

# CITY OF HIGH POINT

## AGENDA ITEM



### **Title: HRC – 2019 July-December Work Plan**

**From:** Jelani Biggs, Human Relations Manager  
Jeron Hollis, Communication & Public  
Engagement Director

**Meeting Date:** October 7, 2019

**Public Hearing:** N/A

**Advertising Date /**  
**Advertised By:** N/A

**Attachments:** Work Plan for July–December 2019

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### **PURPOSE:**

Approval of the July-December 2019 Work Plan for the Human Relations Commission

### **BACKGROUND:**

The Ordinance for the High Point Human Relations Commission requires a semi-annual submission of the intended work plan to City Council in order to document and track the work and areas of focus of the Commission. A layout of the plan is to be submitted to clearly illustrate the intended work to be accomplished and provide a summation of work that is to follow. A brief report on past tasks of former work plans will be given to City Council at the presentation of the future work plan.

### **BUDGET IMPACT:**

No funds requested

### **RECOMMENDATION / ACTION REQUESTED:**

Council is requested to approve the July–December 2019 Work Plan for the Human Relations Commission.



## **City of High Point Human Relations Commission**

### **Work Plan: July 2019 – December 2019**

- I. Action Items: **July 2019 – December 2019**
- II. Individual Work Plans for Action Items **July 2019 – December 2019**

## **I. Action Items: July 2019 – December 2019**

- Community Outreach
- Quarterly Community Garden Meeting
- International Day of Giving Thanks
- International Furniture Market Buyers Meet & Greet
- Youth Service Project
- Quarterly Article

○ **Recommended Human Relations Work Plan:** Community Outreach

<p>1. Refine the identified highest priority initiatives into specific statements to be achieved.</p>	<p><b><u>RECOMMENDED INITIATIVE:</u></b> Meet with diverse communities, churches and non-profits to 1) learn more about them and 2) educate them on City of High Point departments, resources &amp; services, International Advisory Committee (IAC), Interfaith Advisory Committee and the Human Relations Commission (HRC).</p>
<p>2. Identify <b>when</b> progress toward or successful completion of the initiative will be measured.</p>	<p><b><u>RECOMMENDED TIMELINE:</u></b></p> <ul style="list-style-type: none"> <li>• Attend at least two meetings by the end of the year.</li> </ul>
<p>3. Identify the results or evidence to document successful completion of the initiative.</p> <p>ID meaningful milestones to measure progress when initiative completion is beyond the Work Plan cycle.</p>	<p><b><u>RECOMMENDED SUCCESS INDICATORS</u></b></p> <ul style="list-style-type: none"> <li>• Gather contact information from meeting attendees in order to invite them to future City of High Point events.</li> <li>• Building new relationships and strengthening relationships with City of High Point communities.</li> </ul>
<p>4. Identify the resources needed for this initiative to be successful.</p>	<p><b><u>RESOURCES:</u></b> Information Packet that contains information about City of High Point departments, resources &amp; services, IAC, Interfaith Advisory Committee and the Human Relations Commission (HRC). Information packet to be translated in different languages.</p>
<p>5. What else does the Commission need to move forward successfully?</p>	<p><b><u>OTHERS:</u></b></p>

○ **Recommended Human Relations Work Plan: Quarterly Community Garden Meeting**

<p>1. Refine the identified highest priority initiatives into specific statements to be achieved.</p>	<p><b><u>RECOMMENDED INITIATIVE:</u></b> The International Advisory Committee would like to partner with other organizations to expand the amount of community gardens to help with High Point Food Security issue and this is one of the first steps in the process. Initiate a Quarterly Community Garden Meeting with IAC, World Relief, NC Extension, Greater Food Alliance and Growing High Point. This meeting will allow each organization to share best practices and start/strengthen collaborations for the 2020 Community Garden Season.</p>
<p>2. Identify <b>when</b> progress toward or successful completion of the initiative will be measured.</p>	<p><b><u>RECOMMENDED TIMELINE:</u></b> Meet at least once a quarter.</p>
<p>3. Identify the results or evidence to document successful completion of the initiative.</p> <p>ID meaningful milestones to measure progress when initiative completion is beyond the Work Plan cycle.</p>	<p><b><u>RECOMMENDED SUCCESS INDICATORS:</u></b></p> <ul style="list-style-type: none"> <li>• Identify and start planning 2020 Community Gardening Activities and Initiatives.</li> </ul>
<p>4. Identify the resources needed for this initiative to be successful.</p>	<p><b><u>RESOURCES:</u></b> Meeting Space</p>
<p>5. What else does the Commission need to move forward successfully?</p>	<p><b><u>OTHERS:</u></b> Ideas for future work plans regarding this work plan item include 1) see if the City has additional plots of land that could be turned into community gardens, 2) discuss hindrances to successful community gardens (i.e. lack of lighting and water and limited public transportation hours to allow gardeners to access gardens after 5pm).</p>

## **Recommended Human Relations Work Plan: International Day of Giving Thanks (IDGT)**

<p><i>1. Refine the identified highest priority initiatives into specific statements to be achieved.</i></p>	<p><b><u>RECOMMENDED INITIATIVE:</u></b></p> <p>Bring diverse communities together to share a meal.  Partner with the YWCA to organize the annual event.  Would like this year's event to include student essay writing contest.</p>
<p><i>2. Identify <b>when</b> progress toward or successful completion of the initiative will be measured.</i></p>	<p><b><u>RECOMMENDED TIMELINE:</u></b></p> <p>Once a year in November.</p>
<p><i>3. Identify the results or evidence to document successful completion of the initiative.</i></p> <p><i>ID meaningful milestones to measure progress when initiative completion is beyond the Work Plan cycle.</i></p>	<p><b><u>RECOMMENDED SUCCESS INDICATORS</u></b></p> <p>At least 25 people attend.  Diverse attendance.  Proclamation recognizing annual Giving Thanks Dinner by Mayor at City Council Meeting.</p>
<p><i>4. Identify the resources needed for this initiative to be successful.</i></p>	<p><b><u>RESOURCES:</u></b></p> <p>Sub-committee will help plan and manage event.  Flyers  Space needed to hold event (i.e. City Recreation Center, High Point University Community Center)  Prizes for Student Essay Contest</p>
<p><i>5. What else does the Commission need to move forward successfully?</i></p>	<p><b><u>OTHERS:</u></b></p> <p>Marketing event and reaching out to people.  Establish committee to review and determine student essay winners  Joint work with IAC to make this successful.</p>

- **Recommended Human Relations Work Plan:** International Furniture Market Buyers Meet & Greet

1. Refine the identified highest priority initiatives into specific statements to be achieved.	<b><u>RECOMMENDED INITIATIVE:</u></b> Bi-annual International Furniture Market Buyers Meet and Greet during Fall Furniture Market. Greet and provide International Furniture Market Buyers with electronic and paper information packets that include places of worship, eateries and other places of interest information.
2. Identify <i>when</i> progress toward or successful completion of the initiative will be measured.	<b><u>RECOMMENDED TIMELINE:</u></b> October Furniture Market Week (October 17- October 23)
3. Identify the results or evidence to document successful completion of the initiative.  ID meaningful milestones to measure progress when initiative completion is beyond the Work Plan cycle.	<b><u>RECOMMENDED SUCCESS INDICATORS</u></b> Positive feedback from Market Authority and International Furniture Market Buyers
4. Identify the resources needed for this initiative to be successful.	<b><u>RESOURCES:</u></b> Flags, Electronic and Paper Information Packets
5. What else does the Commission need to move forward successfully?	<b><u>OTHERS:</u></b> Partner with Market Authority to coordinate Meet & Greet Times

○ **Recommended Human Relations Work Plan:** Youth Service Project

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<p>1. Refine the identified highest priority initiatives into specific statements to be achieved.</p>	<p><b><u>RECOMMENDED INITIATIVE:</u></b></p> <ul style="list-style-type: none"> <li>• Start planning Summer 2020 Interfaith youth service activity</li> <li>• Interfaith Committee would like High Point Mayor to identify service activity(ies) that will bring the most value to High Point</li> </ul>
<p>2. Identify <b>when</b> progress toward or successful completion of the initiative will be measured.</p>	<p><b><u>RECOMMENDED TIMELINE:</u></b></p> <ul style="list-style-type: none"> <li>• Estimated Event Date: Mid-end of June after school is out</li> <li>• This timing will provide time to advertise, plan, recruit and organize</li> </ul>
<p>3. Identify the results or evidence to document successful completion of the initiative.</p> <p>ID meaningful milestones to measure progress when initiative completion is beyond the Work Plan cycle.</p>	<p><b><u>RECOMMENDED SUCCESS INDICATORS</u></b></p> <p>Youth of different faiths work alongside each other enabling them to broaden their network and become comfortable working with people of other faiths to achieve a greater cause.</p> <p><u>Future Key Milestones</u></p> <ul style="list-style-type: none"> <li>• Student HRC's help plan and promote event</li> <li>• Identification of service activity(ies) and organizations</li> <li>• Develop overall activity agenda format, i.e. meet at stadium, register, distribute t-shirts, divide into mixed groups, lunch with youth service providers, etc.</li> <li>• Craft invitation to be sent to religious leaders</li> <li>• Create liability forms</li> <li>• Identify transportation needs</li> <li>• Identify corporate sponsors (t-shirts, string bags, food, etc.)</li> <li>• Identify organizations that provide services geared to youth (i.e. college preparation organizations, mentoring programs, etc.)</li> <li>• Create registration website</li> <li>• Create communication/advertising campaign</li> <li>• Identify activity steering committee; ideally would consist of people from various faiths not currently on the HRC which might help generate additional interest in joining the Interfaith Committee</li> </ul>
<p>4. Identify the resources needed for this initiative to be successful.</p>	<p><b><u>RESOURCES:</u></b></p> <ul style="list-style-type: none"> <li>• Corporate sponsors to provide t-shirts, bags, giveaways, food/snacks and water</li> <li>• Registration website</li> <li>• Youth Service Day Participation Certificates</li> </ul>
<p>5. What else does the Commission need to move forward successfully?</p>	<p><b><u>OTHERS:</u></b></p>



○ **Recommended Human Relations Work Plan:** Quarterly Articles

<p>1. Refine the identified highest priority initiatives into specific statements to be achieved.</p>	<p><b><u>RECOMMENDED INITIATIVE:</u></b> Interfaith Advisory Committee (IAC) write article introducing/presenting Interfaith Advisory Committee to High Point Community. Article to be submitted to the Spiritual Connection of the High Point Enterprise Newspaper.</p>
<p>2. Identify <b>when</b> progress toward or successful completion of the initiative will be measured.</p>	<p><b><u>RECOMMENDED TIMELINE:</u></b> Initial article to be submitted by the end of 2019. Article to be submitted each quarter. Future articles could highlight the Interfaith Advisory Committee, International Advisory Committee, Human Relations Commission or/and the City of High Point.</p>
<p>3. Identify the results or evidence to document successful completion of the initiative.</p> <p>ID meaningful milestones to measure progress when initiative completion is beyond the Work Plan cycle.</p>	<p><b><u>RECOMMENDED SUCCESS INDICATORS</u></b></p> <ul style="list-style-type: none"> <li>• Positive article comments.</li> <li>• New members join the Interfaith or/and International Advisory Committees due to learning about these committees via the articles.</li> </ul>
<p>4. Identify the resources needed for this initiative to be successful.</p>	<p><b><u>RESOURCES:</u></b> Chuck Hall, Interfaith Advisory Committee member who has had several articles published has volunteered to write the first article.</p>
<p>5. What else does the Commission need to move forward successfully?</p>	<p><b><u>OTHERS:</u></b></p>