TACOMA HUMAN RIGHTS COMMISSION

January 2017-June 2018 Report

Presented to the City Council's
Community Vitality and Safety Committee
July 12, 2018

THE COMMISSION'S PURPOSE

The Tacoma Municipal Code 1.29.010 provides:

> [T]he City Council hereby creates and **empowers a commission to study and investigate problems of prejudice, bigotry, and discrimination**, and to encourage and **coordinate the implementation of programs** consistent with the needs and the rights of all residents of the City of Tacoma. (Bold added.)

CURRENT PROTECTED CATEGORIES

TMC 1.29.010 makes discrimination on the following bases unlawful:

> [T]he City Council of the City of Tacoma hereby finds that unlawful discrimination on the basis of **race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, marital status, familial status, honorably discharged veteran or military status, or disability** is inimical to the public welfare and good order of the City of Tacoma [in] the areas of **employment, education, credit, insurance, access to public accommodations, and the acquisition of real property**[.] (Bold added.)

CURRENT COMMISSIONERS[1]

Brad Bates, 1st Vice-Chair	Michealea Lemons
Lorenzo Cervantes	Al Ratcliffe
Natalie Collins	Lisa Snyder
Gina Fonseca	Rebecca Stith, Chair
Jen Haggard, 2nd Vice-Chair	Kim Tosch
Sarah Lee	Jennifer Vasilez
Melvin Nobles, Jr.	Andy Youn

JANUARY 2017-JUNE 2018 MEETINGS

January 19, 2017 (no quorum)	November 16, 2017
February 16, 2017	December 21, 2017
March 16, 2017 (no quorum)	January 18, 2018
April 20, 2017	January 27, 2018 (retreat)
May 18, 2017 (no quorum)	February 15, 2018
June 15, 2017	March 15, 2018
July 20, 2017 (no quorum)	April 19, 2018
August 17, 2017	May 17, 2018
September 21, 2017	June 21, 2018
October 19, 2017 (no quorum)	

[1] The Commission currently has one vacancy.

PRINCIPAL DUTIES AND POWERS OF THE COMMISSION

"**Initiate complaints** charging unlawful practices as set forth in this chapter." *TMC 1.29.020.1* (bold added).

"Review and act upon case closures as recommended by [OEHR], petitions for reconsideration, and/or conciliation agreements." *TMC 1.29.020.2* (bold added).

"**Study, investigate, mediate, and hold public meetings** on communitywide … which may result in intergroup tensions or discrimination [.]" *TMC 1.29.020.3* (bold added).

"**Consult with … with … such organizations and institutions** as directed by the City Council or as the Commission shall deem advisable[.]" *TMC 1.29.020.4* (bold added).

"**Cooperate with and make written recommendations to the Mayor, City Council, City Manager, and City department[s]** toward the development and implementation of programs and practices … furthering the objectives of this chapter." *TMC 1.29.020.5* (bold added).

"**Form committees and subcommittees** … to assist the Commission[.]." *TMC 1.29.020.6* (bold added).

"**Perform such other … duties as may be directed by the City Council** or prescribed or authorized by any resolution or ordinance of the City." *TMC 1.29.020.7* (bold added).

"**[A]dopt and promulgate interpretive rules, regulations, and guidelines** [to be] approved by resolution of the City Council[.]" *TMC 1.29.020.8 & .9* (bold added).

CORE COMMISSION DUTIES OF THE OFFICE OF EQUITY AND HUMAN RIGHTS

"**[S]upport and assist this commission** [and] be responsible for the monitoring and enforcement of anti-discrimination ordinances and resolutions within the City." *TMC 1.29.010* (bold added).

"**[M]ake recommended findings to the Commission** based upon [OEHR's] finding of fact as discovered through investigation" of complaints. *TMC 1.29.030.A.4* (bold added).

"**[C]omply with all assignments the Commission may make** in the conduct of its business." *TMC 1.29.030.B* (bold added).

HISTORICAL OVERVIEW

May 31, 1967: The City Council established the "Human *Relations* Commission," and barred discrimination based on race, color, religion, and national origin or ancestry.

December 1969: A majority of the Council opposed the Commission and voted to defund it.

Sept. 25, 1970: A recall election removed those members opposed to the Commission and a majority of the newly-constituted Council voted to restore funding.

April 19, 1983: The Council changed the name to the "Human *Rights* Commission."

April 1989: The Commission recommended 1.29 be amended to include sexual orientation, familial status, source of income, and political ideology.

May 23, 1989: The Council amended TMC 1.29 to add sexual orientation and familial status.

August 1989: In a column for the City's quarterly newsletter, Commission Chair Rebecca Summers said of the controversial recommendation to extend protection to sexual orientation:

> "[T]he Commission risked its standing [because] **hot issues deserve heat. This means using community support, news media, and hearings** to educate and stimulate discussion by opposition and supporters." (Bold added.)

Nov. 7, 1989: Tacoma voters repealed protection based on sexual orientation.

Jan. 28, 1999: Former Mayor Harold Moss told the News-Tribune that the Commission must remain a strong leader in Tacoma to ensure equity and break through the City's bureaucracy.

April 23, 2002: The Council, in response to the Commission's recommendations, added sexual orientation and gender identity as protected classes.

Nov. 7, 2002: Tacoma voters, by a 59% majority, defeated an initiative to remove sexual orientation and gender identity from Tacoma's antidiscrimination law.

September 30, 2014: The Council passed the Equity and Empowerment Initiative.

January 2015: The City Manager launched OEHR to implement the Initiative's goals including promoting human rights.

ACHIEVEMENTS AND PROJECTS

2017

Created three standing Committees: Education & Outreach, Policy & Advocacy; and Prevention & Intervention (*see* Appendix C for work plans).[2]

Provided Race: The Power of an Illusion (RPOI) training for City staff and community members (various Commissioners have provided RPOI training since 2014).

Recommended amendments to TMC 1.29 to the Community Vitality and Safety Committee (CVSC) including specifying OEHR as the office providing administrative support (the Council adopted the Commission's recommendations on July 17, 2017).

Reviewed Northwest Detention Center visit report prepared by a Commissioner.

Prepared and approved a press statement after the August 2017 Arpaio pardon to assure residents that Tacoma is a Welcoming City (approved September 21, 2017).

Created a task force to draft a policy and procedure for issuing written public statements.

Recommended revisions to outreach cards on fair housing and employment rights, and **new outreach card** on prohibited financial, educational, insurance, and public accommodation discrimination (*see* Appendix A for sample templates).

Attended the Tacoma Historical Society's Destiny dinner honoring the 50th anniversary of the Commission.

Provided a memorandum and public comments to the CVSC recommending that the proposed resolution creating the Commission on Immigrant and Refugee Affairs (CIRA) include language requiring regular meetings with the Commission (recommendation included resolution passed on December 12, 2017).

Recommended that the proposed CIRA resolution's list of protected statuses match TMC 1.29's list of protected categories (recommendation not in passed resolution).

Chose three special projects for 2018: (1) **charity-care services access** for non-English speakers; (2) **amending TMC 1.29** to add immigration status, citizenship, and primary language protection; and (3) **racial justice and equity initiative** with possible initial focus on education.

Reviewed and/or acted on approximately thirty (30) case recommendations.

[2] In May 2018, the Commission voted to change the third one's name to Commission Operations & Quality Assurance Committee to better reflect its focus.

2018

Adopted the Commission's own procedure for written statements with detailed criteria for Commission and City review, approval, and turnaround deadlines.[3] (*see* Appendix B).

Created Task Forces for the Commission's three 2018 projects on charity care language access, adding TMC 1.29 protections, and a racial justice and equity initiative (*see* Appendix C for work plans).

Added source-of-income (SOI) protection to the work of the Amend TMC 1.29 Task Force at the request of Councilmember Lauren Walker Lee.[4]

Organized a five-hour, facilitated retreat on January 27, 2018, focused on team building and 2018 work plans for Committees and Task Forces.

Prepared detailed agendas for Study Sessions and Business Meetings.

Requested 24-hour advance posting of agendas to ensure compliance with the state's Public Open Meetings Law.

Attended a Seattle Human Rights Commission meeting to explore potential opportunities for collaboration on human rights issues impacting both Tacoma and Seattle.

Prepared a webpage-comparison chart of information posted by and/or for various human rights commissions in the Pacific Northwest (*see* Appendix D for chart).

Met with Rep. Laurie Jinkins and **Sen. Jeannie Darneille** regarding the work of the Charity Care and Amending TMC 1.29 Task Forces.

Prepared a 30-page interim report on Charity Care Task Force's work including stakeholder outreach, research, and language-access training for hospital navigators.

Drafted proposed resolution on Indigenous People's Day at the request of Councilmember Keith Blocker and contacted various stakeholders for input.

Drafted and recommended resolution on the inhumane "zero tolerance" U.S. border policy and its adverse local impact for City Council consideration.

Reviewed and/or acted on approximately fifteen (15) case recommendations (through June).

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[3] In late summer 2017, OEHR provided the Commission with a one-page memo, dated July 19, 2016, on issuing written statements. At the March 19, 2018, orientation for new appointees, MCO presented a January 2015 Media Relations policy, which has strict review criteria. Neither one has turnaround deadlines (s*ee* Appendix B).

[4] The Commission later deferred to OEHR's ChiQuata Elder's excellent research and outreach on the SOI topic. On June 28, she presented proposed amendments to TMC 1.29 to add SOI protection under housing.

CONCERNS AND POSSIBLE CAUSES

High turnover and absenteeism

- **Five of twelve business meetings lacked a quorum in 2017**
  - At least five Commissioners missed one-third of the meetings in 2017
  - All three officers elected in November 2016 had departed by September 2017

- **Fifteen (15) vacancies occurred from April 2017 to April 2018**
  - Five new Commissioners were appointed in April 2017
  - Seven new Commissioners were appointed in November 2017
  - Three new Commissioners were appointed in April 2018
  - The Commission currently has fourteen members and one vacancy

Minimal training and information for some case reviews and approvals

- Lack of discrimination-law training can sometimes impede meaningful review
- Scant background information for case approvals can sometimes raise concerns

Shrinking the vital citizen-advisory role[5]

- Misperception that case review is the Commission's primary function
- Inconsistent inclusion in the City's human-rights-related activities
- 2014 Equity & Empowerment Initiative does not mention the Commission
- Lack of established avenues of direct communication with Councilmembers

Rigid media-relations restrictions hinder citizen-advisory role

- MCO's strict City-policy alignment inhibits advice on key/emerging human-rights issues
- MCO's lack of turnaround deadlines means proposed statements can fall through cracks

[5] A citizen advisory commission's "primary purpose is to provide judicious advice from a citizen perspective [and] build public consensus on controversial issues before elected officials make a decision." *Local Government Citizen Advisory Boards*, Municipal Research and Services Center of Washington (MRSC), 2008. http://mrsc.org/getmedia/72061479-9ba8-48b4-ab1f-cfa62cf7d4f1/Local-Government-Citizen-Advistory-Boards.pdf.aspx?ext=.pdf, p. 1

RECOMMENDATIONS TO THE CVS COMMITTEE

Foster greater Council-Commission communication

- Designate a Councilmember to meet with the full Commission at least annually and be available for informal communications with Commission officers
- Request Commission reports and presentations on key/emerging human-rights issues

Promote OEHR-Commission collaboration

- Seek input from both entities on human rights topics under consideration
- Emphasize their working together on community events and outreach activities

Affirm the Commission's essential public voice as a citizen advisory body

- Support greater autonomy in public statements and require deadlines for MCO review
- Approve a pilot Facebook page for posting Commission agendas and outreach activities

APPENDICES

APPENDIX A: Revised and new outreach-card templates (adopted by OEHR in fall 2017)

APPENDIX B: Policies, procedures, and processes for written public statements, media contacts, and social media communications:

- January 2015 City policy on media relations and social media for Committees, Boards, and Commissions
- July 19, 2016, OEHR memo on public-information procedure and review
- January 7, 2018, Commission Policy and Procedure for Written Statements (approved by the Commission on January 18, 2018)

APPENDIX C: Committee and Task Force work plans (most recent available)

APPENDIX D: Webpage information comparison chart for various human rights commissions in the Pacific Northwest (May 2018)

PROHIBITED FINANCIAL, EDUCATIONAL, INSURANCE, AND PUBLIC ACCOMMODATION DISCRIMINATION

Tacoma Municipal Code 1.29.060 prohibits discrimination by financial institutions, lenders, educational institutions, and insurers, and in public accommodations, because of:

- Race
- Color
- Sex
- Religion
- National Origin or Ancestry
- Familial Status
- Disability
- Marital Status
- Age (over 40)
- Sexual Orientation
- Gender Identity
- Veteran/Military Status

Have you ever been....

- Denied insurance or credit despite a good record?
- Unable to enter a store because it had no ramp?
- Denied access to the restroom matching your gender identity?

CITY OF TACOMA

OFFICE OF
EQUITY & HUMAN RIGHTS

Building Equity
Redefining Potential

747 Market St., Room 1044
Tacoma, WA 98402
Call 311 or 253-591-5162
Relay 711
email: equity@cityoftacoma.org

APPENDIX A

The person may choose to file a complaint with the City of Tacoma's Office of Equity and Human Rights (OEHR).

To file a complaint or ask questions:

- Call the City of Tacoma, (253) 591-5162
- A staff member will help you draft complaint.
- The complainant must submit a signed complaint with OEHR within six (6) months of the alleged date of discrimination.

After a complaint is filed:

- OEHR will investigate to determine if there is reasonable cause to believe a violation of the law has occurred. OEHR may interview witnesses and review documents and records.
- OEHR can also use and encourage alternate dispute resolution.

The Law also protects the complainant and anyone who participates in the investigation from retaliation.

For more information or for questions please contact the Office of Equity and Human Rights at (253) 591-5162

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FAIR HOUSING

Stop *– Housing Discrimination*
Report *– Violations*
Comply *– with Fair Housing Laws*

Tacoma Municipal Code Chapter 1.29.100 makes it illegal to discriminate within city limits in the rental, sale, financing, insurance, or advertising of housing because of:

- Race
- Color
- Sex
- Religion
- National Origin or Ancestry
- Familial Status
- Disability
- Marital Status
- Age (over 40)
- Sexual Orientation
- Gender Identity
- Veteran/Military Status

Have you ever....

- Been denied an apartment or home loan?
- Had a landlord ask about your disability?
- Been denied housing because of your service animal?
- Been told families with children must rent the first floor?
- Been asked what country you are from?
- Found your maintenance requests ignored while your neighbors get an immediate response?

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The person may choose to file a complaint with the City of Tacoma's Office of Equity and Human Rights (OEHR).

To file a complaint or ask questions:

- Call the City of Tacoma, (253) 591-5043
- A staff member will help you draft complaint.
- The complainant must submit a signed complaint with OEHR within one (1) year of the alleged date of discrimination.

After a complaint is filed:

- OEHR will investigate to determine if there is reasonable cause to believe a violation of the law has occurred. OEHR may interview witnesses and review documents and records.
- OEHR can also use and encourage alternate dispute resolution.

The Law also protects the complainant and anyone who participates in the investigation from retaliation.

For more information or for questions

please contact the Office of Equity and Human Rights at (253) 591-5043

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EMPLOYMENT RIGHTS

What You Need to Know

Tacoma Municipal Code 1.29.050 prohibits un fair employment practices in the City of Tacoma. The law protects employees and applicants from discrimination.

If a person feels they have been:

- Fired from a job
- Unfairly compensated for work
- Been refused employment
- Been screened from jobs

And the person feels the harmful employment action is because of:

- Race
- Color
- Sex
- Religion
- National Origin or Ancestry
- Familial Status
- Disability
- Marital Status
- Age (over 40)
- Sexual Orientation
- Gender Identity
- Veteran/Military Status

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The person may choose to file a complaint with the City of Tacoma's Office of Equity and Human Rights.

To file a complaint or ask questions:

- Call the City of Tacoma, (253) 591-5162.
- A staff member will help you draft your complaint.
- The complainant must submit a signed complaint to the Office of Equity and Human Rights within six (6) months of the alleged date of the discrimination.

After a complaint is filed:

- OEHR will investigate to determine if there is reasonable cause to believe a violation of the law has occurred. OEHR may interview witnesses and review documents and records.
- OEHR can also use and encourage lternate dispute resolution.

The Law also protects the complainant and anyone who participates in the investigation from retaliation.

For more information or for questions, please contact the Office of Equity and Human Rights at (253) 591-5162.

To: Tacoma Human Rights Commission
From: Commissioners Bates, Stith, & Haggard
Task Force on Policy & Procedure for Written Public Statements
Re: Proposed Policy & Procedure for Written Public Statements
Date: 1/7/2018

Section 1 – General

1.01 Mission of the Tacoma Human Rights Commission

The mission of the Tacoma Human Rights Commission ("the Commission") is to provide leadership and support in eliminating discrimination and prejudice through enforcement of anti-discrimination laws and promotion of programs consistent with the needs and rights of all Tacoma residents. A core duty of the Commission includes preparing and disseminating educational and informational material relating to human rights, prejudice, bigotry, and discrimination. This duty includes issuing written public statements on such matters that impact some or all Tacoma residents.

Section 2 – Policy

2.01 Types of Public Statements

(a) The statements will fall in one or both of two categories:

Informative – A statement that provides factual information.

Positional – A statement that takes a position based on facts.

2.02 Guiding Principles

(a) The statements will focus on matters related to human rights, prejudice, bigotry, and discrimination and be guided by these principles:

(b) The statement will be related to the needs and rights of the residents of Tacoma.

(c) The statement will advocate no particular political positions but may refer to matters occurring within the political arena related to human rights, prejudice, bigotry, and discrimination.

(d) The statement will comply with existing laws but may comment on and make recommendations concerning existing laws.

Section 3 – Procedure for Written Statements

3.01 Drafting, Presenting, Revising, & Adopting a Written Public Statement

(a) Any Commissioner may draft a written public statement for consideration by the Commission.

(b) The authoring Commissioner will present the draft written statement by email to each Commissioner for consideration prior to the Commission's monthly business meeting or in person during the meeting itself.

(c) The Human Rights Manager and Director of the Office of Equity and Human Rights will be provided copies of such drafts, which are to be included in the agenda packet for the next scheduled Commission meeting if the Commission has not already adopted or disapproved the statement as presented or revised as further described below.

(d) Each Commissioner will have an opportunity to respond in writing to the draft statement by either supporting it or requesting specific revisions, either by email prior to the Commission's next business meeting or in person during that meeting itself.

(e) The draft statement, including any requested revisions, will be discussed and a final version will be adopted or disapproved by motion at that business meeting unless a majority of the Commission approves deferring action on a final version of the statement.

(f) Adopting a written public statement requires a majority vote of Commissioners, including write-in votes, received either by email or hard-copy delivery no later than the posted start time of the business meeting in which the vote will take place, from Commissioners who are unable to attend such meeting in person or by telephone.

3.02 <u>Publishing a Written Public Statement</u>

(a) Adopted statements shall be promptly forwarded by the Commission's Chair to the City Attorney to review for compliance with existing laws.

(b) Within five (5) business days of its approval by the Commission, the City Attorney will notify the Commission's Chair by email of any revisions and provide an explanation for the revisions.

(c) Other than revisions to ensure compliance with existing laws, the City Attorney will not revise the statement.

(d) The Chair, upon the passing of five (5) business days or timely receipt of the City Attorney's notification and explanation of any revisions, will notify the Media and Communications Office to publish the statement or will return such statement to the Commission for further consideration.

(e) Upon notification by the Chair to publish, the Media and Communications Office will promptly publish the statement on the Commission's website maintained by the City.

(f) Additionally, the Chair may submit the statement for publication in the name of the Commission to news media and/or other relevant entities and organizations.

City of Tacoma
Office of Equity and Human Rights

M E M O R A N D U M

TO: Diane Powers, Director of OEHR

FROM: Andreta Armstrong, Human Rights Manager

RE: Procedure for the Human Rights Commission Drafting and Forwarding Information to the General Public

DATE: July 19, 2016

The Human Rights Commissioner's Job Description includes, "…To prepare and disseminate educational and informational material relating to prejudice and discrimination; and to cooperate with and supply information, guidance and technical assistance to public agencies and to provide individuals, organizations and institutions engaged in activities and programs intended to eliminate prejudice and discrimination…"

Before the Commission offers educational/informational material to the general public, it must follow the procedure outlined:

1. Compose a draft of the educational and/or informational material related to prejudice and discrimination;
2. Submit the draft to the Director of Equity and Human Rights for possible edits and approval;
3. The Director of Equity and Human Rights will then forward the document(s) to the Media and Communications Office for edits and approval. The Media and Communications Office is responsible for representing the City of Tacoma to the general public;
4. The Media and Communications Office will edit and compose the final educational/informational documents presented to the general public.

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COMMITTEES • BOARDS • COMMISSIONS

Media Relations and Social Media Processes for Committees, Boards and Commissions

Media Releases and Advisories

Requests for assistance with news releases and media relations will be submitted to the Staff Liaison. The role of the Staff Liaison will be to assist the Committees, Boards or Commissions (CBC) with fact gathering and preliminary drafting of news releases before sending to the Media and Communications Office for further editing, review and approval by the City Manager before distribution to the media.

The Media and Communications Office will serve as the vehicle for distributing news releases and/or advisories sent by a Staff Liaison on behalf of a CBC.

Media Releases/Advisories should be submitted on the CBC letterhead template supplied to the Staff Liaison by the Media and Communications Office.

Committees, Boards and Commissions Media Releases May be Used to:

- Communicate CBC positions on issues that are aligned with official City of Tacoma business to the media, the public, and other stakeholder groups.
- Invite the public to a CBC meeting and/or event.
- Cross-promote City of Tacoma initiatives, programs, events and/or services that are of interest to the CBC.

Committees, Boards and Commissions Media Releases May Not be Used to:

- Promote a CBC Member's candidacy or announcement for an elected position.
- Promote or endorse a position/measure on a ballot.
- Self-promote a CBC Member, their business, special interests, or their involvement in an entity that is not related to their position as a CBC Member.

Media Inquiries and Requests for Interviews

The following guidelines are designed to assist in the facilitation of media inquiries and requests for interviews addressed to CBC Members and to enhance the City of Tacoma's ability to provide accurate, collaborative and timely information to the media.

- The Staff Liaison will be responsible for facilitating media requests for interviews with CBC Members.

- The Staff Liaison will be responsible for obtaining the necessary background information from the appropriate department and/or from the Office of the City Attorney prior to responding to the media to ensure the CBC Member is responding with the most accurate information.
- The Staff Liaison will be responsible for advising the Media and Communications Office of media inquiries and/or interview requests to help identify opportunities for collaborative messaging.
- If the Staff Liaison needs assistance contacting the appropriate department for background information, they should contact a member of the Media and Communications Office to help facilitate.

Social Media Usage by Committees, Boards and Commissions

In order to comply with the Open Public Meetings Act, and the Public Records Act, the following guidelines outlining use of social media tools by members of the City of Tacoma's Committees, Boards and Commissions will be adhered to:

- All City Committees, Boards and Commissions, through their designated Staff Liasion, will utilize the existing official City of Tacoma social media tools to inform the public about activities related to the business of the CBC's. For the purpose of these guidelines, the City of Tacoma's official social media tools refer to Facebook, Twitter, YouTube and Instagram.
- Each Staff Liaison will serve as the point of contact to work with the Media and Communications Office to provide CBC information for posting on the City's social media platforms.
- Information for posting on the City's social media platforms must be related to the advisory role CBC Members have been assigned by the City Council. Information includes the following:
    - Communicate CBC positions on issues that are aligned with official City of Tacoma business.
    - Invite the public to a CBC meeting and/or event.
    - Cross-promote City of Tacoma initiatives, programs, events and/or services that are of interest to the CBC.
- Under no circumstances will a CBC direct the Staff Liaison to post statements of personal opinion held by an individual CBC member. Further, to qualify for posting, statements endorsed by the quorum of any CBC must be aligned with the City of Tacoma's mission, vision, goals and objectives.
- Please note social media may not always be the best avenue for mass communications. Therefore the Media and Communications Office will work with the Staff Liaison to determine the most appropriate distribution vehicle for informing the widest audience possible. This will be done on a case-by case basis.

Note Regarding Use of Personal Social Media:

As a City Council appointed member of a Committees, Boards and Commissions please be advised that postings and user profiles on personal social media accounts must not

state or imply that the views, conclusions, statements or other social media content are an official policy, statement, position, or communication of the City of Tacoma, or represent the views of the City or any City official or employee, unless the post is a shared item/repost from the City of Tacoma's official social media platforms.

Questions

Any questions regarding these guidelines should be addressed to the Staff Liaison who will work to facilitate a response.

Human Rights Commission
Education & Outreach Committee
April 2018

Committee Work Plan

Goal
Focuses on engaging directly with residents and community entities regarding community wide problems arising in the City of Tacoma, and empowering the community through the sharing of resources and information. Outcomes are: Identifying and including diverse populations; Carrying resident concerns to the City; Conveying City goals and resources to residents; Creating a platform for empowering residents
Projects

1. Identify community partnerships and ally with existing entities and broaden THRC's reach
  a. Identify what community/group newspapers are available
  b. Compile list of community resources for various human rights issues
2. Map engagement processes for commissioners to use as outreach tool
3. Provide equity training (*eg: Race, the Power of an Illusion)*

Target Completion Date
By end of spring: Preliminary lists of resources per Project 1.a and 1.b By summer: Identify possible presenters for equity trainings to commissioners and the public By fall: Complete draft of outreach tool for THRC

APPENDIX C

EDUCATION & OUTREACH COMMITTEE

Short description: Focuses on engaging directly with residents and community entities regarding community wide problems arising in the City of Tacoma, and empowering the community through the sharing of resources and information.

Deliverables:

1. Medium for conveying local human rights issues and news to the public, including of work being accomplished by THRC committees and task forces, the City, and OEHR
2. Empowers residents by sharing resources and information
3. Builds trust with the community by creating additional avenues for engagement

Policy and Advocacy Committee, focus and current work plan, May 14, 2018
Members: Co-Chairs Kim Tosch and Jennifer Vasilez, Jen Haggard, Al Ratcliffe

Policy and Advocacy Committee Focus:	To identify and study relevant human rights community issues through various methods, analyze its research, vote on its conclusions, and submit recommendations to the Human Rights Commission and then the Tacoma City Council for consideration and approval To identify human rights problems, seek public support for solutions, make recommendations, decide on courses of action, organize task forces as necessary, and/or build coalitions of support by communicating and collaborating with other relevant city boards, commissions, committees, and non-profit organizations.
Possible Issues to take on?	<u>Environmental Racial Justice</u>: Study the human rights elements of current environmental issues and make recommendations to the Commission and then Council. • Poor are 80% more likely to be impacted • NW Detention Center • Hilltop is more affected by pollution than any other community • They want to bring people most impacted to the table. ○ Should we present to TCC that those impacted should have a seat at the table in discussing these issues. <u>Housing</u>: • Make recommendations to the Commission and the Council re housing solutions • • <u>TMC 1.29</u>: Make policy recommendations to the Commission and then the Council to promote clarity, consistency, and fairness <u>Indigenous People's issues</u>: Research and make recommendations to the City Council

Policy and Advocacy Committee, focus and current work plan, May 14, 2018
Members: Co-Chairs Kim Tosch and Jennifer Vasilez, Jen Haggard, Al Ratcliffe

Current projects:	<u>Environment & Human Rights</u>: • Research and possibly recommend creation of environmental commission or expansion of current Sustainability Commission - Kim emailed Chair of Sustainability Commission in late April and will follow-up if no response soon • Network with Roots to identifying areas for partnership and collaboration - Jen arranged April 29 meeting with Roots organizers Kenny Coble and Chrissy Cooley - May do survey (Al has connection at UW-Tacoma) <u>Indigenous People's Topics & Concerns</u>: • Research, do outreach, and possibly recommend changing Columbus Day designation to Indigenous People's day - Council Member Keith Blocker requested at April 19 Commission meeting - Jennifer & HRC Chair Rebecca Stith have researched other cities' resolutions - Jennifer has communicated with a Seattle human rights commissioner re resolution passed there - Jennifer has communicated with Puyallup Council members - Kim has communicated with CM Keith Blocker's assistant and obtained citizens' proclamation that was sent to the city Council in April - Kim is preparing a first "rough" draft of a resolution to review/discuss/circulate to stakeholders - Jennifer may research possibility of City & Tribe(s) jointly celebrating Indigenous People's Day as Seattle does • Research, do outreach, and possibly recommend flying Puyallup Flag alongside other flags at city hall - City Manager Elizabeth Pauli requested research and outreach at April 19 Commission meeting - Kim emailed CM Pauli and is awaiting response - Jennifer has communicated with Puyallup Council members who are now in discussion with Mayor MEETINGS: April 29 & May 2 NEXT MEETING: TBD

Tacoma Human Rights Commission
Prevention & Intervention Committee Meeting Notes & Work Plan

Meeting: June 11, 2018, 6:30 – 8:00pm; Work Plan Update: June 14, 2018
Present: Commissioners Gina Fonseca, Rebecca Stith, Lisa Snyder
Meeting Location: Swiss Tavern

FOCUS: Operations and quality assurance of the Commission's work including studying and making recommendations regarding outreach information, webpages, other communication platforms, member training, member recruitment, and rules, guidelines, forms, templates, and practices related to the Commission's work.

TOPIC/GOAL	WHO	NOTES	TARGET COMPLETION DATE
Enhance/Update HRC Website	Gina Fonseca lead, Lisa Snyder, Rebecca Stith	Prepare chart comparing info on various PNW HRC websites & social media pages (e.g., Facebook)	Completed May 2018
		Study and cherry-pick webpages of PNW HRC webpages and Tacoma's other commissions' webpages	Completed June 2018
		Prepare mockup of new webpage for *next* Committee meeting: *link to charge-filing form (w/ basic info on how to" file info) *links to TMC 1.29 and relevant recent resolutions such as 2014 Equity & Empowerment Initiative *More prominent placement of Google Translate link *List of Commissioners' names & terms *History (since 1967)/Mission statement (including power to make recommendations to Council & City) * link to upcoming human-rights-related city and community events * Use Spokane HRC webpage as a model * link to HRC general annual work plan (will list standing committees & current task forces) -- prepare prototype of annual work plan for 2018 committees & task forces for *next* Committee meeting	July 30 or Aug 7 (date TBD)
		Present draft webpage plan to full Commission for review/feedback/revision/approval	Sept/Oct
		Send mock webpage and recommendations to OEHR/MCO/City Attorney for consideration	Oct/Nov
Update Templates for conciliation/settlement/charge-disposition summaries	Rebecca Stith lead, Lisa Snyder	Review conciliation agreement template for potential revisions	Completed initial review June 2018
		Committee review/revise/approve	July 30 or Aug 7 (date TBD)
		Meet with OEHR and City Attorney re Committee review	Sept
		Present recommended changes to HRC for review/revision/approval	Sept/Oct
		Send written recommendations to OEHR & /City Attorney for consideration	Oct/Nov
		Do similar review of pre-finding settlement agreement template	Begin late 2018/early 2019

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Presentation on elements, burdens of proof in discrimination, harassment, and retaliation cases to assist HRC in case reviews	Lorenzo Cervantes, Rebecca Stith, co-leads	EEOC Admin Judge Molly Powell has agreed to do a guest presentation on basic elements and burdens Lorenzo working with Andreta Armstrong to arrange on logistics Rebecca working with Judge Powell re her PowerPoint presentation . Judge Powell will make presentation	*Completed* Ongoing Met June 11, will follow-up Presentation: July 19, 2018 (during the Study Session)
Create a "cheat sheet" for Commissioner to use when participating in case reviews	Lisa Snyder lead, Rebecca Stith	Draft a "cheat sheet" of elements for Commissioners' use Present "cheat sheet" to Commission for review/feedback/revision/approval	Sept/Oct Oct/Nov
Develop a "how to file a charge" presentation	Lorenzo Cervantes lead, Gina	Interview OEHR investigative staff to better understand what type of evidence they look for, what they asked charging parties, etc.	Sept/Oct
Prepare "mock" press release model for use in drafting PRs	Lisa Snyder lead, Sarah Lee, Rebecca Stith	Review information from Megan Snow at MCO re corect style and City's media relations guidance Research AP Style and find examples of MCO press releases related to human rights and from other PNW PRCs Prepare mock press release using Charity Care Task Force navigator-training announcement for next Committee meeting	Completed May 2018 Completed May 2018 July 30/Aug 7 (date TBD)
Review & revise Committee description/focus/purpose	Lisa Snyder, Rebecca Stith, co-leads	Revise Committee description with input from Committee and then chairs of three standing committees Present proposed name change, "Commission Operations and Quality Assurance Committee" to the Commission for approval	Completed April 2018 Completed May 2018

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Next Meeting: Swiss Tavern Monday, July 30 or Monday, August 7, 6:30 pm

Tacoma Human Rights Commission – Charity Care 2018 Work Plan (through June)

Tangible Goal	Who Will Do It?	Additional Notes	Target Completion Date	Status
Inform CIRA of Task Force & its work	Brad		July	Completed
Share interim report w/ stakeholders 1. HRC, OEHR, CIRA, CVSC, City Attny, City Mngr 2. Sea-Mar, KWA, TCH, CHA, SEIU 1199NW, CLS, Rep. Jinkins, NoHLA [done] 3. MultiCare, CHI	Brad	1, 3: Brad • D. Powers re: CA & CM • Al & Lisa re: recipients	July	Ongoing
Provide CC training(s) 1. Identify interested stakeholders 2. Assemble training team 3. Reserve location 4. Schedule training(s) 5. Design curriculum 6. Rehearse training	All TF members	1, 2: Al • Inquire w/ comm grps • MultiCare – assist? 2: Lisa • CHI – assist? 1, 2, 4: Brad • TCH – interested? • NoHLA – assist? • TCH, KWA, Sea-Mar – dates?	Oct or Nov	Ongoing
At least one discrimination complaint filed w/ OEHR by LEP resident 1. Inform stakeholders of laws protecting access to CC [done] 2. Educate stakeholders of filing process	All TF members		Dec	Ongoing

Tacoma Human Rights Commission – Charity Care 2018 Work Plan (through June)

Tangible Goal	Who Will Do It?	Additional Notes	Target Completion Date	Status
Persuade DOH to get disaggregated CC data 1. Initial contact w/ DOH [done] 2. Partner w/ elected official(s) 3. Lobby MultiCare & CHI 4. DOH publishes disaggregated CC data online	Al Brad Lisa	3: Al • MultiCare 2: Brad • Rep. Jinkins 3: Lisa • CHI	Dec	Ongoing
Compliance study by ERC 1. Partner w/ CLS [done] 2. Secure bid from ERC [done] 3. Secure funding 4. Finalize study design 5. Complete study	Brad Gina Sarah	3: Sarah • Research grants 3: Brad • Contact CLS	Dec	Ongoing
Hospital & clinic site visits 1. Secure volunteer assistance 2. Identify clinics 3. Select what to assess a. P&P re CC/FA for LEP patients b. Multilingual notifications: websites, public spaces, flyers, & billing statements c. Main phone number provides CC/FA info for LEP callers d. Readily available & effective Interpretive services e. CC/FA precedes collections 4. Establish schedule for site visits 5. Complete site visits	All TJ members	1: Lisa • UW-T (SSW)	Oct	Ongoing

Tacoma Human Rights Commission – Charity Care 2018 Work Plan (through June)

Tangible Goal	Who Will Do It?	Additional Notes	Target Completion Date	Status
Initial reading & research 1. *Access Denied* by CLS (2016) 2. *Mission Fail* by WA-CAN & UFCS21 (2017) 3. *Out of Control* by WA-CAN (2016) 4. *AG's v CHI (2017)*	All TF members		February mtg	Completed
Additional reading & research 1. *Community Health Needs Assessment* a. MultiCare b. CHI 2. AG's complaint against CHI	Lisa (1.a) Al (1.b)	Also – review CHARS data	March mtg	Completed
Review L. Jinkins' proposed amendments to RCW 70 re: charity care 1. HB 1359 2. HB 2836 3. SBB 6273	Brad		March mtg	Completed
Review MultiCare & CHI websites 1. LEP access 2. LEP charity care info	Gina		March	Completed
Identify interpreting services used by hospitals & affiliated clinics 1. MultiCare 2. CHI 3. KP	Lisa & Al	1: Al 2-3: Lisa • Contact Gina re: info on websites	April	Completed
Develop set of Qs for MultiCare, CHI, & KP	All TF members	Refer to "Initial reading & research documents" for ideas	April	Completed
Learn more re interpretive services at MultiCare, CHI, & KP 1. MultiCare 2. CHI 3. KP	1: Al 2: Lisa 3: Lisa	Calls to main # Hospitals & clinics	May	Completed

Tacoma Human Rights Commission – Charity Care 2018 Work Plan (through June)

Tangible Goal	Who Will Do It?	Additional Notes	Target Completion Date	Status
F/u w/ H. Franqui re: intervention opportunities w/ Sea Mar 1. Get feedback from CRNs re draft of *Navigator Training* 2. Train CSRs re: charity care & how to file discrimination complaint 3. Focus group re: charity care experiences outside Sea Mar 4. Survey current patients w/ non-Sea Mar medical debt re: access to charity care 5. Create checklist for new patients re: charity care access outside Sea Mar	1: Brad	1: draft to Franqui	May	Completed or Not pursued
Identify hospital LEP patients who have had legal action taken against them re: their medical debt 1. Referred to collections agency 2. Lien taken out against them 3. Bench warrant filed against them	Brad	CLS intern may help w/ this in June		Not pursued
Identify volunteers to help w/ Task Force's work 1. Interviews 2. Surveys 3. English and non-English calls to main phone numbers	Brad	May be too ambitious	July	Not pursued

JUNE 2018 UPDATE: Tacoma Human Rights Commission – Amend 1.29 Task Force Work Plan

Members: Rebecca Stith (Chair), Kim Tosch, Jennifer Vasilez, Andy Youn

Tangible Goal[1]	Who Will Do It?	Target Completion Date	Additional Notes
1.Research - SOI-Sec 8 requirements *(SOI means source of income);* implementation in other cities & in states	Kim/Rebecca /Jennifer/Andy - SOI added to Task Force's work in January 2018 based on Nov 2017 request of Council Member Walker Lee - in February 2018 Task Force learned that OEHR's Landlord-Tenant Coordinator ChiQuata Elder began studying SOI in Sept 2017 and was already meeting with various stakeholders and attending SOI discussions so Task Force deferred to her expertise & knowledge	Summer/Fall 2018	**5/21/18 update:** OEHR ChiQuata Elder met w/ Kim and Rebecca re fair housing/SOI conference in Spokane & new 3/15/18 WA state law prohibiting landlords from discriminating against tenant based on SOI; ChiQuata stated she wld present tenants' rights options & SOI progress update to CVS Comm on 6/14/18; **6/28 update-SOI component completed by OEHR**: ChiQuata Elder *presented proposed 1.29 amendments re SOI (housing) to CVSC*
1.Research ICL-implementation in other cities & in states *(ICL means immigration status, citizenship, language)*	Rebecca, Kim, Jennifer, Andy	Ongoing	**On 4/23** Rebecca & Kim met w/Sen. Darneille re SB 5803 (add citizenship & immigration status to WA law). Darneille thinks adding to 1.29 will help pass state bill, said do outreach to CIRA & stakeholders. **On 5/2** Kim &

[1] SOI=source of income; ICL=immigration status, citizenship, primary language; CVSC=Community Vitality and Safety Committee

Amend 1.29 Work Plan

JUNE 2018 UPDATE: Tacoma Human Rights Commission – Amend 1.29 Task Force Work Plan

Members: Rebecca Stith (Chair), Kim Tosch, Jennifer Vasilez, Andy Youn

			Jennifer met w/Rep Jinkins re companion bill HB 2030. **On 5/15** Kim spoke w/Tacoma Community House director re issue & outreach. **On 6/6** Rebecca spoke w/Rep. Jinkins re 'immigration status' scope
2.Develop topic allies on the City Council	Kim, Rebecca	Ongoing	Attend City Council & CVSC Committee; discuss informally with Councilmembers when possible; **On 6/28** Rebecca attended CVSC mtg
3. Commission on Immigrant & Refugee Commission Affairs (CIRA) – contact liaison and officers, attend meetings, invite to HRC meetings, pursue joint network/outreach opportunities	Jennifer, Rebecca	Summer 2018	**On 6/25**, Liaison emailed about possibly addressing August meeting re projects of mutual interest, Jennifer may present at August CIRA meeting
4. Draft Ordinance to present to CVSC to review/revise/recommend to full Council on citizenship, immigration, status, &/or primary language	Rebecca, Jennifer, Kim, Andy	Fall 2018/Winter 2019	

Amend 1.29 Work Plan

Tacoma Human Rights Commission – 2018 Retreat

Racial Justice Task Force

2018 Work Plan

Tangible Goal	Who Will Do It?	Target Completion Date	Additional Notes
Get copies of all City of Tacoma documents regarding racial equity	LC & AA (ask)	Ask before 2/2017	
Identify who is currently doing work and others who should be at the table (power mapping)	LC – create Google Doc JH – Help fill out	2/1 2/7	
Look at other places for racial justice work/models	NC	2/7	
Individual brainstorm of incorporating training	All	2/7	

5.15.2018

Commission Operations and Quality Asusrance Committee - Goal: ***Enhance/Update THRC Website***

Comparison of webpage information for selected city, county, and state human rights commissions in the Pacific Northwest

Included	Tacoma	Spokane	Seattle	WA State	Portland	Snohomish County
Agenda	X	X	X	X	X	X
Minutes	X	X	X	X	X	X
Meeting Schedules	X	X	X	X	X	X
How to Apply to HRC	X		X	X	X	X
Mission & Vision	X	X	X	X	X	X
Location of Meetings	X	X	X	X	X	X
Press Releases & Statements			X		X[1]	X
Staff Liaison	X	X	X	X		X
Commissioners Contact Info		X	X	X	X	X
Members with Dates & Terms and/or bios		X	X	X	X	X
Current work plan(s)		X	X	X	X	
How to file a Complaint		X	X	X		
Complaint Form		X	X	X		
Complaint Form in more than one language		X		X		
Activity Calendar			X	X	X	X
Page with defined Committees			X		X	
Direct Media Contacts			X	X	X	X
Report on current projects			X		X	X
Data			X			
Public Record Request				X		
Social Media/Facebook		X	X	X	X	X
Community events & announcements posted[2]		X	X	X	X	X
History of Commission/ Date of Origin			X	X		X

[1] Recent PHRC public statements are found on Portland's OEHR webpage, https://www.portlandoregon.gov/oehr/62227

[2] Some information may be posted on a commission's website and/or Facebook page.