowering for LGBTQ Folks of Color (for example: attending forums that address issues that effect this population)</li> </ul>	<ul style="list-style-type: none"> <li>Review and respond to emerging issues as capacity &amp; personal leadership is available</li> <li>Send representatives to Queer and Trans people of color led community events (for example: Gender Justice League’s QTPOC Policy Gathering monthly to network &amp; LGBTQ Allyship’s Institutes)</li> <li>Support community efforts that are empowering for LGBTQ Folks of Color (for example: attending forums that address issues that effect this population)</li> </ul>	<ul style="list-style-type: none"> <li>Review and respond to emerging issues as capacity &amp; personal leadership is available</li> <li>Send representatives to Queer and Trans people of color led community events (for example: Gender Justice League’s QTPOC Policy Gathering monthly to network &amp; LGBTQ Allyship’s Institutes)</li> <li>Support community efforts that are empowering for LGBTQ Folks of Color (for example: attending forums that address issues that effect this population)</li> </ul>	<ul style="list-style-type: none"> <li>Review and respond to emerging issues as capacity &amp; personal leadership is available</li> <li>Send representatives to Queer and Trans people of color led community events (for example: Gender Justice League’s QTPOC Policy Gathering monthly to network &amp; LGBTQ Allyship’s Institutes)</li> <li>Support community efforts that are empowering for LGBTQ Folks of Color (for example: attending forums that address issues that effect this population)</li> </ul>

<b>Goal:</b> Stay abreast of LGBT issues that arise with relevance to Seattle City Governance and strengthen the Commission's relationship with the City.	<b>Strategic Responsibility: City Policy</b> <b>Committee on Policy &amp; Departmental Collaboration</b>				
Policy Area: <b>Youth</b>	<u>Key Component:</u> <b>Build relationship with Human Services Department (HSD) and Parks Dept.</b>	<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
Strategy: Develop collaborative advances that address the needs of LGBTQ youth.	<ul style="list-style-type: none"> <li>○ <b>Refine budget letter and proposal for LGBTQ-program specific youth coordinator</b></li> <li>- <b>Continue to build relationship w/ Parks Dept.</b></li> <li>○ <b>Request in-meeting Parks update every 6 months</b></li> <li>○ <b>Collaborate with Human Services Dept. (HSD) on LGBTQ youth strategy team</b></li> </ul>	<ul style="list-style-type: none"> <li>● Gather information on status of LGBTQ program specific youth coordinator</li> <li>● Meet with HSD to learn where they are on LGBTQ youth strategy</li> </ul>	<ul style="list-style-type: none"> <li>● Review and refine budget letter and proposal</li> <li>● Meet with Parks to understand where they are on their projects</li> <li>● Request in-meeting update from Parks during this quarter</li> <li>● Refine budget letter and proposal for LGBTQ-program specific youth coordinator</li> </ul>	<ul style="list-style-type: none"> <li>● Review and respond to issues related to LGBTQ program specific youth coordinator position as necessary</li> </ul>	<ul style="list-style-type: none"> <li>● Request in-meeting update from Parks during this quarter</li> <li>● Review and respond to issues related to LGBTQ program specific youth coordinator position as necessary</li> </ul>
Strategy: Research and make policy recommendations on timely City Initiatives on an as needed basis.	<b>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</b>	<ul style="list-style-type: none"> <li>● Review and respond to emerging issues as capacity &amp; personal leadership is available</li> </ul>	<ul style="list-style-type: none"> <li>● Review and respond to emerging issues as capacity &amp; personal leadership is available</li> </ul>	<ul style="list-style-type: none"> <li>● Review and respond to emerging issues as capacity &amp; personal leadership is available</li> </ul>	<ul style="list-style-type: none"> <li>● Review and respond to emerging issues as capacity &amp; personal leadership is available</li> </ul>
Policy Area: <b>Seniors</b>	<u>Key Component:</u> <b>Build relationship with Office for Senior Citizens and Aging with Pride</b>	<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
Strategy: Collaborate with OCR and establish a relationship with Aging with Pride.	<b>Stay abreast of LGBT issues that arise with relevance to Seattle City Governance and respond according to capacity and personal leadership</b>	<ul style="list-style-type: none"> <li>● Request meeting with Karen Fredriksen-Goldsen from Aging with Pride to learn more about their programs and how we may be involved</li> </ul>	<ul style="list-style-type: none"> <li>● Continue to meet with Aging with Pride as needed</li> </ul>	<ul style="list-style-type: none"> <li>● Continue to meet with Aging with Pride as needed</li> </ul>	<ul style="list-style-type: none"> <li>● Continue to meet with Aging with Pride as needed</li> </ul>

<p>Strategy: Collaborate with OCR and Office for Senior Citizens to review other cities' Best Practices for supporting needs identified by Aging w/ Pride.</p>	<p><b>Stay abreast of LGBT issues that arise with relevance to Seattle City Governance and respond according to capacity and personal leadership</b></p>	<ul style="list-style-type: none"> <li>Understand needs of aging LGBTQ community through meeting with Karen Fredriksen-Goldsen</li> </ul>	<ul style="list-style-type: none"> <li>Determine which cities will be reviewed for best practices</li> <li>Examine three-five other cities' best practices for supporting needs outlined by Aging with Pride</li> </ul>	<ul style="list-style-type: none"> <li>Establish recommendations for OCR and Office for Senior Citizens through collaboration with Aging w/ Pride</li> </ul>	<ul style="list-style-type: none"> <li>Review and respond to emerging issues as capacity and personal leadership is available</li> </ul>
<p>Strategy: Research and make policy recommendations on timely City Initiatives on an as needed basis.</p>	<p><b>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</b></p>	<ul style="list-style-type: none"> <li>Review and respond to emerging issues as capacity &amp; personal leadership is available</li> </ul>	<ul style="list-style-type: none"> <li>Review and respond to emerging issues as capacity &amp; personal leadership is available</li> </ul>	<ul style="list-style-type: none"> <li>Review and respond to emerging issues as capacity &amp; personal leadership is available</li> </ul>	<ul style="list-style-type: none"> <li>Review and respond to emerging issues as capacity &amp; personal leadership is available</li> </ul>
<p>Policy Area: <b><u>Equitable Development</u></b></p>	<p><u>Key Component:</u> <b>Relationship building</b></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>Strategy: Follow-up on projects currently in advanced stages and follow-through on established relationships.</p>	<ul style="list-style-type: none"> <li>Continue to act as a resource in the enactment of all-gender restroom ordinance.</li> <li>Follow-up on recommendations to Parks dept. re: restroom facilities</li> <li>Support SPL in creating inclusive RR</li> <li>Cal Anderson RR facilities</li> <li>LGBT Community Center</li> </ul>	<ul style="list-style-type: none"> <li>Review and respond to emerging issues about all-gender bathroom ordinance</li> <li>Meet with SPL to learn status of creating inclusive restroom facilities</li> <li>Review SPD trans training video</li> </ul>	<ul style="list-style-type: none"> <li>Review and respond to emerging issues about all-gender bathroom ordinance</li> <li>Review recommendations for Parks Dept restroom facilities and Cal Anderson, meet with Parks Dept to follow-up</li> <li>Review information on policies regarding homelessness and the transgender community</li> <li>Meet with SPD to follow-up on the progress of the Safe Place project</li> </ul>	<ul style="list-style-type: none"> <li>Draft proposal for LGBTQ Community Center model and move forward if capacity is available</li> <li>Meet with SPD to follow-up on the progress of the Safe Place project</li> <li>Meet with DSHS as needed about transgender homelessness and the city's nondiscrimination policy</li> </ul>	<ul style="list-style-type: none"> <li>Present draft of LGBTQ Community Center model to full Commission if capacity is available</li> <li>Meet with SPD to follow-up on the progress of the Safe Place project</li> </ul>

<p>Strategy: Research and make policy recommendations on timely City Initiatives on an as needed basis.</p>	<p><b>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</b></p>	<ul style="list-style-type: none"> <li>Review and respond to emerging issues as capacity &amp; personal leadership is available</li> </ul>	<ul style="list-style-type: none"> <li>Review and respond to emerging issues as capacity &amp; personal leadership is available</li> </ul>	<ul style="list-style-type: none"> <li>Review and respond to emerging issues as capacity &amp; personal leadership is available</li> </ul>	<ul style="list-style-type: none"> <li>Review and respond to emerging issues as capacity &amp; personal leadership is available</li> </ul>
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<p><b>Goal:</b> Work toward the deeper understanding of intersectional experiences within the City’s LGBTQ community</p>	<p><b>Long-term Commission Objective (2016-2018)</b>  <b><u>Strategic Responsibility: Insight, Accessibility, &amp; Inclusion</u></b>          ---  <b>Deep Community Assessment: Snapshot 2018</b></p>				
	<p><u>Key Component:</u> <b>Community Moderation</b></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>Strategy: To make a tangible investment in public understanding of our POC constituents for the community-at-large and in competent conflict moderation for the community internally.</p>	<p><b>Facilitate a deep analysis of racial and gender equity with Seattle’s LGBTQ Community</b></p>	<ul style="list-style-type: none"> <li>Collaborate with OCR on sharing line of questioning, analysis and results of RSJI Community Survey with Commission.</li> </ul>	<ul style="list-style-type: none"> <li>Collaborate with OCR on sharing line of questioning, analysis and results of RSJI Community Survey with Commission.</li> </ul>	<ul style="list-style-type: none"> <li>Research the similar efforts of other cities</li> </ul>	<ul style="list-style-type: none"> <li>Review Snapshot 2011</li> </ul>