

**SPECIAL MEETING NOTICE
SPOKANE HUMAN RIGHTS COMMISSION**

**SPOKANE HUMAN RIGHTS COMMISSION
MEETING
TUESDAY, JANUARY 10, 2017**

The Spokane Human Rights Commission will hold a meeting on **Tuesday, January 10, 2017 at 6:00 p.m. in City Council Chambers** – Lower Level of City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington.



Spokane Human Rights Commission

January 10, 2017

6:00 PM-9:00 PM

City Hall Lower Level

Council Chambers

TIMES GIVEN ARE AN ESTIMATE AND ARE SUBJECT TO CHANGE

Public Comment Period:

3 minutes each Citizens are invited to address the Commission on any topic not on the agenda

Commission Briefing Session:

5:30 – 6:30	1) Approve November 15, 2016 meeting minutes	
	2) City Council Reports	Karen Stratton
	3) President Report	John Lemus
	4) Secretary Report	Alicia Ayars
	5) Commissioner Work/Follow-Up Updates	Commission Members

Discussion Item:

6:30 - 7:00	1) SHRC Bylaw Review/Proposed Changes	Full Commission
7:00 - 7:25	2) SHRC Commission & Subcommittee Officials Elections	Commissioner Lemus
7:25 - 7:40	3) OPMA Overview	Mike Piccolo
7:40 - 7:50	4) Budget Presentation	Alicia Ayars
7:50 - 8:35	5) SHRC Work Plan Updates	Full Commission
	• Approve Budget as outlined in Work Plan	
	• Approve 2017 Work Plan	

New Business

8:35 - 9:00	1) Upcoming Community Events
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Adjournment:

Next Human Rights Commission meeting is scheduled for January 24, 2016

The password for City of Spokane Guest Wireless access has been changed:

Username: COS Guest

Password:

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs, and services for persons with disabilities. The Council Chambers and the Council Briefing Center in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., are both wheelchair accessible. The Council Briefing Center is equipped with an audio loop system for persons with hearing loss. The Council Chambers currently has an infrared system and headsets may be checked out by contacting the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Chris Cavanaugh at (509) 625-6383, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or ccavanaugh@spokanecity.org. Persons who are deaf or hard of hearing may contact Ms. Cavanaugh at (509) 625-6383 through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

Spokane Human Rights Commission

November 15, 2016

Meeting Minutes: Meeting called to order at 5:37

Attendance:

- Board Members Present: Ronald Toston, John Lemus, Andrea Fallenstein, Aaron Tilbury, Amina Fields, Ashley Torres, Nicole Bishop, Geoffrey Bagwell, Aaron Riley
- Board Not Members Present: Karen Stratton; City Council Liaison
- Staff Members Present: Chris Cavanaugh, Amanda Winchell

Workshops:

1. Archbright Regulatory Training Overview

- Presentation and Overview Given on regulatory training that the City will be utilizing to train the City employees.
- Questions Asked and Answered
- Discussion Ensued

Minutes from the September 27, 2016 and the October 25, 2016 meetings approved unanimously.

New Business:

- Presidential report-
 - A doodle poll will be distributed to commissioners to select a day and time that will work for the commission to participate in the SHRC retreat.
 - Requesting Commissioners select some topics for the courageous conversations and email them out by November 30th.
 - SHRC budget will be moving forward to Spokane City Council for approval.
- December 9, 2016 a Capital Campaign fundraiser will be held at the Spokane Community College Lair Auditorium.
- Commissioner Bagwell requests to invite Barry Pfundt with the Center for Justice to discuss Compliance issues with rental units and housing in the Spokane area.
- Commission President Lemus requests Commissioners proof and approve the salutation for the MLK Center.
- Commissioner Tilbury reports that the teen house was remodeled earlier than expected thanks to social media and the communities support.
- Commissioner Tilbury provided the Commission with an update on the investigation surrounding last month's Human trafficking discussion.
- The next Human Trafficking subcommittee meeting will be held on Monday, December 5, 2016 from 5:00 pm-7:00 pm in the City Council Briefing Center at City Hall.
- The next LBGTQIA subcommittee meeting will be held on Tuesday, December 6, 2016 from 5:00 pm -7:00 pm in the City Council Briefing Center at City Hall

- The Jail initiative team of the smart Justice executive committee has been reviewing and advising on the Spokane County Jail policies and procedures. The subcommittee has been investigating the amount of deaths reported in the county jail over a period of time. The results of this in-depth investigation reflects that there has been positive changes being made in the jail.
- The Harassment Subcommittee is working toward providing a clear and defined policy and training for the City of Spokane.
- The Spokane Police Department is hosting a Police and Community forum on Thursday, November 17, 2016 at 6:00PM at the East Central Community Center.
- Police advisory committee is facilitating a discussion on police bargaining held on Wednesday, November 16, 2016 at 5:30 pm-7:00 pm at the Northeast Community Center.
- Commission members continued discussion regarding the SHRC Facebook page.

Meeting Adjourned at 7:28 P.M.

Next Plan Commission Meeting is scheduled for **January 10, 2017**

City of Spokane Human Rights Commission Bylaws

Updated by Lisa Rosier Dec.2014

I. PURPOSE

Pursuant to Spokane Municipal Code 4.10.040 the City of Spokane Human Rights Commission has the power and duty to (a) adopt rules; (b) hold regular public meetings and keep a written record of its proceedings which is a public record, (c) conduct and arrange for surveys, studies, and polls, (d) convene ad hoc committees, (e) make recommendations for public policy. In light of this code authorization it is appropriate that the City of Spokane Human Rights Commission have a working set of rules and procedures for its performance and members which are available to the public at large.

II. GENERAL PROVISIONS

(2.1) The rules of the City of Spokane Commission on Human Rights (SHRC) are also the rules of its subcommittees in so far as applicable, except as regards a motion to recess from day to day, and a motion to dispense with the first reading of a resolution or motion, if printed copies are available.

(2.2) Each subcommittee is a part of the City of Spokane Human Rights Commission, and is subject to the authority and direction of the (SHRC) and to its rules so far as applicable.

(2.3) The provisions of the Open Public Meetings Act of WA Chapter 42.30 RCW, the City Charter, the City of Spokane Municipal Code, and all City Ordinances are incorporated herein by this reference as though fully set forth as the rules of the City of Spokane Human Rights Commission to the extent applicable.

(2.4) The City of Spokane Human Rights Commission's rules shall be published and made available to any person desiring a copy.

(2.5) On questions of procedure not covered in these procedures and rules, *Robert's Rules of Order* (latest edition) may be used to expedite due process.

III. REGULAR, ADDITIONAL, AND SPECIAL MEETINGS

(3.1) The City of Spokane Human Rights Commission shall regularly meet at 5:30 p.m. on the fourth Tuesday of each month.

(3.2) A regular meeting of the SHRC may be dispensed with if, in the judgment of the Chair, there is no need for the meeting.

(3.3) Additional regular meetings and hearings of the SHRC may be called by the Chair as the Chair deems reasonably necessary or by Committee Leads when appropriate.

IV. NOTICE FOR REGULAR MEETINGS

(4.1) The Chair or a person acting on behalf of the Chair shall notify in electronic or written form each member of the SHRC of the time and place of the meeting and the agenda of each regular meeting of the Commission, at least 48 hours before the time of the meeting, and shall provide to each member of the Commission, at least 48 hours before the meeting, a copy of the agenda and:

(4.2) For each resolution scheduled on the agenda for consideration a copy of:

- (a) The resolution;
- (b) Any committee reports thereon; and
- (c) Any letter requesting a resolution; and
- (d) For each other report, resolution, or other matter on the agenda a copy of the materials relating to the matter in question and any report, resolution, or any other matter made by any subcommittee.

(4.3) The Chair of the SHRC or a subcommittee shall be empowered to adjourn any meeting of the Commission or a subcommittee if a quorum is not present within fifteen minutes of the time scheduled for such meeting.

V. EMERGENCY MEETINGS

(5.1) The Chair may call an emergency meeting of the City SHRC at any time on any measure or matter which the Chair determines to be of an emergency nature provided however, that the Chair has made an effort to consult the members of the Commission.

(5.2) As soon as possible after calling an emergency meeting of the City SHRC the Chair shall notify each member of the Commission of the time and location of the meeting.

(5.3) To the extent feasible, the notice provided under paragraph (2) above shall include an agenda for the emergency meeting and copies of available materials which otherwise would have been provided if the emergency meeting was a regular meeting.

VI. SPECIAL MEETINGS

(6.1) Special meetings, which shall include all meetings except regularly scheduled meetings, shall be called and convened as provided for by Chapter 42.30 RCW.

VII. MEETINGS AND PROCEDURES

(7.1) Meetings of the City SHRC shall be called to order and presided over by the Chair or, in the Chair's absence, by the member designated by the Chair.

(7.2) Meetings of the Commission shall be open to the public unless closed in accordance with the Open Public Meetings Act, Chapter 42.30 RCW.

(7.3) Any meeting of the Commission that is open to the public shall be open to coverage by television, radio, and still photography in accordance with Washington Law.

(7.4) A transcript or minutes shall be kept of each business meeting and any subcommittee unless a majority of the Commission or the subcommittee agrees some other form of permanent record is preferable.

(7.5) Official attendance of all meetings shall be kept by the Commission recorder. Official attendance of all subcommittee meetings shall be kept by the subcommittee recorder. All minutes shall document all members names and attendance for each monthly meeting reflecting the attendance of previous meetings held of the SHRC showing their attendance up to the current meeting.

(7.6) When a recommendation is made as to the kind of motion which should be granted, and/or for consideration of a resolution, a copy of the language recommended shall be furnished to each member of the Commission at the beginning of the Commission meeting at which the motion/resolution is to be considered, or as soon thereafter as the proposed language becomes available.

VIII. QUOROM

(8.1) For the purposes of hearing discussion on any motion or resolution 5 (five) members of the total of 9 (nine) City SHRC shall constitute a quorum.

(8.3) In the event that there is not a Quorum a majority of the members of the Commission shall be able to meet to discuss issues or events on human rights but cannot take a formal vote where a formal vote is required, this includes motions or resolutions.

IX. VOTING

(9.1) No vote may be conducted on any measure or motion pending before the City SHRC unless a quorum of the Commission are actually present for such purpose.

(9.2) A record of the vote of the Commission shall be provided on any question before the Commission upon the request of any member.

(9.3) No vote of any member of the Commission on any measure, motion, or matter may be under proxy.

(9.4) A record of vote of each member of the Commission on each record of any matter before the Commission shall be made available for public inspection at the Offices of the

City Clerk and with respect to any vote on any motion measure or matter the record shall be included showing the total number of votes cast for and against and the names of those members voting for and against.

X. APPLICATIONS TO SERVE ON SHRC

(10.1) All nominations shall be referred to the SHRC by the Mayor's Boards and Commissions office for consideration by the full City SHRC.

(10.2) In considering a nomination, the Commission shall inquire into the nominee's experience, qualifications, suitability, time commitment availability and integrity to serve on the Commission or in the position to which he or she has been nominated.

(10.3) The Chair of the SHRC shall appoint an interview panel to interview applicants for consideration for appointment to the SHRC. The interview panel may include the Chair of the SHRC. After the interview of applicants, the interview panel shall provide the Chair with information on the applicant to be included on the agenda at the next meeting of the full SHRC for consideration and voting by the full SHRC members,

(10.4) Each nominee shall submit in response to questions prepared by the Commission the following information:

(a) A detailed biographical resume which contains information relating to education, employment and achievements.

(b) Copies of other relevant documents requested by the Commission.

(10.5) Information received pursuant to this subsection shall be available for public inspection except as specifically designated as confidential under Washington law.

(10.6) The Commission by rule determines its officers and the manner selected. The nine members are nominated by the members of the Commission from the applications received by the City Boards and Commissions office. The Chair shall forward the selected nominations voted on by the SHRC for membership to the Commission to the Mayor for approval and appointment by the City Council.

(10.7) Applicants for consideration to appointment of the SHRC may reside or work within the City of Spokane.

XI. SUBCOMMITTEES

(11.1) There shall be 3 sub committees of the City SHRC. The Chair may attend a subcommittee meeting. The subcommittees are as follows:

(A) Education/Planning Committee:

Members of this committee shall develop educational materials, public awareness campaigns, including yearly activities for the Commission, to be approved by the SHRC at the monthly regular meeting of the full Commission.

(B) Complaint Committee:

Members of this committee shall review complaints, concerns or issues that have been raised by members of the SHRC or by the community with recommendations of how the SHRC should proceed in addressing same. Recommendations shall be approved by the SHRC at the monthly regular meeting of the full Commission

(C) Rules/Procedures Committee:

Members of this committee shall review, develop procedures, changes to bylaws or policy recommendations for consideration by the SHRC that shall be approved by the SHRC at the monthly regular meeting of the full Commission.

(11.2) Each subcommittee is responsible for assisting the Commission (e.g. drafting all or a portion of a response to comments, draft positions, educational material, activities or other purely advisory functions). Each subcommittee reports only to the Commission and acts only under and within the authority of the Commission as delegated to the subcommittee. Any and all acts of any subcommittee must be ratified by the full Commission.

XII. REFERRAL OF MATTERS TO SUBCOMMITTEE

(12.1) In view of the procedural responsibilities of the SHRC no special order providing for consideration of any matter shall be necessary for reference to a subcommittee of the Commission.

(12.2) The Chair shall refer to a subcommittee such matters as the Chair deems appropriate given the Chair's responsibility.

(12.3) All other measures or matters shall be subject to consideration by the full Commission.

(12.4) In referring any matter or measure to a subcommittee the Chair may specify a date by which the subcommittee shall report back thereon to the Commission.

(12.5) The Commission, by motion, may discharge a subcommittee from consideration of any measure referred to a subcommittee of the Commission.

(12.6) Should a subcommittee fail to report back to the full Commission on any matter within a reasonable time, the Chair may withdraw the matter from such subcommittee and report that fact to the full Commission for further disposition. The full Commission may at any time, by majority vote of those members present, discharge a subcommittee from consideration of a specific matter.

(12.7) The proceedings of each subcommittee shall be governed by the rules and procedures of the full Commission, subject to such authorizations or limitations as the Commission may from time to time prescribe.

XIII. COMPOSITION OF SUBCOMMITTEES

(13.1) The size and ratio of each subcommittee shall be determined by the City SHRC members and the members shall be appointed to each subcommittee as approved by the Chair and to the positions of Leads of each subcommittee in accordance with the majority vote of members of each subcommittee. The Leads of the subcommittees shall designate a member of the subcommittee to act on their behalf as deemed necessary

(13.2) All members of the SHRC must be a participant on at least one subcommittee. Volunteers as invited by SHRC members, may participate on subcommittees but have no voting authority on the SHRC.

XIV. SUBCOMMITTEE MEETINGS

(14.1) Each subcommittee of the City SHRC is authorized to meet, and report to the full Commission on a measure or matter referred to it.

(14.2) No subcommittee of the Commission may meet at the same time as a meeting of the Commission is being held.

(14.3) The Lead of each subcommittee shall schedule meetings of the subcommittee and notify the Chair of the scheduled meeting.

XV. SUBCOMMITTEE QUOROM

(15.1) For the purposes of conducting a subcommittee meeting a majority of members shall be in attendance. If a full SHRC is in place, 3 (three) members of the SHRC will be participating on at least 1 (one) subcommittee. Therefore 3 (three) SHRC members on a subcommittee is a full meeting of members. A quorum would be 2 (two) members in attendance to vote on motions, decisions and directions of the subcommittee.

XVI. EFFECT OF A VACANCY

(16.1) Any vacancy in the membership of a subcommittee shall not affect the power of the remaining members to execute the functions of the subcommittee.

XVII. RECORDS

(17.1) Each subcommittee of the City SHRC shall provide the Commission with such records of votes taken in subcommittee and such other records with respect to the subcommittee as necessary for the Commission to comply with all rules, regulations,

ordinances, and laws of the State of Washington and to conduct the business of the Commission.

XVIII. REPORTING

(18.1) Whenever the subcommittee authorizes the favorable reporting of a matter to the Commission from the subcommittee the Lead of the subcommittee or a member designated by the Lead to do so, shall do a report to the Commission the next monthly meeting of the Commission. The Lead or his/her designee shall notify the Chair of the report for inclusion on the meeting agenda.

(18.2) Any such report shall contain all matters required for the members of the Commission to intelligently and fully consider the matter and develop any action deemed advisable with regards thereto.

(18.3) At a minimum such subcommittee reports shall include a statement of the topic or subject of the report, an objective narrative as to the nature of the report and the facts underlying the same, a recommendation of the action desired by the Commission, and a listing of all sources of information considered by the subcommittee with a summary of the information considered from each source.

XIX ELECTIONS

(19.1) Annual elections for the position of Chair of the SHRC, Recorder of meetings and Leads for subcommittees shall be held annually during the SHRC November meeting, being the last held for that year. Officers shall formally take office at the January meeting the following year.

(19.2) The Chair of the Commission shall be voted into the position by a majority of the members of the Commission. The Chair shall advise the Mayor of their election to office after which the Mayor forwards the recommendation of the Commission to city council for appointment.

(19.3) To be elected to the position of Chair of the SHRC a member must have completed a full year of their appointment to the SHRC.

(19.4) A term for the position of Chair shall be 1 year. A person may hold the position of Chair for a maximum of 2 consecutive years or 2 terms. They may be reconsidered for election to the Chair position after they have completed 2 consecutive years or terms only after a full year has passed between terms.

(19.5) A term for the position of subcommittee Lead shall be 1 year. A person may hold the position of Lead for a maximum of 2 consecutive years for each subcommittee. They may be reconsidered for a Lead position if they have completed 2 consecutive years after a full year has passed between terms.

(19.6) Members may be appointed to either a 2 (two) term or a 3 (term) position on the SHRC based on the current vacancies of the Commission. Members may serve 2 (two) consecutive terms and may apply for consideration to the SHRC for another term after a full year has passed since their last day of completion of their term.

XX OTHER PROCEDURES

(20.1) Any member who misses more than 3 meetings of the full SHRC and/or fails to participate in SHRC activities, or if there are any other mitigating factors of the members behavior that is brought to the attention of the SHRC or Chair they may be asked to resign from the Commission by the Chair.

(20.2) If a member is asked to resign or if they are removed from the SHRC, the Chair shall notify the other members of the decision as well as the coordinator of the City Boards and Commission advising of the vacancy.

(20.3) Any member who resigns, is removed, or has completed their full terms of the SHRC cannot reapply for a seat on the Commission until 1 (one) full year after their last day of their notification of resignation, removal from the Commission or term completion has passed.

(20.4) All members who cannot make a meeting of the SHRC must notify the Chair of their absence. All members who cannot make a subcommittee meeting must notify the Lead of their respective subcommittees.

(20.5) The Chair of the City SHRC may establish other such Commission procedures and take such other action as may be necessary to carry out the rules of the Commission or to facilitate the effective operation of the Commission and its subcommittees in a manner consistent with these rules.

(20.6) All Commissioners of the City of Spokane Human Rights Commission shall attend at least one community meeting, event, workshop, symposium, conference or gathering each month as a representative of the Human Rights Commission. All Commissioners shall share their experiences at these events at the following meeting with the rest of the Human Rights Commission.

XXI. DUTIES OF POSITIONS

(21.1) The Chair of the SHRC calls meetings to order; is responsible for conducting the meetings in accordance with state and local laws and these bylaws; keeps meetings on track and within the time allotted for the meetings; plans and schedules meetings; develop and distribute the agenda and other relevant documents to members prior to meetings; ensure the minutes are complete, accurate, retained, distributed and reviewed and approved by members at the next meeting; respond to inquiries from the community, media and government officials on human rights issues and questions pertaining to the SHRC; plans and coordinates the dates, times and location of members participating in community events; completes an end of year report to the community and City Council on SHRC activities; oversees any budget allocations to the SHRC; update any social media sites relating to the SHRC

(21.2) The Chair is involved in the strategic planning of SHRC events and ensures that SHRC activities are in accordance with the mission and bylaws of the SHRC.

(21.3) The Chair does not move motions and does not vote, except where there is an equality of votes, in which case the Chair has a casting vote.

(21.4) Although the Chair may not be a voting member on subcommittees, they should attend these meetings as time permits to ensure they remain informed of subcommittee activities and assist in ensuring the subcommittees stay on track.

(21.5) The Chair shall ensure that all views are heard; is impartial; does not dominate meetings; keeps the meetings on track and encourages and facilitates all members of the Commission to participate.

(21.6) Any person who acts on behalf of the Chair will be subjected to the same responsibilities as the Chair as defined in these bylaws.

(21.7) Minutes taker: The responsibility of the person taking the minutes at any meeting of the SHRC or a meeting sanctioned by the SHRC shall be to take notes that accurately reflect the decisions and discussions of the meeting; write up these notes in an agreed format by the SHRC; ensure responsibilities, motions, votes and agreements from the meetings are accurately documented; keep an accurate attendance sheet of members and guests at meetings which is continually updated and shared among members at each meeting; note the time the meeting commences and ends; shares the minutes with the Chair for review and amendment (if any) before they are distributed. Circulation of the minutes after they have been reviewed are the responsibility of the Chair.

(21.8) The minutes should be finalized and circulated within 10 days of the meeting taking place.

(21.9) Subcommittee Leads: Leads of subcommittees shall ensure that members meet in a timely manner before the monthly meeting of the full SHRC; calls meetings to order; is responsible for conducting the meetings in accordance with state and local laws and these bylaws; keeps meetings on track and within the time allotted for the meetings; develop and distribute the agenda and other relevant documents to members prior to subcommittee meetings; ensures minutes are taken at meetings and distributed to the Chair prior to the monthly meeting for distribution to the full Commission; informs the Chair and full Commission of the times, dates and locations of subcommittee meetings.

XXII. AMENDMENTS TO COMMISSION RULES

(22.1) The rules of the City SHRC may be modified, amended, suspended, or repealed, in the same manner and method as prescribed for the adoption of Commission rules, but only if written notice of the proposed change has been provided to each member at least 48 hours before the time or the meeting to cast a vote on the change occurs.

City of Spokane

Procurement Process

Alicia Ayars
Aayars@spokanecity.org
509-625-6780

- Spokane Human Rights Commission 2017
 - \$2,500 (Education & Awareness)

- Procurement Process
 1. Scope of Work
 2. Purchasing Requirements

- Other item; Reimbursement

- The scope must be complete before approval of purchases.
- Scope Includes:
 - Description of the project & documentation of solicitation process (phone/email/other)
 - Take notes or keep a file of email correspondence.
 - All Cost(s)
 - All quantities
 - Contact information :
 - Commission contact person managing the purchase
 - Contractor company name and contact information (if applicable).

Scope of Work:

<u>Cost</u>	<u>Solicitation Process</u>
• \$0 – \$1,000	N/A
• \$0 - \$3,000	Collect 3 or more bids. <ul style="list-style-type: none">◦ <i>Minimum requirement; collect bids from 3 contractors</i>

Other scenarios;

- Less than 3 contractors.
- More than 3 contractors but they cannot complete 100% of the work.

Purchasing Requirements

- Reimbursements are not guaranteed without prior approval.
- All reimbursements must be coordinated between the Commission Chair and the City staff Liaison
 - (funds may not be reimbursed to individual commissioners)

Other Items; Reimbursement

Draft SHRC Budget

Item	Work Plan Correlation	Amount
Brochures 300	Community Outreach	\$196.92
Unity In The Community (Table Fee)	Community Outreach	\$75.00
Out Spokane PRIDE (Table Fee)	Community Outreach	\$100.00
United Way MLK Fair	Community Outreach	\$50.00
Courageous Conversations		

Draft Budget

CITY OF SPOKANE HUMAN RIGHTS COMMISSION

Mission:

To promote and secure mutual understanding and respect among all people regardless of race, color, sex, ancestry, gender, religion, sexual orientation, gender identity, age, disability, familial/marital status, economic status or political affiliation; and to be a resource for citizens that need help resolving differences in cases of alleged discrimination. to work with organizations, groups, and leaders, encouraging them to be advocates for eliminating discrimination and improving human relations. To develop and conduct community programs that increase respect for all people. Assisting with issues of Mental Health; Healthy Living (Drugs and Alcohol); Community Safety; Diversity & Race; Domestic Violence/ Violence against Women & Children; Poverty Issues; Disabilities; Violence Prevention; Hate Crime; and Interreligious/Interfaith Cooperation.



2016 Work Plan

2016 Spokane Human Rights Commission Work Plan

Chair: Blaine Stum

Secretary: Andrea Fallenstein

Commissioners: Blaine Stum, Andrea Fallenstein, John Lemus, Ronald Toston, Barbara Ann-Bonner, Kitara Johnson, (Vacant Seat), (Vacant Seat), (Vacant Seat)

Subcommittees: Education Committee
 Planning Committee
 Policy Committee
 Complaint Committee

Mission of the Human Rights Commission

The mission of the Spokane Human Rights Commission is to promote and secure mutual understanding and respect among all people regardless of race, color, sex, ancestry, gender, religion, affectional/sexual orientation, age or disability, familial/marital status, socio-economic status or political affiliation.

- To be a resource for citizens that need help resolving differences in cases of alleged discrimination.
- To work with organizations, groups, and leaders, encouraging them to be advocates for eliminating discrimination and improving human relations.
- To develop and conduct community programs that increase respect for all people.
- To provide information and advice to the Spokane City Council on the needs of the community.

Work Plan Process

During the work plan process, members of the Commission explored what they would like to see our Commission achieve in the coming months and years. Out of the statements that were created, the Commission agreed to a top three:

Goal Statements:

1. To ensure all people in the City of Spokane are treated equally
2. To help build a community that promotes that equity and justice for all people.
3. To act as advisors and ambassadors on human rights issues.

Once the Commission was comfortable with these statements, members began to explore strategies through which we can achieve these goals. The strategies proposed included:

- Creation of a legislative agenda that incorporates opinions and feedback from community groups and organizations who focus on human rights related issues.
- Conduct better outreach to and provide advocacy for historically marginalized communities such as the Native American Community, African American Community, Latino(a) Community, Asian American and Pacific Islander Community, LGBTQ Community, Minority Faith Communities and Homeless Community.
- Drafting of materials for education on the mission of the Human Rights Commission, the capacity of the Commission and what it has done in the past.
- Streamlined internal (between Commissioners) and external (between Commissioners and the public) communications processes.

The following pages of the work plan show how the Commission intends to use these strategies to achieve our goals.

Strategy 1: *Creation of a legislative agenda that incorporates opinions and feedback from community groups and organizations who focus on human rights related issues.*

At the beginning of 2015, the Human Rights Commission passed a 'Priority Policies' Resolution, which outlined four issues and/or policies the Commission planned to focus on:

1. A Ban the Box Policy at the City of Spokane.
2. An Earned Sick and Safe Leave Policy in the City of Spokane.
3. Abolition of the death penalty in the State of Washington
4. Creation of a Task Force on Gender and Race Pay Equity.

Of those items, two were completed. An Earned Sick and Safe Leave Policy is pending a vote before City Council in early January of 2016. And the Commission communicated our stance on the death penalty with Washington State Legislators in the 3rd and 6th Legislative Districts.

To build off of the success of the priority policy resolution, the Commission is currently in the process of creating a more detailed legislative agenda for 2016 with input from stakeholders in the community and collaboration with legislators and political leaders. A draft of the legislative agenda can be seen below. Agenda items may be added after adoption of the agenda if Commissioner members believe an issue or policy was not given the attention it deserves; or if an issue emerges after the adoption of the legislative agenda that aligns with our mission and is critical to people in the City of Spokane.

State

- Support the continued efforts to ban the use of “reparative therapy” on LGBT minors (SB 5870).
- Support proposed bill (SB 5956) that would ban the use of gay and/or Trans* panic defense in Washington State courts.

- Support legislation that amends State law on anti-harassment, intimidation and bullying policies to include Transgender students (SB 5526).
- Support passage of the Family Unity Act (HB 1716), which would reform law enforcement practices in Washington State related to the detention of immigrants that have been ruled illegal by courts.
- Reform of Legal Financial Obligations (LFO) in the State of Washington (HB 1390):
 - o Work with community partners like “I Did the Time” and “Smart Justice Spokane” to reform the manner in which Legal Financial Obligations (LFO’s) are assessed.
- Support continued efforts to pass the Voting Rights Act of Washington State (HB 1745).
- Abolition of the death penalty in Washington State:
 - o Continue monitoring developments on this issue and provide support when needed to legislative efforts to abolish the death penalty.
- Support Engrossed Senate Bill 1553, which would create a Certification of Restoration of Opportunity for formerly incarcerated individuals; allowing them to work in licensed trades, etc. that they are currently excluded from.
- Statewide ban the box policy (HB 1701/5608).
- Increase minimum wage to \$12 an hour in the state (HB 1355/SB 5285).
- Statewide sick and safe leave policy (HB 1356/SB 5306).

City of Spokane

- Work with stakeholders, community groups and others on community education on ban the box/fair chance hiring policies.
 - o Long term goal: Adoption of city-wide ban the box policy.
- Incorporate Racial Equity Toolkit into City planning and decision making.
- Continue to support current Police Department policy on immigration status information and arrests.
- Support to the work and mission of the Office of Police Ombudsman to provide effective civilian oversight of law enforcement.
- Work with City Council on advocating changes to State or Federal law on service animals; to help curb abuse and provide legitimate avenues for access to service animals those who need them.
- Support implementation of Gender and Race Pay Equity Task Force recommendations.

- Support passage of a city-wide Earned Sick and Safe Leave Policy.
- Work with Prevent Suicide Spokane, Arts Commission and Landmarks Commission to form stakeholder group on Monroe Street Bridge barrier proposal.
- Work with CHHS Department and CHHS Board to ensure homeless service providers are providing culturally appropriate services and guidance.
- Support the repeal or amending of policies that criminalize homelessness in the City of Spokane.
- Work on proposals and ideas to reduce the School-to-Prison pipeline in Spokane.
 - o Oppose the introduction of armed law enforcement officers into public schools.
- Support alternatives to incarceration in Spokane County that focus on rehabilitation of chronic offenders and address individual needs of those within the system.
- Work with local Tribes on resolution changing Columbus Day to Indigenous People's Day in the City of Spokane.
- Support efforts to better fund and provide capacity to community mental health organizations.
- Support efforts to increase access to public spaces and vital services through expanded transit and pedestrian planning that considers accessibility to people with disabilities or limited mobility.
- Advocate for the inclusion of the Native American Community in discussions of the Water System Plan.

Strategy 2: *Conduct better outreach to and provide advocacy for historically marginalized communities such as the Native American Community, African American Community, Latino(a) Community, Asian American and Pacific Islander Community, LGBTQ Community, Minority Faith Communities and the Homeless Community.*

In our retreat meetings, Commissioners expressed a need to conduct more outreach. Specifically, Commissioners believed that the Commission could do a better job conducting outreach to the Native American Community, African American Community, Latino(a) Community, Asian American and Pacific Islander Community, LGBTQ Community, Minority Faith Communities and the Homeless Community. In exploring ways we as a Commission can achieve this, we are identifying opportunities and resources on a continual basis, including ideas such as:

- Courageous Conversations - Community focused dialogues that are judgement free, solution focused and support true multiculturalism, and celebrate the diverse citizens and their culture needs.
- Compiling a community resource list of groups and organizations to conduct outreach to and advocacy with, as well as events and meetings to attend.
- Encouraging membership in or collaboration with clubs, associations and groups whose mission and values align with the goals of the Commission.
- Scheduling Human Rights Commission meetings and events in Community Centers and other public locations across the city that are more accessible than city hall.

Strategy 3: *Drafting of materials for education on the mission of the Human Rights Commission, the capacity of the Commission and what it has done in the past.*

In the past, the Commission only had a single brochure to hand out at events or include with other materials at meetings. That brochure has been updated, and another brochure has been created to educate the community on the City of Spokane's Ban the Box policy (in consultation with Human Resources and Civil Service).

Members of the Commission will draft more materials, including brochures, fact sheets and resource guides for:

- The Washington State Law Against Discrimination.
- Laws around the attaining and use of service animals.
- A guide to community resources for specific populations and demographics in Spokane related to human rights issues.
- Annual reports, work plans and legislative agendas.
- Presentations on Human Rights Commission activities and immediate planning goals.

Strategy 4: *Streamlined internal (between Commissioners) and external (between Commissioners and the public) communications processes.*

Currently, the Commission is beset by issues involving internal and external communications. For internal communication issues, the Commission is working with the City of Spokane to obtain city email addresses for all commissioners, and an internal Commission calendar to post to.

To address external communication issues, the Commission will create or consider the following:

- A community meeting and event calendar to include HRC related meetings and events that would be posted on our webpage and any social media.
- A media contact list for Commissioners.
- Increased use of social media to spread the word on Commission meetings and events.
- An email listserv for Commission meeting agendas, minutes, items, etc.
- Coordination of communications with other community groups around specific events or issues the Commission is working on.