



Mike McGinn, Mayor
City of Seattle

Briefing Form #1 – for Information or Decision Meetings

Tuesday, April 24, 2012, 10 am, City Hall 7th floor

1. Attendee Information:

Person submitting	Ronald Ramp, ronald.ramp@seattle.gov 206-684-0390
Mayor's Office Lead	Aaron Fishbone
Groups/Departments involved	Seattle Immigrant and Refugee Commission SOCR
Meeting attendees / titles	Julie Nelson, SOCR Director Jesus Rodriguez, Chair Ronald Ramp, SOCR staff liaison

2. Purpose or Topic of Meeting:

Presentation and discussion of Seattle Immigrant & Refugee Commission 2012 work plan – in addition to sharing their work plan for the year, they will be interested in hearing any of your priority areas of interest.

3. Action or Decision Needed By: Need assistance in getting SPD to schedule F/U meeting with Immigrant and Refugee commission in 2012.

4. Highlights of Immigrant & Refugee work plan:

Seattle Immigrant & Refugee Commission top priorities for 2012:

1. Establish Office of Immigrant and Refugee Affairs
2. Elevate Visibility of Immigrant and Refugee Commission
3. Tracking & Responding to Key Issues Affecting Immigrant & Refugee Communities

Project Background, Analysis and Summary: The 2012 work plan includes:

Establish OIRA:

- Discuss, plan and participate in the establishment of OIRA as an I & R Commission
- Identify I & R Commission expectations regarding OIRA staffing, mission and vision
- Appoint 2 I & R Commissioners as part of interviewing committee
- Develop relationship with OIRA and as I & R Commission reps help develop priorities
- Assist OIRA Outreach & Communication via mailing list development, database and website

Elevate Visibility of I & R Commission:

- Update Online presence including member biographies
- Update I & R Commission List of Accomplishments
- Improve I & R Commission communications and networking
- Collaborate with OIRA on possible newsletter and/or Town Hall meeting

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- Participate in other City of Seattle Commission meetings

Review, Create and Enforce I & R Commission Protocols:

- Review, amend and evaluate our current I & R Commission standard operating procedures (i.e. By-Laws) for efficiency and effectiveness
- Track and enforce By-Laws
- Enhance I & R Commission Recruitment and Capacity Building by including more cultures, skill sets and community member participation
- Improve protocols for agenda setting, discussions ground rules and speaker presentations
- Improve on I & R Commissioner Reporting by developing forms and guidelines
- Create an I & R Commission tracking system for accomplishments and historical events
- Assist OIRA in the development of an Orientation Packet for new I & R Commissioners

Tracking & Responding to Key Issues Affecting Immigrant & Refugee Communities:

- Set up I & R Commission Policies and Procedures for Tracking Critical Issues
- Plan, Organize and Advocate for Refugee Low Income Housing
- Set up Annual SPD meeting with I & R Commission
- Continue advocacy work on extension of the Refugee 8 month benefits restriction to two or three years