

## Gini Proposed Process Task List

Action Step	Responsible Parties	Target Completion Date
Complete fiscal analysis for: <ol style="list-style-type: none"> <li>1. Language line acquisition and training (Spanish only)               <ol style="list-style-type: none"> <li>a. Collect data of language line usage and create thresholds for inclusion of languages</li> </ol> </li> <li>2. Inclusion and sensitivity training program for frontline staff</li> <li>3. FTE and ambassadors               <ol style="list-style-type: none"> <li>a. Create job descriptions to determine pay band for FTE and ambassadors</li> </ol> </li> <li>4. Document translation in Spanish and sign translation into Spanish               <ol style="list-style-type: none"> <li>a. Determine criteria for selecting document and sign for translation</li> </ol> </li> <li>5. Additional languages for years 2 and 3               <ol style="list-style-type: none"> <li>a. Determine metrics for which languages are included</li> </ol> </li> </ol>	Charters and their designees	9/15/2022
Identify available funding sources <ol style="list-style-type: none"> <li>1. Year 1-3</li> <li>2. Ongoing past year 3</li> </ol>	Budget staff (GG and GRU)	9/15/2022

3. Identify potential collaborative agencies		
Prioritize each component based on available funding and anticipated impact	Charters	9/15/2022
Create a proposed implementation timeline based on prioritization	Charters	9/15/2022
Presentation to the commission of: <ol style="list-style-type: none"> <li>1. Fiscal analysis</li> <li>2. Funding sources</li> <li>3. Prioritization of funding</li> <li>4. Proposed implementation timeline</li> </ol>	OEI Director	9/15/2022
Commission approval of implementation timeline and funding sources	Commission	9/15/2022
Staff begin implementation: <ol style="list-style-type: none"> <li>1. Start training on language line for frontline staff</li> <li>2. Inclusion and sensitivity training:               <ol style="list-style-type: none"> <li>a. Identify a training program to provide Immigrant inclusion and sensitivity training</li> <li>b. Begin training for frontline staff</li> </ol> </li> </ol>	Charters and designees	TBD