Immigrant and Refugee Commission Workplan

							June				July				August				September				October				November				December			
		Action Items	**Evaluation - How will you meet the objective?**	**Deadline**	**Lead**	**Status**	**1**	**2**	**3**	**4**	**1**	**2**	**3**	**4**	**1**	**2**	**3**	**4**	**1**	**2**	**3**	**4**	**1**	**2**	**3**	**4**	**1**	**2**	**3**	**4**	**1**	**2**	**3**	**4**
I.	***Goal Topic: Education***																																	
	Sub Goal One: Influence spending of levy dollars to benefit English Langauage Learner (ELL) students and immigrant and refugee families				Shree																													
		Meet with OFE to learn about RFP application and priorities and how Commission can provide input	Meeting complete		Devon	Completed in July Meeting																												
		Meet with city council and mayoral staff to give recommendations on education and levy funding	Meeting complete		Devon																													
		Identify a representative from IR community to be part of RFP Processes	Provide suggestions to OFE		tbd																													
	Sub Goal Two: Parent engagement/education																																	
		Work with SPS and OFE to do a scan of existing documents on navigating Seattle Public Schools	Compiled documents		Dori/Shree																													
		Meet with Superintendent Banda to talk about SPS plan, relay role of IR Commission/build relationship	2 Commissioner meetings		Roxana																													
	Sub Goal Three: Ensure Pre-K and Kindergarten enrollment efforts are target in IR Communities																																	
		Meet with OFE and SPS early learning teams to influence/inform outreach efforts to IR parents	Meeting complete		Devon																													
		Draft letter requesting targeted approaches for outreach to IR populations with young children	Submitted letter	July	Devon/Roxana																													
	Sub Goal Four: Reduce Disproportionality between North and South Schools				Devon/Roxana																													

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		Partner with SESEC and have regular contact with staff regarding efforts including ensuring IR needs represented	Commissioner meets SESEC and attends 1-2 meetings	Ongoing	Devon	Completed in June																												
		Write letter in support of SESEC efforts to Mayor, Council, OFE	Letter written/sent		Shree																													
	Sub Goal Five: Take the first steps in increasing Seattle's value/acceptance of multilingualism by increasing dual language programs offered in Seattle Public Schools and embracing World Language Credit Program				Roxana																													
		Gain understanding of short and long-term goals to increase the number of language immersion programs in Seattle School District and to influence strategic plan	Presentation to Commission on ELL, language immersion programs, data		Shree																													
		Publically recognize SPS's world language credit and honor students who received high school credit for proficiency in their primary language with attendance from city council, mayor and international leaders	Either cohost celebraton for students (with SPS/City) or produce letter commending district on policy		Roxana	Completed in June- cohosted event regarding ELL students																													
		Urge SPS to use RSJI tool in strategic plan along with filter pertaining specifically to IR populations in coordination with roundtable	Write letter		Shree	Completed in June- wrote letter supporting RSJI in SPS strategic plan																												
II.	***Goal Topic: Comprehensive Immigration Reform***																																	
	Sub Goal One: Support an inclusive immigration reform that builds a true path to citizenship																																	

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		Support Resolution by City Council to keep families together	Memo to Council and possible Resolution by Council	Memo - June 15 and Resolution by July-August. Final by 8/10																														
		Ongoing education around Comprehensive immigration Reform (CIR)	Keep Mayor and Council informed on the issue via memos and add CIR to the OIRA website to include news, updates, resources	Met with Mayor and 2 council members to update them on our goal and CIR																														
		Statement by Commission on CIR	Statement complete																															
		Statement by Mayor and Letter to Congress	Statement/letter complete																															
	Sub Goal Two: Immigrant and Refugee Inclusion at different levels of immigration status																																	
		Increase funding to ESL/ Citizenship classes	Briefing on where funding is now	July																														
		Technology Training	Briefing on where funding is now	Oct-Nov																														
		Assess level of IR access to city services through language support and funding available	Assessment complete, relevant briefings complete	Oct-Nov																														
	Sub Goal Three: Immigrant and Refugee Inclusion - Workforce Training - the whole family																																	
		Educate Commission on what has been done so far	Briefings complete from OED and OFE	Nov-Dec																														
	Tentative Sub Goal Four: Immigrant and Refugee Inclusion - Trainings on taxes, revenue, budget for residents																																	
		Briefing on how the budget works	briefing complete	year 2																														
		Create a short document in different languages	document complete	year 2																														
		Create a video to get the word out	video complete	year 2																														

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III.	***Goal Topic: Homelessness - Find Shelters and housing ptions that are more suitable and culturally appropriate for immigrant and refugee communities***																																	
	Sub Goal One: Compile a list with the most culturally appropriate shelters/resources																																	
		Research the existing resources that are available to homeless communities	list of shelters/resources collected and compiled	April-Sept	Tsegaba/Habtamu	Researched into existing homelessness resources and created a list of emergency shelters based on this research organized by population and requirements.																												
	Sub Goal Two: Work to find ways to make existing shelters/resources more appropriate for IR																																	
		Research strategies that exist already	research complete	July-Sept	Tsegaba/Habtamu	Found a few different resources led by immigrant and refugee community organizations and incorporated this into the resource list.																												
		Outreach to shelters/resources	outreach complete	July-Sept	Tsegaba/Habtamu	Team outreached to a few places, will continue to outreach.																												
	Sub Goal Three: Collaborate with Women's Commission on any overlapping Goals																																	

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		TBD	communication with women's commission	Apr-Dec	Tsegaba/Habtamu	Team has communicated with women's commission, attended their past meetings and will continue to stay in communication to collaborate in areas that we have mutual goals.																												
	Sub Goal Four: Educate council on issues of homelessness with IR Communities																																	
		research on how much council currently knows	research complete	July-Sept	Tsegaba/Habtamu	not yet complete																												
		Host informational forum/meeting with council	forum attended by councilmembers	Oct-Dec	Tsegaba/Habtamu	not yet complete																												
IV.	***Goal Topic: Affordable Healthcare Act - Provide education to immigrant and refugee communities about the ACA and services Avaialable to them***																																	
	Sub Goal One: Research existing resources, links, organizations and information about the ACA																																	
		Research resources about ACA	research complete	Apr-Sep	Mariya/Simon	research complete																												
		Research Links about ACA	research complete	Apr-Sep	Mariya/Simon	research complete																												
		Research organizations involved with ACA	research complete	Apr-Sep	Mariya/Simon	Still researching; meeting is scheduled with Mayor's office on Monday, August 5, 2013 to learn more about this.																												
		Research information about ACA	research complete	Apr-Sep	Mariya/Simon	research complete																												
	Sub Goal Two: Research into currently available affordable healthcare in the city (such as community health centers)																																	
		Research current city services	research complete	Apr-Sep	Mariya/Simon	research complete																												
	Sub Goal Three: Create informational packet/one pager about ACA and begin translation into different languages																																	
		Draft packet/One pager	document complete	Jun-Sep	Mariya/Simon	document complete																												

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		Secure funds for translation	plan for funds complete	Jun-Sep	Mariya/Simon	still looking to see if this is possible																												
		Prioritize langauages for translation	Plan for language translation complete	Jun-Sep	Mariya/Simon	still looking into this																												
	Sub Goal Four: Collaborate with Women's Commission on overlapping goals																																	
		Communicate with women's commission	Communication complete and area of collaboration complete	Apr-Dec	Mariya/Simon	communication is complete, continuing to stay in colloboration																												
	Sub Goal Five: Host community informational forum/meeting																																	
		Commissioner outreach to community/organizations	outreach complete	Oct-Dec	Mariya/Simon	Not yet																												
		donated space	donated space	Oct-Dec	Mariya/Simon	still to complete																												
		in kind donation for snacks and/or beverages	donations secured	Oct-Dec	Mariya/Simon	still to complete																												
		Host community meeting	Forum hosted and attended by immigrant and refugee community members	Oct-Dec	Mariya/Simon	still to complete, considering providing the ACA informational to immigrant and refugee community organizations instead of hosting a community meeting for immigrant and refugee community members																													