

LGBT Commission 2011 Work Plan			Status Update				
Key Goal	Targets and Milestones	Due Date	Q1	Q2	Q3	Q4	Met Target/Milestone?
Internal Affairs							
Recruitment and Orientation of New Commissioners							
	<i>Update recruitment materials and make recommendations to strengthen diversity and community representation</i>	Q1					
	<i>Solicit information from previous commissioners to articulate "why" community members should volunteer to be on the commission - add to website and recruitment materials</i>	Q1					
	<i>Manage the process of interviewing potential commissioners and moving them through the process</i>	ongoing					
	<i>Update and distribute handbook</i>	Q1					
	<i>Coordinate mentorship for new Commissioners</i>	Q2					
	<i>Make effort to reach out to exiting Commissioners and conduct exit interviews</i>	ongoing					
Bylaws Review							
	<i>ByLaws will be reviewed annually to ensure needs of Commission are being met</i>	Q3					
Commissioner Liasion Activities							
	<i>Develop guidelines for the community and governmental liasion pairings; clear timelines and expectation to be included as well as a template for communication</i>						
	<i>Update liasion assignments (political and community)</i>						

	<i>Develop tracking system for Commissioners to report on activities</i>						
Create and Implement a Comm. Plan for							
	<i>Propose document storage and email mechanism</i>	Q1					
	<i>Propose and implement standing process for updating workplans agenda development, talking points/elevator speech and tasks post meeting</i>	Q1					
Strengthen Commissioners together							
	Plan two social events to include participation in community	Q2 & Q4					
	Develop a standard process for advertising meetings and upcoming events to connect the commission activities more to the community	Q2					
	Review and update City Commission LGBT website - to enhance visibility of activities	Q1					
Government Relations							
Outreach to City Council and Mayor's Offices							
	Continue to build upon relationships that have been made with City Council and the Mayor's Offices - each commissioner should meet with the Mayor Qtrly	Qtrly					
Coalition for Sick Days							
	Determine role for commission	Q1					
Departmental inclusion of LGBTQ training along with/or along side RSJI							
	Work with City LGBTQ Employee Affinity groups and SOCR	Q3					

Formalize how the LBGT Commission considers potential legislation							
	Continue to work with SOCR, other commissions and our community partners to determine potential legislation we would like to see passed in 2011	Q2					
Budget							
	Work toward aligning the commissions initiatives and goals toward the city's biannual budget process	Ongoing					
SPD							
	Continue to have a presence at SPD's LGBTQ Advisory Council, develop a process for addressing constructive feedback and concerns from the community, develop a shared vision so as to build trust with the community	Ongoing					
Educate City departments about Resolution 31244							
	In conjunction with City LGBTQ Affinity Group, meet with city department executives to educate them about resolution 31244, take survey results to them to determine gaps in service to community and identify tangible steps in addressing those gaps. Work with P&O to come up with final report to present to city council and Mayor.	Q2					
Programs and Outreach							
Youth Safety							
	Pull out bullying & harassment data from survey	March					
	Engage community partners with data and identify possible solutions & opportunities for collaboration	Ongoing: Q1 - Q3					

	Develop anti-bullying event & materials for 2011-2012 school year	Sept					
Outreach to diverse communities							
	Develop outreach plan to engage diverse communities in LGBT issues	Feb					
	Engage organizations with survey results and identify where survey is or is not reflective of the experiences of different groups within the LGBT community.	Ongoing: Q2 - Q4					
	Build relationships with organizations serving diverse communities	Ongoing: Q2 - Q4					
Safety							
	Pull out survey data on safety in Seattle	March					
	Disseminate safety information to community organizations & SPD	Ongoing: Q2-Q4					
	Work with community orgs & SPD to develop solutions for final report to Mayor & City Council	Ongoing: Q2-Q4					
	Follow through on proposals made to Mayor & Council	Q4					
LGBT Survey							
	Complete analysis of 'Snapshot Seattle' needs assessment survey of LGBT community	Feb					
	Create written report of survey analysis	March					
	Create quarterly memos to highlight important issues including safety, youth, elderly and LGBT community center	April					
	Contact LGBT and non-LGBT organizations to share survey results and identify opportunities to team.	Ongoing: Q2-Q4					
	Develop solutions to 3 - 4 issues identified in survey for final written report and presentation Mayor & Council	June					
	Follow up on recommendations made to Mayor & Council	Q4					

	Create case study of survey identifying strengths and weaknesses in the survey and survey process, including recommendations for future survey work.	Q4					
General Outreach							
	Continue social media efforts	Ongoing					
	Build list of partner organizations interested in work in LGBT community & work of the Commission	Ongoing					
Definitions							

- Key Goal:** a condition that a department (the City) hopes to influence and/or achieve through its investment
- Target:** a numerical target against which a department measures its actual progress (intended for quantitative expectations only)
- Milestone:** an interim target which a department must complete in order to achieve a key goal (intended for qualitative expectations only)
- Due Date:** the expected date for meeting a target or milestone (date could occur once or multiple times (e.g., rolling))
- Status Update (Quarter):** a department's quarterly update on the status of meeting a target or milestone (update could be expressed as a number and/or as narrative)
- Met Target/Milestone?:** a department's "yes/no" response on whether it met the target or milestone during the quarter most recently completed