



HUMAN RIGHTS COMMISSION
AGENDA

Saturday, March 22, 2014
Asian American Resource Center
8401 Cameron Rd
Austin TX 78754

CURRENT COMMISSION MEMBERS:

Paul Rhea, Chair	Judy Cortez
Jonathan Luu, Vice-Chair	Will Krueger
Elizabeth Brenner	DeWayne Lofton
Sara Clark	

CALL TO ORDER

1. CITIZEN COMMUNICATION

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

3. ANNOUNCEMENTS

4. OBJECTIVES

The primary objectives of this retreat are to:

Prepare comprehensive, realistic goals which will define the direction of The Human Rights Commission for 2014-2015.

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.

5. NEW BUSINESS

- a. Introductions and Process Review
 - i. Review Austin City Code for internal review and report
- b. Overview of Commission Purpose and Charge

- i. Commission Charge/Purpose from City Council (Staff)
 - a. Overview of HRC by-laws and ordinances
 - b. Training – Ensure all members have gone through training
 - ii. Chairs’ Observations and Comments (Rhea)
 - a. Recognize everyone’s contribution.
 - b. Challenge members to renew commitment or acknowledge limitations.
 - c. Stress timeliness, attendance, and participation throughout each meeting, proactive attendance monitoring and feedback.
 - c. Review and Celebrate 2013 - 2014 Accomplishments
 - i. Review of 2013 Goals.
 - ii. Listing of 2013 Accomplishments.
 - a. Acknowledge accomplishments.
 - b. Suggest/discuss specific areas of impact for the Commission.
 - c. Identify themes or voids in the listing of accomplishments.
 - iii. Discuss management of our meetings to ensure efficiency and effectiveness in deliberations.
 - a. Commission organizational structure – Where does HRC fit in City structure and why?
 - b. Best practices in meeting management:
 - i. Regular meetings
 - ii. Hearings
 - c. Lessons learned from our and other commissions’ mistakes
 - d. Decorum of Commission members – regular attendance, presence for the entire meeting, etc.
 - d. SWOT Analysis (Strengths, Weaknesses, Opportunities, & Threats)
 - i. 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?
 - ii. 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?
 - iii. Opportunities – What are the trends or where could the community be leading the Commission; where could the Commission add more value; is the Customer getting what they deserve?
 - iv. Threats – What roadblocks could be ahead; what could prevent the Commission from achieving its goals; what got in the way this year?

- e. 2014 - 2015 Work Plan – Major Goals
 - i. Value of goals
 - a. Why have them?
 - b. What happens without them?
 - ii. Effective goals
 - a. What happens when there aren't enough?
 - b. What happens when there are too many?
 - c. What happens if they aren't constructed properly?
 - d. Should be specific, measurable, attainable, relevant, and time-framed.
 - iii. Set goals for 2014 - 2015.

ADJOURNMENT

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 Rose Xavier at (512) 974-3253, Human Resources Department, Equal Employment/Fair Housing Office, for additional information; TTY users route through Relay Texas at 711.

For more information on the Human Rights Commission, please contact Rose Xavier at (512) 974-3253 or visit <http://www.austintexas.gov/hrc>.