



## **HUMAN RIGHTS COMMISSION**

**Saturday, March 10, 2012  
8:00 AM - 12:00 noon  
LRC Learning & Research Center Building  
2800 Spirit of Texas Drive Training Room # 9  
Austin, TX 78719**

### **CURRENT BOARD MEMBERS:**

Tom Davis, Chair	Elizabeth Brenner	Delia Meyer
Paul Rhea, Vice Chair	Judy Cortez	George Reynolds
	DeWayne Lofton	

### **WORK SESSION/ANNUAL RETREAT AGENDA**

#### **CALL TO ORDER**

#### **CITIZENS' COMMUNICATION**

Citizens signed up prior to the meeting's being called to order will each be allowed a three-minute allotment to address their concerns regarding items not posted on the agenda.

#### **OBJECTIVES**

The primary objectives of this retreat are to:

- Prepare comprehensive, realistic goals which will define the direction of this Commission for 2012.
- Develop and select strategies to meet our goals.
- Identify a progressive path for the Commission to continue forward in its impact and value to the community.
- Develop focus and concentration for human rights advocacy and education in the community.

#### **ORDER OF THE MEETING**

- |   |            |
|---|------------|
| I. Introductions and Process Review           | 10 minutes |
| II. Overview of Commission Purpose and Charge | 20 minutes |

- A. Commission Charge/Purpose from City Council (Staff)
  - Overview of HRC By-Laws and Ordinances
  - Training – Ensure all members have gone through training
- B. Chairs' Observations and Comments (Davis/Cortez)
  - Recognize everyone's contribution.
  - Challenge members to renew commitment or acknowledge limitations.
  - Stress timeliness, attendance, and participation throughout each meeting, & 2012 so far proactive attendance monitoring and feedback.

Handouts:

- \* Bylaws
- \* Ordinances
- \* Attendance reports, 2011

### III. Review and Celebrate 2011 Accomplishments

30 minutes

- A. Review of 2011 Goals (other side of page)
- B. Listing of 2011 Accomplishments
  - Acknowledge accomplishments.
  - Suggest/discuss specific areas of impact for the Commission.
  - Identify themes or voids in the Listing of Accomplishments.
- C. Discuss management of our meetings to ensure efficiency and effectiveness in deliberations
  - Commission organizational structure – Where does HRC fit in City structure and why?
  - Best practices in meeting management:
    - > Regular meetings
    - > Hearings
  - Lessons learned from our and other commissions' mistakes
  - Decorum of Commission members – regular attendance, presence for the entire meeting, etc.

Handout:

- \* Minutes, 2011 Planning meeting

### IV. SWOT Analysis (Strengths, Weaknesses, Opportunities, & Threats)

30 minutes

- Strengths – What benefits did the Commission provide to its Customers; what was done well; how is the Commission continuing to fulfill its charge from the City Council?
- Weaknesses – How could the Commission have done better or been more effective; where could the Commission have done more; what elements might have been missing?
- Opportunities – What are the trends or where could the community be Commission; where could the Commission add more value; is the leading the Customer in getting what they deserve?
- Threats – What roadblocks could be ahead; what could prevent the Commission from achieving its Goals; what got in the way this year?

### **BREAK**

### V. 2012 WORK PLAN – MAJOR GOALS

60 minutes

- A. Value of goals
  - Why have them?
  - What happens without them?

- B. Effective goals
  - What happens when there aren't enough?
  - What happens when there are too many?
  - What happens if they aren't constructed properly?
  - Should be specific, measurable, attainable, relevant, and time-framed.
- C. Set goals for 2012.

V. Closing

10 minutes

**GOALS FROM 2011:**

- By 6/30/2011 as a Commission, create an agreed-upon message that educates and informs the public of the purpose, vision, and commitment of the Human Rights Commission, to be used as a unified message of the Commission.
- By 6/30/2011, create a marketing plan that identifies which issues, people, commissions, and organizations should be targeted in educating and informing the community of the purpose and mission of the Human Rights Commission, and why it is important to them.
- Plan, develop, track progress, implement, and evaluate the IAOHRA Convention held in August 2011, to ensure a successful event.

**ADJOURN**

The City of Austin is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Meeting locations are planned with wheelchair access. If requiring sign language interpreters or alternative formats, please give notice at least 4 days before the meeting date. Please call Tony Robertson, Human Resources Department, Equal Employment Opportunity/Fair Housing Office, at 974-3259 for additional information. TTY users route through Relay Texas at 711.

For more information on the Human Rights Commission, please contact Yamile M. Ortiz, at 974-3250.