

# **TEXAS COMMISSION ON HUMAN RIGHTS**

## **MEETING**

**October 22, 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 15<sup>th</sup> Street, Room 244**  
**Austin, Texas 78778-0001**

**MEETING AGENDA**  
**October 22, 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  
Gilda Bettis
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 Fourth 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 Fourth 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 Fourth Quarter of FY 2014, End of Fiscal Year, Projections for First Quarter FY 2015, 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 Fourth 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 Fourth 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*

# **Agenda Item 2**

## **Housing Reports**

# Housing Case Inventory

---

	<b>4th Quarter FY 2014</b>	<b>FY 2014 Total</b>	<b>September 2014</b>
Cases Filed	77	298	25
Cases Resolved	102	330	21
Ending Inventory	106	106	111

## *Trends*

Last fiscal year, we were able to close more cases than the number of complaints we received.

## Housing – Type of Case Closures

---

	<b>4th Quarter FY 2014</b>	<b>FY 2014 Total</b>	<b>September 2014</b>
No Cause Findings	64	174	14
Withdrawal by Complainant	5	20	0
Withdrawal w/ Settlement	3	35	3
Dismissals**	5	18	0
Conciliation	25	83	4
Charge Issued	0	0	0
<b>Total</b>	<b>102</b>	<b>330</b>	<b>21</b>

### *Trends*

Our No Cause Findings were the majority of the resolutions (57%) for the fiscal year. Thirty six percent of our cases resulted in parties settling or conciliating their disputes with monetary relief (\$84,948.00) to Complainants, retrofitting of properties so that they comply with design and construction requirements, non-monetary relief such as housing, and/or public interest relief such as fair housing training. Respondents also changed their policies, procedures and practices to ensure equal housing opportunities are available to all housing consumers.

# Age of Pending Housing Cases

---

	<b>4th Quarter FY 2014</b>	<b>September 2014</b>
0-30 Days	27	31
*31-100 Days	38	38
Over 100 Days	26	23
**More than 365 Days	14	18
Legal Issues	1	1
<b>Total</b>	<b>106</b>	<b>111</b>

## *Reducing Aged Cases*

At the end of last fiscal year 2013, 51% of our cases were aged more than 100 days compared to 37% at the end of fiscal year 2014.

## *Training*

No staff attended the National Fair Housing Training Academy (NFHTA). As a reminder, NFHTA provides fair housing training in a five-week module. We are waiting for the fiscal year 2015 schedule to be published so we can plan for staff to attend their next required week.

## *Other*

We are now tracking the percentage of cases aged more than 365 days that are still pending. Our target is 5% and at end of September, we were at 17%. This is a new target that we began tracking after the last Commission meeting.

We have augmented our aged case staffings with our part-time assistant general counsel so we can move the aged cases to resolution in an expedited manner.

\*Our performance target for closing cases in less than 100 days is 50% of those filed during the fiscal year. At the end of September, we were at 38%, so we need to work to improve and maintain that number at 50%. (Please see Dashboard)

\*\*Our performance target for closing cases aged more than 100 days as of July 1, 2014 is 95%. At the end of September, we were at 32%. (Please see the Dashboard)

# Housing Dashboard

## 4th Quarter FY 2014

INTAKE			Investigator WIP	Endorsement		Investigation/ Conciliation/ Mediation										09/01/2013-08/31/2014			
Week of	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)	Case Quality Score	Actual Number of Closures to Date	% of Cases Pending More than 365 Days as of end of month	% of Cases Closed Aged More than 100 Days as of 07/01/2013	% of Cases Closed within 100 days as of 07/01/2013	
<b>WEEKLY TARGETS:</b>	<b>Total of 10</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>90</b>		<b>5%</b>	<b>95%</b>	<b>50%</b>	
<b>June, 2014</b>																			
June 2, 2014	1	6	114	16		18	2	6	4	10	4	143	230	93	236				
June 9, 2014	2	5	112	20	85	21	4	6	4	10	5	37	46	100	240				
June 16, 2014	0	3	114	6		9	10	1	1	2	4	57	75	100	245				
June 22, 2014	0	3	116	7		6	8	6	3	9	6	50	73	100	249				
June 30, 2014	2	0	106	7		9	2	5	5	10	15	97	113	100	255				
	5	17		56		63	26	24	17	41	34	77	107	99	255		82%	42%	
<b>July, 2014</b>																			
July 7, 2014	1	5	98	11		18	4	2	3	5	7	14	14	90	270				
July 14, 2014	0	12	111	9		12	8	2	2	4	2	102	355	70	277				
July 21, 2014	0	4	102	8		14	6	7	5	12	3	57	64	100	279				
July 28, 2014	0	12	90	2		4	4	7	16	23	28	127	163	94	282				
	1	33		30		48	22	18	26	44	40	75	149	89	305	10%	9%	36%	
<b>August, 2014</b>																			
August 4, 2014	0	7	94	3	65	16	3	3	2	5	1	18	20	99	306				
August 11, 2014	2	6	94	5	85	8	5	3	3	6	7	17	52	88	307				
August 18, 2014	0	7	94	6	N/A	8	1	3	4	7	6	383	397	95	314				
August 25, 2014	2	1	104	5	98	6	2	4	3	7	13	136	153	94	330				
	4	21		19	83	38	11	13	12	25	27	139	156	94	330	12%	32%	38%	

## September 2014

INTAKE			Investigator WIP	Endorsement		Investigation/ Conciliation/ Mediation										09/01/2013-08/31/2014			
Week of	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)	Case Quality Score	Actual Number of Closures to Date	% of Cases Pending More than 365 Days as of 07/01/2014	% of Cases Closed Aged More than 100 Days as of 07/01/2014	% of Cases Closed within 100 days as of 07/01/2014	
<b>WEEKLY TARGETS:</b>	<b>Total of 10</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>90</b>		<b>5%</b>	<b>95%</b>	<b>50%</b>	
<b>Sep-14</b>																			
September 7, 2014	0	3	84	6	100	10	0	1	2	3	2	90	98	100	1				
September 14, 2014	0	3	87	5	97	11	0	2	1	3	1	115	123	100	2				
September 21, 2014	1	5	86	7		16	7	1	4	5	6	53	92	96	8				
September 28, 2014	3	11	93	6	85	9	7	6	4	10	12	53	79	98	12	17%	32%	20%	
	4	22		24	94	46	14	10	11	21	21	78	98	98	20				

# Travel Tiger Team

---

The team determined much of the travel expenses were for reimbursed training; however, we identified some efficiencies that could reduce travel expenditures and reduced travel time by conducting all but two investigative activities desk-side.

The team is currently reviewing and updating the Respondent request for information and on-site notification letter so that the identified activities can efficiently be conducted desk-side and only comparative data is gathered during the on-site investigation.

Training on the letter and our modified procedures will occur on November 5, 2014; however, we shared best practices on speeding up gathering information with all investigators on October 13, 2014.

# **Agenda Item 3**

## **Employment Investigations and Mediation Reports**

# Employment Case Inventory

---

	<b>1st Quarter FY 2014</b>	<b>2nd Quarter FY 2014</b>	<b>3rd Quarter FY 2014</b>	<b>4th Quarter FY 2014</b>	<b>September 2014</b>
Cases Filed	119	154	186	301	45
Cases Resolved	138	118	171	235*	112
Ending Inventory	286	324	339	405	338

Note the significant increase in the number of Cases Filed and Resolved in FY 2014. Currently, the Pending Inventory is close to the Ending Inventory level for the 3<sup>rd</sup> Quarter FY 2014. This is largely due to the extraordinary number of case closures (112) achieved in September 2014.

**\*17 of the 235 case closures for 4<sup>th</sup> Quarter FY 2014 were as a result of No Jurisdiction due to differing interpretation of federal and state procedural requirements.**

## Employment – Type of Case Closures

---

	<b>4th Quarter FY 2014</b>	<b>FY 2014</b>	<b>FY 2013</b>	<b>September 2014</b>
Settlements	31	91	33	1
No Cause Findings	126	370	464	61
Withdrawals w/Settlement	18	79	86	26
Administrative Dismissals	60	122	27	24
<b>TOTAL</b>	<b>235</b>	<b>662</b>	<b>610</b>	<b>112</b>

Note that 26% of case closures in FY 2014 were as a result of settlements. No Cause Findings comprise 56% of cases in FY 2014. More than 20% of the September 2014 case closures (27) were as a result of settlements.

According to EEOC, the categories Settlements and Withdrawals with Settlements are interchangeable. With the departure of the Administrative Assistant on September 2, 2014, the individuals inputting the September 2014 closure information primarily coded Settlements as Withdrawals with Settlements.

## Employment Cases Closed by Selected Categories

---

	<b>4th Quarter FY 2014</b>	<b>FY 2014</b>	<b>September 2014</b>
Disability	72	202	36
Age	67	215	36
Title VII Equivalent			
Race	56	161	18
Sex	83	209	32
National Origin	44	151	28
Religion	2	21	6
Color	33	82	10
Retaliation	75	203	34

Age was the major Basis for FY 2014. Note that Sex was the major Basis for the cases closed in the 4<sup>th</sup> Quarter FY 2014, followed by Retaliation and Disability. In September 2014, however, Disability and Age was the most common Basis for case closures. Religion was the Basis with the fewest number of cases closed in both the 4<sup>th</sup> Quarter of FY 2014 and September 2014.

## Age of Pending Employment Cases

---

	<b>September 2013</b>	<b>FY 2014/ 4th Quarter FY 2014</b>	<b>FY 2013</b>	<b>September 2014</b>
0-180 Days	241	339	272	285
181-250 Days	32	20	4	17
251-300 Days	8	12	1	7
301-365 Days	2	10	1	10
Over 365 Days	3	24	3	19
<b>Total</b>	<b>286</b>	<b>405</b>	<b>281</b>	<b>338</b>

Note the increase of Pending Employment Cases in 4<sup>th</sup> Quarter FY 2014. The significant increase in the number of cases over 365 days old is due in large part to the potential cause cases currently under investigation. These cases typically take longer to investigate.

# Employment Dashboard

## 4<sup>th</sup> Quarter FY 2014

Week of	Inquiries Rec'd (Intake Log)	Work in Progress Intake	IQ Dism	Charges Perfected	Form 5's Outstanding	Work in Progress ADR/RFI	ADR/RFI Ltrs Mailed (Inv)	Held for Response	ADR Ltrs Mailed	RFI Letters Mailed (Inv)	Assigned to Mediators	Mediations Scheduled (10)	ADR Sessions Held (7)	Work in Progress for Inv (150)	% Successful Mediations	% Reports with Passing Quality (95%)	Office Case Closure Time (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
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		
	<b>145</b>		<b>67</b>	<b>136</b>			<b>57</b>		<b>89</b>	<b>44</b>		<b>33</b>	<b>34</b>		<b>57%</b>	<b>97</b>	<b>179</b>	<b>20</b>	<b>69</b>	<b>63</b>	<b>0</b>		
July 1	38	178	7	22			24		11	0		6	5	105		100	356	3		9	0	82	589
July 07	54	225	26	38			19		6	0		5	5	196		100	70	5		22	0		
July 14	37	214	28	12			12		35	0		9	9	241		100	96	4		17	3		
July 21	38	230	10	10					35	7		9	8	224		100	213	4		22	0		
July 28	26	242	7	20					37	7		8	5		<b>55%</b>	99	169	5		16	0		
	<b>193</b>		<b>78</b>	<b>102</b>					<b>124</b>	<b>14</b>		<b>37</b>	<b>32</b>			<b>100</b>	<b>148</b>	<b>21</b>	<b>69</b>	<b>82</b>	<b>3</b>		
August 4	42	222	14	15					1	45		2	12	184		100	115	3		16	0	73	<b>662</b>
August 11	36	253	14	20	36				106	78	11	3	7	228		100	0	5		21	0		
August 18	37	254	15	15	23				91	15	11	10	12	215		100	122	2		18	0		
August 25	38	273	11	14	9				85	12	20	7	12	237		96		6		18	0		
	<b>153</b>		<b>54</b>	<b>64</b>					<b>106</b>	<b>87</b>		<b>22</b>	<b>43</b>			<b>99</b>	<b>138</b>	<b>16</b>	<b>45</b>	<b>73</b>			

The total case closures for FY 2014 was 662. Although the TWC FY 2014 case closure goal was not met, the adjusted EEOC FY 2014 contract closure ceiling will in all likelihood be achieved.



# Alternative Dispute Resolution (ADR) Report

---

	<b>4th Quarter FY 2014</b>	<b>FY 2014</b>	<b>September 2014</b>
Mediation Conferences Held	109	317	42
Settlements (Including Withdrawals with Benefits)	43	159	21
Unsuccessful Mediations	32	106	11
Total Settlement Amount	\$453,746	\$1,422,857.61	\$129,819.62
% Successfully Mediated	60%	60%	66%

The number of mediation conferences held has significantly increased. Also, note the Total Settlement Amount in 4<sup>th</sup> Quarter 2014. One settlement was for the amount of \$350,000. The percentage of Successfully Mediated Cases was 66% in September 2014. The mediators settled 22 cases in September 2014 – the largest number settled by the mediators during FY 2014.



## **Intake Tiger Team Results**

1. Revised Employment Discrimination Complaint Form
2. "Weasel Stomping Day"
3. Intake Formalizing Charges
4. Inputting Inquiries into IMS
5. Change Voicemail Message

**Agenda Item 4**

**Financial Reports**

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

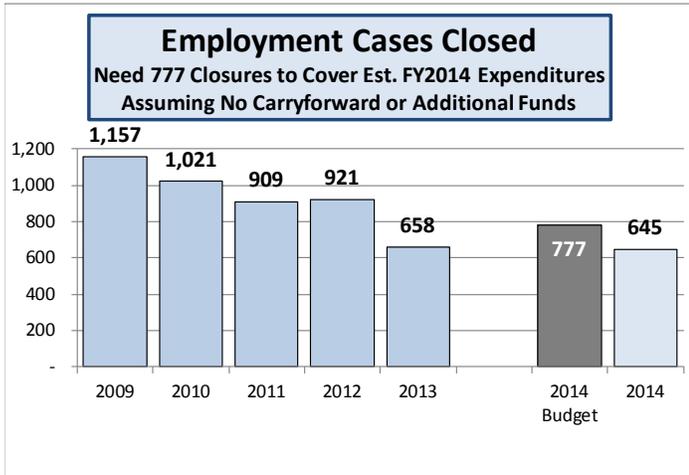
Year to Date (YTD) 12 Months as of August 31, 2014

	<b>"Best Case" Projection (FY2014 Previous Month)</b>	<b>"Best Case" FY2014</b>	<b>"Breakeven" Projection (Current Month)</b>
<b>Employment Cases</b>	<b>639</b>	<b>645</b>	<b>777</b>
Federal Reimbursement for Closed Employment Cases	\$ 415,350	\$ 419,250	\$ 505,050
General Revenue Budgeted to Employment Cases	\$ 660,450	\$ 660,450	\$ 660,450
General Revenue Needed to Cover Housing Shortfall	\$ (132,979)	\$ (143,220)	
<b>Amount of Carryforward from Federal EEO Reimbursements</b>	<b>\$ 226,949</b>	<b>\$ 228,399</b>	
<b>Total Employment Revenue (State &amp; Federal)</b>	<b>\$ 1,169,770</b>	<b>\$ 1,164,879</b>	<b>\$ 1,165,500</b>
<b>Est. FY2014 Expenditures for Employment Cases</b>	<b>\$ (1,169,770)</b>	<b>\$ (1,164,879)</b>	<b>\$ (1,164,879)</b>
Beginning Balance of Federal Employment Funds	\$ 1,028,055	\$ 1,028,055	\$ 1,028,055
Amount of Carryforward Funds Added/(Used)	\$ (226,949)	\$ (228,399)	\$ 621
<b>Ending Balance of Federal Employment Funds</b>	<b>\$ 801,106</b>	<b>\$ 799,656</b>	<b>\$ 1,028,676</b>

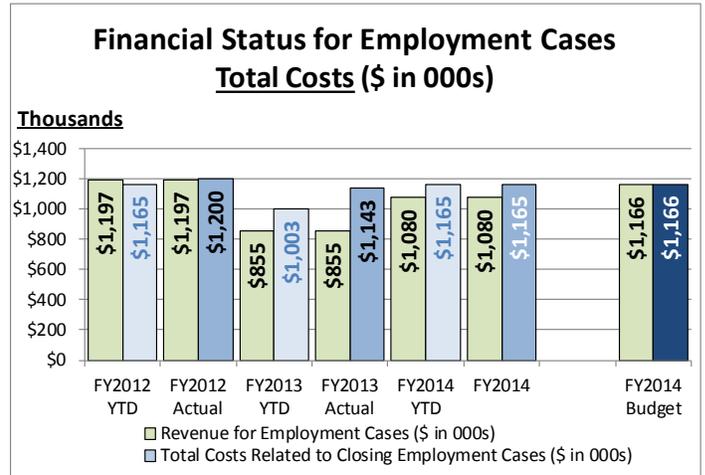
	<b>340</b>	<b>332</b>	<b>378</b>
<b>Housing Cases</b>			
Federal Reimbursement for Closed Housing Cases, est.	\$ 1,076,995	\$ 1,051,654	\$ 1,197,365
<b>General Revenue Used to Cover Shortfall for Housing Cases</b>	<b>\$ 132,979</b>	<b>\$ 143,220</b>	
<b>Total Housing Revenue (State &amp; Federal)</b>	<b>\$ 1,209,975</b>	<b>\$ 1,194,875</b>	<b>\$ 1,197,365</b>
<b>Est. FY2014 Expenditures for Housing Cases</b>	<b>\$ (1,209,975)</b>	<b>\$ (1,194,875)</b>	<b>\$ (1,194,875)</b>
Beginning Balance of Federal Housing Funds	\$ 156,053	\$ 156,053	\$ 156,053
Amount of Carryforward Funds Used	\$ -	\$ -	\$ 2,491
<b>Ending Balance of Federal Housing Funds</b>	<b>\$ 156,053</b>	<b>\$ 156,053</b>	<b>\$ 158,544</b>

# Employment Cases –FY14 Status with FY09-FY13 Actual

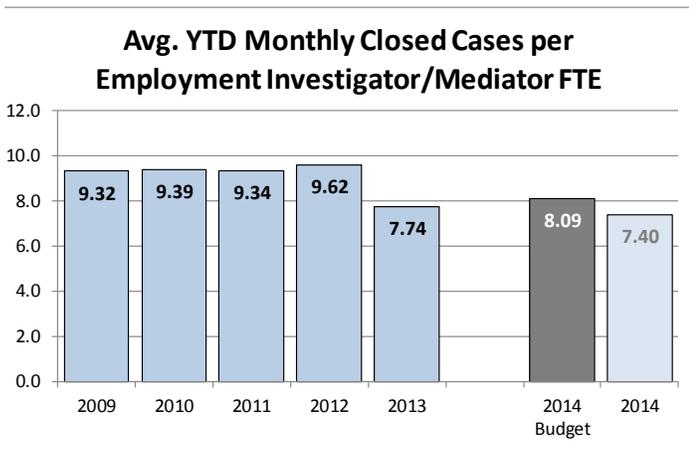
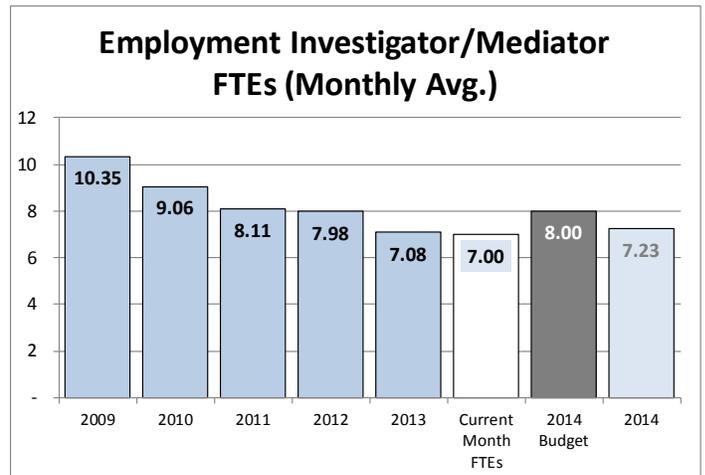
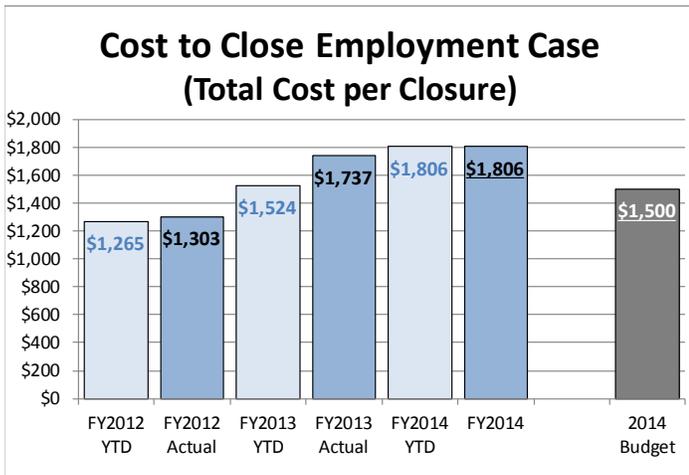
Year to Date (YTD) 12 Months as of August 31, 2014



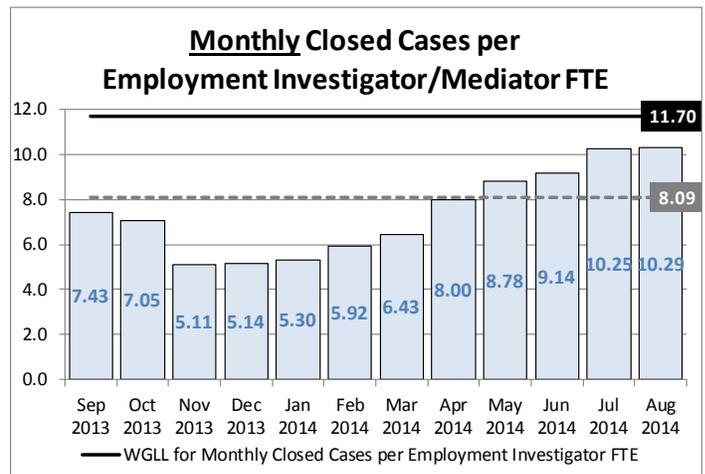
**YTD % of Budget 83.0%**



**YTD Exp as % of Rev 107.9%**

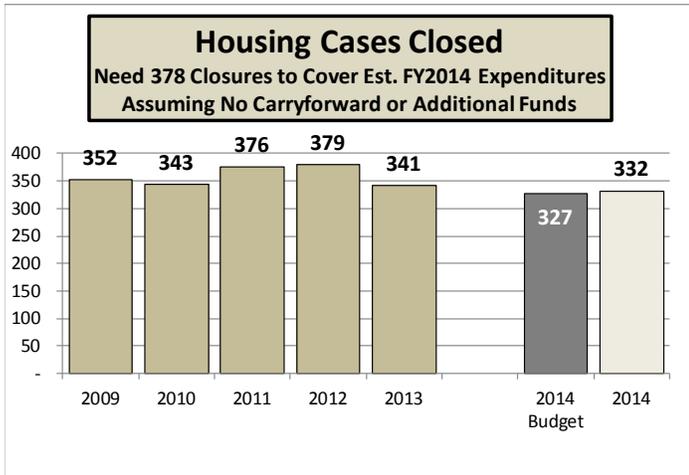


**YTD % of Budget 91.8%**

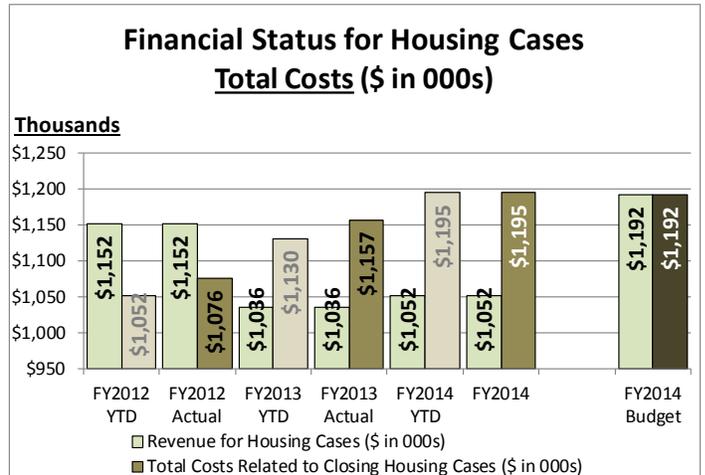


# Housing Cases –FY14 Status with FY09-FY13 Actual

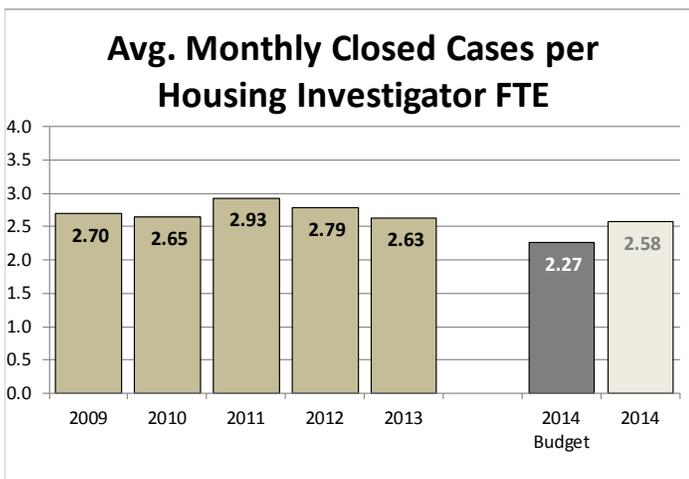
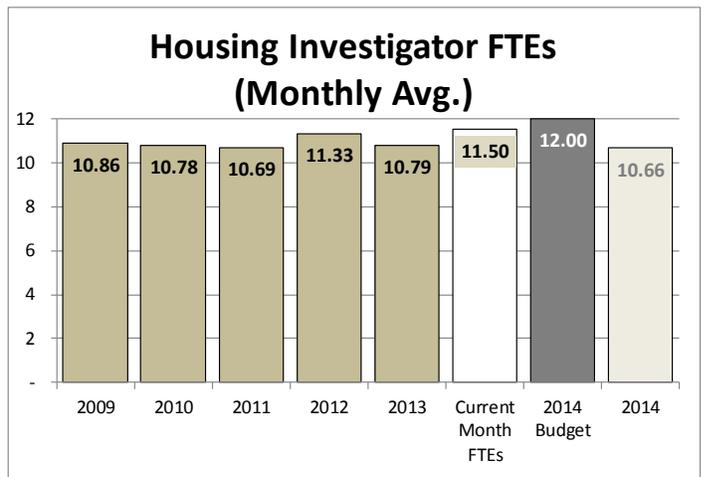
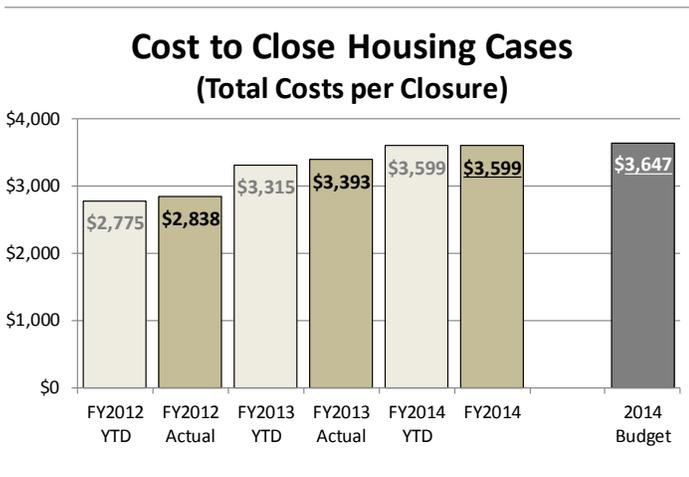
Year to Date (YTD) 12 Months as of August 31, 2014



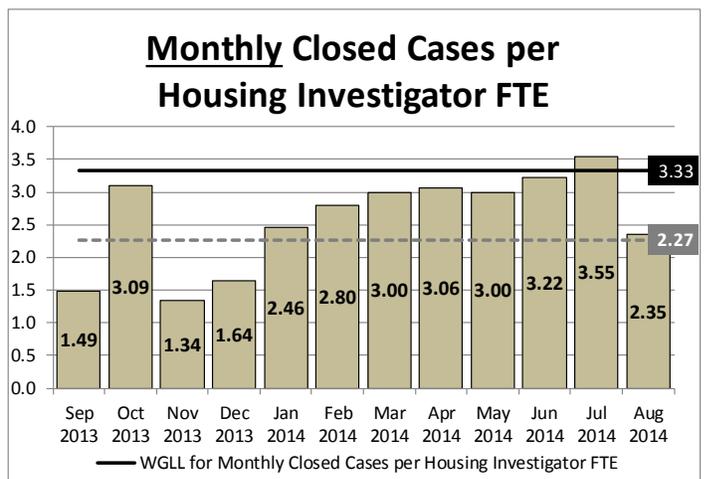
**YTD % of Budget 101.5%**



**YTD Exp as % of Rev 113.6%**



**YTD % of Budget 114.3%**



# Employment and Housing Case Status and Trends

Year to Date (YTD) 12 Months as of August 31, 2014

<b>Status of Employment Cases</b>	2009	2010	2011	2012	2013	2014 Budget	2014	YTD % of Budget
Employment Cases Closed	1,157	1,021	909	921	658	777	645	83.0%
Employment Cases Closed Year-to-Date	1,157	1,021	909	921	658			
Employment Investigator/Mediator FTEs (Monthly Avg.)	10.35	9.06	8.11	7.98	7.08	8.00		
Avg. YTD Monthly Closed Cases per Employment Investigator/Mediator FTE	9.32	9.39	9.34	9.62	7.74	8.09	7.40	91.8%

		FY2012 YTD	FY2012 Actual	FY2013 YTD	FY2013 Actual	2014 Budget	FY2014	
Cost to Close Employment Case (Total Costs)		\$ 1,265	\$ 1,303	\$ 1,524	\$ 1,737	\$ 1,500	\$ 1,806	

		2012 YTD	FY 2012	2013 YTD	FY 2013	2014 Budget	2014	YTD Exp as % of Rev
Revenue YTD for Employment Cases		\$ 1,197,300	\$ 1,197,300	\$ 855,400	\$ 855,400	\$ 1,165,500	\$ 1,079,700	
Expended YTD for Employment Cases		\$ 1,164,788	\$ 1,200,486	\$ 1,002,751	\$ 1,143,251	\$ 1,165,500	\$ 1,164,879	107.9%
Expended Under/(Over) Revenue for Employment Cases		\$ 32,512	\$ (3,186)	\$ (147,351)	\$ (287,851)	\$ -	\$ (85,179)	

<b>Status of Housing Cases</b>	2009	2010	2011	2012	2013	2014 Budget	2014	YTD % of Budget
Housing Cases Closed	352	343	376	379	341	327	332	101.5%
Housing Cases Closed Year-to-Date	352	343	376	379	341			
Housing Investigator FTEs (Monthly Avg.)	10.86	10.78	10.69	11.33	10.79	12.00		
Avg. YTD Monthly Closed Cases per Housing Investigator FTE	2.70	2.65	2.93	2.79	2.63	2.27	2.58	114.3%

		FY2012 YTD	FY2012 Actual	FY2013 YTD	FY2013 Actual	2014 Budget	FY2014	
Cost to Close Housing Case (Total Cost)		\$ 2,775	\$ 2,838	\$ 3,315	\$ 3,393	\$ 3,647	\$ 3,599	

		2012 YTD	FY 2012	2013 YTD	FY 2013	2014 Budget	2014	YTD Exp as % of Rev
Revenue YTD for Housing Cases		\$ 1,151,686	\$ 1,151,686	\$ 1,036,214	\$ 1,036,214	\$ 1,192,406	\$ 1,051,654	
Expended YTD for Housing Cases		\$ 1,051,844	\$ 1,075,737	\$ 1,130,468	\$ 1,156,985	\$ 1,192,406	\$ 1,194,875	113.6%
Expended Under/(Over) Revenue for Housing Cases		\$ 99,843	\$ 75,949	\$ (94,255)	\$ (120,771)	\$ -	\$ (143,220)	

# Summary of Civil Rights Program Financial Trends FY12 - FY14

Year to Date (YTD) 12 Months as of August 31, 2014

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

Program Description	FY2012 YTD	FY 2012 Actual	FY2013 YTD	FY2013 Actual	FY2014 YTD	FY2014	2014 Budget	FY2015 Budget	FY2014 as % of Bud
Employment	\$ 1,164,788	\$ 1,200,486	\$ 1,002,751	\$ 1,143,251	\$ 1,164,879	\$ 1,164,879	\$ 1,165,500	\$ 1,232,022	100%
Housing	\$ 1,051,844	\$ 1,075,737	\$ 1,130,468	\$ 1,156,985	\$ 1,194,875	\$ 1,194,875	\$ 1,192,406	\$ 1,471,165	100%
HUD Partnership & Enforcement						\$ 71,249		\$ 274,733	-
Other	\$ 245,968	\$ 252,782	\$ 306,862	\$ 220,064	\$ 205,428	\$ 134,180	\$ 482,569	\$ 212,412	28%
<b>Total</b>	<b>\$ 2,462,600</b>	<b>\$ 2,529,005</b>	<b>\$ 2,440,081</b>	<b>\$ 2,520,299</b>	<b>\$ 2,565,182</b>	<b>\$ 2,565,182</b>	<b>\$ 2,840,474</b>	<b>\$ 3,190,332</b>	<b>90%</b>

## Total Civil Rights Program by Type of Expenditure

LBB Object Description	FY2012 YTD	FY 2012 Actual	FY2013 YTD	FY2013 Actual	FY2014 YTD	FY2014	2014 Budget	FY2015 Budget	FY2014 as % of Bud
Salaries and Wages	\$ 1,637,211	\$ 1,640,510	\$ 1,595,034	\$ 1,596,952	\$ 1,626,506	\$ 1,626,506	\$ 1,703,916	\$ 2,021,401	95%
Employee Benefits	\$ 420,799	\$ 420,416	\$ 457,241	\$ 459,392	\$ 474,695	\$ 474,695	\$ 472,229	\$ 597,572	101%
Other Operating Expense	\$ 152,251	\$ 182,552	\$ 143,202	\$ 152,330	\$ 176,825	\$ 176,825	\$ 324,719	\$ 215,850	54%
Other Personnel Costs	\$ 87,473	\$ 93,529	\$ 80,225	\$ 130,470	\$ 88,536	\$ 88,536	\$ 99,595	\$ 94,182	89%
Travel	\$ 40,721	\$ 47,112	\$ 42,432	\$ 45,146	\$ 69,871	\$ 69,871	\$ 61,662	\$ 97,494	113%
Professional Fees and Services	\$ 48,517	\$ 63,047	\$ 53,300	\$ 63,683	\$ 62,335	\$ 62,335	\$ 80,744	\$ 107,434	77%
Utilities	\$ 35,593	\$ 38,350	\$ 27,478	\$ 29,075	\$ 30,408	\$ 30,408	\$ 49,403	\$ 27,428	62%
Rent - Building	\$ 16,628	\$ 16,628	\$ 17,048	\$ 17,048	\$ 11,842	\$ 11,842	\$ 13,293	\$ 5,728	89%
Rent - Machine & Other	\$ 5,690	\$ 7,044	\$ 13,238	\$ 14,241	\$ 11,805	\$ 11,805	\$ 17,734	\$ 11,740	67%
Consumable Supplies	\$ 11,439	\$ 12,059	\$ 6,590	\$ 6,602	\$ 10,517	\$ 10,517	\$ 9,946	\$ 9,199	106%
Capital Expenditures	\$ 5,126	\$ 6,582	\$ 4,100	\$ 4,185	\$ 1,681	\$ 1,681	\$ 7,011	\$ 2,172	24%
Fuels and Lubricants	\$ 153	\$ 177	\$ 163	\$ 177	\$ 159	\$ 159	\$ 222	\$ 132	71%
Grants	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	-
<b>Grand Total</b>	<b>\$ 2,462,600</b>	<b>\$ 2,529,005</b>	<b>\$ 2,440,081</b>	<b>\$ 2,520,299</b>	<b>\$ 2,565,182</b>	<b>\$ 2,565,182</b>	<b>\$ 2,840,474</b>	<b>\$ 3,190,332</b>	<b>90%</b>

## Civil Rights Division Expenditures

Description	FY2012 YTD	FY2012 Actual	FY2013 YTD	FY2013 Actual	FY2014 YTD	FY2014	2014 Budget	FY2015 Budget	FY2014 as % of Bud
Salaries and Wages	\$ 1,390,161	\$ 1,394,865	\$ 1,350,475	\$ 1,352,283	\$ 1,334,833	\$ 1,334,833	\$ 1,397,013	\$ 1,691,532	96%
Travel	\$ 38,138	\$ 44,212	\$ 39,973	\$ 42,525	\$ 67,442	\$ 67,442	\$ 57,531	\$ 93,364	117%
Other Personnel Costs	\$ 46,463	\$ 46,463	\$ 40,264	\$ 79,484	\$ 31,109	\$ 31,109	\$ 34,560	\$ 33,072	90%
Other Operating	\$ 10,823	\$ 11,335	\$ 12,954	\$ 15,397	\$ 37,285	\$ 37,285	\$ 124,778	\$ 92,191	30%
<b>Totals</b>	<b>\$ 1,485,586</b>	<b>\$ 1,496,875</b>	<b>\$ 1,443,666</b>	<b>\$ 1,489,689</b>	<b>\$ 1,470,670</b>	<b>\$ 1,470,670</b>	<b>\$ 1,613,882</b>	<b>\$ 1,910,159</b>	<b>91%</b>

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

Description	FY2012 YTD	FY2012 Actual	FY2013 YTD	FY2013 Actual	FY2014 YTD	FY2014	2014 Budget	FY2015 Budget	FY2014 as % of Bud
Employee Insurance	\$ 189,815	\$ 189,623	\$ 230,798	\$ 231,145	\$ 231,428	\$ 231,428	\$ 224,789	\$ 279,264	103%
Employee FICA	\$ 125,885	\$ 125,786	\$ 119,903	\$ 121,342	\$ 123,606	\$ 123,606	\$ 128,964	\$ 157,391	96%
Employee Retirement	\$ 91,389	\$ 91,297	\$ 95,396	\$ 95,506	\$ 112,511	\$ 112,511	\$ 109,577	\$ 154,306	103%
Other	\$ 29,830	\$ 29,847	\$ 26,690	\$ 26,968	\$ 31,825	\$ 31,825	\$ 37,237	\$ 41,039	85%
<b>Totals</b>	<b>\$ 436,919</b>	<b>\$ 436,552</b>	<b>\$ 472,788</b>	<b>\$ 474,960</b>	<b>\$ 499,369</b>	<b>\$ 499,369</b>	<b>\$ 500,567</b>	<b>\$ 632,000</b>	<b>100%</b>

## Support Costs for Civil Rights Program

Description	FY2012 YTD	FY 2012 Actual	FY2013 YTD	FY2013 Actual	FY2014 YTD	FY2014	2014 Budget	FY2015 Budget	FY2014 as % of Bud
Agency Bldg. Austin Area	\$ 56,838	\$ 60,553	\$ 47,118	\$ 49,000	\$ 47,650	\$ 47,650	\$ 55,599	\$ 33,509	86%
Agency Wide Telecom	\$ 40,735	\$ 46,010	\$ 36,348	\$ 39,184	\$ 36,881	\$ 36,881	\$ 48,226	\$ 27,573	76%
DIR - Data Service Center	\$ 23,153	\$ 33,149	\$ 23,799	\$ 25,783	\$ 29,275	\$ 29,275	\$ 28,246	\$ 57,136	104%
DO PC Desktop & Support	\$ 15,886	\$ 16,523	\$ 18,860	\$ 21,584	\$ 21,598	\$ 21,598	\$ 25,483	\$ 10,713	85%
Agency Postage	\$ 20,565	\$ 24,086	\$ 14,479	\$ 15,754	\$ 17,281	\$ 17,281	\$ 15,444	\$ 14,435	112%
DO LAN/WAN/Security/Web Svcs	\$ 13,821	\$ 15,137	\$ 16,725	\$ 17,721	\$ 16,980	\$ 16,980	\$ 21,930	\$ 14,225	77%
DO - PC Refresh	\$ 13,713	\$ 14,675	\$ 14,882	\$ 14,929	\$ 16,483	\$ 16,483	\$ 17,802	\$ 10,836	93%
UI Compensation Payments	\$ 5,812	\$ 6,869	\$ 3,921	\$ 6,145	\$ 12,947	\$ 12,947	\$ 10,683	\$ 7,983	121%
Managed Print Services	\$ 8,213	\$ 9,849	\$ 13,050	\$ 14,026	\$ 11,977	\$ 11,977	\$ 17,146	\$ 10,024	70%
Statewide Cost Allocation Plan	\$ 3,463	\$ 3,463	\$ 6,325	\$ 6,325	\$ 11,025	\$ 11,025	\$ 12,487	\$ 6,825	88%
Lump Sum	\$ 10,465	\$ 14,372	\$ 13,901	\$ 20,101	\$ 10,946	\$ 10,946	\$ 17,550	\$ 9,755	62%
DO Admin Systems	\$ 5,688	\$ 5,820	\$ 6,159	\$ 6,457	\$ 8,950	\$ 8,950	\$ 9,070	\$ 9,421	99%
Workers Compensation	\$ 4,662	\$ 4,662	\$ 6,381	\$ 6,381	\$ 7,405	\$ 7,405	\$ 7,103	\$ 4,392	104%
Facilities - Main. / Repair	\$ 5,629	\$ 6,611	\$ 3,386	\$ 3,567	\$ 5,768	\$ 5,768	\$ 6,158	\$ 4,573	94%
Miscellaneous	\$ 48,858	\$ 70,509	\$ 41,252	\$ 47,509	\$ 34,245	\$ 34,245	\$ 106,228	\$ 66,136	32%
<b>Total</b>	<b>\$ 277,502</b>	<b>\$ 332,288</b>	<b>\$ 266,588</b>	<b>\$ 294,466</b>	<b>\$ 289,410</b>	<b>\$ 289,410</b>	<b>\$ 399,155</b>	<b>\$ 287,536</b>	<b>73%</b>

## Cost of Other Divisions Supporting Civil Rights Program

Description	FY2012 YTD	FY 2012 Actual	FY2013 YTD	FY2013 Actual	FY2014 YTD	FY2014	2014 Budget	FY2015 Budget	FY2014 as % of Bud
Information Technology	\$ 72,099	\$ 73,190	\$ 71,902	\$ 72,602	\$ 82,861	\$ 82,861	\$ 92,076	\$ 75,952	90%
Finance	\$ 42,417	\$ 42,442	\$ 38,739	\$ 38,954	\$ 42,412	\$ 42,412	\$ 49,002	\$ 55,679	87%
General Counsel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,861	-
Commissioners	\$ 29,505	\$ 29,663	\$ 28,713	\$ 29,163	\$ 32,758	\$ 32,758	\$ 37,997	\$ 42,295	86%
Human Resource Management	\$ 29,480	\$ 28,533	\$ 26,004	\$ 26,752	\$ 27,801	\$ 27,801	\$ 34,270	\$ 33,337	81%
Regulatory Integrity	\$ 6,179	\$ 6,189	\$ 6,239	\$ 6,369	\$ 28,732	\$ 28,732	\$ 17,976	\$ 26,734	160%
External Relations	\$ 15,017	\$ 14,978	\$ 14,380	\$ 14,839	\$ 17,486	\$ 17,486	\$ 19,163	\$ 20,099	91%
Other Divisions	\$ 67,895	\$ 68,296	\$ 71,062	\$ 72,505	\$ 73,684	\$ 73,684	\$ 76,387	\$ 60,680	96%
<b>Totals</b>	<b>\$ 262,592</b>	<b>\$ 263,290</b>	<b>\$ 257,040</b>	<b>\$ 261,184</b>	<b>\$ 305,733</b>	<b>\$ 305,733</b>	<b>\$ 326,871</b>	<b>\$ 360,637</b>	<b>94%</b>

# **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	6/13/2014
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
<b><i>1st Qtr Totals</i></b>		<b><i>7</i></b>		
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	6/13/2014
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	5/13/2014
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	7/22/2014
UT Brownsville	DS	9/12/2013	2/6/2014	7/22/2014
UT Austin	DS	9/12/2013	2/11/2014	04/02/2014
<b><i>2nd Qtr Totals</i></b>		<b><i>11</i></b>		
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	7/18/2014
UT Permian Basin	DS	9/12/2013	5/6/2014	7/22/2014
Texas Dept. of Motor Vehicles	DS	9/12/2013	5/20/2014	7/18/2014
<b><i>3rd Qtr Totals</i></b>		<b><i>5</i></b>		
Texas Military Department	DS	9/12/2013	6/3/2014	7/23/2014
Texas Commission on Law Enforcement	DS	9/12/2013	6/8/2014	7/18/2014
Commission on Jail Standards	DS	9/12/2013	6/17/2014	7/23/2014
Office of the Attorney General	DS	9/12/2013	7/14/2014	8/4/2014
<b><i>4th Qtr Totals</i></b>		<b><i>4</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>
Bonham	8/21/2014	8/23/2014
Cut-N Shoot VFD	8/19/2014	8/21/2014
Georgetown	5/12/2014	5/14/2014
Glen Heights	11/14/2013	11/16/2013
Glen Heights	1/30/2014	1/28/2014
Goodyear Proving Ground	8/26/2014	8/26/2014
Graham	11/14/2013	11/16/2013
Grapevine F. D.	4/17/2014	4/19/2014
Greenville F. D.	4/17/2014	4/19/2014
Haltom	5/11/2014	5/13/2014
Hays County ESD # 6	1/30/2014	2/2/2014
Helotes	8/21/2014	8/23/2014
Henderson	8/13/2014	8/15/2014
Hewitt F. D.	4/17/2014	4/19/2014
Highland Park	5/11/2014	5/13/2014
Hollywood Park	5/12/2014	5/13/2014
Horseshoe Bay F. D.	4/17/2014	4/19/2014
Humble F. D.	4/17/2014	4/19/2014
Hutchins F. D.	4/17/2014	4/19/2014
Irving	8/26/2014	8/28/2014
Jacksonville	8/19/2014	8/21/2014
Kendalia	5/12/2014	5/14/2014
Kerrville	8/18/2014	8/20/2014
Kyle	11/14/2013	11/16/2014
Lamesa	11/14/2013	11/16/2014
Laredo	5/12/2014	5/14/2014
Leon Valley F. D.	8/13/2014	8/15/2014
Longview F. D.	4/17/2014	4/19/2014
Lufkin	8/20/2014	8/21/2014
Mansfield	8/13/2014	8/15/2014
Mansfield F. D.	5/11/2014	5/13/2014
McAllen	11/14/2013	11/14/2013
McKinney	8/25/2014	8/27/2014
Mexia	8/21/2014	8/27/2014

## Initial Firefighter Test Reviews (continued)

---

<b>Fire Department</b>	<b>Review Date</b>	<b>Certification Letter</b>
Midlothian F. D.	8/13/2014	8/27/2014
Missouri City	825/2014	8/27/2014
Montgomery Co. ESD #12	11/14/2013	11/16/2013
Montgomery Co. ESD #5	11/14/2013	11/16/2013
Montgomery Co. ESD #6	11/14/2013	11/16/2013
Montgomery Co. ESD #9	11/14/2013	11/16/2013
Nacogdoches	1/30/2014	2/2/2014
Navasota	10/14/2013	10/16/2013
New Braunfels	11/14/2013	11/16/2013
North Hays County Fire/Rescue	11/14/2013	11/16/2013
North Richland Hills	11/14/2013	11/16/2013
Odessa	8/24/2014	8/27/2014
Olmos Park	11/14/2013	11/16/2013
Orange	11/14/2013	11/16/2013
Paris	11/14/2013	11/16/2013
Parker Co. ESD # 1	8/19/2014	8/21/2014
Pasadena	11/14/2013	11/16/2013
Pearland	11/14/2013	11/16/2013
Perryton	11/14/2013	11/16/2013
Pilot Point	11/14/2013	11/16/2013
Port Neches	11/14/2013	11/16/2013
Porter	1/30/2014	2/2/2014
Portland	11/14/2013	11/16/2013
Randall	11/14/2013	11/16/2013
Randall County Fire/Rescue	11/14/2013	11/16/2013
Rowlett	5/11/2014	5/13/2014
San Antonio	1/30/2014	2/2/2014
Weinert Volunteer F.D.	11/14/2013	11/16/2013

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

---

Month	# Attended
September	28
October	178
November	521
<b>1st Quarter Sub-Totals</b>	<b>727</b>
December	291
January	311
February	170
<b>2nd Quarter Sub-Totals</b>	<b>772</b>
March	201
April	227
May	726
<b>3rd Quarter Sub-Totals</b>	<b>1,154</b>
June	828
July	385
August	494
<b>4th Quarter Sub-Totals</b>	<b>1,707</b>
<b>Year-To-Date Total</b>	<b>4,360</b>

# TWC-CRD Training and Outreach Activities

---

<b>Event</b>	<b>Date</b>	<b>Staff</b>
Texas Department of Criminal Justice (Tele/video-communication ) – EEO Training	July 22 <sup>nd</sup>	Swinney/Rodriguez
Texas State Human Resource Association – Outreach	July 24 <sup>th</sup>	L. Keig / Rodriguez
San Juan Diego High School – EEO Outreach	Aug 8 <sup>th</sup>	Rodriguez
Fair Housing Training	Aug 12 <sup>th</sup>	Rodriguez
Health and Human Services Civil Rights Training	Aug 14 <sup>th</sup>	L. Keig / Rodriguez
Office of Attorney General Civil Rights Training	Aug 21 <sup>st</sup>	L. Keig / Rodriguez
Texas Fair Housing Workgroup	Aug 21 <sup>st</sup>	G. Bettis
Texas Business Conference (TBC) – Outreach	Aug 22 <sup>nd</sup>	E. Rodriguez
Texas Business Conference (TBC) – Outreach	Sept 4 <sup>th</sup>	E. Rodriguez
Fair Housing Training (Telecommunication)	Sept 9 <sup>th</sup>	G. Bettis/E. Rodriguez
Texas Business Conference (TBC) – Outreach	Sept 12 <sup>th</sup>	E. Rodriguez
Texas Department of Insurance – EEO Training	Sept 16 <sup>th</sup>	E. Rodriguez
Texas Apartment Association Legal Symposium	Sept 23 <sup>rd</sup>	V. Covington
Texas Business Conference (TBC) – Outreach	Sept 24 <sup>th</sup>	E. Rodriguez
Equal Employment Opportunity Commission (EEOC) – Outreach	Oct 2 <sup>nd</sup>	L. Keig/Rodriguez
San Angelo Apartment Association – Fair Housing Training/EEO Overview	Oct 14 <sup>th</sup>	G. Bettis/E. Rodriguez
Permian Basin Apartment Association – Fair Housing Training/EEO Overview	Oct 15 <sup>th</sup>	G. Bettis/E. Rodriguez
Texas Hotel and Lodging Association – Fair Housing Training/EEO Overview	Oct 16 <sup>th</sup>	G. Bettis/E. Rodriguez
<b>Upcoming Events</b>	<b>Date</b>	<b>Staff</b>
Attic Breeze, LLC – EEO Training	Oct 28 <sup>th</sup>	E. Rodriguez
Industry Liaison Groups – EEO Training	Oct 29 <sup>th</sup>	E. Rodriguez
Pflugerville Chamber of Commerce – Outreach	Oct 31 <sup>st</sup>	E. Rodriguez
Big Country Electrical Coop – EEO Training	Nov 10 <sup>th</sup> – 11 <sup>th</sup>	E. Rodriguez
TWC Annual Conference – Outreach	Nov 19 - 21st	E. Rodriguez
Texas Department of Criminal Justice – EEO Training	Dec 2 <sup>nd</sup>	E. Rodriguez

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

**CIVIL RIGHTS DIVISION  
DIRECTOR'S EXECUTIVE REPORT  
TEXAS COMMISSION ON HUMAN RIGHTS MEETING**

**Action Items from July 23, 2014 Commission Meeting**

- Commissioner Diggs requested that the target percentage be added to the Age of Pending Housing Cases. *Change made to Housing report.*
- Commissioner Diggs requested that a comparison of the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarters be added to the notes for the Closed Cases on the Dashboard. *The dashboard did not allow sufficient space for the quarterly comparisons; therefore, these comparisons were included in the Employment Case Overview.*
- Chairman Anderson requested a report of the pregnancy cases for the October 2014 Commission meeting. *Report produced to Commissioners on 8/9/14. Of note: more settlements/withdrawals with benefits than no cause findings.*
- Commissioner Diggs requested a progress report of the RPI Tiger Teams. Wants to know if there are savings/value found. *Updates included in Managers' reports.*
- Chairman Anderson requested that the Director's Manual be sent to the Commissioners for their review. *Sent to Commissioners on 8/14/14.*

**Sunset Commission Review**

- Extensive communications and production of information since July.
- Confidential draft report scheduled for delivery to TWC on or before 10/17/14.

**New Hires and Promotions**

- New Hires
  - Irma Madrigal – Housing Investigator
  - Graciela Aldaco – Housing Investigator
  - Nick Barrett – Employment Intake Investigator
- Promotions
  - Marcia Anavitarte-Jordan – Employment Mediator (Investigator V)
  - Hector Macias – Employment Intake Investigator II
  - Randy Glasgow – Investigator VI

**Director Development**

- Governor's Executive Development Program – Director attended Session One from 9/21/14 to 9/26/14 in Arlington, Texas. Presented Staff Retention as Applied Learning Project and received feedback from working group.
- Governor's Charge to Class of XXXIII is to research and develop recommendations on Retention and Recruitment. Prepared response to survey of the project committee with assistance of Susanna Holt Cutrone, Human Resource Management Director.

- Session Two will be held in Galveston from 11/2/14 to 11/6/14 and Session Three will be held in Austin from 12/1/14 to 12/4/14.

### **On-line Intake Forms**

- Working with Information Technology (IT) – Project Development Department to devise a low-cost web-based intake form tool – one for Equal Employment and one for Fair Housing.
- IT demonstrated to the Director a prototype electronic intake form for Employment, which will need to be revised and tested. A Housing form then will be developed.

### **Litigation Update (Public Information):**

- *Lester Taylor v. TWC* – Court granted Summary Judgment in favor of TWC on 8/27/14.
- *TWC-CRD v. Raymond Henshaw and Mark Henshaw* – Court granted judgment in favor of TWC on 9/24/14 as follows: payment by Raymond Henshaw of \$98,490.73, including \$2,240.73 in investigative costs, \$10,000 in actual and punitive damages awarded to Brenda Bang, and \$86,250 in attorney's fees and costs, plus permanent injunctive relief, and fair housing/anti-discrimination training.

### **Stakeholder Meetings**

- Meeting at Capital Area Workforce Solutions with Executive Director Alan Miller and TWC-CRD Trainer/Outreach Coordinator Ellena Rodriguez.
- Follow up meeting on 9/3/14 at Austin Area Urban League with President Teddy McDaniel and TWC-CRD Trainers/Outreach Coordinators Ellena Rodriguez and Gilda Bettis.
- Meeting at EEOC Field Office in San Antonio with Director Travis Hicks, Liaison Jaime Valdez, EEOC Trainer Rodney Klein, and TWC-CRD Trainer/Outreach Coordinator Ellena Rodriguez.

### **FY 15 Memoranda of Understanding (MOU)**

- MOU with the Texas Department of Housing & Community Affairs was updated and fully executed on 10/1/14.
- MOU with TWC-Office of General Counsel was updated and fully executed on 10/9/14.

# **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**

## January 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

## 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	

## 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		

## 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**