

### Background

The Human Rights, Inclusion and Engagement Commission will hold a special meeting on Tuesday, August 24, 2017. This workshop will be a facilitated discussion intended to develop a work plan for the remainder of 2017 and 2018. This special meeting will use the Institute of Cultural Affairs technique of facilitation called Technology of Participation. This meeting will be a different format than a regular commission meeting and will be facilitated by staff liaison, Rebecca Olson, who is trained in the facilitation technique.

The purpose of this 'Action Planning Workshop' is to lay out the Commissioner's ideas (actions, tasks, events, etc.) that they hope to accomplish for the next year. Work will then be done to prioritize the group's ideas at the meeting, and begin to develop the tasks, timeline and planning for each of those items.

The Commission was asked to do pre-work in order to limit the time spent on brainstorming during the workshop. Staff asked each commissioner to write down their top 4-5 ideas that they would like to see the Commission focus on for the remainder of 2017-18. Instructions stated that these options should include any current initiatives the Commission is already undertaking, ideas that have come before the Commission, and any new ideas. These ideas will be used as a starting point, and should be items that need to be done most urgently, are the most important to focus on at this time, and can be realistically accomplished within the timeframe.

At the conclusion of the workshop, each identified task will be assigned to a 'Lead Commissioner', who will write up a brief summary outlining the main points to be included in the written work plan for the Commission. This work plan will then serve as a foundation for discussion with the City Council when the Commission meets with them in a joint meeting.

### Requested Action

No action needed at this time.