

King County Immigrant and Refugee (KCIRC) Work Plan 2025

GOAL: Act as the focal point for connecting a broad group of stakeholders to identify, elevate and develop shared strategies and solutions, streamline and strengthen efforts, and bring more resources to the most pressing issues affecting immigrant and refugee communities.

QUESTIONS TO CONSIDER:

<ul style="list-style-type: none">• Goal: What do you want to accomplish?• Activities: How are you going to accomplish the goal?• Who/What/Where/When: Important details of each activity• Outcomes: What are the desired results?• Evaluation: How are you going to measure the outcomes?• Status/Notes:	<ol style="list-style-type: none">1. Is this goal SMART (Specific, measurable, attainable, realistic and timely)?2. Does the Commission's goal align with the Commission's mission and vision?3. Do the activities outlined align with the scope of duties outlined in Ordinance 18653? (KCIRC founding ordinance)
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2025 KCIRC WORK PLAN

Activities	Who/What/Where/When	Outcomes	Evaluation Criteria	Notes
KCIRC Annual Retreat	<p>Who: All Commissioners</p> <p>What: Attend KCIRC annual retreat in-person</p> <p>Where: King County Chinook Bldg</p> <p>When: May 2025</p>	<ol style="list-style-type: none"> Promote and strengthen commissioner relationships Create annual work plan 	<ol style="list-style-type: none"> Post-retreat survey results Work plan completion and publication 	Completed
King County Council Committee of the Whole Presentation (KCC COW)	<p>Who: Co-Chairs and Secretary, other commissioners as available</p> <p>What: Attend KCC COW meeting</p> <p>Where: King County Council Chambers</p> <p>When: September 2025 (TBD)</p>	<ol style="list-style-type: none"> Strengthen relationship with Council Share KCIRC 2025 work plan – completed and upcoming projects Advocate for I&R community issues 	<ol style="list-style-type: none"> Continued communication with Council post meeting Councilmembers show interest in future meetings to discuss work plan and ongoing community issues 	

2025 KCIRC WORK PLAN

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KCIRC Annual Event	<p>Who: All Commissioners</p> <p>What: Host KCIRC annual event in person</p> <p>Where: TBD location in King County</p> <p>When: October/November 2025</p>	<ol style="list-style-type: none"> 1. Host community-facing event for community members to directly interact with KCIRC 2. Record feedback, questions, and comments 3. Address feedback in future work plan or public communications 	<ol style="list-style-type: none"> 1. Number of attendees 2. Attendee survey feedback 3. Feedback incorporated into future work plan and commission activity 	
KCIRC Annual Report	<p>Who: Designated commission subcommittee</p> <p>What: Create and distribute the KCIRC Annual Report</p> <p>Where: Online</p> <p>When: December 2025</p>	<ol style="list-style-type: none"> 1. Create an Annual Report that reflects 2025 activities and previews 2026 plans 2. Distribute report to the Executive's Office, Council, and the general public 	<ol style="list-style-type: none"> 1. Report is created 2. Report is distributed to the Executive's Office and Council 3. Report is made available to the public, including in translation 	Translation languages TBD

2025 KCIRC WORK PLAN

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Revise and re-distribute KCIRC Onboarding Handbook	Who: Commissioners and liaisons What: Revise and utilize onboarding materials Where: Online When: Spring 2025	<ol style="list-style-type: none"> 1. Refine and re-establish KCIRC onboarding handbook covering updated processes and functions of KCIRC 2. Distribute and go over with current and new commissioners 	<ol style="list-style-type: none"> 1. Continued reference and usage with existing and new commissioners 	Completed
Conduct 2025 Recruitment	Who: Liaisons and selection committee What: Recruit members to fill vacancies on KCIRC Where: Online When: Spring 2025	<ol style="list-style-type: none"> 1. Convene selection committee: staff, past commissioners 2. Recruit new commissioners for open positions 3. Shepard new commissioners through appointment and confirmation 	<ol style="list-style-type: none"> 1. Successful recruitment of new commissioners 2. Successful appointment and confirmation 3. Positive feedback on process from selection committee 	Completed (round 1, Spring 2025)

2025 KCIRC WORK PLAN



Activities	Who/What/Where/When	Outcomes	Evaluation Criteria	Notes
Outreach and engagement with King County departments	<p>Who: Commissioners and liaisons, dept staff</p> <p>What: Official outreach over email, engagement at commission meetings on <i>language access, economic development, and mental health/violence prevention</i></p> <p>Where: Online, at commission meetings</p> <p>When: Fall 2025</p>	<ol style="list-style-type: none"> 1. Develop and seed relationships with department staff 2. Get consistent updates on topics areas identified at retreat as high need 3. Model information sharing and government transparency 	<ol style="list-style-type: none"> 1. Relationships developed with specific dept staff 2. Dept staff attend commission meetings on consistent cadence 3. Information provided is used to inform 2026 activities 	<p>Topic areas decided on at 2025 Annual Retreat.</p> <p>Begin outreach in 2025, leverage in 2026 to inform 2026 work plan development</p>
Outreach and engagement with immigrant and refugee communities in King County	<p>Who: All Commissioners</p> <p>What: Begin concerted community engagement, utilizing the 2025 Annual Event as a jumping off point</p> <p>Where: 2025 Community Event, location TBD</p> <p>When: December 2025</p>	<ol style="list-style-type: none"> 1. Conduct community survey at the 2025 Annual event 2. Collect data on topic area interest, community communication need 3. Strengthen relationship with communities 	<ol style="list-style-type: none"> 1. Number of attendees at Annual Event 2. Number of surveys collected at Annual Event 3. Quality of feedback recorded 	<p>Use data to inform further outreach and engagement with King County departments. 2026 work plan</p>

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