

TEXAS COMMISSION ON HUMAN RIGHTS

MEETING

July 23, 2014

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
July 23, 2014
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

Public Comment Chair Thomas Anderson

1. Celebration of the 25th Anniversary of the Texas Fair Housing Act and the 50th Anniversary of the Civil Rights Act of 1964
Lowell Keig
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 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
3. Discussion, Consideration and Possible Action Regarding the Quarterly Report Concerning the Division's Employment Investigations and Mediations for the Third Quarter of FY 2014, Future Activities and Status of RPI
Michelle Goodwine
4. Discussion, Consideration and Possible Action Regarding 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
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 Third Quarter of FY 2014, 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 Third Quarter of FY 2014 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*;
John Benavides, et al. v. Texas Commission on Human Rights;
Rodolfo Martinez v. Texas Workforce Commission-Civil Rights Division;
Texas Workforce Commission-Civil Rights Division v. Raymond Henshaw and Mark Henshaw; and
Lester Taylor v. Texas Workforce Commission
 - 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

Texas Fair Housing Act – 25th Anniversary

Civil Rights Act of 1964 – 50th Anniversary

Agenda Item 2

Housing Reports

Housing Case Inventory

	3rd Quarter FY 2014	June 2014
Cases Filed	97	20
Cases Resolved	97	34
Ending Inventory	384	115

Status of Staffing

Since our last meeting, we have hired a mediator, an intake investigator and an outreach coordinator. We are also in the process of hiring three more investigators because we continue to have staff turnover.

Housing – Type of Case Closures

	3rd Quarter FY 2014	June 2014
No Cause Findings	46	16
Withdrawal by Complainant	3	3
Withdrawal w/ Settlement	13	0
Dismissals**	8	4
Conciliation	28	11
Charge Issued	0	0
Total	97*	34

Trends

Our No Cause Findings are still the largest percentage of the resolutions (47%). Forty two percent of our cases resulted in parties settling or conciliating their disputes with monetary relief to Complainants, approvals of requests for reasonable accommodation and modification, non-monetary relief such as housing, and/or public interest relief such as changes in Respondents' policies to ensure equal housing opportunities are available to all tenants and potential tenants.

Age of Pending Housing Cases

	3rd Quarter FY 2014	June 2014
0-30 Days	33	22
31-100 Days	44	45
Over 100 Days	51	47
Legal Issues	1	1
Total	129	115

Reducing Aged Cases

Cases aged more than 100 days continue to be a challenge and these cases continue to be priority cases. At the end of March 2014, 50% of our cases were aged more than 100 days compared to 40% at the end of the third quarter.

Training

National Fair Housing Training Academy (NFHTA) provides fair housing training in a five-week module. During the last quarter, we sent new staff to week one and we plan to send them to week two NFHTA in the coming months.

Fair Housing Accessibility First: The Design and Construction Requirements of the Fair Housing Act, 5/29/14 – co-sponsored training with Texas Dept of Housing & Community Affairs and other agencies; Director and several investigators attended.

Manager conducted two sessions of an internal Conciliation Training.

Other

In late April, TDHCA formed a multi-agency Fair Housing Workgroup in which we are participating to facilitate fair housing functions and outreach. The workgroup has increased fair housing communication, coordination and improvements within the state agencies.

Housing Dashboard

INTAKE						Investigator WIP	Endorsement					Investigation/Conciliation				
Week of	Inquiries Rec'd	Work in Progress Intake	IQ Dism	Complaints Perfected	Complaints Rec'd from HUD	Work in Progress (WIP) Investigators/Conciliators	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	CRD Age (Avg Cycle Time)	
							March, 2014									
March 3, 2014	5	2	2	2	12	135	7		11	5	2	3	5	1	314	
March 10, 2014	12	4	8	1	8	119	7		8	8	2	3	5	3	53.3	
March 16, 2014	8	1	6	4	6	122	7		11	3	2	4	6	7	127.1	
March 24, 2014	6	2	4	4	4	124	6		9	4	5	8	13	8	111	
March 31, 2014	16	4	8	1	9	111	5		9	2	2	6	8	10	113	
			12	39			32		48	22	13	24	37	29	116.5	
							April, 2014									
April 7, 2014	11	1	9	1	6	111	12		6	7	4	3	7	10	161	
April 14, 2014	10	4	6	1	12	121	7		7	3	4	1	5	3	57	
April 21, 2014	6	0	4	2	8	137	6		9	1	4	4	8	7	991	
April 28, 2014	7	7	2	0	15	142	5		11	4	5	3	8	15	174	
			4	41			30		33	15	17	11	28	35	243	
							May, 2014									
May 5, 2014	8	8	3	0	11	121	11		11	7	2	4	6	5	154	
May 12, 2014	4	4	0	1	13	132	10		8	11	3	3	6	2	216	
May 19, 2014	12	12	8	3	8	131	8		9	4	4	7	11	10	50	
May 26, 2014	19	6	11	0	4	110	10		11	0	7	8	15	16	253	
			4	36			39		39	22	16	22	38	33	168	
							June, 2014									
June 2, 2014	9	3	5	1	6	114	16		18	2	6	4	10	4	230	
June 9, 2014	13	6	3	2	5	112	20	85	21	4	6	4	10	5	46	
June 16, 2014	20	7	11	0	3	114	6		9	10	1	1	2	4	75	
June 22, 2014	14	15	6	0	3	116	7		6	8	6	3	9	6	73	
June 30, 2014	24	6	21	2	0	106	7		9	2	5	5	10	15	113	
			5	17			56		63	26	24	17	41	34	107	

Agenda Item 3

Employment Investigations and Mediation Reports

Employment Case Inventory

	3rd Quarter FY 2014	June 2014
Cases Filed	186	64
Cases Resolved	172	64
Ending Inventory	338	337

Interestingly, the Ending Inventory only increased by 1 case from the end of the 3rd Quarter FY 2014 to June 2014. In June 2014, CRD Employment resolved the same number of cases as was filed during that time period. During the 3rd Quarter FY 2014, however, the difference between the number of cases filed and the number of cases resolved by CRD Employment Investigations/ADR resulted in an increase of the pending inventory of 1 case.

Employment – Type of Case Closures

	3rd Quarter FY 2014	June 2014
Settlements	22	8
No Cause Findings	99	29
Withdrawals w/Settlement	16	9
Administrative Dismissals	35	18
TOTAL	172	64

The total for June 2014 indicates that there was a significant increase in the number of case closures. For 3rd Quarter FY 2014, the average monthly cases closed was 57. In June 2014, 64 cases were closed. The new investigators all closed cases throughout the 3rd Quarter and June 2014, including our newest investigator who closed 2 cases during his first month of employment.

Employment Cases Closed by Selected Categories

	3rd Quarter FY 2014	June 2014
Disability	31	27
Age	68	20
Title VII Equivalent		
Race	38	11
Sex	34	23
National Origin	49	18
Religion	4	1
Color	25	6
Retaliation	49	22

Raw data was provided by EEOC for presentation, and was compiled by CRD. The data suggests that the most frequent basis listed for the cases closed in the 3rd Quarter was age, followed by national origin and retaliation. It should be noted that in the month of May 2014, 18 cases with the same Respondent indicating age as the basis were closed. During the month of June 2014, however, disability was the most common basis listed. Sex, retaliation, and age were also popular as basis for cases closed in the month of June 2014.

Age of Pending Employment Cases

1

	June 2013	3rd Quarter 2014	June 2014
0-180 Days	247	249	247
181-250 Days	4	35	36
251-300 Days	1	23	13
301-365 Days	0	18	27
Over 365 Days	3	13	14
Total	255	338	337

The significant increase in the number of cases within the 301-365 days age range is due to the departure of a senior investigator and the temporary illness of another investigator during April and May 2014. The number of cases between 181 and 250 days old has increased by 1 case between the 3rd Quarter of FY 2014 and June 2014.

As a result of this initiative, the average Office Age of closed cases decreased from 197 days in 3rd Quarter FY 2014 to 179 days in June 2014. The Employment Unit will continue to focus on closing aged cases until it reaches the goal of 120 days as the average Office Age of closed cases.

Employment Dashboard

Note that the number of case closures significantly increased during the 3rd Quarter, from 47 in the month of March to a FY high of 73 in the month of May 2014. Eighteen of the cases closed in May were as a result of a joint investigation conducted by Employment Manager, Michelle Goodwine, and Employment Supervisor, Walter Bryan. The total number of case closures for June 2014 was 65, despite the fact that an experienced investigator retired in May 2014. For 3rd Quarter FY 2014, the average number of cases closed was 56. Since March 2014, all new investigators have closed cases.

Week of	Inquiries Rec'd (Intake Log)	Work in Progress Intake	IQ Dism	Charges Perfected	Work in Progress ADR/RFI	ADR/ RFI Ltrs Mailed (Inv)	ADR Ltrs Mailed	RFI Letters Mailed (Inv)	Assigned to Mediators	Mediations Scheduled	ADR Sessions Held	Work in Progress for Inv (150)	% Successful Mediations	% Reports with Passing Quality	Office Case Closure Time (days)	Total ADR Closures	Avg. Mediation Closure Time	Total Case Closures per week (21)	Total Militia Case Closures	Total Case Closures per month (80)	Actual Number of Closures to Date
March 3	49	239	0	20			10	5	6	5	7	144		100	112	1		7	0	47	314
March 10	17	195	0	25			8	3	5	2	3	140		100	155	2		8	0		
March 17	32	179	15	23			13	17	5	6	10	140		100	259	3		13	0		
March 24	32	172	10	29			10	3	4	2	9	129		75	196	3		12	0		
March 31	37	173	3	33			10	3	7	7	4	110		72	210	2		7	0		
	167		28	130			51	31	27	22	33			89.4	204	11	58	47	0		
April 7	35	119	5	30			10	8	1	6	7	110		100		3		14	0	57	371
April 14	33	116	10	12			44	17	1	2	9	114		90		6		14	0		
April 21	31	122	14	22			2	12	2	7	6	116		100	193	4		15	0		
April 28	37	144	10	50			0	11	2	8	5	116		90	192	5		14	0		
	136		39	114			56	48	6	23	27			95	202	18	63	57	0		
May 5	39	127	13	29			20	7		6	8	112		95	262	1		1	0	73	444
May 12	45	130	2	28			18	9		9	6	101		95		3		0	0		
May 19	28	140	7	27		9	11	15		9	11	100		90	169	2		5	0		
May 26	30	137	12	38		2	0	9		7	8	103		90	211	4		67	0		
	142		34	122		11	49	40		31	33		67%	92.5	189	10	64	73	0		
June 2	30	130	18	30		10	0	8		7	4	108		100	211	3		5	0	63	507
June 9	40	133	24	35		12	19	7		5	8	107		100	120	2		8	0		
June 16	31	127	14	39		11	20	6		7	6	119		100	118	2		8	0		
June 23	44	183	11	32		9	25	17		7	8	110		92.5	183	9		17	0		
June 30	0	183	0	0		15	25	6		7	8	105		92.5	217	4		25	0		
	145		67	136		57	89	44		33	34			97	179	20	62	63	0		

Alternative Dispute Resolution (ADR) Report

	3rd Quarter FY 2014	June 2014
Mediation Conferences Held	93	34
Settlements (Including Withdrawals with Benefits)	38	17
Unsuccessful Mediations	31	10
Total Settlement Amount	\$396,013.24	\$387,179.67
% Successfully Mediated	67%	71%

The total settlement amount in June 2014 was close to the total settlement amount for the entire 3rd Quarter. During June 2014, there were 2 cases that settled for at least \$75,000.

Agenda Item 4

Financial Reports

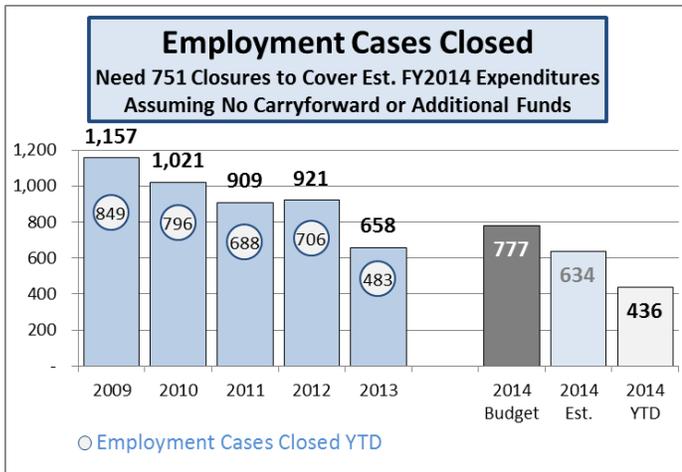
FY14 Comparison of Regular and Optimistic Projection of Employment and Housing Case Closures

Year to Date (YTD) 9 Months as of May 31, 2014 (75% of FY Completed)

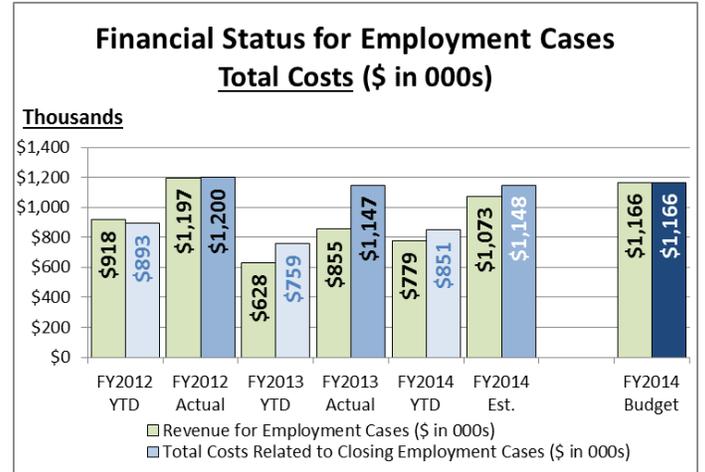
	"Best Case" Projection	"Breakeven" Projection
Employment Cases	634	751
Federal Reimbursement for Closed Employment Cases	\$ 412,100	\$ 488,150
General Revenue Budgeted to Employment Cases	\$ 660,450	\$ 660,450
General Revenue Needed to Cover Housing Shortfall	\$ (179,100)	
Amount of Carryforward from Federal EEO Reimbursements	\$ 254,767	
Total Employment Revenue (State & Federal)	\$ 1,148,217	\$ 1,148,600
Est. FY2014 Expenditures for Employment Cases	\$ (1,148,217)	\$ (1,148,217)
Beginning Balance of Federal Employment Funds	\$ 1,028,055	\$ 1,028,055
Amount of Carryforward Funds Used	\$ (254,767)	\$ 383
Ending Balance of Federal Employment Funds	\$ 773,288	\$ 1,028,438
Employment Case Closures Needed for Remaining Months	66	105
Housing Cases	322	379
Federal Reimbursement for Closed Housing Cases, est.	\$ 1,019,978	\$ 1,200,533
General Revenue Used to Cover Shortfall for Housing Cases	\$ 179,100	
Total Housing Revenue (State & Federal)	\$ 1,199,078	\$ 1,200,533
Est. FY2014 Expenditures for Housing Cases	\$ (1,199,078)	\$ (1,199,078)
Beginning Balance of Federal Housing Funds	\$ 156,053	\$ 156,053
Amount of Carryforward Funds Used	\$ -	\$ 1,455
Ending Balance of Federal Housing Funds	\$ 156,053	\$ 157,508
Housing Case Closures Needed for Remaining Months	32	51
Est. Housing Reimbursement	\$ 2,53	\$ 2,534
Est. Housing Reimbursement for Administration	\$ 63	\$ 634
Est. Total Housing Federal Reimbursement per Case	\$ 3,16	\$ 3,168

Employment Cases –FY14 Status with FY09-FY13 Actual

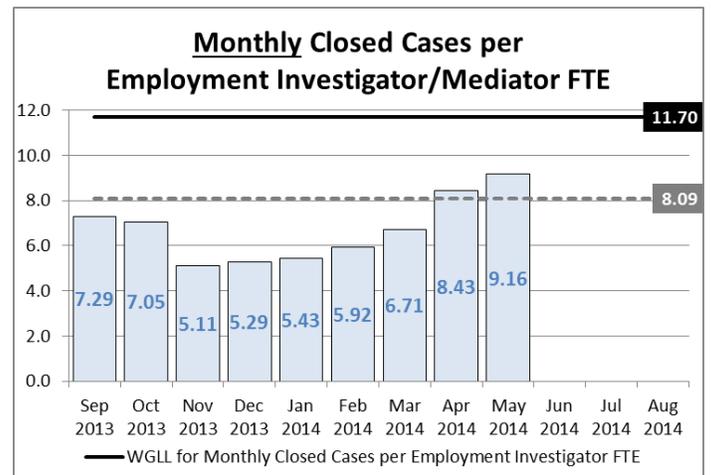
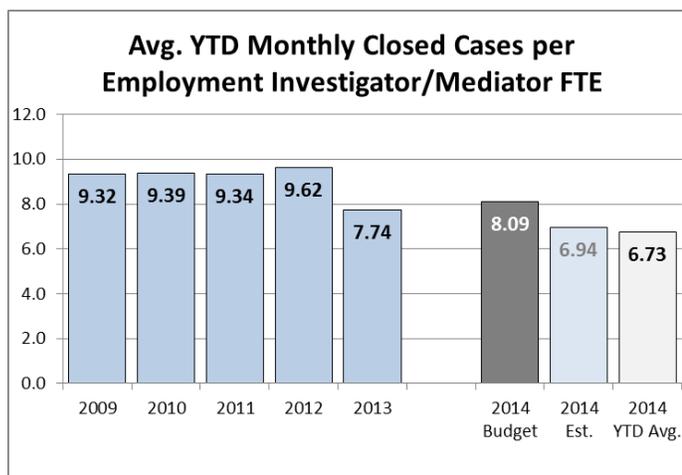
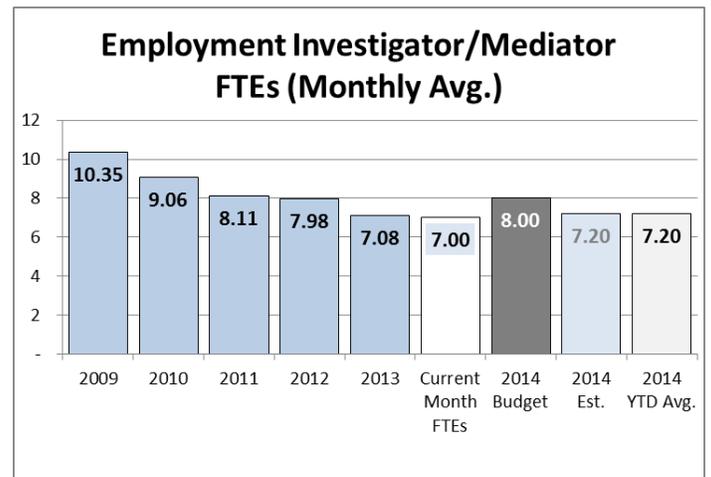
Year to Date (YTD) 9 Months as of May 31, 2014 (75% of FY Completed)



YTD % of Budget 66.9%



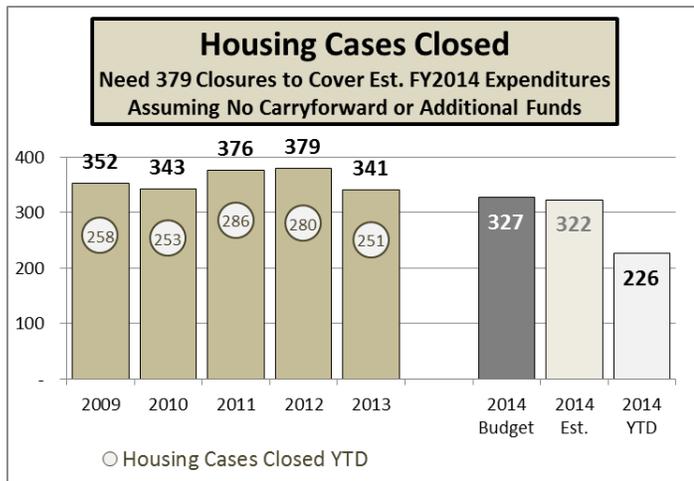
YTD Exp as % of Rev 109.2%



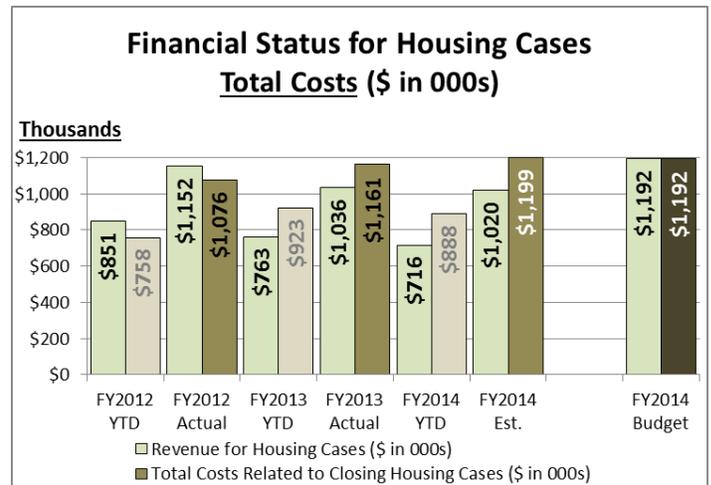
YTD % of Budget 83.1%

Housing Cases –FY14 Status with FY09-FY13 Actual

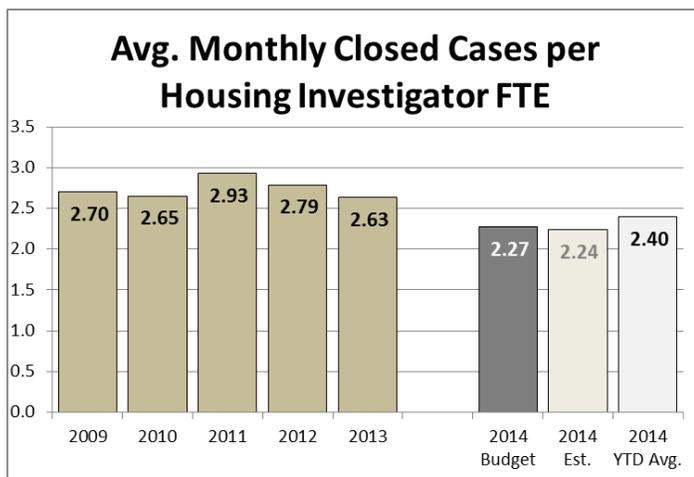
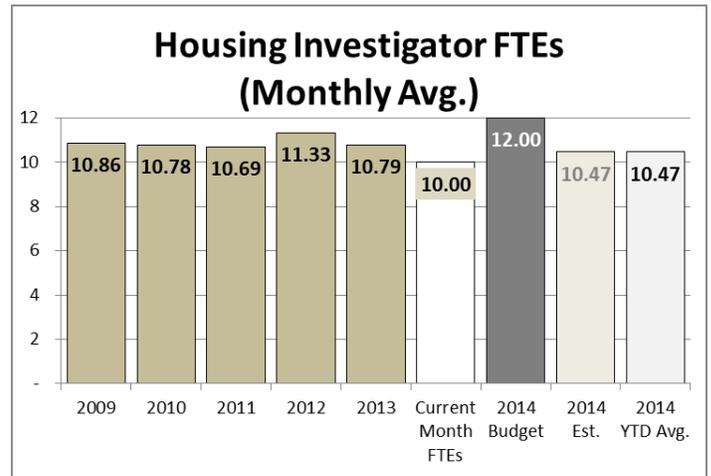
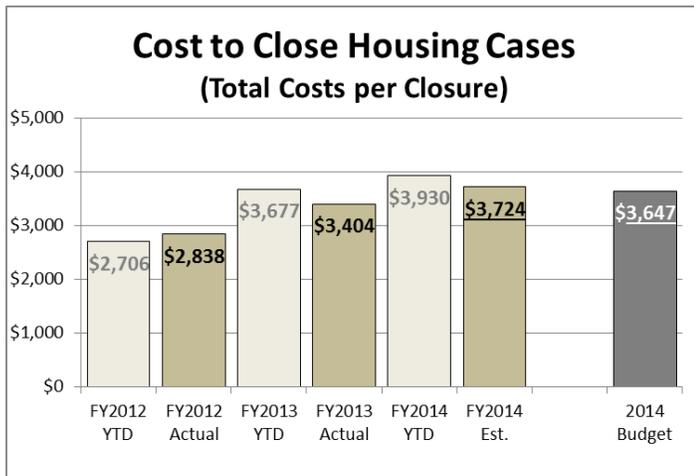
Year to Date (YTD) 9 Months as of May 31, 2014 (75% of FY Completed)



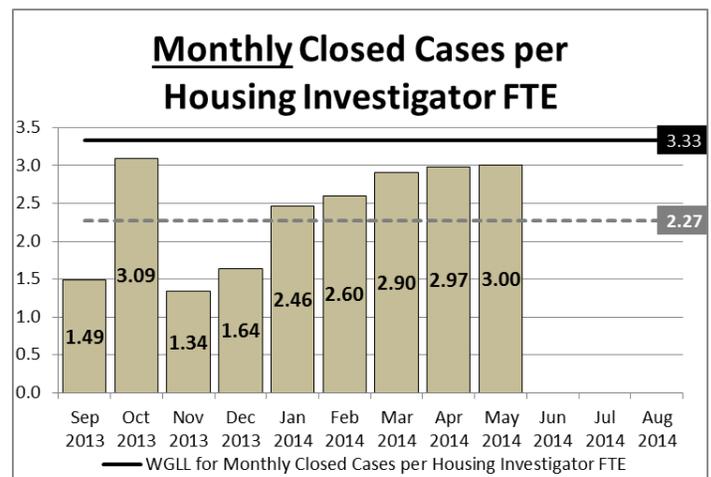
YTD % of Budget 92.2%



YTD Exp as % of Rev 124.1%



YTD% of Budget 105.6%



Employment and Housing Case Status and Trends

Year to Date (YTD) 9 Months as of May 31, 2014 (75% of FY Completed)

Status of <u>Employment</u> Cases	2009	2010	2011	2012	2013	2014 Budget	2014 Est.	2014 YTD	YTD % of Budget
Employment Cases Closed	1,157	1,021	909	921	658	777	634	436	74.8%
Employment Cases Closed Year-to-Date	849	796	688	706	483				
Employment Investigator/Mediator FTEs (Monthly Avg.)	10.35	9.06	8.11	7.98	7.08	8.00		7.20	
Avg. YTD Monthly Closed Cases per Employment Investigator/Mediator FTE	9.32	9.39	9.34	9.62	7.74	8.09	6.94	6.73	83.1%
		FY2012 YTD	FY2012 Actual	FY2013 YTD	FY2013 Actual	2014 Budget	FY2014 Est.	FY2014 YTD	
Cost to Close Employment Case (Total Costs)		\$ 1,265	\$ 1,303	\$ 1,571	\$ 1,744	\$ 1,500	\$ 1,811	\$ 1,951	
		2012 YTD	FY 2012	2013 YTD	FY 2013	2014 Budget	2014 Est.	2014 YTD	YTD Exp as % of Rev
Revenue YTD for Employment Cases		\$ 917,800	\$ 1,197,300	\$ 627,900	\$ 855,400	\$ 1,165,500	\$ 1,072,550	\$ 778,738	
Expended YTD for Employment Cases		\$ 892,919	\$ 1,200,486	\$ 759,034	\$ 1,147,374	\$ 1,165,500	\$ 1,148,217	\$ 850,531	109.2%
Expended Under/(Over) Revenue for Employment Cases		\$ 24,881	\$ (3,186)	\$ (131,134)	\$ (291,974)	\$ -	\$ (75,667)	\$ (71,793)	
Status of <u>Housing</u> Cases	2009	2010	2011	2012	2013	2014 Budget	2014 Est.	2014 YTD	YTD % of Budget
Housing Cases Closed	352	343	376	379	341	327	322	226	92.2%
Housing Cases Closed Year-to-Date	258	253	286	280	251				
Housing Investigator FTEs (Monthly Avg.)	10.86	10.78	10.69	11.33	10.79	12.00		10.47	
Avg. YTD Monthly Closed Cases per Housing Investigator FTE	2.70	2.65	2.93	2.79	2.63	2.27	2.24	2.40	105.6%
		FY2012 YTD	FY2012 Actual	FY2013 YTD	FY2013 Actual	2014 Budget	FY2014 Est.	FY2014 YTD	
Cost to Close Housing Case (Total Cost)		\$ 2,706	\$ 2,838	\$ 3,677	\$ 3,404	\$ 3,647	\$ 3,724	\$ 3,930	
		2012 YTD	FY 2012	2013 YTD	FY 2013	2014 Budget	2014 Est.	2014 YTD	YTD Exp as % of Rev
Revenue YTD for Housing Cases		\$ 850,850	\$ 1,151,686	\$ 762,726	\$ 1,036,214	\$ 1,192,406	\$ 1,019,978	\$ 715,885	
Expended YTD for Housing Cases		\$ 757,711	\$ 1,075,737	\$ 922,867	\$ 1,160,816	\$ 1,192,406	\$ 1,199,078	\$ 888,206	124.1%
Expended Under/(Over) Revenue for Housing Cases		\$ 93,139	\$ 75,949	\$ (160,140)	\$ (124,602)	\$ -	\$ (179,100)	\$ (172,321)	

Summary of Civil Rights Program Financial Trends FY12 - FY14

Year to Date (YTD) 9 Months as of May 31, 2014 (75% of FY Completed)

Summary Financial Status for Civil Rights Program -- All Funding Sources								
Program Description	FY2012 YTD	FY 2012 Actual	FY2013 YTD	FY2013 Actual	FY2014 YTD	FY2014 Est.	2014 Budget	% of Bud
Employment	\$ 892,919	\$ 1,200,486	\$ 759,034	\$ 1,147,374	\$ 850,531	\$ 1,148,217	\$ 1,165,500	99%
Housing	\$ 757,711	\$ 1,075,737	\$ 922,867	\$ 1,160,816	\$ 888,206	\$ 1,199,078	\$ 1,192,406	101%
Other	\$ 205,939	\$ 252,782	\$ 178,919	\$ 212,110	\$ 136,575	\$ 184,376	\$ 488,133	38%
Total	\$ 1,856,569	\$ 2,529,005	\$ 1,860,820	\$ 2,520,299	\$ 1,875,312	\$ 2,531,671	\$ 2,846,039	89%
Total Civil Rights Program by Type of Expenditure								
Values								
LBB Object Description	FY2012 YTD	FY 2012 Actual	FY2013 YTD	FY2013 Actual	FY2014 YTD	FY2014 Est.	2014 Budget	% of Bud
Salaries and Wages	\$ 1,226,215	\$ 1,640,510	\$ 1,203,209	\$ 1,596,952	\$ 1,191,982	\$ 1,609,176	\$ 1,703,916	94%
Employee Benefits	\$ 323,378	\$ 420,416	\$ 348,697	\$ 459,392	\$ 349,503	\$ 471,829	\$ 472,229	100%
Other Operating Expense	\$ 116,839	\$ 182,552	\$ 118,165	\$ 152,330	\$ 128,436	\$ 173,389	\$ 330,283	52%
Other Personnel Costs	\$ 64,115	\$ 93,529	\$ 57,841	\$ 130,470	\$ 63,179	\$ 85,292	\$ 99,595	86%
Travel	\$ 33,421	\$ 47,112	\$ 35,263	\$ 45,146	\$ 50,550	\$ 68,243	\$ 61,662	111%
Professional Fees and Services	\$ 35,441	\$ 63,047	\$ 44,154	\$ 63,683	\$ 40,124	\$ 54,167	\$ 80,744	67%
Utilities	\$ 25,257	\$ 38,350	\$ 21,560	\$ 29,075	\$ 24,954	\$ 33,688	\$ 49,403	68%
Rent - Machine & Other	\$ 4,435	\$ 7,044	\$ 10,866	\$ 14,241	\$ 9,628	\$ 12,997	\$ 17,734	73%
Rent - Building	\$ 13,010	\$ 16,628	\$ 12,640	\$ 17,048	\$ 8,985	\$ 12,130	\$ 13,293	91%
Consumable Supplies	\$ 8,909	\$ 12,059	\$ 4,872	\$ 6,602	\$ 7,533	\$ 10,170	\$ 9,946	102%
Capital Expenditures	\$ 4,448	\$ 6,582	\$ 3,429	\$ 4,185	\$ 328	\$ 443	\$ 7,011	6%
Fuels and Lubricants	\$ 102	\$ 177	\$ 124	\$ 177	\$ 108	\$ 146	\$ 222	66%
Grants	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ -	\$ -	-
Grand Total	\$ 1,856,569	\$ 2,529,005	\$ 1,860,820	\$ 2,520,299	\$ 1,875,312	\$ 2,531,671	\$ 2,846,039	89%
Civil Rights Division Expenditures								
Description	FY2012 YTD	FY2012 Actual	FY2013 YTD	FY2013 Actual	FY2014 YTD	FY2014 Est.	2014 Budget	% of Bud
Salaries and Wages	\$ 1,045,822	\$ 1,394,865	\$ 1,019,135	\$ 1,352,283	\$ 973,622	\$ 1,314,389	\$ 1,397,013	94%
Travel	\$ 31,416	\$ 44,212	\$ 33,038	\$ 42,525	\$ 48,318	\$ 65,229	\$ 57,531	113%
Other Personnel Costs	\$ 35,715	\$ 46,463	\$ 30,969	\$ 79,484	\$ 23,629	\$ 31,900	\$ 34,560	92%
Other Operating	\$ 9,203	\$ 11,335	\$ 8,720	\$ 15,397	\$ 13,629	\$ 18,400	\$ 124,778	15%
Totals	\$ 1,122,156	\$ 1,496,875	\$ 1,091,860	\$ 1,489,689	\$ 1,059,198	\$ 1,429,917	\$ 1,613,882	89%
Agency Benefit Division -- Employee Benefits & Other Personnel Costs (Civil Rights Program)								
Description	FY2012 YTD	FY2012 Actual	FY2013 YTD	FY2013 Actual	FY2014 YTD	FY2014 Est.	2014 Budget	% of Bud
Employee Insurance	\$ 147,893	\$ 189,623	\$ 176,229	\$ 231,145	\$ 171,108	\$ 230,996	\$ 224,789	103%
Employee FICA	\$ 94,438	\$ 125,786	\$ 90,454	\$ 121,342	\$ 90,216	\$ 121,792	\$ 128,964	94%
Employee Retirement	\$ 69,121	\$ 91,297	\$ 72,009	\$ 95,506	\$ 82,162	\$ 110,919	\$ 109,577	101%
Other	\$ 24,014	\$ 29,847	\$ 21,682	\$ 26,968	\$ 23,614	\$ 31,879	\$ 37,237	86%
Totals	\$ 335,467	\$ 436,552	\$ 360,374	\$ 474,960	\$ 367,101	\$ 495,586	\$ 500,567	99%
Support Costs for Civil Rights Program								
Description	FY2012 YTD	FY 2012 Actual	FY2013 YTD	FY2013 Actual	FY2014 YTD	FY2014 Est.	2014 Budget	% of Bud
Agency Bldg. Austin Area	\$ 40,571	\$ 60,553	\$ 34,254	\$ 49,000	\$ 35,674	\$ 48,160	\$ 55,599	87%
Agency Wide Telecom	\$ 28,171	\$ 46,010	\$ 28,827	\$ 39,184	\$ 26,753	\$ 36,116	\$ 48,226	75%
DIR - Data Service Center	\$ 17,593	\$ 33,149	\$ 22,104	\$ 25,783	\$ 18,997	\$ 25,646	\$ 28,246	91%
DO PC Desktop & Support	\$ 13,962	\$ 16,523	\$ 17,997	\$ 21,584	\$ 17,837	\$ 24,079	\$ 25,483	94%
DO LAN/WAN/Security/Web Svcs	\$ 11,298	\$ 15,137	\$ 14,412	\$ 17,721	\$ 15,109	\$ 20,397	\$ 21,930	93%
DO - PC Refresh	\$ 11,309	\$ 14,675	\$ 12,627	\$ 14,929	\$ 13,543	\$ 18,283	\$ 17,802	103%
Agency Postage	\$ 14,995	\$ 24,086	\$ 10,675	\$ 15,754	\$ 11,286	\$ 15,237	\$ 15,444	99%
Statewide Cost Allocation Plan	\$ 3,463	\$ 3,463	\$ 6,325	\$ 6,325	\$ 11,025	\$ 14,884	\$ 12,487	119%
UI Compensation Payments	\$ 4,357	\$ 6,869	\$ 2,319	\$ 6,145	\$ 9,487	\$ 12,807	\$ 10,683	120%
Managed Print Services	\$ 6,492	\$ 9,849	\$ 10,697	\$ 14,026	\$ 9,369	\$ 12,649	\$ 17,146	74%
DO Admin Systems	\$ 5,023	\$ 5,820	\$ 5,602	\$ 6,457	\$ 7,894	\$ 10,657	\$ 9,070	117%
Workers Compensation	\$ 4,662	\$ 4,662	\$ 6,381	\$ 6,381	\$ 7,405	\$ 9,996	\$ 7,103	141%
Lump Sum	\$ 6,736	\$ 14,372	\$ 8,004	\$ 20,101	\$ 6,910	\$ 9,328	\$ 17,550	53%
Rep or Rehab of Bldgs / Fac	\$ 14,422	\$ 38,684	\$ 9,027	\$ 13,430	\$ 4,334	\$ 5,851	\$ 42,445	14%
Miscellaneous	\$ 25,661	\$ 38,436	\$ 25,972	\$ 37,646	\$ 25,862	\$ 34,913	\$ 75,505	46%
Total	\$ 208,716	\$ 332,288	\$ 215,223	\$ 294,466	\$ 221,484	\$ 299,004	\$ 404,719	74%
Cost of Other Divisions Supporting Civil Rights Program								
Description	FY2012 YTD	FY 2012 Actual	FY2013 YTD	FY2013 Actual	FY2014 YTD	FY2014 Est.	2014 Budget	% of Bud
Information Technology	\$ 51,490	\$ 73,190	\$ 54,439	\$ 72,602	\$ 62,759	\$ 84,724	\$ 92,076	92%
Business Operations	\$ 35,547	\$ 49,442	\$ 33,558	\$ 44,600	\$ 34,562	\$ 46,658	\$ 53,686	87%
Finance	\$ 31,479	\$ 42,442	\$ 29,095	\$ 38,954	\$ 31,350	\$ 42,323	\$ 49,002	86%
Commissioners	\$ 21,552	\$ 29,663	\$ 21,345	\$ 29,163	\$ 24,076	\$ 32,503	\$ 37,997	86%
Human Resource Management	\$ 20,775	\$ 28,533	\$ 19,313	\$ 26,752	\$ 20,397	\$ 27,535	\$ 34,270	80%
External Relations	\$ 11,073	\$ 14,978	\$ 11,079	\$ 14,839	\$ 12,292	\$ 16,594	\$ 19,163	87%
Other Divisions	\$ 18,313	\$ 25,042	\$ 24,532	\$ 34,274	\$ 42,093	\$ 56,826	\$ 40,677	140%
Totals	\$ 190,230	\$ 263,290	\$ 193,363	\$ 261,184	\$ 227,529	\$ 307,164	\$ 326,871	94%

Agenda Item 5

Personnel Policies and Procedures

Systems Reviews

Firefighter Initial Tests Reviews

Training and Outreach Activities

FY14 Personnel Policies Review Schedule

Agency	By	Notification Letter Mailed	Initial On-Site Date	Certification Letter Date
Employee Retirement System	DS	9/12/2013	10/21/2013	12/20/2013
Office of Court Administration	DS	9/12/2013	10/23/2013	
Teacher Retirement System	DS	9/12/2013	10/29/2013	12/20/2013
Texas A&M University	DS	9/12/2013	11/5/2013	12/20/2013
Texas A&M University System	DS	9/12/2013	11/7/2013	12/20/2013
Texas Alcohol Beverage Com.	DS	9/12/2013	11/12/2013	12/20/2013
Texas Commission On Fire Protection	DS	9/12/2013	11/19/2013	12/20/2013
<i>1st Qtr Totals</i>		<i>7</i>		
Texas Dept. of Public Safety	DS	9/12/2013	12/3/2013	12/20/2013
Texas Education Agency	DS	9/12/2013	12/10/2013	12/20/2013
Texas Ethics Commission	DS	9/12/2013	12/17/2013	04/02/2014
Texas Funeral Service Commission	DS	9/12/2013	1/7/2014	
Texas Higher Education Coordinating Board	DS	9/12/2013	1/9/2014	04/02/2014
Texas State University Systems	DS	9/12/2013	1/14/2014	
University of Houston System	DS	9/12/2013	3/25/2014	04/02/2014
UT MD Anderson Cancer Center	DS	9/12/2013	3/27/2014	04/02/2014
UT Pan American	DS	9/12/2013	2/4/2014	
UT Brownsville	DS	9/12/2013	2/6/2014	
UT Austin	DS	9/12/2013	2/11/2014	04/02/2014
<i>2nd Qtr Totals</i>		<i>11</i>		
UT Medical Branch at Galveston	DS	9/12/2013	3/18/2014	04/18/2014
UT Southwestern Medical Center in Dallas	DS	9/12/2013	4/8/2014	04/18/2014
UT System	DS	9/12/2013	4/22/2014	
UT Permian Basin	DS	9/12/2013	5/6/2014	
Texas Dept. of Motor Vehicles	DS	9/12/2013	5/20/2014	
<i>3rd Qtr Totals</i>		<i>5</i>		
Texas Military Department	DS	9/12/2013	6/3/2014	
Texas Commission on Law Enforcement	DS	9/12/2013	6/8/2014	
Commission on Jail Standards	DS	9/12/2013	6/17/2014	
Office of the Attorney General	DS	9/12/2013	7/14/2014	
<i>4th Qtr Totals</i>		<i>4</i>		

Initial Firefighter Test Reviews

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

Fire Department	Review Date	Certification Letter
Glen Heights	11/14/2013	1/31/2014
Graham	11/14/2013	1/31/2014
Kyle	11/14/2013	1/31/2014
Lamesa	11/14/2013	1/31/2014
McAllen	11/14/2013	1/31/2014
Montgomery Co. ESD #12	11/14/2013	1/31/2014
Montgomery Co. ESD #5	11/14/2013	1/31/2014
Montgomery Co. ESD #6	11/14/2013	1/31/2014
Montgomery Co. ESD #9	11/14/2013	1/31/2014
Navasota	10/14/2013	1/31/2014
New Braunfels	11/14/2013	1/31/2014
North Hays County Fire/Rescue	11/14/2013	1/31/2014
North Richland Hills	11/14/2013	1/31/2014
Olmos Park	11/14/2013	1/31/2014
Orange	11/14/2013	1/31/2014
Paris	11/14/2013	1/31/2014
Pasadena	11/14/2013	1/31/2014
Pearland	11/14/2013	1/31/2014
Perryton	11/14/2013	1/31/2014
Pilot Point	11/14/2013	1/31/2014
Port Neches	11/14/2013	1/31/2014
Portland	11/14/2013	1/31/2014
Randall	11/14/2013	1/31/2014
Randall County Fire/Rescue	11/14/2013	1/31/2014
Weinert Volunteer F.D.	11/14/2013	1/31/2014
Horseshoe Bay F.D.	4/17/2014	4/18/2014
Greenville F.D.	4/17/2014	4/18/2014
Humble F.D.	4/17/2014	4/18/2014
Longview F.D.	4/17/2014	4/18/2014
Hutchins F.D.	4/17/2014	4/18/2014
Grapevine F.D.	4/17/2014	4/18/2014

Initial Firefighter Test Reviews (continued)

Fire Department	Review Date	Certification Letter
Kendalia F.D.	5/10/2014	5/13/2014
Hollywood Park F.D.	5/10/2014	5/13/2014
Horseshoe Bay F.D.	5/10/2014	5/13/2014
Haltom City F.D.	5/10/2014	5/13/2014
Georgetown F.D.	5/10/2014	5/13/2014
Laredo F.D.	5/10/2014	5/13/2014

Equal Employment Opportunity Computer Based Training (CBT) for State Employees

Month	# Attended
September	27
October	178
November	521
1st Quarter Sub-Totals	726
December	291
January	242
February	170
2nd Quarter Sub-Totals	703
March	184
April	201
May	726
3rd Quarter Sub-Totals	1,111
June	828
4th Quarter Sub-Totals	828
Year-To-Date Total	3,368

TWC-CRD Training and Outreach Activities

Event	Date	Staff
Texas Department of Criminal Justice (Tele/video-communication) – EEO Training	May 7 th	D. Swinney
Vyrian Inc. Training (Public Entity) (Live)	June 6 th	D. Swinney
Texas Department of Criminal Justice (Tele/video-communication) – EEO Training	June 10 th	D. Swinney
Laredo Community College (Live) (1 Sessions) – EEO Training	June 12 th	D. Swinney
Laredo Community College (Live) (2 Sessions) – EEO Training	June 13 th	D. Swinney
State Agency Coordinating Council – HR Sub-Committee – Outreach	June 18 th	L. Keig
Laredo Community College (Live) (2 Sessions) – EEO Training	June 25 th	D. Swinney
Mid-Size Agency Coordinating Council – Outreach	July 10 th	L. Keig
Upcoming Events	Date	Staff
Texas Department of Criminal Justice (Tele/video-communication)	July 22 nd	Swinney/Rodriguez
Texas State Human Resources Association – Outreach	July 24 th	L. Keig

Agenda Item 6
Director's Report

**CIVIL RIGHTS DIVISION
DIRECTOR'S EXECUTIVE REPORT
TEXAS COMMISSION ON HUMAN RIGHTS MEETING
July 23, 2014**

Action Items from April 30, 2014 Commission Meeting

- Commissioner Breckenridge Thomas requested a copy of the Employment Recommendations Review Checklist. *Distributed to Commissioners on 5/7/14.*
- Commissioner Breckenridge Thomas requested a report of the types of cases successfully mediated. *Developed and distributed to Commissioners on 6/19/14.*
- Chairman Anderson requested that all of the training numbers be included in the Training and Outreach report. *Included in the report.*
- Commissioner Diggs requested that any measures that are not already tracked on the Dashboard be included. *Managers reviewed Action Plans in Strategic Plan to confirm measures had been included in their Rapid Process Improvement Dashboards.*

Sunset Commission Review

- Civil Rights Division (CRD) Overview Presentation to Sunset Review Team – 6/3/14.
- Materials requested during the above meeting were produced.
- In Depth Meeting with Sunset Review Team Members – 7/9/14.
- Materials requested during the above meeting were produced.
- Information Request 1 from Sunset Team – CRD produced items requested of the Division.

Local Commission Cooperative Agreements & Deferral Certifications

- City of Austin Equal Employment and Fair Housing Office
 - Cooperative Agreement fully executed on 11/1/84.
 - Materials submitted to CRD as required by Rules.
 - CRD certification letter for deferrals sent on 5/22/14.
- Fort Worth Human Relations Commission and Corpus Christi Human Relations Commission – previously certified on 11/26/13 and 2/18/14, respectively.

Rules Revisions

- No public comment received on proposed rules.
- Adopted 6/16/14.

New Hires and Promotions

- New Hires
 - Galen Eagle Bull – Employment Investigator
 - Margaret Piper – Housing Intake Investigator
 - Rick Neeck – Employment Investigator
 - Gilda Canas de Bettis – Housing Outreach Campaign Coordinator
 - Ellena Rodriguez – Trainer/Outreach Coordinator
- Promotions
 - Alfredo Nevarez – Housing Investigator IV
 - Robert Sumners – Housing Mediator

Staff Internal Training

- Employment New Investigator Training – Investigator V, Eloise Reynolds, updated new employment investigator training with supplemental materials, including Powerpoint presentation, and delivered training to a new investigator.
- Division Strategic Plan and New Rules – in-house training by Director on 6/17/14.
- Quarterly Safety Training – instituted per TWC policy.

Director Development

- Finance & Accounting for Non-Financial Managers & Supervisors – DVD course with Workbook – completed.
- WISE Financial Database – Director received training from Kim Emmerich, Finance.
- Governor's Executive Development Program – Director was selected to be a participant in Class XXXIII during Fall/Winter 2014.

Director's Manual

- Created Manual and will continue to add sections as topics arise.

Staff Feedback Interviews

- Completed individual meetings with all staff, resulting in feedback and ideas for improvements.

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

October 22, 2014

January 28, 2015

April 22, 2015

July 22, 2015

Agenda 9

Executive Session