

TEXAS COMMISSION ON HUMAN RIGHTS

MEETING

January 28, 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 15th Street, Room 244
Austin, Texas 78778-0001

MEETING AGENDA
January 28, 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 Summaries for July 23, 2014 and October 22, 2014 Meetings
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 First Quarter of Fiscal Year (FY) 2015 and Subsequent Month(s), Future Activities and Status of Rapid Process Improvement (RPI)
Vickie Covington
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
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
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 First Quarter of FY 2015, Subsequent Month(s), Future Activities and Status of RPI
Dennis Swinney
Ellena Rodriguez
Gilda Bettis
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

7. Discussion, Consideration and Possible Action Regarding Sunset Advisory Commission Recommendations
Chair Thomas Anderson
8. 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
9. Discussion, Consideration, and Possible Action Regarding the Schedule of Future TCHR Meetings
Chair Thomas Anderson
10. 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*;
John Benavides, et al. v. Texas Commission on Human Rights;
Rodolfo Martinez v. Texas Workforce Commission-Civil Rights Division;
Lester Taylor v. Texas Workforce Commission
Potential litigation 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
Potential litigation 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

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids, services, or special accommodations should contact Thelma Villanueva at (512) 463-4432 three (3) working days prior to the meeting, so that appropriate arrangements can be made.

Non-English speaking individuals who require interpreters for this meeting should contact Thelma Villanueva, 512-463-4432 at least three (3) days before the meeting so that appropriate arrangements can be made. Personas que hablan español y requieren un intérprete, favor de llamar a Thelma Villanueva al (512) 463-4432 por lo menos tres (3) días antes de la junta para hacer los preparativos apropiados.

Agenda Item 1

Meeting Minutes

TEXAS COMMISSION ON HUMAN RIGHTS
101 East 15th Street, Room 244
Austin, Texas 78778-0001

July 23, 2014; 9:00 a.m.
Minutes

On Wednesday, the 23rd of July, 2014, at 10:00 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 M. Anderson
- Michelle Diggs
- Toni Rhodes Glover
- Shara Michalka
- Danny L. Osterhout
- Veronica Stidvent
- Sharon Breckenridge Thomas

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

Public Comment

Marilou Morrison

1. Presentation of Proclamations for the Celebration of the 25th Anniversary of the Texas Fair Housing Act and the 50th Anniversary of the Civil Rights Act of 1964.
 - Vickie Covington presented the Proclamation for Fair Housing Month. The Proclamation for the 25th Anniversary of the Texas Fair Housing Act was not yet available.
 - Michelle Goodwine presented the Proclamation for the 50th Anniversary of the Civil Rights Act of 1964.
2. Discussion of the Texas Workforce Commission Civil Rights Division’s (the “Division”) Quarterly Report Concerning the Division’s Housing Investigations and Other Fair Housing Activities for the Third Quarter of Fiscal Year (FY) 2014, Future Activities and Status of Rapid Process Improvement (RPI)
 - Vickie Covington presented the fair housing section report.
 - Commissioner Diggs requested that the target percentage be added to the Age of Pending Housing Cases.
3. Discussion of the Quarterly Report Concerning the Division’s Employment Investigations and Mediations for the Third Quarter of FY 2014, Future Activities and Status of RPI - Presented by Michelle Goodwine
 - Michelle Goodwine presented the EEO section report.
 - Commission Diggs requested that a comparison of the 1st, 2nd and 3rd quarters be added to the notes for the Closed Cases on the Dashboard.
 - Chairman Anderson requested a report of the pregnancy cases for the October 2014 Commission meeting.

- Commission Diggs requested a progress report of the RPI Tiger Teams, including whether savings/value are found.
4. Discussion of the Division's Financial Report for the Third Quarter of FY 2014, Projections for Fourth Quarter FY 2014, End of Fiscal Year, and Other Financial Matters
 - Lowell Keig presented the financial report.
 5. Discussion of the Personnel Policies and Procedures Systems Reviews, Firefighter Initial Tests Reviews, Training, and Outreach Activities of the Division for the Third Quarter of FY 2014, Future Activities and Status of RPI
 - Dennis Swinney presented the Personnel Policies and Procedures Systems Reviews and reported that he is on track to complete the reviews by the end of the fiscal year.
 - Dennis Swinney presented the Firefighter Initial Tests Reviews. He stated that he has completed 37 Firefighter reviews and has 26 reviews to complete by the end of the fiscal year.
 6. Discussion of the Division Director's Report on Activities of the Division for the Third Quarter of FY 2014 and Future Activities - Presented by Lowell Keig
 - Lowell Keig presented the Director's report.
 - Chairman Anderson requested that the Director's Manual be sent to the Commissioners for their review.
 7. Discussion of the Meetings, Reports and Activities of Texas Commission on Human Rights (TCHR) Committees and Liaisons
 - No changes were made by the Commissioners.
 8. Discussion of the Schedule of Future TCHR Meetings
 - No changes were made by the Commissioners.

At 10:44 a.m. the Board went into Executive Session and reconvened in open session at 11:58 a.m. No action was taken in or as a result of Executive Session.

There being no further business to come before the Board, the meeting adjourned at 12:00 p.m. The next meeting is set for Wednesday, October 22, 2014.

TEXAS COMMISSION ON HUMAN RIGHTS
101 East 15th Street, Room 244
Austin, Texas 78778-0001

October 22, 2014

Minutes

On Wednesday, the 22nd of October, 2014, 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
- Danny Osterhout
- Toni Rhodes Glover
- Veronica Stidvent
- Sharon Breckenridge Thomas
- Shara Michalka (arrived at 9:14 a.m.)
- Michelle Diggs (arrived at 11:00 a.m.)

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

Public Comment

Marilou Morrison

Celebration of the 25th Anniversary of the Texas Fair Housing Act

- Gilda Bettis presented the Proclamation for the 25th Anniversary of the Texas Fair Housing Act.
1. Discussion, Consideration and Possible Action Regarding the Texas Workforce Commission Civil Rights Division’s (the “Division”) Quarterly Report Concerning the Division’s Housing Investigations and Other Fair Housing Activities for the Fourth Quarter of Fiscal Year (FY) 2014, Future Activities and Status of Rapid Process Improvement (RPI)
 - Vickie Covington presented the fair housing section report.
 2. Discussion, Consideration and Possible Action Regarding the Quarterly Report Concerning the Division’s Employment Investigations and Mediations for the Fourth Quarter of FY 2014, Future Activities and Status of RPI
 - Michelle Goodwine presented the EEO section report.
 3. Discussion, Consideration and Possible Action Regarding the Division’s Financial Report for the Fourth Quarter of FY 2014, End of Fiscal Year, Projections for First Quarter FY 2015, and Other Financial Matters
 - Lowell Keig presented the financial report with Kim Emmerich in attendance.
 - Chair Anderson requested that the September Financial Report be sent to the Commissioners by email.

4. 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 Fourth Quarter of FY 2014, Future Activities and Status of RPI
 - Dennis Swinney presented the Personnel Policies and Procedures Systems Reviews report and reported that the FY 14 reviews were completed.
 - Dennis Swinney presented the Firefighter Initial Tests Reviews report and reported that he reviewed 63 tests for FY 14.
 - Ellena Rodriguez presented the Training and CRD Outreach report.
 - Commissioner Breckenridge Thomas requested a copy of the draft Computer Based EEO Compliance Training.
 - Gilda Bettis presented the fair housing Outreach Activities report.
5. Discussion, Consideration and Possible Action Regarding the Division Director's Report on Activities of the Division for the Fourth Quarter of FY 2014 and Future Activities
 - Lowell Keig presented the Director's report.
 - Chair Anderson requested that resignations and retirements be added to the Director's Report.
6. 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.
7. Discussion, Consideration, and Possible Action Regarding the Schedule of Future TCHR Meetings
 - No changes were made by the Commissioners.

At 11:09 a.m. the Board went into Executive Session and reconvened in open session at 12:01 a.m. No action was taken in or as a result of Executive Session.

There being no further business to come before the Board, the meeting adjourned at 12:02 p.m. The next meeting is set for Wednesday, January 28, 2015.

Agenda Item 2

Housing Reports

Housing Case Inventory

	1s Quarter FY 2015	December 2014
Cases Filed	80	34
Cases Resolved	69	33
Ending Inventory	115	116

Trends

Since our last meeting, we hired fair housing staff to include a mediator and four investigators.

Housing – Type of Case Closures

	1s Quarter FY 2015	December 2014
No Cause Findings	45	23
Withdrawal by Complainant	0	3
Withdrawal w/ Settlement	4	3
Dismissals	0	1
Conciliation/Judicial Consent	20	4
*Charge Issued	1	0
Total	69	33

Trends

Since our last meeting, we issued four charges: John Rhymes v. Crossroad East Homeowners Association—Charge issued October 21, 2014; Greater Houston Fair Housing v Ken Miller Enterprises LLC—Charge issued October 31, 2014; Julia Lyles v Thien Pham—Charge Issued November 12, 2014; and James Mosbey v Northwood Park Civic Association—Charged December 11, 2014.

No Cause Findings: 65%; Withdrawal w/ Settlement + Conciliation: 35%; Monetary relief for Complainants: \$126,320.00

Age of Pending Housing Cases

	1st Quarter 2015	December 2014
0-30 Days	40	46
*31-100 Days	33	40
Over 100 Days	31	18
**More than 365 Days	8	8
Legal Issues	3	4
Total	115	116

Reducing Aged Cases

In September, 39% of our cases exceeded 100 days. We have made significant progress in reducing our cases aged more than 100 days, from 39% in September to 22% in December. In September, we had 18 cases that were aged more than one year. At the end of December, we reduced that number to eight (8) cases.

Training

One of our new goals is to speed up the learning curve for all staff. Right now, the expectation is six months to train staff to be able to proficiently investigate a fair housing case. We want to reduce the number of days from 180 to 100. We have been approved for a second RPI, and will be looking at training methodologies to help us in the effort.

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

1st 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./ Mediation 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 07/01/2014
WEEKLY TARGETS:						Total of 10	140	10	90	10	4 to 5	Total of 10	10	10	150	150		5%	95%	50%
Sep-14																				
September 5, 2014	6	10	6	0	3	84	6	100	10	0	1	2	2	2	90	98				
September 12, 2014	13	4	2	0	3	87	5	97	11	0	2	1	1	1	115	123				
September 19, 2014	33	6	5	1	5	86	7	98	16	7	1	4	6	6	53	92			29%	20%
September 26, 2014	22	2	3	3	11	93	6	85	9	7	6	4	12	12	53	79		17	32%	20%
	74	22	16	4	22		24	95	46	14	10	11	21	21	78	98	150			
Oct-14																				
October 3, 2014	7	14	2	4	2	93	5	90	10	2	5	4	4	4	76	91		34.78	33%	30%
October 10, 2014	11	6	2	6	3	89	4	100	13	5	1	3	4	4	83	192		36.96	35%	30%
October 17, 2014	18	8	4	8	2	94	6	100	10	1	1	3	4	0	93	144		36.96	35%	30%
October 24, 2014	13	6	1	3	6	94	8	93	17	7	4	3	7	6	40	60		36.96	34%	31%
October 31, 2014	27	6	2	6	2	93	5	100	7	3	4	2	6	8	62	117		36.96	36%	33%
	76	40	11	27	15		28	97	57	18	15	15	25	22	71	121	151			
Nov-14																				
November 7, 2014	26	7	3	5	5	87	6	98	10	0	5	3	8	6	36	46		16.67		
November 14, 2014	32	5	2	0	7	103	5	90	9	0	1	3	3	5	239	405		15.89%	35%	38%
November 21, 2014	16	5	1	2	11	93	4	98	8	5	6	4	1	5	112	480		13.64%	37%	36%
November 28, 2014	9	2	2	2	6	83	3	100	5	4	2	6	8	11	201	244		13.73%	53.00%	38%
	83	19	8	9	29		18	97	32	9	14	16	20	27	147	246	128			
Dec-14																				
December 5, 2014	22	5	1	2	5	90	4	93	8	3	2	3	5	4	107	271		11.34%	62%	38%
December 12, 2014	18	2	2	2	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	2	0	90	1	94	8	2	3	6	9	16	111	148		11%	66%	36%
	47	17	4	6	36		16	97	31	10	17	18	35	33	89	173	120			

Following a slow start during the first quarter for closures, the Housing Section increased its production in December 2014.

Travel Tiger Team

Objectives Accomplished

- Reviewed travel expenditures for May, June, and July and computed average per case, \$210.94.
- Determined who is not assigned a region and made assignments.
- Determined on-site tasks and modified Investigative Plan and Evidence Collected Endorsement and Checklist 10-13-2014—Items 1 – 15
- Determined which tasks could be moved to desk-side (IP and Evidence Collected Endorsement and Checklist 10-13-2014—Items 16 & 17.
- Reviewed and revised on-site letters to let parties know they can provide information; however, if not received by the deadline, an on-site investigation will proceed.
- Trained staff on revised procedures and associated forms (November 5, 2014).
- Implemented new procedures (November 5, 2014).

Team members: Alfredo Nevarez/Lead, Cynthia Crenshaw/Member, David Pernell/Member.

Agenda Item 3

Employment Investigations and Mediation Reports

Employment Case Inventory

	1st Quarter FY 2015	December 2014
Cases Filed	204	93
Cases Resolved	275	74*
Ending Inventory	331	349

Note that TWCCRD Employment closed more cases in the 1st Quarter of FY 2015, than it received.

Also note that the December 2014 Cases Resolved figure includes an Administrative Resolution that has been submitted to EEOC for Substantial Work Credit. Typically, TWCCRD does not receive payment for this type of closure. However, the investigator did perform significant work on this case.

Because of the increase in the number of Cases Filed in December 2014, the Pending Inventory increased by the end of December 2014.

Employment – Type of Case Closures

	1st Quarter FY 2015	2nd Quarter FY 2015	3rd Quarter FY 2015	4th Quarter FY 2015	December 2014
Settlements	19				13
No Cause Findings	42				60
Withdrawals w/Settlement	184				0
Administrative Dismissals	40				1
TOTAL	275				74

For the 1st Quarter of FY 2015, TWCCRD Employment closed a total of 275 cases, exceeding the RPI goal of 80 case closures per month, by an amazing 15%. According to IMS, during 1st Quarter FY 2014, a total of 138 cases were closed.

This extraordinary accomplishment in the increase of case closures by the Employment Unit was achieved as a result of the tremendous hard work of the investigators and the process improvements instituted by the Employment Manager and Employment Supervisor. .

Employment Cases Closed by Selected Categories

	1st Quarter FY 2015	December 2014
Disability	80	28
Age	81	22
Title VII Equivalent		
Race	60	17
Sex	84	24
National Origin	67	18
Religion	11	1
Color	32	10
Retaliation	67	22

Raw data was provided by EEOC.

Note that Sex, followed by Age and Disability were the major Bases for cases closed in the 1st Quarter FY 2015. It should be noted that a Complainant can file under more than one Basis.

Age of Pending Employment Cases

	December 2013	1st Quarter FY 2015	December 2014
0-180 Days	250	283	294
181-250 Days	40	20	28
251-300 Days	8	9	11
301-365 Days	13	6	5
Over 365 Days	4	13	11
Total	315	331	349

Currently, investigators and mediators meet with the Employment Manager, Employment Supervisor, the TWC Attorney assigned to CRD, and the CRD Director, to provide updates and discuss appropriate strategies for closing cases in their pending inventory more than 200 days old, on a weekly basis.

Note that as a result of this initiative, and despite the increase in the number of Potential Cause cases, the percentage of cases aged more than 180 days has decreased from 21% in December 2013 to 16% of Pending Inventory in December 2014.

The average Office Age of closed cases for 1st Quarter of FY15 was 155 days. The Employment Unit will continue to focus on closing aged cases until it reaches the goal of 120 days.

Employment Dashboard

Week of	Inquiries Rec'd (Intake Log)	Work in Progress Intake (100)	IQ Dism	Charges Perfected (30)	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)	Work in Progress for Inv (150)	% Successful Mediations (60%)	% Reports with Passing Quality (95%)	Average Days - Inventory (90 days)	Total ADR Closures	Avg. Mediation Closure Time (days)	Total Case Closures per week (21)	Total Militia Case Closures	Total Case Closures per month (80)	Actual Number of Closures to Date	Closures We Should Have Done
1-Sep	33	291	10	6	6	63	0	9	8	3	320				1		13	0	112	112	
8-Sep	57	328	0	12	9	67	0	41	9	9	332				4		23	0			
15-Sep	50	351	20	15	10	37	12	17	10	11	342				9		26	0			
22-Sep	65	359	15	11	30	40	24	29	8	10	359				8		30	0			
29-Sep	92	398	24	17	22	33	22	7	4	9	291				3		20	0			
	297		69	61			58	103	39	42		71	99.5	115	25	98	112	0			
6-Oct	82	354	20	17	27	25	12	19	3	8	291				5		19	0	94	206	
13-Oct	70	379	24	8	27	18	12	15	5	11	313				4		17	0			
20-Oct	91	353	18	24	29	17	16	10	4	7	267				5		21	0			
27-Oct	80	348	26	23	31	44	36	21	2	8	271				8		37	0			
	323		88	72			76	65	14	34		72	98	114	22	91	94	0			
3-Nov	64	263	24	17	29	29	0	11	4	2	230				1		17	0	69	275	
10-Nov	46	268	37	21	29	27	15	23	7	7	234				3		17	0			
17-Nov	34	263	34	21	26	42	28	10	8	4	235				5		17	0			
24-Nov	25	274	0	11	15	57	21	25	8	3	205				3		18	0			
	169		95	70			64	69	27	16		75	96	107	12	126	69	0			
1-Dec	42	297	0	6	6	63	26	20	5	10	238				4		21	0	74	349	
8-Dec	38	219	42	28	27	56	21	13	1	3	241				3		15	0			
15-Dec	41	197	23	27	28	48	25	18	1	10	222				5		22	0			
22-Dec	19	200	0	18	10	49	10	1	2	1	222				0		6	0			
29-Dec	39	211	5	20	20	50	15	2	9	2	208				1		10	0			
	179		70	99			97	54	18	26		72	99	102	13	105	74	0			

Note that the number of charges in Intake has steadily declined during the 1st Quarter of FY 2015, despite the high number of Inquiries Received during that time frame. The decrease in the Intake Backlog is largely due to the Investigator III-Vs' assistance in drafting charges, an improvement in the productivity and quality of work produced by our Intake staff, revisions to the Employment Discrimination Complaint Form, and an improvement in the Intake review process.

Alternative Dispute Resolution (ADR) Report

	1st Quarter FY 2015	December 2014
Mediation Conferences Held	92	26
Settlements (Including Withdrawals with Benefits)	60	13
Unsuccessful Mediations	21	5
Total Settlement Amount	\$819,738.83	\$108,804
% Successfully Mediated	72%	76%

For the 1st Quarter FY 2015, as well as December 2014, the percentage of Successfully Mediated cases exceeded the goal of 70%. During the 1st Quarter FY 2015, there were two major monetary settlements in the amounts of \$150,000 and \$350,000.

It should also be noted that during the 1st Quarter of FY 2014, there were a total of 42 settlements, with the Total Settlement Amount of \$353,130.62.

Agenda Item 4

Financial Reports

FY15 Comparison of Budgeted and Projected Employment and Housing Case Closures

Year to Date (YTD) 4 Months as of December 31, 2014

	Budget 2015	"Breakeven" FY2015 Projected (YTD Nov 2014)	"Breakeven" FY2015 Projected (YTD Dec 2014)
Employment Cases	888	876	853
Federal Reimbursement for Closed Employment Cases, est.	\$ 577,200	\$ 569,400	\$ 554,450
Carryforward Federal Funds for Employment Cases	\$ 54,514	\$ (336)	\$ (112)
General Revenue for Employment Cases	\$ 601,419	\$ 649,379	\$ 649,379
Total Employment Revenue (State & Federal)	\$ 1,233,133	\$ 1,218,443	\$ 1,203,717
Est. FY2014 Expenditures for Employment Cases	\$ (1,233,133)	\$ (1,218,443)	\$ (1,203,717)
Beginning Cash Balance of Federal Employment Funds	\$ 274,366	\$ 274,366	\$ 274,366
Amount of Carryforward Funds Added/(Used)	\$ (54,514)	\$ 336	\$ 112
Est. Ending Cash Balance of Federal Employment Funds	\$ 219,852	\$ 274,702	\$ 274,478
Recommended Cash Balance at August 31st (33.3% of Est. Expended)	\$ 410,633	\$ 405,741	\$ 400,838

Employment Closures Need to Average per Month for Remaining Months	67	63
<i>Actual Avg. Monthly Employment Case Closures YTD</i>	<i>92</i>	<i>87</i>

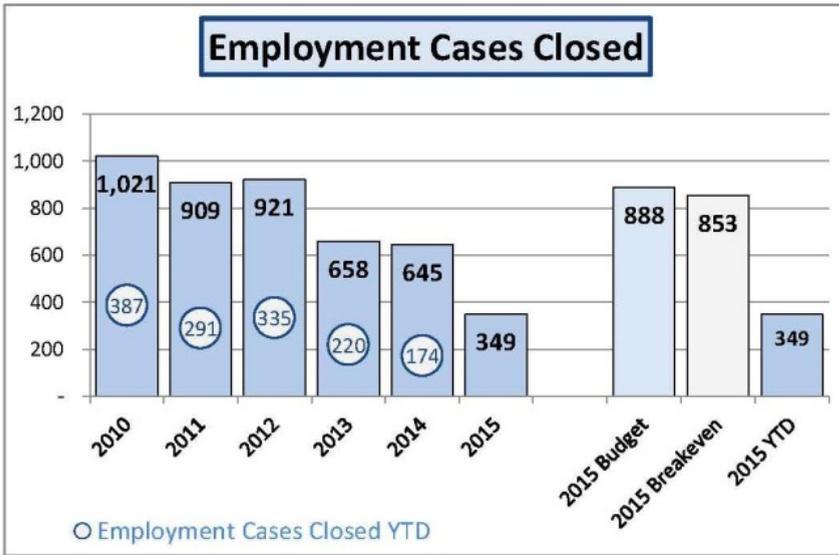
	Budget 2015	"Breakeven" FY2015 Projected (YTD Nov 2014)	"Breakeven" FY2015 Projected (YTD Dec 2014)
Housing Cases	402	337	363
Federal Reimbursement for Closed Housing Cases, est.	\$ 1,206,000	\$ 1,011,000	\$ 1,089,000
Carryforward Federal Funds for Housing Cases	\$ (90,045)	\$ (2,659)	\$ (1,900)
General Revenue for Housing Cases	\$ 406,428	\$ 248,170	\$ 248,170
Total Housing Revenue (State & Federal)	\$ 1,522,383	\$ 1,256,511	\$ 1,335,270
Est. FY2014 Expenditures for Housing Cases	\$ (1,522,383)	\$ (1,256,511)	\$ (1,335,270)
Beginning Cash Balance of Federal Housing Funds	\$ 351,336	\$ 351,336	\$ 351,336
Amount of Carryforward Funds Added/(Used)	\$ 90,045	\$ 2,659	\$ 1,900
Est. Ending Balance of Federal Housing Funds	\$ 441,381	\$ 353,995	\$ 353,236
Recommended Cash Balance at August 31st (33.3% of Est. Expended)	\$ 506,954	\$ 418,418	\$ 444,645

Housing Closures Need to Average per Month for Remaining Months	30	33
<i>Actual Avg. Monthly Housing Case Closures YTD</i>	<i>23</i>	<i>26</i>

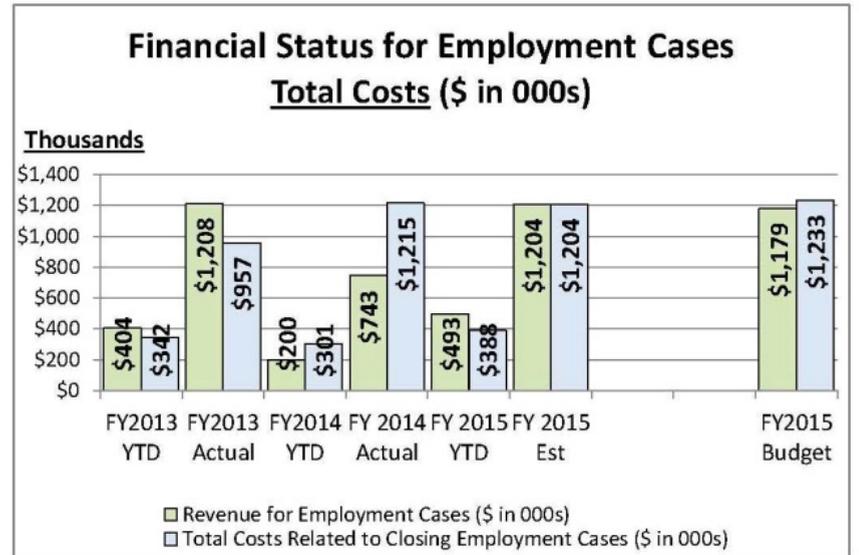
% General Revenue for Housing	39%	25%	25%
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Employment Cases - FY2015 Status with FY2010-2014 Actual

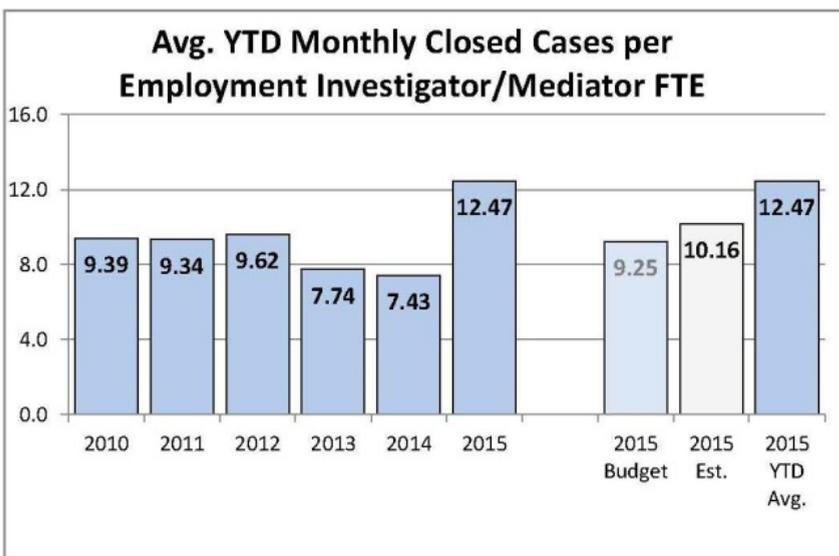
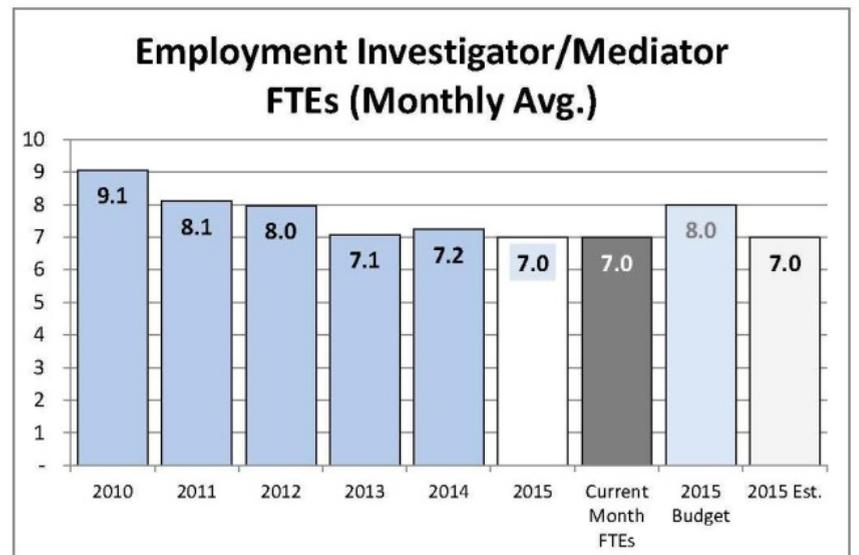
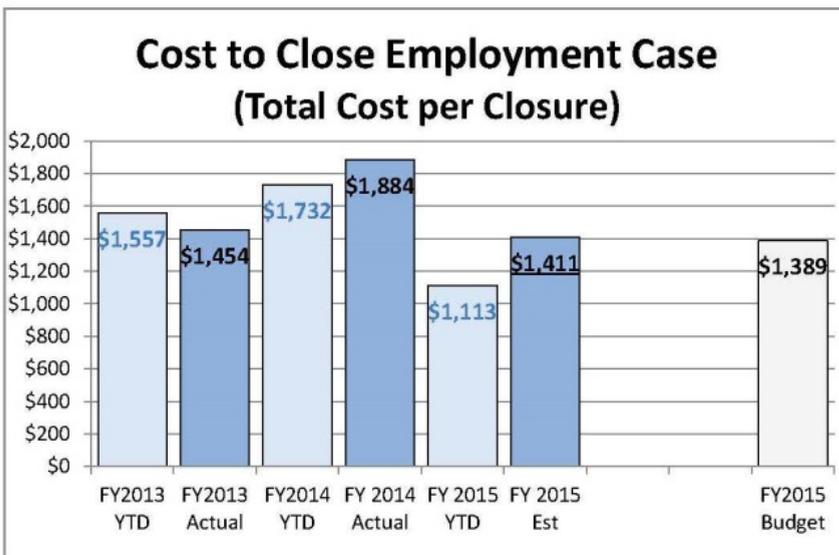
Year to Date 4 Months as of December 31, 2014



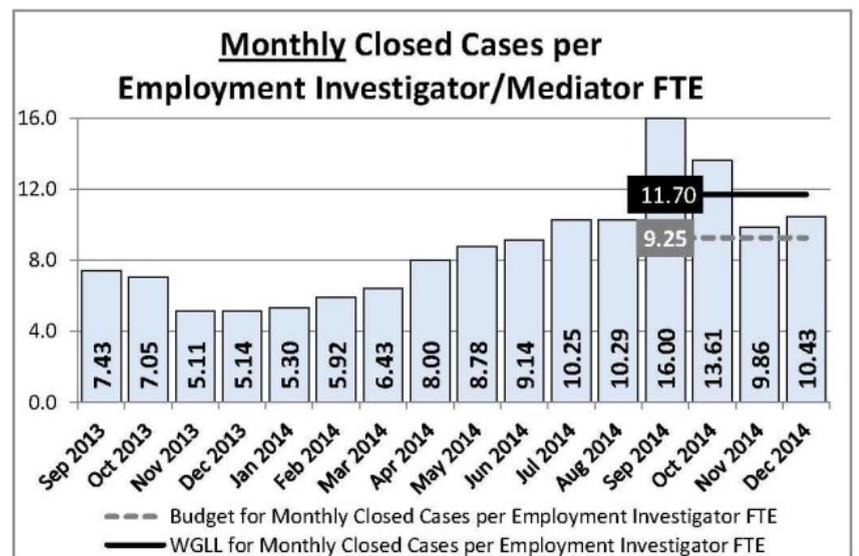
YTD % of Budget 40.9%



YTD Exp as % of Est. Rev 32.3%

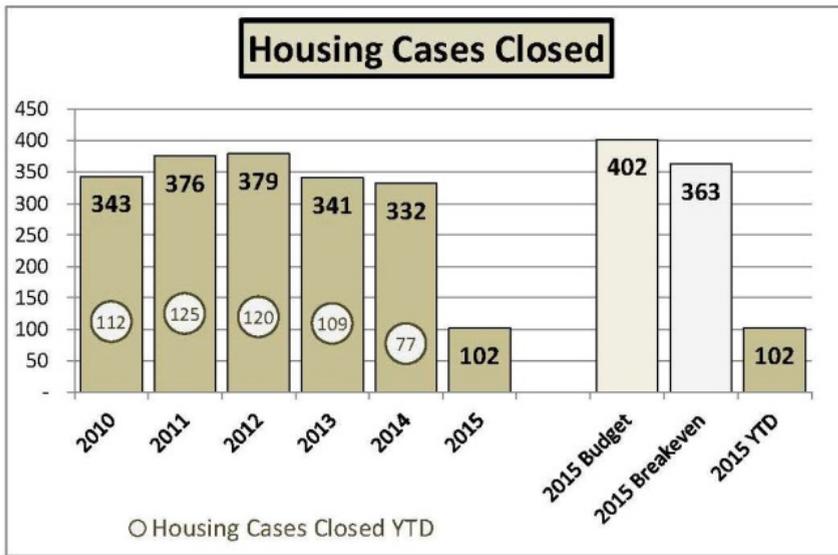


YTD % of Budget 134.9%

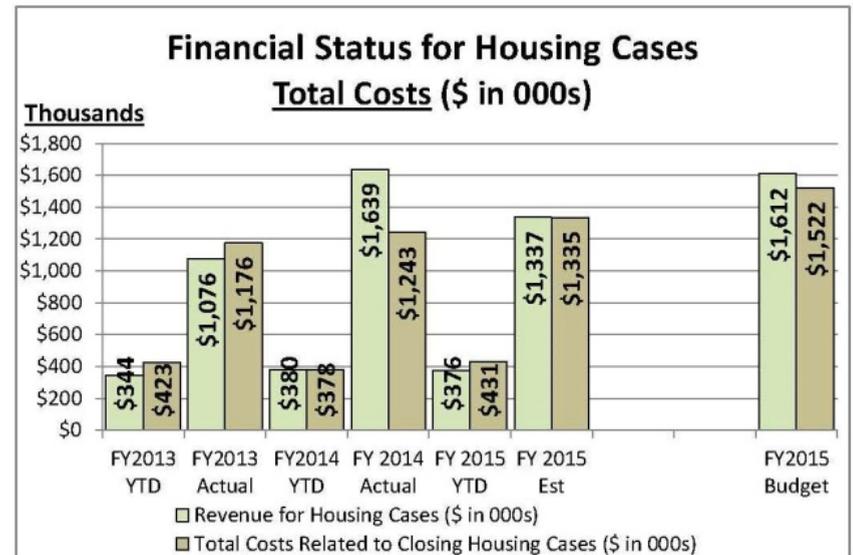


Housing Cases - FY2015 Status with FY2010-2014 Actual

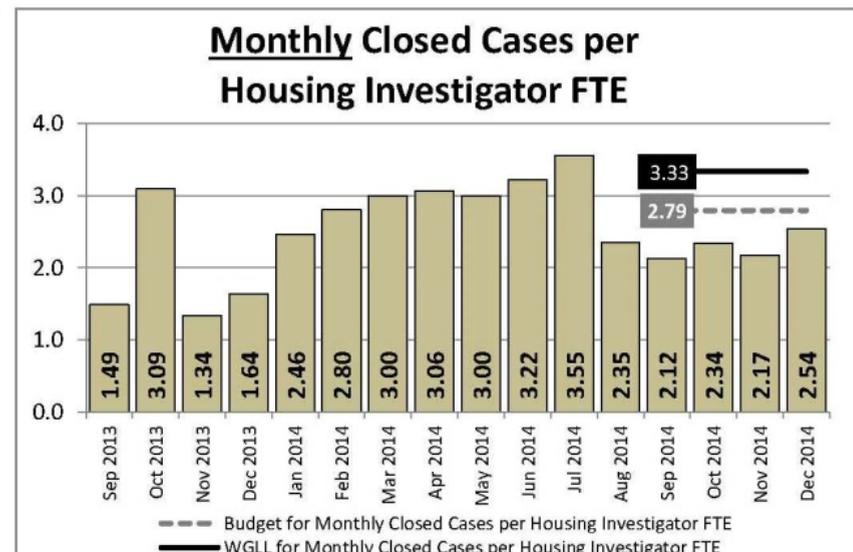
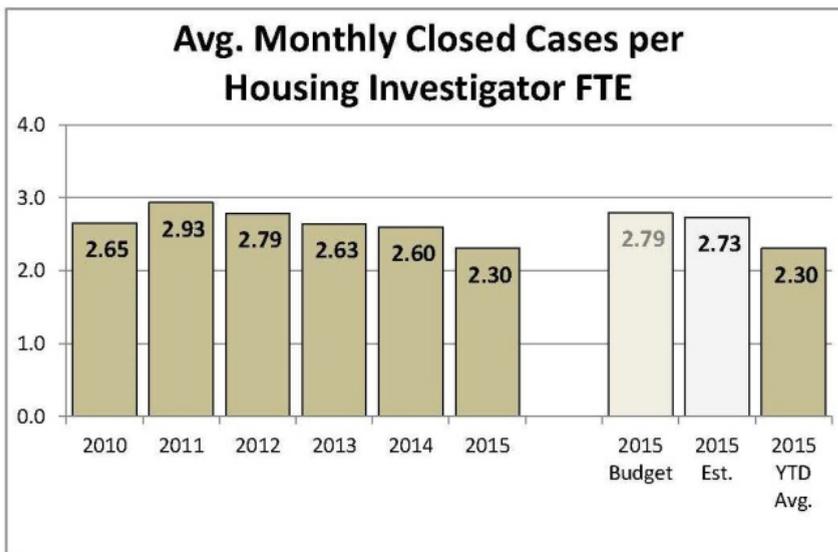
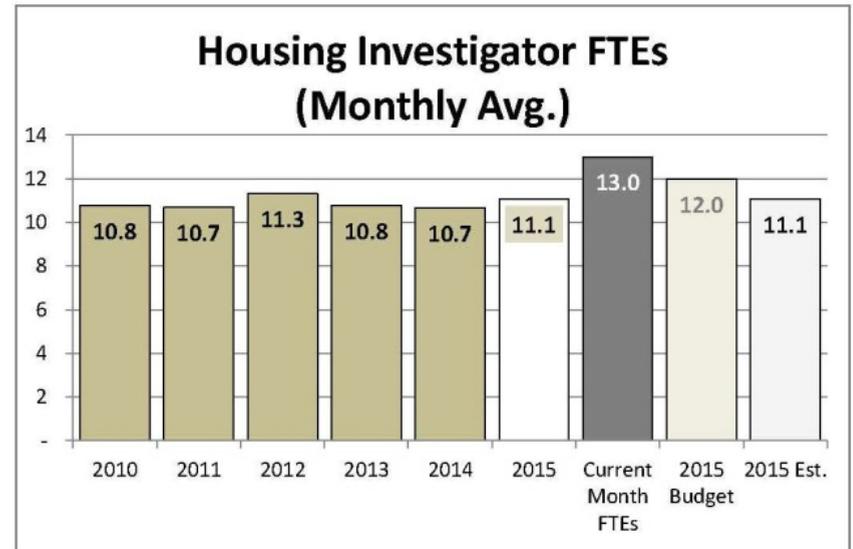
Year to Date 4 Months as of December 31, 2014



YTD % of Budget 28.1%



YTD Exp as % of Rev 32.2%



YTD % of Budget 82.5%

Employment and Housing Case Status and Trends

Year to Date 4 Months as of December 31, 2014

Status of <u>Employment</u> Cases	2010	2011	2012	2013	2014	2015 Budget	2015 Est.	2015 YTD	YTD % of Budget
Employment Cases Closed	1,021	909	921	658	645	888	853	349	40.9%
Employment Cases Closed Year-to-Date	387	291	335	220	174				
Employment Investigator/Mediator FTEs (Monthly Avg.)	9.06	8.11	7.98	7.08	7.23	8.00		6.99	
Avg. YTD Monthly Closed Cases per Employment Investigator/Mediator FTE	9.39	9.34	9.62	7.74	7.43	9.25	10.16	12.47	134.9%

		FY2013 YTD	FY2013 Actual	FY2014 YTD	FY 2014 Actual	FY2015 Budget	FY 2015 Est	FY 2015 YTD	
Cost to Close Employment Case (Total Costs)		\$ 1,557	\$ 1,454	\$ 1,732	\$ 1,884	\$ 1,389	\$ 1,411	\$ 1,113	

		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		\$ 403,989	\$ 1,208,294	\$ 200,378	\$ 742,781	\$ 1,178,619	\$ 1,203,829	\$ 492,540	
Expended YTD for Employment Cases		\$ 342,496	\$ 956,927	\$ 301,292	\$ 1,215,337	\$ 1,233,133	\$ 1,203,717	\$ 388,296	32.3%
Expended Under/(Over) Revenue for Employment Cases		\$ 61,493	\$ 251,367	\$ (100,914)	\$ (472,556)	\$ (54,514)	\$ 112	\$ 104,244	

Status of <u>Housing</u> Cases	2010	2011	2012	2013	2013	2015 Budget	2015 Est.	2015 YTD	YTD % of Budget
Housing Cases Closed	343	376	379	341	332	402	363	102	28.1%
Housing Cases Closed Year-to-Date	112	125	120	109	77				
Housing Investigator FTEs (Monthly Avg.)	10.78	10.69	11.33	10.79	10.66	12.00		11.07	
Avg. YTD Monthly Closed Cases per Housing Investigator FTE	2.65	2.93	2.79	2.63	2.60	2.79	2.73	2.30	82.5%

		FY2013 YTD	FY2013 Actual	FY2014 YTD	FY 2014 Actual	FY2015 Budget	FY 2015 Est	FY 2015 YTD	
Cost to Close Housing Case (Total Cost)		\$ 3,880	\$ 3,448	\$ 4,905	\$ 3,744	\$ 3,787	\$ 3,678	\$ 4,223	

		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		\$ 344,027	\$ 1,076,269	\$ 380,236	\$ 1,639,459	\$ 1,612,428	\$ 1,337,170	\$ 375,734	
Expended YTD for Housing Cases		\$ 422,910	\$ 1,175,629	\$ 377,667	\$ 1,243,047	\$ 1,522,383	\$ 1,335,270	\$ 430,732	32.2%
Expended Under/(Over) Revenue for Housing Cases		\$ (78,883)	\$ (99,360)	\$ 2,569	\$ 396,412	\$ 90,045	\$ 1,900	\$ (54,998)	

Summary of Civil Rights Program Financial Trends FY2013 - FY2015

Year to Date (YTD) 4 Months as of December 31, 2014

Page 1

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	\$ 342,496	\$ 956,927	\$ 301,292	\$ 1,215,337	\$ 1,233,133	\$ 388,296	\$ 1,203,717	98%	\$ 29,416	2.4%
Housing	\$ 422,910	\$ 1,175,629	\$ 377,667	\$ 1,243,047	\$ 1,522,383	\$ 430,732	\$ 1,335,270	88%	\$ 187,113	12.3%
HUD Partnership & Enforcement	\$ -	\$ -	\$ -	\$ 75,916	\$ 274,883	\$ 63,440	\$ 196,663	72%	\$ 78,220	28.5%
Other	\$ 85,546	\$ 387,744	\$ 103,806	\$ 135,023	\$ 162,787	\$ 50,999	\$ 158,097	97%	\$ 4,690	2.9%
Total	\$ 850,951	\$ 2,520,300	\$ 782,765	\$ 2,669,324	\$ 3,193,186	\$ 933,467	\$ 2,893,746	91%	\$ 299,440	9.4%

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	\$ 548,110	\$ 1,596,952	\$ 494,960	\$ 1,632,372	\$ 2,024,121	\$ 612,914	\$ 1,900,034	94%	\$ 124,087	6.1%
Employee Benefits	\$ 160,049	\$ 459,392	\$ 142,245	\$ 477,476	\$ 597,572	\$ 185,319	\$ 574,488	96%	\$ 23,084	3.9%
Other Operating Expense	\$ 60,845	\$ 152,331	\$ 72,854	\$ 217,144	\$ 215,850	\$ 54,622	\$ 169,329	78%	\$ 46,521	21.6%
Professional Fees and Services	\$ 27,410	\$ 63,683	\$ 14,451	\$ 85,755	\$ 107,434	\$ 21,679	\$ 67,206	63%	\$ 40,228	37.4%
Travel	\$ 12,157	\$ 45,146	\$ 12,001	\$ 72,654	\$ 97,494	\$ 18,753	\$ 58,136	60%	\$ 39,358	40.4%
Other Personnel Costs	\$ 24,788	\$ 130,470	\$ 24,465	\$ 110,249	\$ 94,182	\$ 23,307	\$ 72,251	77%	\$ 21,931	23.3%
Utilities	\$ 8,642	\$ 29,075	\$ 10,113	\$ 34,022	\$ 27,562	\$ 7,392	\$ 22,914	83%	\$ 4,649	16.9%
Rent - Machine & Other	\$ 4,607	\$ 14,241	\$ 4,667	\$ 12,819	\$ 11,740	\$ 4,103	\$ 12,720	108%	\$ (980)	-8.3%
Consumable Supplies	\$ 2,406	\$ 6,602	\$ 3,466	\$ 11,461	\$ 9,199	\$ 3,569	\$ 11,065	120%	\$ (1,866)	-20.3%
Rent - Building	\$ 1,902	\$ 17,048	\$ 3,164	\$ 11,842	\$ 5,728	\$ 1,411	\$ 4,373	76%	\$ 1,355	23.7%
Capital Expenditures	\$ -	\$ 4,185	\$ 328	\$ 3,351	\$ 2,172	\$ 355	\$ 1,100	51%	\$ 1,072	49.4%
Fuels and Lubricants	\$ 36	\$ 177	\$ 51	\$ 178	\$ 132	\$ 43	\$ 133	101%	\$ (1)	-0.7%
Grants	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-
Grand Total	\$ 850,951	\$ 2,520,300	\$ 782,765	\$ 2,669,324	\$ 3,193,186	\$ 933,467	\$ 2,893,746	91%	\$ 299,440	9.4%

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	\$ 465,112	\$ 1,352,283	\$ 411,326	\$ 1,340,600	\$ 1,691,532	\$ 512,920	\$ 1,590,052	94%	\$ 101,480	6.0%
Professional Fees and Services	\$ -	\$ 2,600	\$ -	\$ 5,625	\$ 12,001	\$ 6,354	\$ 19,697	164%	\$ (7,696)	-64.1%
Travel	\$ 11,466	\$ 42,525	\$ 11,414	\$ 70,185	\$ 93,364	\$ 18,050	\$ 55,954	60%	\$ 37,410	40.1%
Other Operating	\$ 16,965	\$ 92,281	\$ 15,957	\$ 85,825	\$ 113,262	\$ 22,456	\$ 69,615	61%	\$ 43,647	38.5%
Totals	\$ 493,544	\$ 1,489,689	\$ 438,698	\$ 1,502,234	\$ 1,910,159	\$ 559,780	\$ 1,735,317	91%	\$ 174,842	9.2%

Summary of Civil Rights Program Financial Trends FY2013 - FY2015

Year to Date (YTD) 4 Months as of December 31, 2014

Page 2

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	\$ 81,154	\$ 231,145	\$ 69,657	\$ 231,941	\$ 279,264	\$ 93,398	\$ 289,533	104%	\$ (10,269)	-3.7%
Employee FICA	\$ 41,682	\$ 121,342	\$ 36,970	\$ 125,737	\$ 157,391	\$ 47,101	\$ 146,014	93%	\$ 11,377	7.2%
Employee Retirement	\$ 33,137	\$ 95,506	\$ 33,695	\$ 112,648	\$ 154,306	\$ 42,892	\$ 132,965	86%	\$ 21,341	13.8%
Other	\$ 4,076	\$ 11,399	\$ 1,924	\$ 7,150	\$ 6,611	\$ 1,928	\$ 5,976	90%	\$ 635	9.6%
Totals	\$ 160,049	\$ 459,392	\$ 142,245	\$ 477,476	\$ 597,572	\$ 185,319	\$ 574,488	96%	\$ 23,084	3.9%

Support Costs for Civil Rights Program

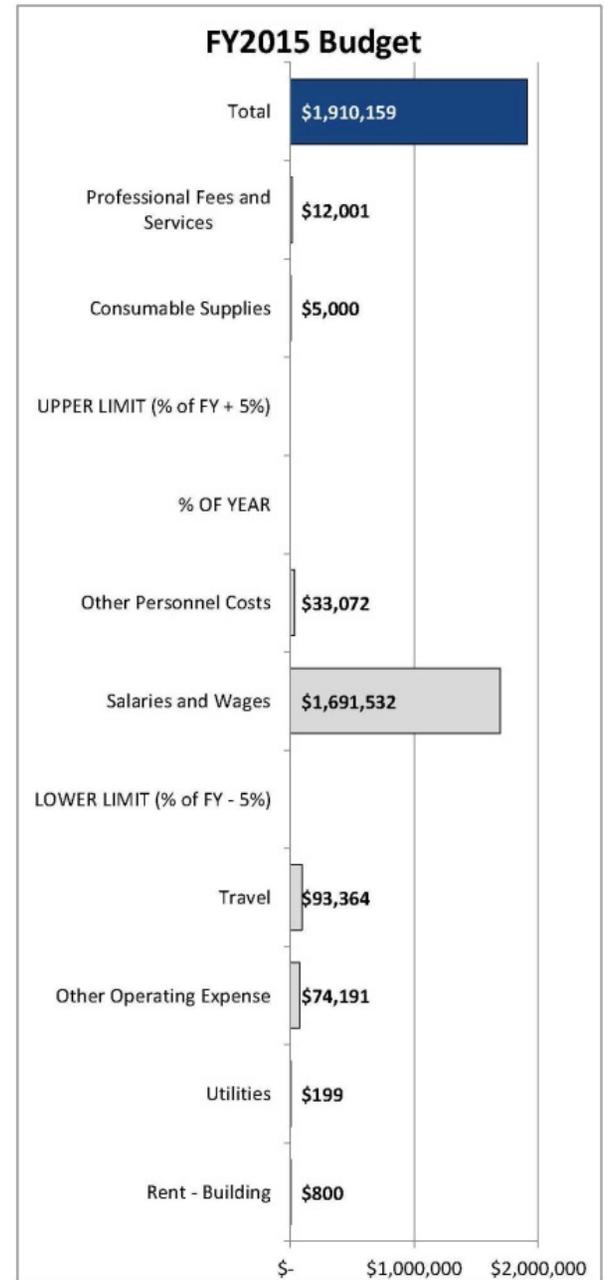
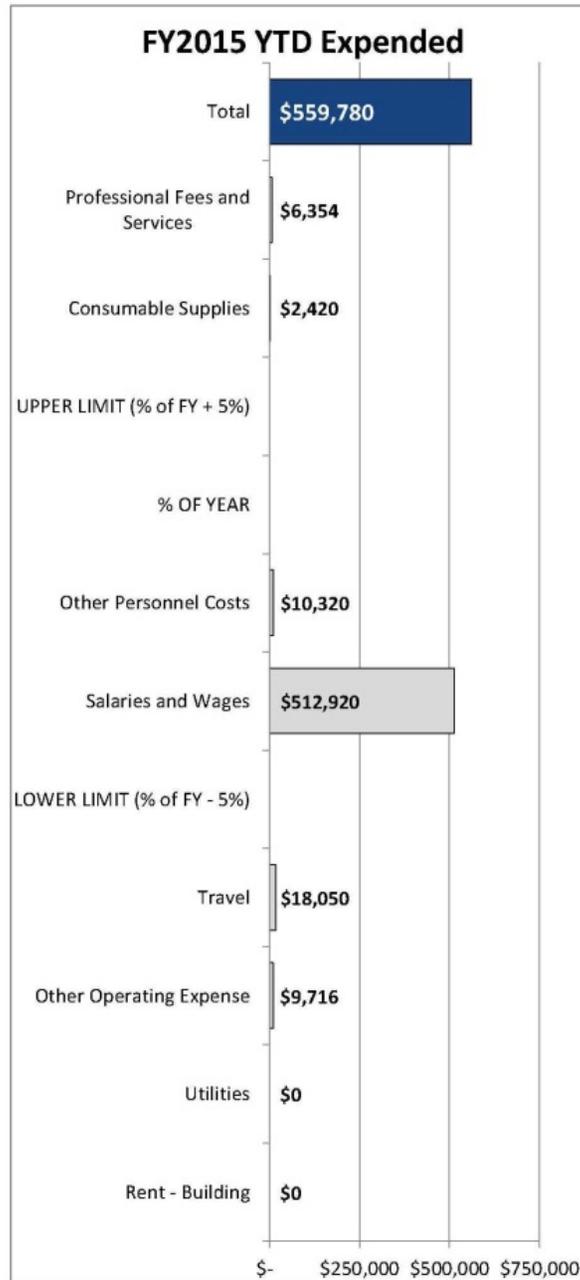
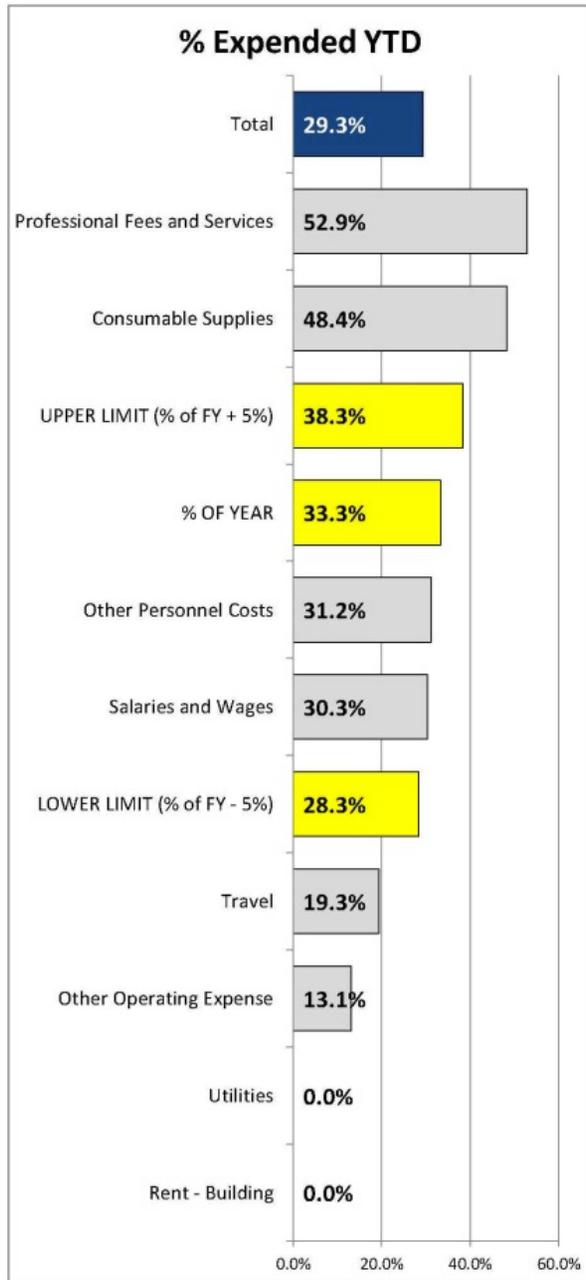
Description	FY2013 YTD	FY2013 Actual	FY2014 YTD	FY2014 Actual	FY 2015 Budget	FY2015 YTD	FY2015 Est	FY2015 Est. as % of Bud	\$ Under/ (Over) Budget - FY2015 Est	% Under/ (Over) Budget - FY2015 Est
DIR - Data Service Center	\$ 20,009	\$ 25,783	\$ 7,496	\$ 41,832	\$ 57,136	\$ 10,945	\$ 33,930	59%	\$ 23,206	40.6%
Agency Bldg. Austin Area	\$ 8,260	\$ 49,000	\$ 13,160	\$ 50,823	\$ 33,509	\$ 8,854	\$ 27,448	82%	\$ 6,061	18.1%
Agency Wide Telecom	\$ 9,946	\$ 39,184	\$ 9,860	\$ 40,738	\$ 27,573	\$ 7,404	\$ 22,954	83%	\$ 4,619	16.8%
Rep or Rehab of Blds / Fac	\$ 2,432	\$ 13,430	\$ 2,235	\$ 28,197	\$ 23,336	\$ 730	\$ 2,263	10%	\$ 21,073	90.3%
1% State Pd Fee for Insurance	\$ 4,866	\$ 14,046	\$ 4,551	\$ 14,857	\$ 20,650	\$ 4,830	\$ 14,974	73%	\$ 5,676	27.5%
Agency Postage	\$ 4,482	\$ 15,754	\$ 3,678	\$ 17,315	\$ 14,435	\$ 5,444	\$ 16,876	117%	\$ (2,441)	-16.9%
DO LAN/WAN/Security/Web Svcs	\$ 9,532	\$ 17,721	\$ 8,464	\$ 18,451	\$ 14,225	\$ 9,268	\$ 28,732	202%	\$ (14,507)	-102.0%
DO - PC Refresh	\$ 6,558	\$ 14,930	\$ 5,532	\$ 16,485	\$ 10,836	\$ 4,392	\$ 13,617	126%	\$ (2,781)	-25.7%
DO PC Desktop & Support	\$ 13,532	\$ 21,584	\$ 14,201	\$ 22,555	\$ 10,713	\$ 3,594	\$ 11,141	104%	\$ (428)	-4.0%
0.5% St Pd Retirement Contrib	\$ -	\$ -	\$ 2,298	\$ 7,113	\$ 10,324	\$ 2,910	\$ 9,021	87%	\$ 1,303	12.6%
Managed Print Services	\$ 4,570	\$ 14,026	\$ 4,539	\$ 15,502	\$ 10,024	\$ 4,828	\$ 14,966	149%	\$ (4,942)	-49.3%
Lump Sum	\$ 2,402	\$ 20,101	\$ 1,921	\$ 15,770	\$ 9,755	\$ 1,650	\$ 5,115	52%	\$ 4,640	47.6%
DO Admin Systems	\$ 4,821	\$ 6,457	\$ 5,447	\$ 9,171	\$ 9,421	\$ 5,378	\$ 16,671	177%	\$ (7,250)	-77.0%
PeopleSoft Financials Upgrade	\$ -	\$ -	\$ 499	\$ 6,642	\$ 8,618	\$ 1,262	\$ 3,913	45%	\$ 4,705	54.6%
Miscellaneous	\$ 18,951	\$ 58,019	\$ 30,706	\$ 74,298	\$ 66,905	\$ 13,566	\$ 42,054	63%	\$ 24,852	37.1%
Total	\$ 110,362	\$ 310,035	\$ 114,585	\$ 379,746	\$ 327,460	\$ 85,055	\$ 263,672	81%	\$ 63,789	19.5%

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	\$ 24,581	\$ 72,602	\$ 25,099	\$ 83,778	\$ 75,952	\$ 28,555	\$ 88,520	117%	\$ (12,568)	-16.5%
Finance	\$ 12,986	\$ 38,954	\$ 13,141	\$ 42,816	\$ 55,679	\$ 14,358	\$ 44,508	80%	\$ 11,171	20.1%
General Counsel	\$ 4,488	\$ 12,584	\$ 3,605	\$ 13,273	\$ 45,861	\$ 9,142	\$ 28,341	62%	\$ 17,520	38.2%
Commissioners	\$ 9,659	\$ 29,163	\$ 9,854	\$ 32,916	\$ 44,880	\$ 10,790	\$ 33,447	75%	\$ 11,433	25.5%
Human Resource Management	\$ 8,741	\$ 26,752	\$ 8,754	\$ 28,056	\$ 33,337	\$ 9,308	\$ 28,855	87%	\$ 4,482	13.4%
Regulatory Integrity	\$ 2,096	\$ 6,369	\$ 2,577	\$ 29,826	\$ 26,734	\$ 4,722	\$ 14,639	55%	\$ 12,095	45.2%
External Relations	\$ 5,138	\$ 14,839	\$ 4,784	\$ 17,781	\$ 20,099	\$ 5,163	\$ 16,005	80%	\$ 4,094	20.4%
Other Divisions	\$ 19,306	\$ 59,921	\$ 19,422	\$ 61,420	\$ 55,453	\$ 21,275	\$ 65,953	119%	\$ (10,500)	-18.9%
Totals	\$ 86,996	\$ 261,184	\$ 87,237	\$ 309,867	\$ 357,995	\$ 103,313	\$ 320,269	89%	\$ 37,726	10.5%

Civil Rights Division Expenditures by Object

Year to Date (YTD) 4 Months as of December 31, 2014



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	
<i>1st Quarter</i>				
5th Court of Appeals – 5th Court of Appeals District Ft. Worth)	DS	10/17/2014	12/4/2014	
1st Court of Appeals – 1st Court of Appeals District (Houston)	DS	10/17/2014	12/16/2014	
14th Court of Appeals – 14th Court of Appeals District (Houston)	DS	10/17/2014	12/18/2014	
Texas A&M International University	DS	10/17/2014	1/6/2015	
13th Court of Appeals – 13th Court of Appeals District (Corpus Christi)	DS	10/17/2014	1/8/2015	
10th Court of Appeals – 10th Court of Appeals District (Waco)	DS	10/17/2014	1/13/2015	
Parks and Wildlife Department	DS	10/17/2014	1/20/2015	
State Court of Criminal Appeals	DS	10/17/2014	2/17/2015	
2nd Court of Appeals – 2nd Court of Appeals District (Ft. Worth)	DS	10/17/2014	2/24/2015	
<i>2nd Quarter</i>				
4th Court of Appeals – 4th Court of Appeals District (San Antonio)	DS	10/17/2014	3/3/2015	
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)

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	
<i>3rd Quarter</i>				
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	
<i>4th Quarter</i>				

Initial Firefighter Test Reviews

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

Fire Department	Review Date	Certification Letter
City of College Station	12/10/2014	12/17/2014
City of Frisco	12/11/2014	12/31/2014

Equal Employment Opportunity Training

	EEO Trainees – Computer Based Training	EEO Trainees - Classroom	EEO Trainees - Total
September	715	21	736
October	268	4	272
November	2,149	0	2,149
December	783	22	805
Total	3,915	47	3,962

Fair Housing Outreach Presentations

Month	# of Attendees
October	163
November	89
Total	252

TWC-CRD Training and Outreach Activities

Event	Date	Staff
Attic Breeze, LLC – EEO Training	Oct 28 th	E. Rodriguez
Industry Liaison Groups – EEO Training	Oct 29 th	E. Rodriguez
TWCCRD & EEOC Training Partnership - EEO	Oct 29 th	E. Rodriguez
Red, White & You Statewide Veteran Job Fair – EEO Outreach	Nov 13 th	L. Keig
UT at Austin School of Social Work Diversity and Social Justice Panel	Nov 13 th	M. Goodwine
Alpine Property Managers & Association – Housing Training	Nov 16 th	G. Bettis
Resource Staffing – Housing Training	Nov 16 th	G. Bettis
TWC Annual Conference – EEO Outreach	Nov 19 – 21 st	E. Rodriguez
Capstone Management – Housing Training	Nov 27	G. Bettis
Texas Department of Criminal Justice – EEO Training	Dec 2 nd	E. Rodriguez
Landlord/Tenant Seminar – Housing Outreach	Dec 16 th	G. Bettis
Texas Business Conference (TBC) Padre – EEO Outreach	Jan 15-16 th	E. Rodriguez
Fair Housing Council of Greater San Antonio – Housing	Jan 16 th	G. Bettis / V. Covington
Upcoming Events	Date	Staff
ARC of Texas – Housing	Jan 22 nd	G. Bettis
PNS Investments, Inc. – EEO Training	Jan 29 th	E. Rodriguez
Texas Business Conference (TBC) Marble Falls – EEO Outreach	Feb 6 th	E. Rodriguez
Victoria Apartment Assoc. – Housing	Feb 12 th	G. Bettis
Home Builders Assoc. (San Angelo) – Housing & EEO Outreach	Mar 11 th	G. Bettis / E. Rodriguez
Texas Christian University – EEO Training	Mar 26 th	E. Rodriguez
TBC Laredo – EEO Outreach	Mar 27 th	E. Rodriguez
Builders Assoc of Corpus Christi – Housing	Mar 27 th	G. Bettis
TX Dept. of Criminal Justice – EEO Training	April 4 th	E. Rodriguez
TBC Wichita Falls – EEO Outreach	April 10 th	E. Rodriguez
City of Killeen HOME Program – Housing Outreach	April 17 th -18 th	L. Keig / E. Rodriguez

Agenda Item 6
Director's Report

**CIVIL RIGHTS DIVISION
DIRECTOR'S EXECUTIVE REPORT
TEXAS COMMISSION ON HUMAN RIGHTS MEETING
January 28, 2015**

Action Items from October 22, 2014 Commission Meeting

- Chair Anderson requested that the September Financial Report be sent to the Commissioners by email. *Completed.*
- Commissioner Breckenridge Thomas requested a copy of the draft Computer Based EEO Compliance Training. *Completed.*
- Chair Anderson requested that resignations and retirements be added to the Director's Report. *Incorporated below.*

New Hires, Promotions and Separations

- New Hires
 - Cynthia Herrera, Housing Investigator
 - Shalonda Innis, Housing Investigator
 - Stephen Neel, Housing Mediator
 - Michelle Carlson, Housing Investigator
 - Lena Morris, Housing Investigator
- Promotions
 - Kermesha Carter, to Employment Investigator V
 - Galen Eagle Bull, to Employment Investigator V
 - Joe Rosser, to Housing Investigator IV
 - David Pernell, to Housing Investigator IV
 - Charlesetta Oyedokun, to Housing Investigator IV
- Resignations/Retirements
 - Lena Morris, Housing Investigator – transferred to Health & Human Services Commission
 - Alfredo Nevarez, Housing Investigator – retired
 - Cynthia Washington, Housing Supervisor – retired

Director Development

- Governor's Executive Development Program – Director successfully completed program in December.
- Using Applied Learning Project regarding retention for division purposes.

On-line Intake Forms

- In the process of implementation.
- Working with Information Technology (IT) – Project Development Department.

Stakeholder Contacts

- Attended 18th Annual Texas Workforce Conference in November and met Workforce Solutions offices leaders and staff.
- Manager Michelle Goodwine and the Director participated in the Martin Luther King, Jr. Day March and Events in January in Austin. Met Gregory Gibson, President, National Black MBA Association, Inc.

Automation of Business Processes

- Working on options with Rapid Process Improvement Director Alfredo Mycue.
- Considering different off-the-shelf and customized software alternatives.
- The Division may serve as a program for the agency.

Special Training

- **Mental and Behavioral Health Training** – in November, the division received mental and behavioral health training provided by Austin Clubhouse, Texas Suicide Prevention Foundation and the SIMS Foundation. Through this training CRD staff gained a better understanding of people with mental/behavioral health conditions, how to identify warning signs, available resources and how to best handle crisis and other difficult situations.
- **Enhancing Your Communication Skills** – in January, the division received team building training conducted by the Training & Development Department. This training involved learning about different personality types of individuals and how they prefer to communicate.

Staff Survey

- Piloted TinyPulse™ Surveys of division staff with no cost trial offer. The philosophy is to send out one question on a weekly basis, which presents a quick and easy means for staff to participate. Received much feedback anonymously from staff.
- TinyPulse™ subscription rate was not feasible from a cost standpoint for the division, so the Director is conducting a similar type of one-two question survey monthly with the no cost version of SurveyMonkey®.

Agenda Item 7

Sunset Advisory Commission Recommendations

Agenda Item 8

**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 9

Future Meetings of the Commission on Human Rights

April 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		

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	

Agenda 10

Executive Session