

# **TEXAS COMMISSION ON HUMAN RIGHTS**

## **MEETING**

**April 22, 2015**

**Thomas Anderson, Chairman**

**Michelle H. Diggs, Member**

**Shara Michalka, Member**

**Danny L. Osterhout, Member**

**Toni Rhodes Glover, Member**

**Veronica V. Stidvent, Member**

**Sharon Breckenridge Thomas, Member**

**TEXAS COMMISSION ON HUMAN RIGHTS**  
**101 East 15<sup>th</sup> Street, Room 244**  
**Austin, Texas 78778-0001**

**MEETING AGENDA**  
**April 22, 2015**  
**9:00 A.M.**

AGENDA ITEMS MAY NOT NECESSARILY BE CONSIDERED IN THE ORDER THEY APPEAR

Call to Order, Roll Call and Certification of Quorum Chair Thomas Anderson

Welcoming of Guests Chair Thomas Anderson

Special Recognition of Vickie Covington, Fair Housing Manager Chair Thomas Anderson

Public Comment Chair Thomas Anderson

1. Presentation, Discussion, and Possible Action on Board Meeting Minutes for January 28, 2015 Meeting  
Chair Thomas Anderson
2. Discussion, Consideration and Possible Action Regarding the Texas Workforce Commission Civil Rights Division's (the "Division") Quarterly Report Concerning the Division's Housing Investigations, Mediations and Other Fair Housing Activities for the Second Quarter of Fiscal Year (FY) 2015 and Subsequent Month(s), Future Activities and Status of Rapid Process Improvement (RPI)  
Bridget Sharphorn
3. Discussion, Consideration and Possible Action Regarding the Quarterly Report Concerning the Division's Equal Employment Opportunity (EEO) Investigations, Mediations and Other EEO Activities for the Second Quarter of FY 2015, Subsequent Month(s), Future Activities and Status of RPI  
Michelle Goodwine
4. Discussion, Consideration and Possible Action Regarding the Division's Financial Report for the Second Quarter of FY 2015, Subsequent Month(s), Projections and Other Financial Matters  
Lowell Keig  
Kim Emmerich
5. Discussion, Consideration and Possible Action Regarding Personnel Policies and Procedures Systems Reviews, Firefighter Initial Tests Reviews, Training, and Outreach Activities of the Division for the Second Quarter of FY 2015, Subsequent Month(s), Future Activities and Status of RPI  
Lowell Keig  
Dennis Swinney
6. Discussion, Consideration and Possible Action Regarding the Division Director's Report on Activities of the Division for the Second Quarter of FY 2015, Subsequent Month(s) and Future Activities  
Lowell Keig

7. Discussion, Consideration and Possible Action Regarding Meetings, Reports and Activities of Texas Commission on Human Rights (TCHR) Committees and Liaisons  
Chair Thomas Anderson  
Lowell Keig
8. Discussion, Consideration, and Possible Action Regarding the Schedule of Future TCHR Meetings  
Chair Thomas Anderson
9. THE FOLLOWING ITEMS MAY BE DISCUSSED IN OPEN OR EXECUTIVE SESSION AND HAVE ACTION TAKEN IN OPEN MEETING
  - a. *Government Code §551.074*: The Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, Dismissal, Accomplishments, Performance, Goals, and Responsibilities of the Texas Workforce Commission Civil Rights Division Director and Other Personnel
  - b. *Government Code §551.071(1)*: Contemplated Litigation or the Pending Litigation of *Texas Commission on Human Rights, Texas Workforce Commission, David Powell and Robert Gomez v. Marilou Morrison*;  
*Kirven Powers v. Texas Commission on Human Rights*;  
*Rodolfo Martinez v. Texas Workforce Commission-Civil Rights Division*;  
*Alfredo Nevarez v. Texas Workforce Commission-Civil Rights Division*;  
*EEO retaliation case approved by Texas Commission on Human Rights for filing of civil action at January 28, 2015 meeting*  
*Potential litigation by Texas Workforce Commission Civil Rights Division re: EEO complaints determined to be reasonable cause*  
*Texas Work force Commission v. Crossroads East Homeowners Association*  
*Texas Work force Commission v. Thien Pham*  
*Texas Work force Commission v. Ken C. Miller Enterprises, LLC*  
*Texas Workforce Commission v. Northwood Park Civic Association*  
*Potential litigation by Texas Workforce Commission Civil Rights Division re: Fair Housing complaints determined to be reasonable cause*
  - c. *Government Code §551.071(2)*: All Matters Identified in This Agenda Where the Commissioners Seek the Advice of Their Attorney as Privileged Communications under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas and to Discuss the Open Meetings Act and the Administrative Procedures Act
  - d. *Government Code §2306.039(c)*: The Board may go into Executive Session to receive reports from the internal auditor, fraud prevention coordinator, or ethics advisor and discuss issues related to fraud, waste or abuse.

#### Open Session

If there is an Executive Session, the Commission will reconvene in Open Session and may take action on any items taken up in Executive Session. Except as specifically authorized by applicable law, the Commission may not take any action in Executive Session.

Adjourn

# **Agenda Item 1**

## **Meeting Minutes**

**TEXAS COMMISSION ON HUMAN RIGHTS**  
**101 East 15<sup>th</sup> Street, Room 244**  
**Austin, Texas 78778-0001**

**January 28, 2015**

**Minutes**

On Wednesday, the 28th of January, 2015, at 9:00 a.m., the regular quarterly meeting of the Governing Board (“Board”) of the Texas Commission on Human Rights (“TCHR”) was held in Room 244 of the Texas Workforce Commission Building, Austin, TX.

The following members, constituting a quorum, were present and voting:

- Thomas A. Anderson
- Toni Rhodes Glover
- Veronica Stidvent
- Michelle Diggs
- Shara Michalka (arrived at 9:19 a.m.)
- Sharon Breckenridge Thomas (arrived at 9:19 a.m.)
- Danny Osterhout (arrived at 9:46 a.m.)

Thomas M. Anderson served as Chair, and Thelma Villanueva served as secretary.

**Public Comments**

Marilou Morrison

1. Presentation, Discussion, and Possible Action on Board Meeting Minutes Summaries for July 23, 2014 and October 22, 2014 Meetings
  - Commissioner Stidvent moved to approve the July 23, 2014 and October 22, 2014 meeting minutes. Commissioner Glover second. The motion passed unanimously.
2. Discussion, Consideration and Possible Action Regarding the Texas Workforce Commission Civil Rights Division’s (the “Division”) Quarterly Report Concerning the Division’s Housing Investigations, Mediations and Other Fair Housing Activities for the First Quarter of Fiscal Year (FY) 2015 and Subsequent Month(s), Future Activities and Status of Rapid Process Improvement (RPI)
  - Vickie Covington presented the fair housing section report.
3. Discussion, Consideration and Possible Action Regarding the Quarterly Report Concerning the Division’s Equal Employment Opportunity (EEO) Investigations, Mediations and Other EEO Activities for the First Quarter of FY 2015, Subsequent Month(s), Future Activities and Status of RPI
  - Michelle Goodwine presented the EEO section report.
4. Discussion, Consideration and Possible Action Regarding the Division’s Financial Report for the First Quarter of FY 2015, Subsequent Month(s), Projections and Other Financial Matters
  - Lowell Keig presented the financial report with Kim Emmerich in attendance.

5. Discussion, Consideration and Possible Action Regarding Personnel Policies and Procedures Systems Reviews, Firefighter Initial Tests Reviews, Training, and Outreach Activities of the Division for the First Quarter of FY 2015, Subsequent Month(s), Future Activities and Status of RPI
  - Dennis Swinney presented the Personnel Policies and Procedures Systems Reviews report.
  - Dennis Swinney presented the Firefighter Initial Tests Reviews.
  - Ellena Rodriguez presented the Training and CRD Outreach report.
6. Discussion, Consideration and Possible Action Regarding the Division Director's Report on Activities of the Division for the First Quarter of FY 2015, Subsequent Month(s) and Future Activities
  - Lowell Keig presented the Director's report.
7. Discussion, Consideration and Possible Action Regarding Sunset Advisory Commission Recommendations
  - Lowell Keig provided portions of the Summary Section of the Sunset Advisory Commission's final report of the recommendations to transfer the powers and duties of the Human Rights Commission to the Texas Workforce Commission.
  - Chair Thomas Anderson commented on the Sunset Commission public hearing that he and Commissioner Glover attended on December 10, 2014.
8. Discussion, Consideration and Possible Action Regarding Meetings, Reports and Activities of Texas Commission on Human Rights (TCHR) Committees and Liaisons
  - No changes were made by the Commissioners.
9. Discussion, Consideration, and Possible Action Regarding the Schedule of Future TCHR Meetings
  - No changes were made by the Commissioners.

At 10:26 a.m. the Board went into Executive Session and reconvened in open session at 11:48 a.m.

- The Commission determined that there was reasonable cause to believe that the Respondent in TWCCRD#: 1A14514 engaged in an unlawful employment practice, specifically retaliation, pursuant to Section 21.251 of the Texas Labor Code.
- Commissioner Breckenridge Thomas moved that TWCCRD#: 1A14514 be referred to the Office of the Attorney General for filing of a civil lawsuit. Commissioner Glover second the motion. The motion passed unanimously.

There being no further business to come before the Board, the meeting adjourned at 11:49 p.m. The next meeting is set for Wednesday, April 22, 2015.

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Thomas A. Anderson  
Chair

# **Agenda Item 2**

## **Housing Reports**

# Housing Case Inventory

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	<b>2nd Quarter FY 2015</b>	<b>March 2015</b>
Cases Filed	93	29
Cases Resolved	92	36
Ending Inventory	115	107

## *Trends*

Since our last meeting, our fair housing outreach coordinator moved on to another department within TWC.

## Housing – Type of Case Closures

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	<b>2nd Quarter FY 2015</b>	<b>March 2015</b>
No Cause Findings	57	20
Withdrawal by Complainant	4	0
Withdrawal w/ Settlement	5	0
Dismissals	4	0
Conciliation/Judicial Consent	23	16
*Charge Issued	0	0
<b>Total</b>	<b>93</b>	<b>36</b>

### *Trends*

No Cause Findings (61%); Withdrawal w/ Settlement + Conciliation + Judicial Consent (21.5%); Lyles v. Pham (charge filed in November) settled in March with \$1000 in monetary relief to the Complainant and the requirement for Respondent to take fair housing training. Respondent also agreed to refrain from committing discriminatory housing practices. Total monetary relief through March was \$81,540.00.

# Age of Pending Housing Cases

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	<b>2nd Quarter FY 2015</b>	<b>March 2015</b>
0-30 Days	25	41
*31-100 Days	54	45
Over 100 Days	23	26
**More than 365 Days	12	11
Legal Issues	3	3
<b>Total</b>	<b>114</b>	<b>123</b>

## *Reducing Aged Cases*

At the end of March, we had 37 cases aged more than 100 days. However, 21 of those cases have been identified as possible reasonable cause and we issued subpoenas on two.

We plan to send new fair housing staff, as well as experienced fair housing staff to appropriate external fair housing training hosted by National Fair Housing Training Academy and other fair housing groups.

# Housing Dashboard

2nd Quarter FY 2015

INTAKE						Investigator WIP	Endorsement		Investigation/ Conciliation/ Mediation											
Week of	Inquiries Rec'd	Work in Progress Intake	IQ Dism	Complaints Perfected by CRD	Complaints Rec'd from HUD	Work in Progress (WIP) Investigators/Conciliators/Mediators	IPs Endorsed	IP Quality Scores	RFI/Concil/On-site Date Letters Sent	On-Sites Conducted	Desk-sides Cases Submitted	On-Sites Cases Submitted	Total Cases Submitted	Total Closures	Invest. Age (Avg Cycle Time)	CRD Age (Avg Cycle Time)	CRD Pending (Avg Days Open Cases)	% of Cases Pending More than 365 Days at the End of the Month	% of Cases Closed Aged More than 100 Days as of 07/01/2014	% of Cases Closed within 100 days as of filing since 07/01/2014
<b>WEEKLY TARGETS:</b>						<b>140</b>	<b>10</b>	<b>90</b>	<b>10</b>	<b>4 to 5</b>	<b>Total of 10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>150</b>	<b>150</b>		<b>5%</b>	<b>95%</b>	<b>50%</b>
						Dec-14														
December 5, 2014	22	5	1	1	5	90	4	93	8	3	2	3	5	4	107	271		11.34%	62%	38%
December 12, 2014	18	2	2	1	17	93	9	100	8	2	3	4	7	3	67	156		10.38%	64%	36%
December 19, 2014	2	4	0	0	14	91	2	100	7	3	9	5	14	10	71	117		8%	66%	35%
December 26, 2014	5	6	1	0	0	90	1	94	8	2	3	6	9	16	111	148		11%	66%	36%
	<b>47</b>	<b>17</b>	<b>4</b>	<b>2</b>	<b>36</b>		<b>16</b>	<b>97</b>	<b>31</b>	<b>10</b>	<b>17</b>	<b>18</b>	<b>35</b>	<b>33</b>	<b>108</b>	<b>163</b>	<b>108</b>			
						January, 2015														
January 2, 2015	17	5	3	0	0	88	2	96	10	1	5	4	9	0	0	0		7%	66%	38%
January 9, 2015	17	2	0	0	8	85	11	90	14	1	4	2	6	4	99	108		7%	67%	33%
January 16, 2015	12	2	0	0	9	94	9	95	21	2	6	6	12	11	184	179		6%	67%	37%
January 23, 2015	8	3	0	4	2	95	10	94	14	0	2	3	5	5	77	88		7%	70%	39%
January 30, 2015	9	7	0	0	9	99	8	100	16	7	7	5	12	12	76	86		8%	73%	40%
	<b>63</b>	<b>19</b>	<b>3</b>	<b>4</b>	<b>28</b>		<b>40</b>	<b>95</b>	<b>75</b>	<b>11</b>	<b>24</b>	<b>20</b>	<b>44</b>	<b>32</b>	<b>98</b>	<b>112</b>	<b>118</b>			
*Please note one case was submitted on 1/31/15 with HUD inquiry number; HUD was assigned 2/2/15, so it could not be closed in TEAPOTS until 2/2/15.																				
						February, 2015														
February 6, 2015	10	7	1	1	11	109	9	97	10	2	3	4	7	4	145	184		8%	73%	38%
February 13, 2015	11	7	0	0	10	108	9	99	16	8	3	3	6	4	86	92		9%	73%	39%
February 20, 2015	12	10	0	3	3	110	7	98	12	4	2	4	6	5	167	183		9%	73%	38%
February 27, 2015	6	9	0	1	1	105	10	100	13	4	5	5	10	14	69	94		8%	73%	40%
	<b>39</b>	<b>33</b>	<b>1</b>	<b>5</b>	<b>25</b>		<b>35</b>	<b>98</b>	<b>51</b>	<b>18</b>	<b>13</b>	<b>16</b>	<b>29</b>	<b>27</b>	<b>112</b>	<b>133</b>	<b>161</b>			
*Please note one case was submitted on 1/31/15 with HUD inquiry number; HUD was assigned 2/2/15, so it could not be closed in TEAPOTS until 2/2/15.																				
						March, 2015														
March 6, 2015	11	2	8	2	2	100	4	95	12	0	6	3	9	7	149	65		7%	73%	42%
March 13, 2015	14	14	2	4	3	100	6	100	13	7	3	1	4	4	47	81		7%	75%	44%
March 20, 2015	5	12	2	3	1	99	4	80	9	14	5	1	6	6	75	86		7%	85%	45%
March 27, 2015	12	11	2	3	9	97	5	100	9	2	8	3	17	19	44	57		7%	85%	45%
	<b>42</b>	<b>39</b>	<b>14</b>	<b>12</b>	<b>15</b>		<b>19</b>	<b>94</b>	<b>43</b>	<b>23</b>	<b>22</b>	<b>8</b>	<b>36</b>	<b>36</b>	<b>79</b>	<b>72</b>	<b>152</b>			

# **Agenda Item 3**

## **Employment Investigations and Mediation Reports**

# Employment Case Inventory

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	<b>2nd Quarter FY 2015</b>	<b>March 2015</b>
Cases Filed	286	86
Cases Resolved	247	88
Ending Inventory	368	369

Note that there is one more case in the Ending Inventory for March 2015 than for the 2nd Quarter of FY 2015. Also note that there were fewer cases resolved in the 2nd Quarter of FY 2015 than were filed during that time period. In the month of March 2015, however, more cases were resolved than were filed.

## Employment – Type of Case Closures

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	<b>1<sup>st</sup> Quarter FY 2015</b>	<b>2<sup>nd</sup> Quarter FY 2015</b>	<b>March 2015</b>
Settlements	19	35	12
No Cause Findings	42	160	62
Withdrawals w/Settlement	184	24	14
Administrative Dismissals	40	28	10
<b>TOTAL</b>	<b>275</b>	<b>247</b>	<b>98</b>

There was a decrease in the number of Total closures in the 2nd Quarter of FY 2015, due in large part to the holidays in November and December. It should be noted that the number of closures during the 2nd Quarter of this Fiscal Year was significantly higher than the number of closures during FY 2014 2nd Quarter. This year during that quarter, there were a total of 247 closures. Last year during that same time, there were a total of 118 closures. Therefore, there was an increase in closures of more than 100%! Staff increased by 2 investigators from 2nd Quarter FY 2014 to 2nd Quarter FY 2015.

The total numbers reported are based on IMS statistics. Note that EEOC determines which cases we will be reimbursed on, on a semi-annual basis. It should also be noted that the number of closures reported on the Employment Dashboard are based on the data contained in the production reports of the division's Employment Investigators/Mediators.

# Employment Cases Closed by Selected Categories

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	<b>2nd Quarter FY 2015</b>	<b>March 2015</b>
Disability	79	28
Age	75	23
Title VII Equivalent		
Race	56	28
Sex	77	35
National Origin	42	26
Religion	4	2
Color	29	17
Retaliation	74	32

Raw data was provided by EEOC.

Note that there a similar number of cases closed with the Bases of either of Disability, Age, Sex, and Retaliation in the 2nd Quarter of FY 2015. It should be noted that a Complainant can file under more than one Basis.

## Age of Pending Employment Cases

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	<b>March 2014</b>	<b>1st Quarter FY 2015</b>	<b>2<sup>nd</sup> Quarter FY 2015</b>	<b>March 2015</b>
0-180 Days	182	191	241	260
181-250 Days	59	22	20	8
251-300 Days	22	8	4	3
301-365 Days		18	5	4
Over 365 Days	8	14	6	6
<b>Total</b>	<b>289</b>	<b>240</b>	<b>275</b>	<b>280</b>

In March 2014, approximately 63% of the cases in CRD Employment's Pending Inventory were in the 0 – 180 day range. As of March 2015, the percentage in that age range has increased to 93%. The decrease in the number of Aged Cases is due to the emphasis the Section has placed on closing the oldest cases. The weekly Aged Cases Panel meeting, during which investigators must provide a status update of all investigations with an Office Age of 180 days or more, have helped to contribute to the decrease in Aged Cases. The Employment Manager has begun meeting with the Mediators to focus on ensuring that cases in the Pending Inventory are either settled or transferred to Investigations no later than at the 90 day Office Age.

# Employment Dashboard

Week of	Inquiries Rec'd (Intake Log)	Work in Progress Intake (100)	IQ Dism	Charges Perfected (25)	Form 5's Outstanding	Held for Response	ADR Ltrs Mailed (25)	RFI Letters Sent (Inv)	Mediations Scheduled to Take Place (10)	ADR Sessions Held (7)	Avg. # Cases per Investigator (30-50)	% Successful Mediations (60%)	% Reports with Passing Quality (95%)	Average Days - Inventory (90 days)	Total ADR Closures	ADR Unit Closure Time (60 - 90 days)	Total Case Closures per week (21)	Total Miliitia Case Closures	Total Case Closures per month (80)	Actual Number of Closures to Date
1-Sep	33	291	10	6	6	63	0	9	8	3					1		13	0	98	98
8-Sep	57	328	0	12	9	67	0	41	9	4					3		22	0		
15-Sep	50	351	20	15	10	37	12	17	10	6					3		20	0		
22-Sep	65	359	15	11	30	40	24	29	8	5					3		25	0		
29-Sep	92	398	24	17	22	33	22	7	4	5					1		18	0		
	297		69	61			58	103	39	23		71	99.5	115	11	98	98	0		
6-Oct	82	354	20	17	27	25	12	19	3	4					2		16	0	82	180
13-Oct	70	379	24	8	27	18	12	15	5	5					3		16	0		
20-Oct	91	353	18	24	29	17	16	10	4	3					2		18	0		
27-Oct	80	348	26	23	31	44	36	21	2	3					3		32	0		
	323		88	72			76	65	14	15		72	98	114	10	91	82	0		
3-Nov	64	263	24	17	29	29	0	11	4	2					1		17	0	67	247
10-Nov	46	268	37	21	29	27	15	23	7	4					3		17	0		
17-Nov	34	263	34	21	26	42	28	10	8	1					3		15	0		
24-Nov	25	274	0	11	15	57	21	25	8	0					3		18	0		
	169		95	70			64	69	27	7		75	96	107	10	126	67	0		
1-Dec	42	297	0	6	6	63	26	20	5	5					2		20	0	76	323
8-Dec	38	219	42	28	27	56	21	13	1	3					3		15	0		
15-Dec	41	197	23	27	28	48	25	18	1	4					4		21	0		
22-Dec	19	200	0	18	10	49	10	1	2	1					0		7	0		
29-Dec	39	211	5	20	20	50	15	2	9	2					1		13	0		
	179		70	99			97	54	18	15		68	99	102	10	105	76	0		
5-Jan	38	173	75	16	31	30	30	34	10	5					2		11	0	72	395
12-Jan	43	165	100	21	33	23	23	34	7	5					2		15	0		
19-Jan	41	175	76	20	28	21	0	0	0	0					0		17	0		
26-Jan	46	156	88	29	29	21	21	30	8	3					0		29	0		
	168		339	86			74	98	25	13		79	95	94	4	116	72	0		
2-Feb	42	157	73	25	26	30	30	28	8	3					0		12		83	478
9-Feb	37	133	78	26	31	15	15	28	6	5					4		20			
16-Feb	41	129	70	26	25	26	26	34	6	3					2		22			
23-Feb	48	114	102	26	26	30	30	17	9	5					5		29			
	168		323				101	107	29	16		75	98	101	11	119	83			
2-Mar	45	132	64	19	21	24	24	12	8	2					0		15		88	566
9-Mar	46	126	70	11	27	26	26	21	10	5					3		21			
16-Mar	48	88	107	34	31	15	15	23	8	2					5		20			
23-Mar	41	86	57	23	30	13	13	45	4	0					2		13			
30-Mar	37	86	100	25	28	35	35	10	4	0					0		19			
	217		398	112			113	111	34	9	42.5	76	94	79	10	78	88			

# Alternative Dispute Resolution (ADR) Report

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	<b>2nd Quarter FY 2015</b>	<b>March 2015</b>
Mediation Conferences Held	55	33
Settlements (Including Withdrawals with Benefits)	59	26
Unsuccessful Mediations	19	8
Total Settlement Amount	\$564,613.51	\$140,318.44
% Successfully Mediated	75	76

**Agenda Item 4**

**Financial Reports**

# FY15 Comparison of Budgeted and Projected Employment and Housing Case Closures

Year to Date (YTD) 6 Months as of February 28, 2015

	Budget 2015	"Breakeven" FY2015 Projected (YTD Jan 2015)	"Breakeven" FY2015 Projected (YTD Feb 2015)
<b>Employment Cases</b>	<b>888</b>	<b>835</b>	<b>819</b>
Federal Reimbursement for Closed Employment Cases, est.	\$ 577,200	\$ 542,750	\$ 532,350
Carryforward Federal Funds for Employment Cases	\$ 54,514	\$ (422)	\$ (72)
General Revenue for Employment Cases	\$ 601,419	\$ 649,379	\$ 649,379
<b>Total Employment Revenue (State &amp; Federal)</b>	<b>\$ 1,233,133</b>	<b>\$ 1,191,707</b>	<b>\$ 1,181,657</b>
<b>Est. FY2014 Expenditures for Employment Cases</b>	<b>\$ (1,233,133)</b>	<b>\$ (1,191,707)</b>	<b>\$ (1,181,657)</b>
Beginning Cash Balance of Federal Employment Funds	\$ 274,366	\$ 274,366	\$ 274,366
Amount of Carryforward Funds Added/(Used)	\$ (54,514)	\$ 422	\$ 72
<b>Est. Ending Cash Balance of Federal Employment Funds</b>	<b>\$ 219,852</b>	<b>\$ 274,788</b>	<b>\$ 274,438</b>
<b>Recommended Cash Balance at August 31st (33.3% of Est. Expended)</b>	<b>\$ 410,633</b>	<b>\$ 396,838</b>	<b>\$ 393,492</b>

<b>Employment Closures <u>Need to Average per Month</u> for Remaining Months</b>	<b>58</b>	<b>50</b>
<i>Actual Avg. Monthly Employment Case Closures YTD</i>	86	87

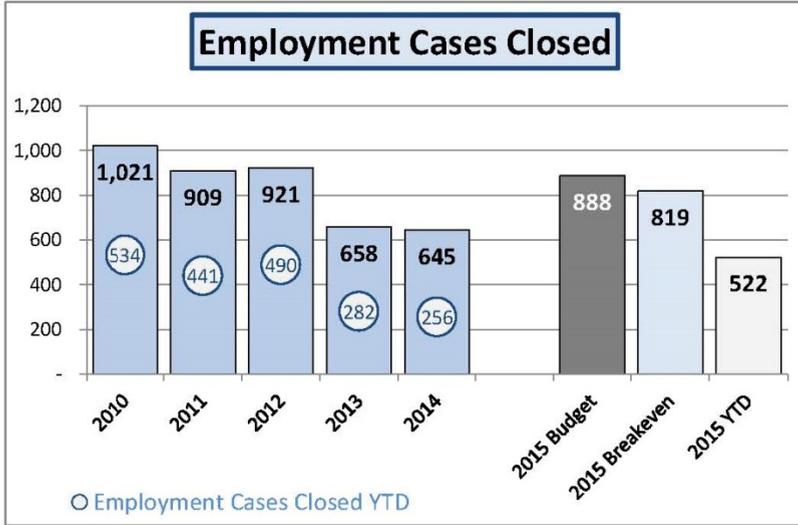
	Budget 2015	"Breakeven" FY2015 Projected (YTD Jan 2015)	"Breakeven" FY2015 Projected (YTD Feb 2015)
<b>Housing Cases</b>	<b>402</b>	<b>360</b>	<b>352</b>
Federal Reimbursement for Closed Housing Cases, est.	\$ 1,206,000	\$ 1,080,000	\$ 1,056,000
Carryforward Federal Funds for Housing Cases	\$ (90,045)	\$ (1,894)	\$ (1,923)
General Revenue for Housing Cases	\$ 406,428	\$ 248,170	\$ 248,170
<b>Total Housing Revenue (State &amp; Federal)</b>	<b>\$ 1,522,383</b>	<b>\$ 1,326,277</b>	<b>\$ 1,302,248</b>
<b>Est. FY2014 Expenditures for Housing Cases</b>	<b>\$ (1,522,383)</b>	<b>\$ (1,326,277)</b>	<b>\$ (1,302,248)</b>
Beginning Cash Balance of Federal Housing Funds	\$ 351,336	\$ 351,336	\$ 351,336
Amount of Carryforward Funds Added/(Used)	\$ 90,045	\$ 1,894	\$ 1,923
<b>Est. Ending Balance of Federal Housing Funds</b>	<b>\$ 441,381</b>	<b>\$ 353,229</b>	<b>\$ 353,259</b>
<b>Recommended Cash Balance at August 31st (33.3% of Est. Expended)</b>	<b>\$ 506,954</b>	<b>\$ 441,650</b>	<b>\$ 433,648</b>

<b>Housing Closures <u>Need to Average per Month</u> for Remaining Months</b>	<b>32</b>	<b>32</b>
<i>Actual Avg. Monthly Housing Case Closures YTD</i>	27	27

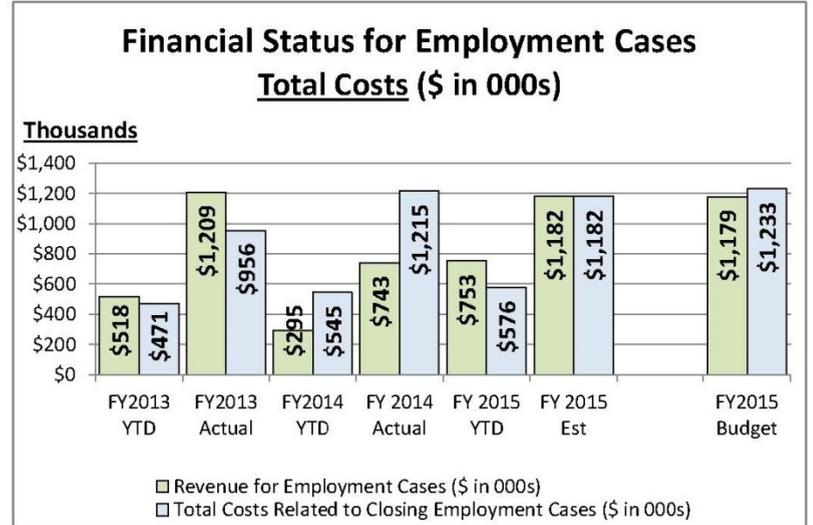
<b>% General Revenue for Housing (Budget Adjusted to 25% Requirement)</b>	<b>36.8%</b>	<b>25.0%</b>	<b>25.0%</b>
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# Employment Cases - FY2015 Status with FY2010-2014 Actual

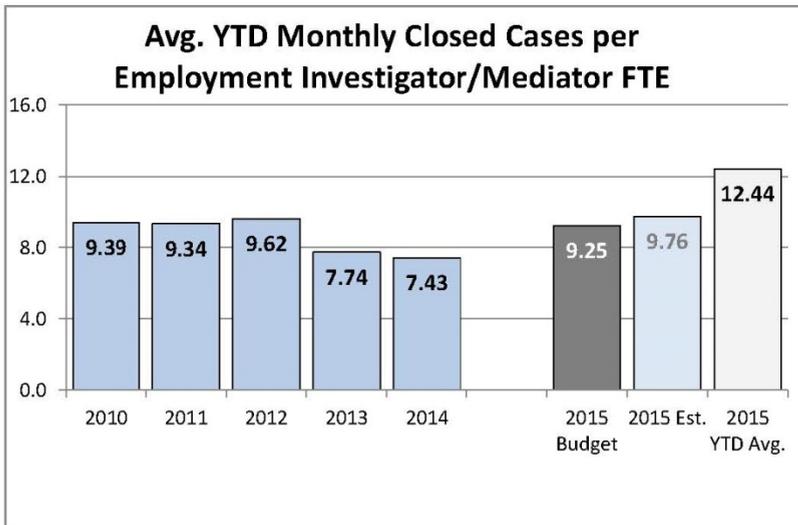
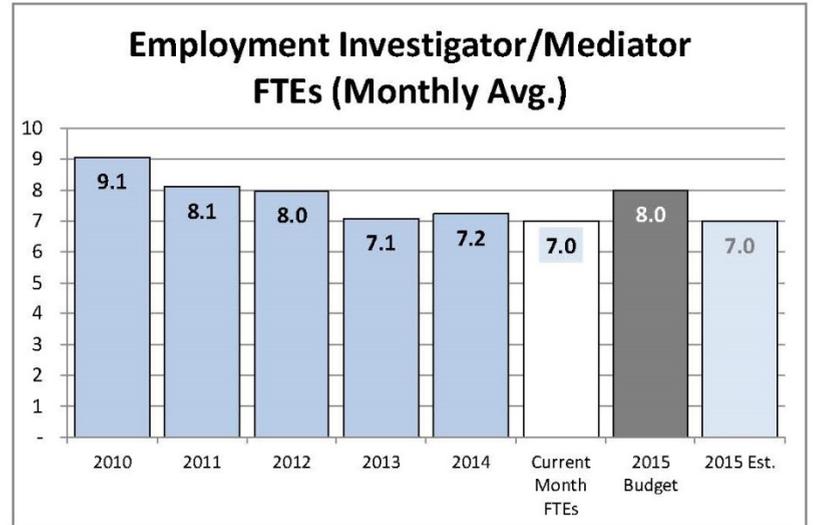
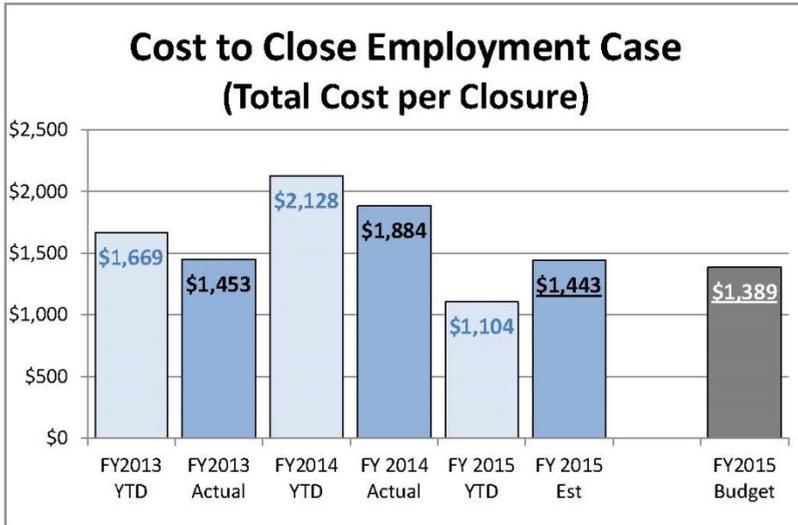
Year to Date (YTD) 6 Months as of February 28, 2015



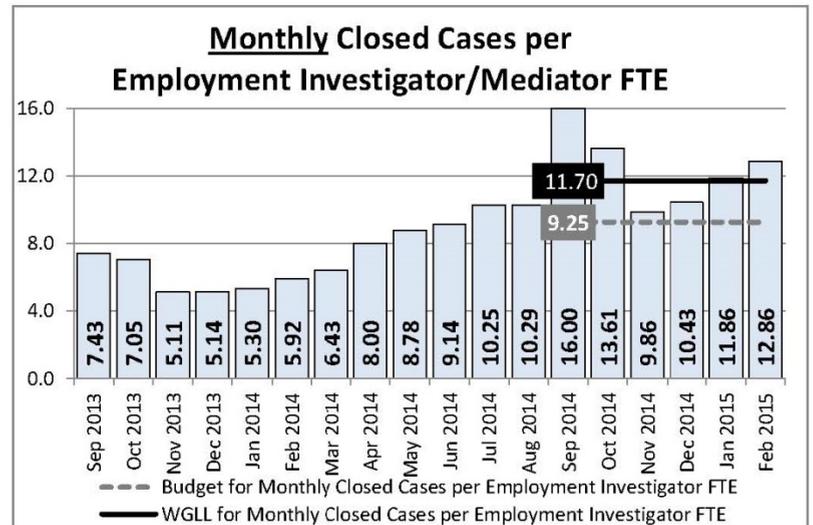
**YTD % of Budget 63.7%**



**YTD Exp as % of Est. Rev 48.8%**

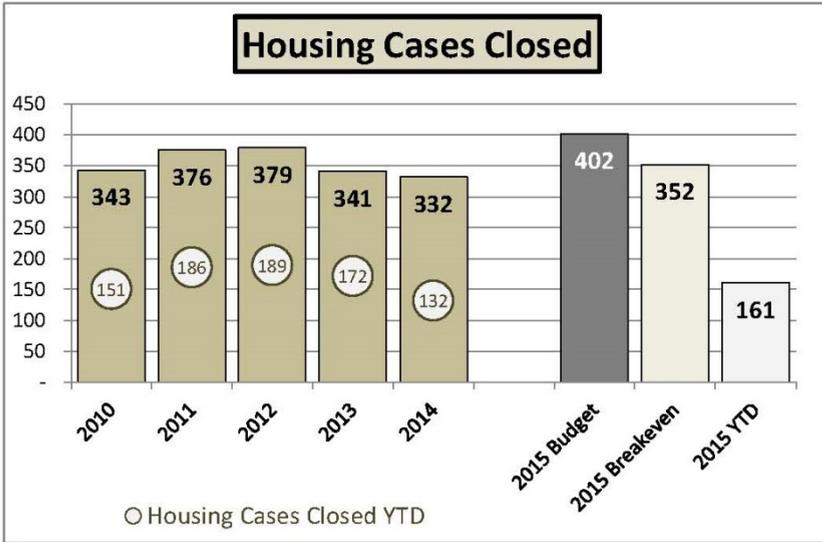


**YTD % of Budget 134.4%**

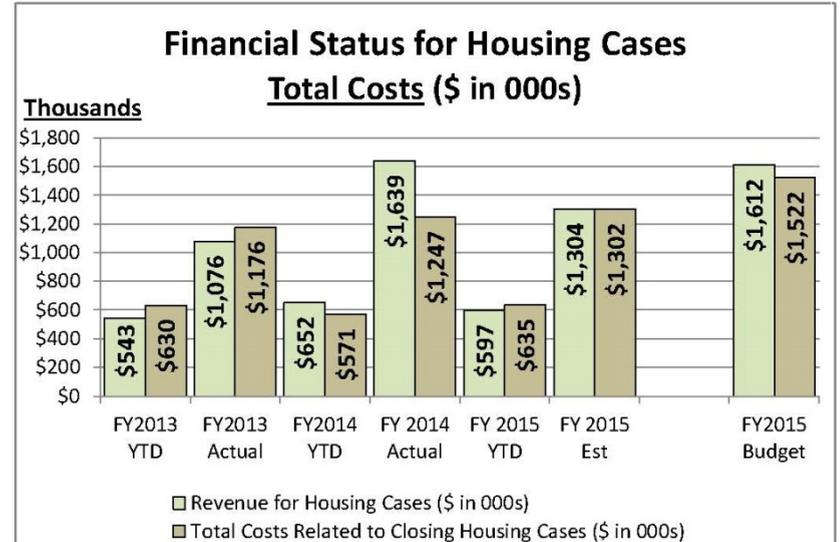


# Housing Cases - FY2015 Status with FY2010-2014 Actual

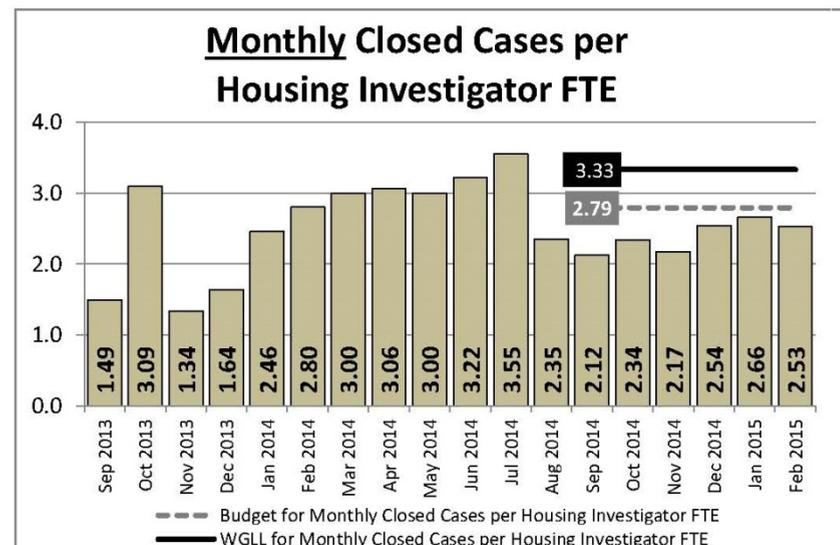
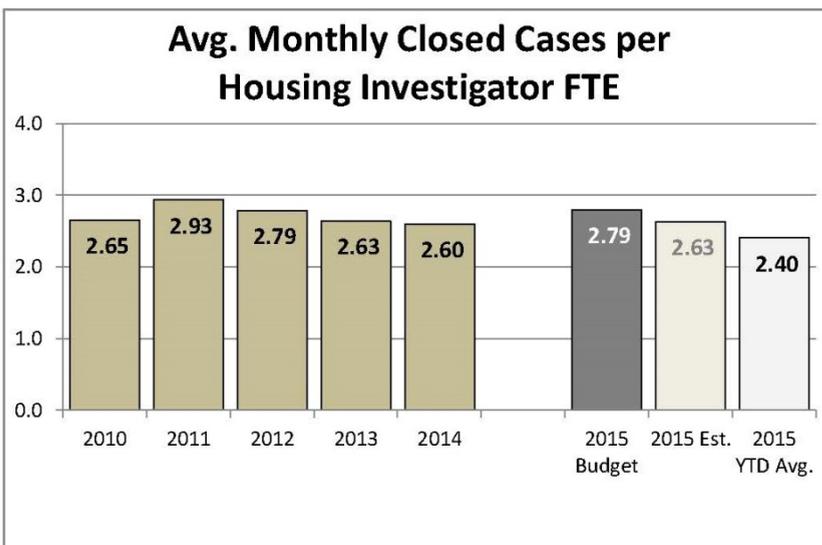
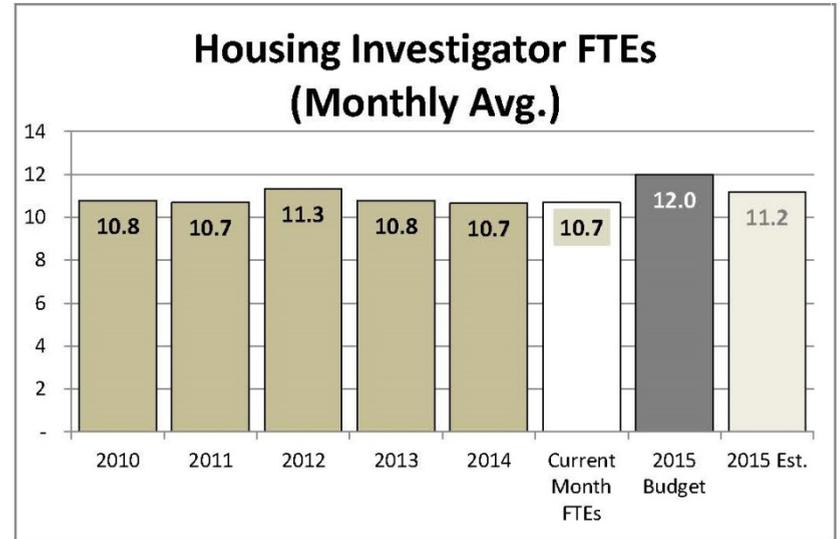
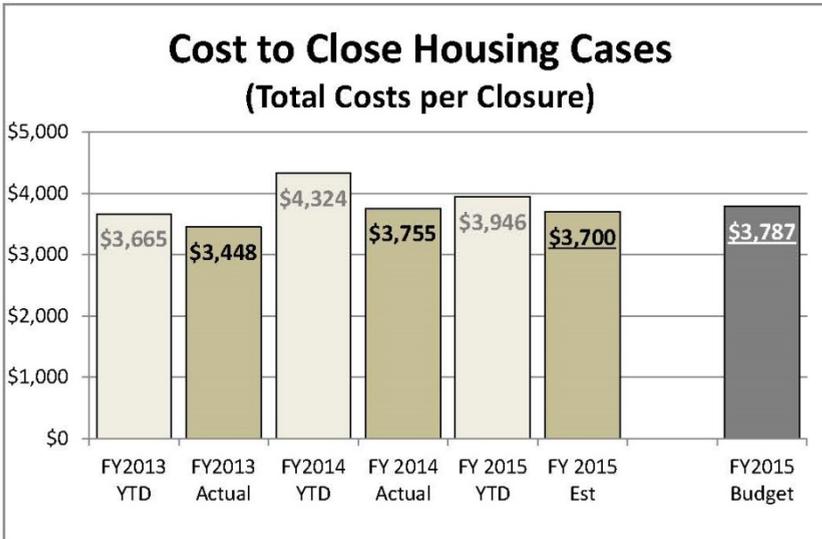
Year to Date (YTD) 6 Months as of February 28, 2015



**YTD % of Budget 45.7%**



**YTD Exp as % of Rev 48.7%**



**YTD % of Budget 86.0%**

# Employment and Housing Case Status and Trends

Year to Date (YTD) 6 Months as of February 28, 2015

<b>Status of Employment Cases</b>	2010	2011	2012	2013	2014	2015 Budget	2015 Est.	2015 YTD	YTD % of Budget
Employment Cases Closed	1,021	909	921	658	645	888	819	522	63.7%
Employment Cases Closed Year-to-Date	534	441	490	282	256				
Employment Investigator/Mediator FTEs (Monthly Avg.)	9.06	8.11	7.98	7.08	7.23	8.00		7.00	
Avg. YTD Monthly Closed Cases per Employment Investigator/Mediator FTE	9.39	9.34	9.62	7.74	7.43	9.25	9.76	12.44	134.4%

		FY2013 YTD	FY2013 Actual	FY2014 YTD	FY 2014 Actual	FY2015 Budget	FY 2015 Est	FY 2015 YTD	
Cost to Close Employment Case (Total Costs)		\$ 1,669	\$ 1,453	\$ 2,128	\$ 1,884	\$ 1,389	\$ 1,443	\$ 1,104	

		FY2013 YTD	FY2013 Actual	FY2014 YTD	FY 2014 Actual	2015 Budget	2015 Est.	2015 YTD	YTD Exp as % of Rev
Revenue YTD for Employment Cases		\$ 518,046	\$ 1,208,774	\$ 294,892	\$ 742,990	\$ 1,178,619	\$ 1,181,729	\$ 753,190	
Expended YTD for Employment Cases		\$ 470,548	\$ 956,048	\$ 544,774	\$ 1,214,898	\$ 1,233,133	\$ 1,181,657	\$ 576,418	48.8%
Expended Under/(Over) Revenue for Employment Cases		\$ 47,498	\$ 252,726	\$ (249,882)	\$ (471,908)	\$ (54,514)	\$ 72	\$ 176,772	

<b>Status of Housing Cases</b>	2010	2011	2012	2013	2013	2015 Budget	2015 Est.	2015 YTD	YTD % of Budget
Housing Cases Closed	343	376	379	341	332	402	352	161	45.7%
Housing Cases Closed Year-to-Date	151	186	189	172	132				
Housing Investigator FTEs (Monthly Avg.)	10.78	10.69	11.33	10.79	10.66	12.00		11.17	
Avg. YTD Monthly Closed Cases per Housing Investigator FTE	2.65	2.93	2.79	2.63	2.60	2.79	2.63	2.40	86.0%

		FY2013 YTD	FY2013 Actual	FY2014 YTD	FY 2014 Actual	FY2015 Budget	FY 2015 Est	FY 2015 YTD	
Cost to Close Housing Case (Total Cost)		\$ 3,665	\$ 3,448	\$ 4,324	\$ 3,755	\$ 3,787	\$ 3,700	\$ 3,946	

		FY2013 YTD	FY2013 Actual	FY2014 YTD	FY 2014 Actual	2015 Budget	2015 Est.	2015 YTD	YTD Exp as % of Rev
Revenue YTD for Housing Cases		\$ 542,886	\$ 1,076,304	\$ 651,833	\$ 1,639,459	\$ 1,612,428	\$ 1,304,170	\$ 596,510	
Expended YTD for Housing Cases		\$ 630,441	\$ 1,175,664	\$ 570,810	\$ 1,246,779	\$ 1,522,383	\$ 1,302,248	\$ 635,243	48.7%
Expended Under/(Over) Revenue for Housing Cases		\$ (87,555)	\$ (99,360)	\$ 81,024	\$ 392,680	\$ 90,045	\$ 1,923	\$ (38,733)	

## Summary of Civil Rights Program Financial Trends FY2013 - FY2015

Year to Date (YTD) 6 Months as of February 28, 2015

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### Summary Financial Status for Civil Rights Program -- All Funding Sources

Program Description	FY2013 YTD	FY2013 Actual	FY2014 YTD	FY2014 Actual	FY 2015 Budget	FY2015 YTD	FY2015 Est	FY2015 Est. as % of Bud	\$ Under/ (Over) Budget - FY2015 Est	% Under/ (Over) Budget - FY2015 Est
Employment	\$ 470,548	\$ 956,048	\$ 544,774	\$ 1,214,898	\$ 1,233,133	\$ 576,418	\$ 1,181,657	96%	\$ 51,477	4.2%
Housing	\$ 630,441	\$ 1,175,664	\$ 570,810	\$ 1,246,779	\$ 1,522,383	\$ 635,243	\$ 1,302,248	86%	\$ 220,135	14.5%
HUD Partnership & Enforcement	\$ -	\$ -	\$ 15,432	\$ 75,627	\$ 274,883	\$ 108,493	\$ 222,412	81%	\$ 52,471	19.1%
Other	\$ 159,702	\$ 384,419	\$ 74,525	\$ 146,173	\$ 162,787	\$ 80,484	\$ 164,993	101%	\$ (2,206)	-1.4%
<b>Total</b>	<b>\$ 1,260,691</b>	<b>\$ 2,516,130</b>	<b>\$ 1,205,541</b>	<b>\$ 2,683,477</b>	<b>\$ 3,193,186</b>	<b>\$ 1,400,638</b>	<b>\$ 2,871,309</b>	<b>90%</b>	<b>\$ 321,878</b>	<b>10.1%</b>

### Total Civil Rights Program by Type of Expenditure

LBB Object Description	FY2013 YTD	FY2013 Actual	FY2014 YTD	FY2014 Actual	FY 2015 Budget	FY2015 YTD	FY2015 Est	FY2015 Est. as % of Bud	\$ Under/ (Over) Budget - FY2015 Est	% Under/ (Over) Budget - FY2015 Est
Salaries and Wages	\$ 813,448	\$ 1,596,952	\$ 771,099	\$ 1,632,372	\$ 2,024,121	\$ 921,439	\$ 1,888,951	93%	\$ 135,170	6.7%
Employee Benefits	\$ 240,121	\$ 459,392	\$ 225,995	\$ 477,476	\$ 597,572	\$ 278,733	\$ 571,402	96%	\$ 26,170	4.4%
Other Operating Expense	\$ 82,703	\$ 152,331	\$ 92,781	\$ 222,373	\$ 215,850	\$ 72,566	\$ 148,761	69%	\$ 67,089	31.1%
Professional Fees and Services	\$ 31,573	\$ 63,683	\$ 22,515	\$ 87,200	\$ 107,434	\$ 38,830	\$ 79,602	74%	\$ 27,832	25.9%
Travel	\$ 22,029	\$ 45,146	\$ 21,348	\$ 72,654	\$ 97,494	\$ 29,484	\$ 60,443	62%	\$ 37,051	38.0%
Other Personnel Costs	\$ 39,283	\$ 130,470	\$ 42,319	\$ 110,250	\$ 94,182	\$ 38,040	\$ 77,981	83%	\$ 16,201	17.2%
Utilities	\$ 14,769	\$ 29,075	\$ 15,524	\$ 34,022	\$ 27,562	\$ 12,769	\$ 26,177	95%	\$ 1,385	5.0%
Rent - Machine & Other	\$ 5,889	\$ 14,241	\$ 4,817	\$ 12,819	\$ 11,740	\$ 5,349	\$ 10,964	93%	\$ 776	6.6%
Consumable Supplies	\$ 3,261	\$ 6,602	\$ 4,864	\$ 11,461	\$ 9,199	\$ 4,465	\$ 9,153	100%	\$ 46	0.5%
Rent - Building	\$ 8,214	\$ 17,048	\$ 6,048	\$ 11,842	\$ 5,728	\$ 1,457	\$ 2,987	52%	\$ 2,741	47.9%
Capital Expenditures	\$ 1,014	\$ 4,185	\$ 328	\$ 3,351	\$ 2,172	\$ 532	\$ 1,091	50%	\$ 1,081	49.8%
Fuels and Lubricants	\$ 67	\$ 177	\$ 76	\$ 178	\$ 132	\$ 53	\$ 109	83%	\$ 23	17.1%
Grants	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ -	\$ -	-	\$ -	-
<b>Grand Total</b>	<b>\$ 1,262,371</b>	<b>\$ 2,520,300</b>	<b>\$ 1,207,714</b>	<b>\$ 2,676,998</b>	<b>\$ 3,193,186</b>	<b>\$ 1,403,718</b>	<b>\$ 2,877,621</b>	<b>90%</b>	<b>\$ 315,565</b>	<b>9.9%</b>

### Civil Rights Division Expenditures

Description	FY2013 YTD	FY2013 Actual	FY2014 YTD	FY2014 Actual	FY2015 Budget	FY2015 YTD	FY2015 Est	FY2015 Est. as % of Bud	\$ Under/ (Over) Budget - FY2015 Est	% Under/ (Over) Budget - FY2015 Est
Salaries and Wages	\$ 688,263	\$ 1,352,283	\$ 635,627	\$ 1,340,600	\$ 1,691,532	\$ 761,774	\$ 1,561,636	92%	\$ 129,896	7.7%
Professional Fees and Services	\$ -	\$ 2,600	\$ -	\$ 5,625	\$ 12,001	\$ 11,037	\$ 22,626	189%	\$ (10,625)	-88.5%
Travel	\$ 20,663	\$ 42,525	\$ 20,177	\$ 70,185	\$ 93,364	\$ 28,311	\$ 58,038	62%	\$ 35,326	37.8%
Other Operating	\$ 28,567	\$ 92,281	\$ 24,354	\$ 85,825	\$ 113,262	\$ 30,237	\$ 61,985	55%	\$ 51,277	45.3%
<b>Totals</b>	<b>\$ 737,493</b>	<b>\$ 1,489,689</b>	<b>\$ 680,158</b>	<b>\$ 1,502,234</b>	<b>\$ 1,910,159</b>	<b>\$ 831,359</b>	<b>\$ 1,704,286</b>	<b>89%</b>	<b>\$ 205,873</b>	<b>10.8%</b>

## Summary of Civil Rights Program Financial Trends FY2013 - FY2015

Year to Date (YTD) 6 Months as of February 28, 2015

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### Agency Benefit Division -- Employee Benefits & Other Personnel Costs (Civil Rights Program)

Description	FY2013 YTD	FY2013 Actual	FY2014 YTD	FY2014 Actual	FY 2015 Budget	FY2015 YTD	FY2015 Est	FY2015 Est. as % of Bud	\$ Under/ (Over) Budget - FY2015 Est	% Under/ (Over) Budget - FY2015 Est
Employee Insurance	\$ 120,713	\$ 231,145	\$ 110,091	\$ 231,941	\$ 279,264	\$ 139,997	\$ 286,993	103%	\$ (7,729)	-2.8%
Employee FICA	\$ 61,925	\$ 121,342	\$ 58,256	\$ 125,737	\$ 157,391	\$ 70,929	\$ 145,404	92%	\$ 11,987	7.6%
Employee Retirement	\$ 49,372	\$ 95,506	\$ 53,076	\$ 112,648	\$ 154,306	\$ 64,638	\$ 132,509	86%	\$ 21,797	14.1%
Other	\$ 8,110	\$ 11,399	\$ 4,573	\$ 7,150	\$ 6,611	\$ 3,169	\$ 6,496	98%	\$ 115	1.7%
<b>Totals</b>	<b>\$ 240,121</b>	<b>\$ 459,392</b>	<b>\$ 225,995</b>	<b>\$ 477,476</b>	<b>\$ 597,572</b>	<b>\$ 278,733</b>	<b>\$ 571,402</b>	<b>96%</b>	<b>\$ 26,170</b>	<b>4.4%</b>

### Support Costs for Civil Rights Program

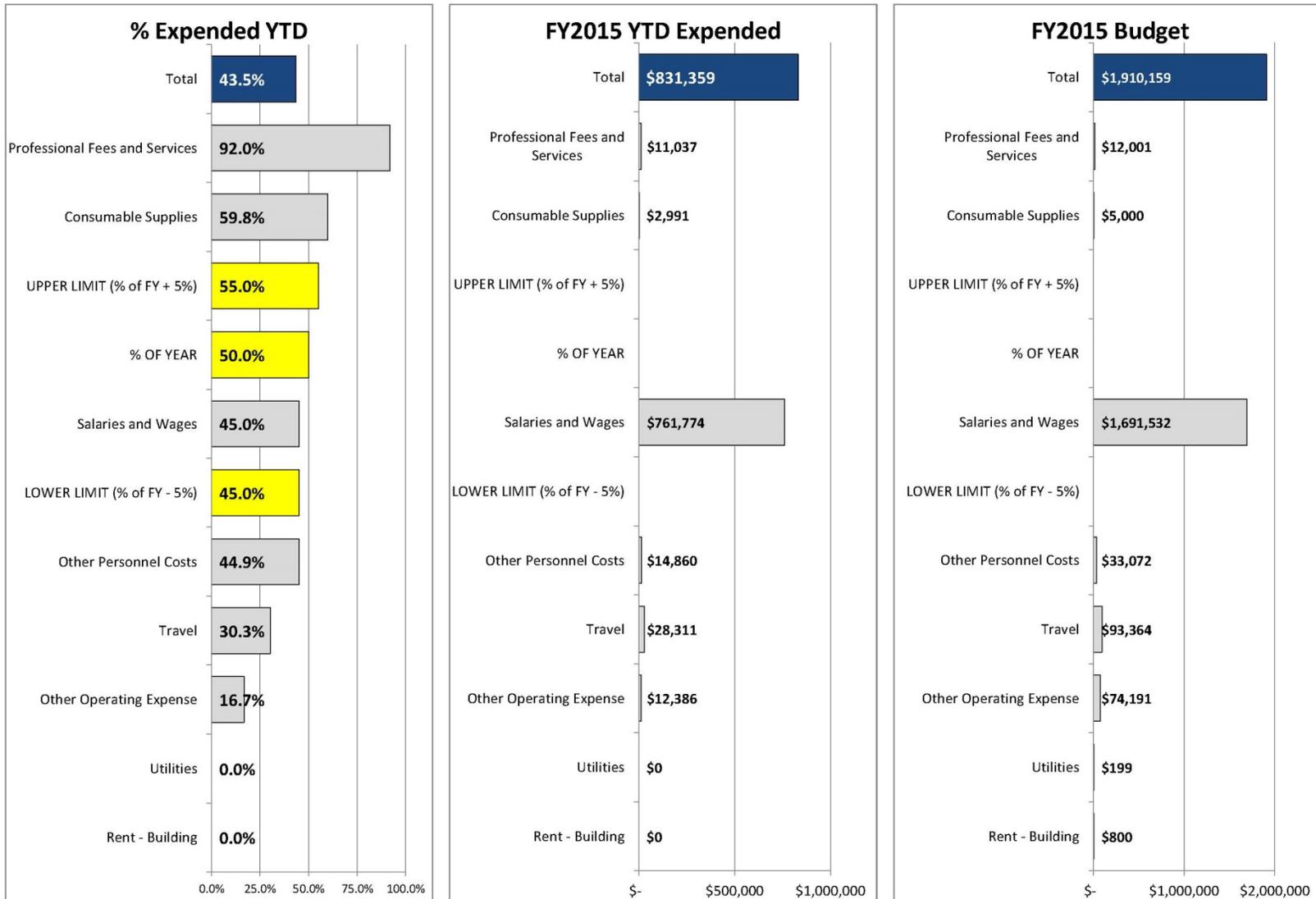
Description	FY2013 YTD	FY2013 Actual	FY2014 YTD	FY2014 Actual	FY 2015 Budget	FY2015 YTD	FY2015 Est	FY2015 Est. as % of Bud	\$ Under/ (Over) Budget - FY2015 Est	% Under/ (Over) Budget - FY2015 Est
DIR - Data Service Center	\$ 18,776	\$ 25,783	\$ 9,164	\$ 41,832	\$ 57,136	\$ 19,296	\$ 39,556	69%	\$ 17,580	30.8%
Agency Bldg. Austin Area	\$ 19,628	\$ 49,000	\$ 22,257	\$ 50,823	\$ 33,509	\$ 13,898	\$ 28,492	85%	\$ 5,017	15.0%
Agency Wide Telecom	\$ 19,471	\$ 39,184	\$ 15,758	\$ 40,738	\$ 27,573	\$ 14,330	\$ 29,376	107%	\$ (1,803)	-6.5%
Rep or Rehab of Bldg / Fac	\$ 3,378	\$ 13,430	\$ 3,952	\$ 33,903	\$ 23,336	\$ 1,240	\$ 2,543	11%	\$ 20,793	89.1%
1% State Pd Fee for Insurance	\$ 7,264	\$ 14,046	\$ 7,074	\$ 14,857	\$ 20,650	\$ 7,966	\$ 16,329	79%	\$ 4,321	20.9%
Agency Postage	\$ 6,964	\$ 15,754	\$ 6,087	\$ 17,315	\$ 14,435	\$ 9,227	\$ 18,916	131%	\$ (4,481)	-31.0%
DO LAN/WAN/Security/Web Svcs	\$ 11,471	\$ 17,721	\$ 10,323	\$ 18,451	\$ 14,225	\$ 10,600	\$ 21,729	153%	\$ (7,504)	-52.8%
DO - PC Refresh	\$ 8,721	\$ 14,930	\$ 9,365	\$ 16,485	\$ 10,836	\$ 6,278	\$ 12,870	119%	\$ (2,034)	-18.8%
DO PC Desktop & Support	\$ 15,276	\$ 21,584	\$ 15,991	\$ 22,555	\$ 10,713	\$ 4,847	\$ 9,936	93%	\$ 777	7.3%
0.5% St Pd Retirement Contrib	\$ -	\$ -	\$ 3,559	\$ 7,113	\$ 10,324	\$ 4,364	\$ 8,946	87%	\$ 1,378	13.3%
Managed Print Services	\$ 5,760	\$ 14,026	\$ 4,655	\$ 15,502	\$ 10,024	\$ 6,350	\$ 13,018	130%	\$ (2,994)	-29.9%
Lump Sum	\$ 4,793	\$ 20,101	\$ 4,371	\$ 15,771	\$ 9,755	\$ 3,926	\$ 8,048	83%	\$ 1,707	17.5%
Miscellaneous	\$ 31,336	\$ 62,795	\$ 46,886	\$ 90,001	\$ 84,944	\$ 24,235	\$ 49,682	58%	\$ 35,262	41.5%
<b>Total</b>	<b>\$ 152,839</b>	<b>\$ 308,354</b>	<b>\$ 159,441</b>	<b>\$ 385,345</b>	<b>\$ 327,460</b>	<b>\$ 126,557</b>	<b>\$ 259,442</b>	<b>79%</b>	<b>\$ 68,018</b>	<b>20.8%</b>

### Cost of Other Divisions Supporting Civil Rights Program

Description	FY2013 YTD	FY2013 Actual	FY2014 YTD	FY2014 Actual	FY 2015 Budget	FY2015 YTD	FY2015 Est	FY2015 Est. as % of Bud	\$ Under/ (Over) Budget - FY2015 Est	% Under/ (Over) Budget - FY2015 Est
Information Technology	\$ 36,912	\$ 72,602	\$ 38,471	\$ 83,778	\$ 75,952	\$ 43,835	\$ 89,861	118%	\$ (13,909)	-18.3%
Finance	\$ 19,423	\$ 38,954	\$ 20,653	\$ 42,816	\$ 55,679	\$ 24,304	\$ 49,823	89%	\$ 5,856	10.5%
General Counsel	\$ 6,791	\$ 12,584	\$ 5,543	\$ 13,273	\$ 45,861	\$ 15,964	\$ 32,726	71%	\$ 13,135	28.6%
Business Operations	\$ 23,431	\$ 44,600	\$ 21,240	\$ 47,276	\$ 45,539	\$ 26,629	\$ 54,590	120%	\$ (9,051)	-19.9%
Commissioners	\$ 14,523	\$ 29,163	\$ 15,502	\$ 32,916	\$ 44,880	\$ 17,836	\$ 36,563	81%	\$ 8,317	18.5%
Human Resource Management	\$ 13,256	\$ 26,752	\$ 13,552	\$ 28,057	\$ 33,337	\$ 15,410	\$ 31,590	95%	\$ 1,747	5.2%
Regulatory Integrity	\$ 3,246	\$ 6,369	\$ 10,771	\$ 29,826	\$ 26,734	\$ 6,852	\$ 14,047	53%	\$ 12,687	47.5%
Other Divisions	\$ 14,336	\$ 31,842	\$ 16,390	\$ 34,000	\$ 30,013	\$ 16,239	\$ 33,290	111%	\$ (3,277)	-10.9%
<b>Totals</b>	<b>\$ 131,918</b>	<b>\$ 262,866</b>	<b>\$ 142,121</b>	<b>\$ 311,943</b>	<b>\$ 357,995</b>	<b>\$ 167,068</b>	<b>\$ 342,489</b>	<b>96%</b>	<b>\$ 15,506</b>	<b>4.3%</b>

## Civil Rights Division Expenditures by Object

Year to Date (YTD) 6 Months as of February 28, 2015



Note: Professional Fees and Services reflect amounts for temporaries.

# **Agenda Item 5**

**Personnel Policies and Procedures**

**Systems Reviews**

**Firefighter Initial Tests Reviews**

**Training and Outreach Activities**

# FY15 Personnel Policies Review Schedule

Agency	By	Notification Letter Mailed	Initial On-Site Date	Certification Letter Date
Tarleton State University	DS	10/7/2014	10/28/2014	12/3/2014
Prairie View A&M University	DS	10/7/2014	11/12/2014	12/3/2014
State Law Library	DS	10/7/2014	11/18/2014	2/24/2015
<b><i>1<sup>st</sup> Quarter</i></b>				
5th Court of Appeals – 5th Court of Appeals District Ft. Worth)	DS	10/17/2014	12/4/2014	Extension
1st Court of Appeals – 1st Court of Appeals District (Houston)	DS	10/17/2014	12/16/2014	2/24/2015
14th Court of Appeals – 14th Court of Appeals District (Houston)	DS	10/17/2014	12/18/2014	2/9/2015
Texas A&M International University	DS	10/17/2014	1/6/2015	Extension
13th Court of Appeals – 13th Court of Appeals District (Corpus Christi)	DS	10/17/2014	1/8/2015	2/24/2015
10th Court of Appeals – 10th Court of Appeals District (Waco)	DS	10/17/2014	1/13/2015	Extension
Parks and Wildlife Department	DS	10/17/2014	1/20/2015	Extension
State Court of Criminal Appeals	DS	10/17/2014	2/17/2015	Extension
2nd Court of Appeals – 2nd Court of Appeals District (Ft. Worth)	DS	10/17/2014	2/24/2015	
<b><i>2nd Quarter</i></b>				
4th Court of Appeals – 4th Court of Appeals District (San Antonio)	DS	10/17/2014	3/3/2015	Extension
University of Texas at San Antonio	DS	10/17/2014	3/5/2015	
University of Texas at Arlington	DS	10/21/2014	3/17/2015	
University of Texas at Dallas	DS	10/21/2014	3/19/2015	
7th Court of Appeals – 7th Court of Appeals District (Amarillo)	DS	10/21/2014	4/7/2015	
West Texas A&M University (Canyon TX)	DS	10/21/2014	4/9/2015	
Texas A&M University – Kingsville	DS	10/17/2014	4/14/2015	
Texas A&M University – Corpus Christi	DS	10/17/2014	4/16/2015	
12th Court of Appeals – 12th Court of Appeals District (Tyler)	DS	10/21/2014	4/21/2015	
University of Texas at Tyler	DS	10/21/2014	4/23/2015	
9th Court of Appeals – 9th Court of Appeals District (Beaumont)	DS	10/22/2014	5/9/2015	

## FY15 Personnel Policies Review Schedule (continued)

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Agency	By	Notification Letter Mailed	Initial On-Site Date	Certification Letter Date
Texas A&M University – Galveston	DS	10/22/2014	5/11/2015	
3rd Court of Appeals – 3rd Court of Appeals District Austin)	DS	10/22/2014	5/15/2015	
11th Court of Appeals – Eleventh Court of Appeals District (Eastland)	DS	10/23/2014	5/19/2015	
<b><i>3rd Quarter</i></b>				
6th Court of Appeals – 6th Court of Appeals District (Texarkana)	DS	10/23/2014	6/9/2015	
Office of State Prosecuting Attorney	DS	10/23/2014	6/16/2015	
8th Court of Appeals – 8th Court of Appeals District (El Paso)	DS	10/23/2014	6/21/2015	
University of Texas at El Paso	DS	10/23/2014	6/23/2015	
TX Supreme Court	DS	10/23/2014	7/7/2015	
<b><i>4th Quarter</i></b>				

# Initial Firefighter Test Reviews

The Legislative Budget Board requirement is 60 reviews for the fiscal year

<b>Fire Department</b>	<b>Review Date</b>	<b>Certification Letter</b>
City of College Station	12/10/2014	12/17/2014
City of Frisco	12/11/2014	12/31/2014
Azle Fire Department	1/5/2015	1/30/2015
City of Conroe Fire Department	1/5/2015	1/30/2015
City of New Braunfels	1/5/2015	1/30/2015
City of Seagoville	1/5/2015	1/30/2015
City of Corsicana	1/22/2015	2/6/2015
Hutchins Fire and Rescue	3/18/2015	3/26/2015
City of West University Place	3/18/2015	3/26/2015
Uvalde Fire Department (Volunteer)	3/18/2015	3/26/2015
Beverly Hills Fire Department	3/18/2015	3/26/2015

## Equal Employment Opportunity Training

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	<b>EEO Trainees – Computer Based Training</b>	<b>EEO Trainees - Classroom</b>	<b>EEO Trainees - Total</b>
September	715	21	736
October	268	4	272
November	2,149	0	2,149
December	783	22	805
January	800	0	800
February	354	0	354
March	276	3	279
<b>Total</b>	<b>5,345</b>	<b>50</b>	<b>5,395</b>

## Fair Housing Outreach Presentations

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<b>Month</b>	<b># of Attendees</b>
October	163
November	89
December	100
January	109
February	0
March	20
<b>Total</b>	<b>481</b>

# TWC-CRD Training and Outreach Activities

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<b>Event</b>	<b>Date</b>	<b>Staff</b>
Blanco Park Apartments, LP	Jan 30 <sup>th</sup>	G. Bettis / E. Rodriguez
Austin Bar Association: Labor & Employment Law	Feb 4 <sup>th</sup>	L. Keig
Texas Business Conference (TBC) Marble Falls – EEO Outreach	Feb 6 <sup>th</sup>	E. Rodriguez
Victoria Apartment Assoc. – Housing	Feb 12 <sup>th</sup>	G. Bettis
Texas Business Conference (TBC) – EEO Outreach	Feb 27 <sup>th</sup>	E. Rodriguez
Home Builders Assoc. (San Angelo) – Housing Outreach	Mar 11 <sup>th</sup>	G. Bettis
Texas Business Conference (TBC) Tyler, TX – EEO Outreach	Mar 13 <sup>th</sup>	E. Rodriguez
K-NOR Properties – HUD Training	Mar 18 <sup>th</sup>	E. Rodriguez
PNS Investments, Inc. – EEO Training	Mar 18 <sup>th</sup>	E. Rodriguez
BNC Equities – HUD Training	Mar 19 <sup>th</sup>	E. Rodriguez
Webinar Series I: Fair Housing Training	Apr 7 <sup>th</sup>	V. Covington
Texas Department of Criminal Justice (TDCJ) – EEO Training	Apr 9 <sup>th</sup>	E. Rodriguez
Texas Business Conference (TBC) Wichita Falls, TX – EEO Outreach	Apr 10 <sup>th</sup>	E. Rodriguez
Houston Bar Association: Labor & Employment Law	Apr 13 <sup>th</sup>	Chair Anderson / L. Keig
Webinar Series II: Design & Construction	Apr 14 <sup>th</sup>	V. Covington
<b>Upcoming Events</b>	<b>Date</b>	<b>Staff</b>
Texas Apartment Association (TAA) Expo 2015 – Housing Outreach	Apr 22 <sup>nd</sup> – 25 <sup>th</sup>	E. Rodriguez
Texas Christian University (TCU) – EEO Training	Apr 30 <sup>th</sup>	E. Rodriguez
Texas Business Conference (TBC) San Marcos, TX – EEO Outreach	May 1 <sup>st</sup>	E. Rodriguez
Texas Christian University (TCU) – EEO Training	May 21 <sup>st</sup>	E. Rodriguez
Neighborhood USA Convention – Housing Outreach	May 20 <sup>th</sup> – 23 <sup>rd</sup>	V. Covington
University of Texas-Pan American – EEO Training	June 6 <sup>th</sup>	E. Rodriguez
Housing Authority of Austin – Housing Training	June 18 <sup>th</sup>	E. Rodriguez

**Agenda Item 6**  
**Director's Report**

**CIVIL RIGHTS DIVISION  
DIRECTOR'S EXECUTIVE REPORT  
TEXAS COMMISSION ON HUMAN RIGHTS MEETING  
April 22, 2015**

**Action Items from January 28, 2015 Commission Meeting**

- No Action Items

**New Hires, Promotions and Separations**

- New Hires
  - Chalisa Warren, Housing Supervisor
  - Bridget Sharphorn, Housing Manager
  - Carrie Mills, Employment Investigator
- Promotions
  - Irma Madrigal
- Resignations/Retirements
  - Gilda Bettis
  - Julie Smith

**On-line Intake Forms**

- Launching for both Employment and Housing this month
- Survey Monkey survey tool
- English and Spanish
- Updated existing Microsoft Word and Adobe Acrobat PDF forms for consistency
- All accessible

**Special Training**

- **Team Building Exercise in March** – the TWC Training & Development (T&D) Department conducted a training session for the division focusing on how each staff member fits within the division and how they are linked to others.
- **Future Team Building Exercise** – the TWC T&D Dept. will be conducting a training session for the division on diversity issues and working as a team.

**Staff Survey**

- Continuing to send out a monthly, brief survey for feedback from staff
- Share results with all supervisors and action taken on any issues with staff.

## **Legislative Activities**

- Director, Managers and Supervisors completed Impact and Cost Analyses (ICA) on 25 bills and provided input on ICAs prepared by other divisions.
- HB 1777 (Giddings, Helen) relating to prohibiting an employer from accessing the personal online accounts of employees and job applicants through electronic communication devices; establishing an unlawful practice: Director appeared on April 14, 2015 as a resource witness before the Business & Industry Committee. No questions from the Committee.
- HB 1151 (Thompson, Sefronia) relating to sexual harassment protection for unpaid interns: Manager Vickie Covington appeared on March 17, 2015 as resource witness before the Business & Industry. Questions answered and follow up information provided.
- HB 187 (Thompson, Sefronia) relating to unlawful employment practices regarding discrimination in payment of compensation. Director appeared on March 10, 2015 as a resource witness before the Business & Industry Committee. Questions answered and follow up information provided.

# **Agenda Item 7**

**Discussion, Consideration and Possible  
Action Regarding Meetings, Reports and  
Activities of Texas Commission on  
Human Rights (TCHR) Liaisons**

# **TCHR Liaisons**

## Strategic Planning and Metrics Liaison

Chairman Thomas Anderson

## Litigation Liaison

Commissioner Shara Michalka

## Outreach Liaison

Commissioner Toni Rhodes Glover

## Training Liaison

Commissioner Veronica Stidvent

## Mediation Programs Liaison

Commissioner Sharon Breckenridge Thomas

## Budget/Financial Liaisons

Commissioner Michelle Diggs

Commissioner Danny Osterhout

# **Agenda Item 8**

## **Future Meetings of the Commission on Human Rights**

## July 22, 2015

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## October 28, 2015

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# **Agenda 9**

## **Executive Session**