

2012 Work Plan Immigrant and Refugee FINAL

4 April 2012

Activity	Targets	Due Dates	Results			
			Q 1	Q2	Q 3	Q4
ESTABLISH OFFICE OF IMMIGRANT AND REFUGEE AFFAIRS (OIRA)						
Hold Commission Meeting to set up structure of meetings with Deputy Mayor and Group Meetings with the Mayor (completed)	Identify Commission’s Expectations	Before Jan 2012	x			
	Identify Commission Members to Attend Meetings					
Meetings with Deputy Mayor (completed)		January	x			
5 Community Listening Sessions with the Mayor <i>Action; Jasmine will clarify the listening sessions with the Mayor</i>		January				
Appointment of Two Positions*	Director, Office of Immigrant and Refugee Affairs	April		x		
	Planning & Development Specialist-(OIRA)	April		x		
Develop relationship with the new office, and help develop office priorities		May		x		
Office Outreach/Communication	Develop mailing lists	Sept			x	
	IT Support for development of website and database	Oct				x
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ELEVATE VISIBILITY OF IMMIGRANT AND REFUGEE COMMISSION						
Update Online Presence (updates completed) and ongoing	Website Updates-Locate Web Manager	January	X			
	Bio Updates to SOCR by 12/20/11	January	x			
List of Accomplishments	Lead: Cherry Cayabyab	June		x		
Creating a Database of Organizations	New OIRA will lead	Sept			x	
Newsletter – will be handled by OIRA	OIRA	Sept			x	
Town Hall – will be handled by OIRA	OIRA	Dec				x
Link to large I&R organizations for communication	Commissioners	Dec				x
Attend Community Meetings/Other Commission Mtgs. (ongoing)	Commissioners	Ongoing				

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CREATING PROTOCOLS						
Standard Operating Procedures	Transition Co-Chair Responsibilities (2-Year Term)	December				x
Enforcement of Bylaws	Tracking and Review	June		x		
Commission Recruitment and Job Description	Expand to include more cultures	June		x		
	Expand expertise and skill-set analysis	September			x	
	Build capacity by including non-member participation on committees and work groups as needed	Ongoing				
	Review and update job description	March				
Agendas for Meetings	Develop protocol on how to submit agenda items	April		x		
	Develop ground rules for discussions	Sept			x	
	Speaker Presentations – in person vs. via email. Develop form for presenters and assessment of whether presentation or topic falls within goals.	Sept			x	
Monthly Reporting Guidelines	Develop form to be completed by Committees/Commissioners. What was accomplished and how. Report-back at regular Commission meetings.	Ongoing				
	Provide Monthly Report to Mayors Office. Identify what documentation/info is required.	July			x	
Create Accomplishments Tracking	Create system to track accomplishments and commission history	June		x		
Orientation for New Commissioners	Support OIRA in orientation of new Commissioners	Sept			x	
Protocols Update	How to update and evaluate protocols					

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TRACKING & RESPONDING TO KEY ISSUES THAT AFFECT THE IMMIGRANT AND REFUGEE COMMUNITIES						
Identify Commission's Community Relations Committee	Setup Policies and Procedures for Tracking Critical Issues	June		x		
	Monthly Documentation and Response	Ongoing				
	Report back to Immigrant and Refugee Commission	Ongoing				
	Follow-up and Advocate	Ongoing				
Plan & Organize Housing Meeting to Advocate for Low-Income Housing for Refugees (Michael & Pradeepta will lead)	Identify Commission Planning Committee	April-May		x		
	Solicit to Housing Coalitions	June		x		
	Develop Bullet Points for Meeting	June		x		
	Follow-Up	Sept			x	
	Follow-Up	Dec				x
Follow-up on Annual SPD Meeting to Review Use of Force Policies (Jesus will lead)	Contact Police Chief or Delegate to set up meeting	Oct-Dec		x		
	Identify/Invite Key Players	June		x		
	Plan strategies	June		x		
	Follow-up	Dec				x
Bias Crime (Bincy will lead)	Work with other commissions & report back	Ongoing				

Committee members

Establishing Office of Immigrant and Refugee Affairs (OIRA)

Cherry, Jesus, Mohamed, Yasemin (Devon is interested in this too)

Creating Protocols

Bincy, Devon, Andrea

Elevate Visibility of Immigrant and Refugee Commission

Shree, Ashraf, Tsegaba (Leno is also interested in this)

Tracking & Responding

Shree, Ashraf, Tsegaba (Leno is also interested in this)

Cherry and Mohamed expressed interest in the hiring committee for the Director