

## Seattle LGBTQ Commission 2017 Work Plan

	<p><b>Vision:</b> To serve as one of many effective conduits to city governance on behalf of the LGBTQ community.  <b>Mission:</b> To hold a space for community interests to be proposed, debated, evaluated, researched, and advocated for in city government.  <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 external capacity of the Commission to collaborate with the City and the community.</p>	<p><b><u>Strategic Responsibility: External Capacity Building</u></b>  <b>Community Education &amp; Outreach Committee</b></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>  <b>Relationship building, information sharing, and community learning</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><b>Coordinate the attendance and participation of Commissioners at Seattle Pride Parade</b></p>	<ul style="list-style-type: none"> <li>• Coordinate with SOCR</li> <li>• Create new banner and design</li> </ul>	<ul style="list-style-type: none"> <li>• Attend City Department Pride Logistics Meetings</li> <li>• Event: June 25<sup>th</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Request SOCR for debrief from Parade/Center: what worked, didn’t, improvements</li> <li>• SOCR partnership to maintain relationships throughout the rest of the year in emails (“Commissioner Corner”) to disseminate information out to community and CBOs</li> </ul>	<ul style="list-style-type: none"> <li>• Plan for 2018</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            Policy &amp; Departmental Collaboration Committee</b>				
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.	<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>Draft letter with recommendations to be voted on</li> <li>Vote to send to Mayor's and Council</li> </ul>	<ul style="list-style-type: none"> <li>Request a meeting with Department on Homelessness head George Scarola</li> <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: <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.	<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>Vote on draft letter of support from 2016</li> <li>Attend hearings as they occur (King County Board of Health)</li> <li>maintain relationship with VOCAL-WA</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: <u>HIV &amp; AIDS</u>	<u>Key Component:</u> <b>Relationship building</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
<i>Strategy:</i> 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> <li>Research other best practices (primarily California – SF)</li> </ul>	<ul style="list-style-type: none"> <li>coordinate informative sessions about updates in HIV &amp; AIDS field</li> <li>April: defeatHIV presentation to Commission. Educational Session</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: <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"> <li>• Miller Community Center</li> <li>• Capitol Hill Light Rail Station</li> <li>• Gay City</li> <li>• LGBTQ Allyship</li> <li>• elder groups (SASG, Lifelong)</li> </ul>	<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> <li>• Research current LGBTQ programming at area community centers (“special population programs” at Miller)</li> <li>• Request meeting with Parks and Recreation Department: for updates: Miller Center, Cal Anderson</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><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"> <li>• <b>Seek candidates who represent a wide array of identities and skillsets</b></li> <li>• <b>Collaborate closely with city staff and elected officials to expedite process</b></li> </ul>	<ul style="list-style-type: none"> <li>• Work with SOCR to contact Mayor’s Office and Councilmembers regarding vacancies</li> <li>• Call for applications – reach out to key community organizations to get a good applicant pool</li> </ul>	<ul style="list-style-type: none"> <li>• Work with Commissioners to evaluate applications</li> <li>• Hold interviews</li> <li>• Make recommendations to Mayor’s Office and Councilmember Herbold</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• If needed, begin preparing recruitment/ appointment process for 17-18 year</li> </ul>

<b>Goal: Ensure -</b> <ul style="list-style-type: none"> <li>all Commission positions are filled with superb individuals</li> <li>all Commissioners are equipped and empowered in their roles</li> <li>Commission records are well-maintained</li> </ul>	<b><u>Strategic Responsibility: Seamless Commission Operations</u></b> <b>Internal Affairs</b>				
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"> <li><b>Seek candidates who represent a wide array of identities and skillsets</b></li> <li><b>Collaborate closely with city staff and elected officials to expedite process</b></li> </ul>	<ul style="list-style-type: none"> <li>Work with SOCR to contact Mayor's Office and Councilmembers regarding vacancies</li> <li>Call for applications – reach out to key community organizations to get a good applicant pool</li> </ul>	<ul style="list-style-type: none"> <li>Work with Commissioners to evaluate applications</li> <li>Hold interviews</li> <li>Make recommendations to Mayor's Office and Councilmember Herbold</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>If needed, begin preparing recruitment/ appointment process for 17-18 year</li> </ul>
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"> <li><b>Help new commissioners feel welcomed, valued, informed and able to participate in commission business</b></li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Support and regularly communicate with commissioners through appointment process</li> <li>Attend appointment committee meetings</li> <li>Schedule 1-on-1 meetings with each new commissioner</li> </ul>	<ul style="list-style-type: none"> <li>Document on-boarding process and any suggestions to the improve the process for the future</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

Area of Work: <u>Commissioner Engagement &amp; Retention</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> Support all commissioners in being active, engaged and empowered in their roles on the commission	<ul style="list-style-type: none"> <li><b>Working with co-chairs, create monthly 1-on-1 check-ins for each commissioner</b></li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Create a suggested list of questions/topics that co-chairs can use during monthly check-ins with commissioners (each</li> </ul>	<ul style="list-style-type: none"> <li>Continue to implement and refine the monthly check-in process</li> <li>Gather feedback/requests from commissioners</li> </ul>	<ul style="list-style-type: none"> <li>Working with other commissioners as appropriate: schedule, plan</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Help commissioners set personal development and strategic goals</b></li> <li>• <b>Support other commission committees by helping to commissioners find inspiring committee/leadership roles</b></li> </ul>		<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"> <li>• Create a sign-up process for commissioner/co-chair monthly check-ins and launch check-ins</li> <li>• Create tools/templates to support commissioners in setting strategic and personal development goals within the commission</li> <li>• Invite new commissioners to join specific committees or take on new leadership roles</li> </ul>	<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"> <li>• <b>See quarterly tasks</b></li> </ul>	<ul style="list-style-type: none"> <li>• Review group norms at least once per quarter</li> <li>• Review (and update, if necessary) Bylaws once per year</li> </ul>	<ul style="list-style-type: none"> <li>• Review group norms at least once per quarter</li> <li>• Clean-up of Dropbox/Google Drive/etc.</li> <li>• Create and share email/communication “Best Practices”</li> <li>• Revise/improve committee reporting process</li> </ul>	<ul style="list-style-type: none"> <li>• Review group norms at least once per quarter</li> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• Review group norms at least once per quarter</li> <li>• Prepare key documents such as meeting minutes to be sent to city archives</li> </ul>