



**MEMORANDUM**

City Manager's Office

**DATE:** June 6, 2019  
**TO:** Human Relations Commission  
**FROM:** Christina Gilmore, Assistant to the City Manager  
**SUBJECT:** Fiscal Year 2019-20 Work Plan Final Discussion

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**RECOMMENDATION**

Discuss and finalize recommended items for the Human Relations Commission's Fiscal Year 2019-20 Work Plan.

**BACKGROUND**

At its May 2, 2019 meeting, the Human Relations Commission (HRC) reviewed the work plan status for Fiscal Year 2018-19, identified ongoing work plan items that will carry forward to the next fiscal year, and engaged in a discussion with staff about proposed new projects and tasks for the Fiscal Year 2019-20 Work Plan.

**DISCUSSION**

Commission members confirmed that the following work plan items would be carried forward from the Fiscal Year 2018-19 Work Plan to the Fiscal Year 2019-20 Work Plan:

- Immigrant Resources Needs and Assets Assessment.
- Human Rights Framework pilot program update.

Commission members identified the following 18 potential work plan items for the Commission to consider adding to the Fiscal Year 2018-19 Work Plan:

- Humanization of the Unstably Housed/Homeless.
- Raise awareness/education about Human Trafficking issues.
- Discussion/education of racial justice/race relations issues.

- Hate Crimes.
- Adoption of Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW) international bill of rights for women.
- Work on improving the HRC's marketing and social media presence.
- Explore drafting/proposing City policy to provide American Sign Language (ASL) interpretation for deaf and hard-of-hearing residents during City Council meetings and public hearings.
- Wage Theft.
- Mental Health awareness/resources for disadvantaged youth.
- Explore drafting/proposing City policy or program that establishes a Downtown Streets Team.
- Unstably housed, homeless accessibility to affordable housing.
- Impacts of demolition of naturally affordable housing and displacement of families.
- Plan a Civility Roundtable (CRT) on "How to Be an Ally" to people of color, women, LGBTQI, etc.
- Organize a community service day or event.
- Explore opportunities to host/plan a "hack-a-thon" to develop applications to solve community problems/issues.
- Pursue better collaboration with regional Human Rights/Relations Commissions.
- Explore drafting/proposing a City policy or program that encourages/educates small business compliance with AB 1732, the Equal Restroom Access Act.
- Explore compiling/promoting/educating LGBTQI-friendly health-care/mental health provider registry for Mountain View residents.

## **ANALYSIS**

Following the May 2 HRC meeting, staff assessed each of the proposed work plan items to determine the feasibility, project scope, and the level of HRC and staff effort required to support each item. Staff also reviewed each work plan item to determine how the topic or proposed action fits within the purview of the HRC's mission and responsibilities.

The assessment resulted in three categories of work plan items: Recommended, Not Recommended, and Needs More Information. Each item in the three categories is assigned a level of HRC and staff effort that ranges from Low to High and includes staff comments and recommendations for HRC consideration.

### **Recommended Work Plan Items**

The work plan items that staff recommends the HRC consider for the Fiscal Year 2019-20 HRC Work Plan are listed below in Table 1. Staff's assessment has resulted in eight items for the HRC's consideration. During HRC discussion and prioritization of the items, staff recommends the HRC evaluate its capacity to accomplish each item in addition to the two carry-forward work items from Fiscal Year 2018-19, and the 13 routine, ongoing work items that the HRC implements annually within the Fiscal Year 2019-20 time frame.

Several of the proposed work plan items require significant resources from the City Manager's Office and from the HRC. Some of the work plan items may require extensive research or coordination with other City departments, government agencies, nonprofits, or community-based organizations to achieve the desired outcomes. Based on these variables, the two carry-forward work items, and the 13 routine, ongoing work items, staff believes that the HRC can undertake no more than two or three additional projects during Fiscal Year 2019-20.

Staff recommends that the HRC consider the following additional factors when evaluating work plan items for prioritization:

1. Confirm that the work plan item is within the purview of the HRC's mission and responsibilities (e.g., advising the City Council on new and emerging social concerns/cultural diversity issues facing the community);
2. Discuss and further define the scope for each item;

3. Determine if there is an unmet need or what value the HRC would add to the issue/topic being addressed by the work plan item;
4. Discuss your thoughts about the general approach to the work plan item (e.g., awareness raising, forum, public discussion, etc.); and
5. Discuss the potential timing for the implementation of the work plan item.

**Table 1: Summary of Recommended Work Plan Items for Commission Prioritization**

Item	Level of HRC and Staff Effort (Low, Med., High)	Staff Comments
1. Raise awareness/education about Human Trafficking issues	Medium	Staff recommends that this item be considered for a CRT forum or HRC-sponsored public discussion. Staff recommends the HRC explore possible collaboration with the Bay Area Anti-Trafficking Coalition, Santa Clara County, or other entities.
2. Discussion/education of racial justice/race relations issues	Medium	Staff recommends that this item be considered for a CRT forum or HRC-sponsored public discussion and be combined with “How to Be an Ally” topic.
3. Explore drafting/proposing City policy to provide American Sign Language (ASL) interpretation for deaf and hard of hearing residents during City Council meetings and public hearings	High	Staff recommends that the HRC consider conducting research on Best Practices and associated costs to be developed into a recommendation for Council consideration.
4. Plan a Civility Roundtable (CRT) on “How to Be an Ally” to people of color, women, LGBTQI, etc.	Medium	Staff recommends that this item be considered for a CRT forum or HRC-sponsored public discussion. See staff comments in Project No. 2, above.
5. Organize a community service day or event	High	Staff recommends the HRC explore opportunities to participate in, or sponsor, a community service project and combine a community service day or event with an existing event (e.g., Arbor Day, Earth Day, Family Parade) or partner with an existing group/organization (e.g., MCOP Ambassadors, Chamber of Commerce). Consider an event that can become a community building event and has more inclusive community participation.

Item	Level of HRC and Staff Effort (Low, Med., High)	Staff Comments
6. Pursue better collaboration with regional Human Rights/Relations Commissions	Low	Staff recommends the HRC define possible objectives for collaboration (e.g., identify other HRCs, opportunities, organizations, or events to participate or collaborate with).
7. Explore drafting/proposing a City policy or program that encourages/educates small business compliance with AB 1732 – the Equal Restroom Access Act	High	Staff recommends that the HRC focus on developing a plan for education and outreach in collaboration with City departments/staff.
8. Wage Theft	High	Staff recommends the HRC consider supporting this Council priority as requested when the work plan for this Council item is developed. This could include the convening of small focus group discussion, CRT forum, or HRC-sponsored public discussion.
<b>The Commission should prioritize and select no more than two or three items.</b>		

**Not Recommended Work Plan Items**

Staff does not recommend that the suggested work plan items listed below in Table 2 be considered for the Fiscal Year 2019-20 Work Plan. In evaluating each work item, staff determined that the work items fell outside of the HRC’s purview and mission or that they pertain to policy issues and programs that are currently before the Council. If the City Council refers any of these topics to the HRC, they could be added to the work plan.

**Table 2: Summary of Not Recommended Work Plan Items**

Project	Level of HRC and Staff Effort (Low, Med., High)	Staff Comments
1. Explore drafting/proposing City policy or program that establishes a Downtown Streets Team	High	Council action and/or direction is required.
2. Unstably housed, homeless accessibility to affordable housing	High	Council action and/or direction is required.
3. Impacts of demolition of naturally affordable housing and displacement of families	High	Council action and/or direction is required.

Project	Level of HRC and Staff Effort (Low, Med., High)	Staff Comments
4. Explore opportunities to host/plan a “hack-a-thon” to develop applications to solve community problems/issues	High	This falls outside of the HRC’s purview to serve as a forum for public discussion regarding social/issues facing the community and its residents.
5. Adoption of Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW) international bill of rights for women	High	The HRC should consider if there are other options of addressing this issue without recommending the City Council adopt a bill of rights. If the HRC wants to consider this item as part of its Fiscal Year 2019-20 Work Plan, staff recommends that this item be considered for a CRT forum or HRC-sponsored public discussion.

**Work Plan Items that Need More Information**

Staff needs the HRC to provide more information regarding the suggested work plan items listed in Table 3 to determine the feasibility of each work item. Staff recommends that the HRC review each item and discuss the intent, feasibility, purpose, and scope to evaluate whether any of these work items can be added to the recommended list for HRC prioritization.

**Table 3: Summary of Work Plan Items that Need More Information**

Project	Level of HRC and Staff Effort (Low, Med., High)	Staff Comments
1. Hate Crimes	Medium	The HRC needs to provide more information on the intent, purpose, and scope of this proposed project.
2. Mental Health awareness/resources for disadvantaged youth	Medium	The HRC needs to provide more information on the intent, purpose, and scope of this proposed project.
3. Explore compiling/promoting/educating LGBTQI-friendly health care/mental health provider registry for Mountain View residents	Low	Staff recommends creating a LGBTQI resource page on the City website and linking existing resources through the County and other entities to the City website.
4. Humanization of the Unstably Housed/ Homeless	High	The HRC needs to provide more information on the intent, purpose, and scope of this proposed project.
5. Work on improving the HRC’s marketing and social media presence	Medium	Staff will review the City’s social media use policy and will develop a plan and procedure for marketing HRC events.

**Process for Selection**

As stated above, staff recommends the HRC undertake no more than two to three additional work plan items during Fiscal Year 2019-20. Using the factors listed earlier in this memo, the Commission can review the project list for any projects to remove or

consolidate. If the Commission chooses to prioritize the eight recommended work plan items and does not add any additional work plan items to the list, each Commissioner will receive four votes.

If the Commission chooses to prioritize additional work items to the recommended list or if other ideas are generated, staff will advise on the number of votes each Commissioner will receive.

The work plan items with the highest number of votes (or consensus) will be included on the final work plan.

### **NEXT STEPS**

The work plan items for the next fiscal year will be submitted to the City Council for approval in September 2019.

CG/3/MGR  
608-06-06-19M

Attachment: 1. May 2, 2019 HRC Agenda Packet