



Memorandum

TO: HUMAN RIGHTS COMMISSION

FROM: Ernest Azevedo
Commission Staff

**SUBJECT: HUMAN RIGHTS COMMISSION
NEW QUARTERLY MEETING
SCHEDULE**

DATE: July 6, 2010

At the Human Rights Commission meeting of June 17, 2010 under the Informational Items – Proposed Changes to Boards and Commissions Council Referral #9-25-07-5.2, the Assistant City Clerk Dennis Hawkins provided an overview of the memo and recommendations. The Commission agreed to further discuss and determine their Quarterly Meeting schedule at the next scheduled meeting on July 15, 2010.

With the Council’s endorsement and approval of the Mayor’s Budget Message on June 17, 2010, the City Manager’s Office and support staff have been directed to coordinate with the Human Rights Commission the implementation of a reduction in frequency of meetings to a quarterly schedule.

During this period, the Human Rights Commission priority will be to focus on a work plan that has specific goals, outcomes and target dates that will be approved by the Rules Committee and City Council. The new work plan and annual report will provide the City Council with clear detail about the Commissions activity. Staff and the Commission are expected to present the new work plan beginning early in the fiscal year.

Therefore, it is recommended that adoption of a new quarterly schedule to conduct regular HRC meetings in August, October, February and May.

For questions or more information, call 535-8119

/s/
ERNEST AZEVEDO
Commission Staff

Attachment: New HRC Quarterly Meeting Schedule

HUMAN RIGHTS COMMISSION
QUARTERLY MEETING 2010 – 2011 SCHEDULE

* Recommendation approves the Human Rights Commission to begin a quarterly meeting schedule to occur during the months of August, October, February, and May. The following meeting dates are for the FY 2010 – 2011.

<u>Date</u>	<u>Time</u>	<u>Type of Meeting</u>	<u>Location</u>
AUGUST 13, 2010	6:30 PM	REGULAR	W-120
OCTOBER 21, 2010	6:30 PM	REGULAR	W-120
FEBRUARY 17, 2010	6:30 PM	REGULAR	W-120
MAY 19, 2010	6:30 PM	REGULAR	W-120

For questions, please contact Ernest Azevedo at (408) 535-8119.