CALL TO ORDER-

ROLL CALL: Dolores Abreu- Acting Chair, Vice Chair, Ralph Serpe- Sec/Treas, Victor Brown, Phyllis Dowling, Cindy Mitzel, Eric Orr, Tanisha Silvagnoli, Theodore Miller.

CONSIDERATION OF MINUTES: Last scheduled monthly meeting and any additional special meetings.

REPORT OF ACTINGCHAIR PERSON: Please see memo

REPORT OF SECRETARY/TREASURER: Update on Budget Amendments.

STANDING COMMITTEE REPORTS:

A. EXECUTIVE COMMITTEE-
B. PERSONNEL COMMITTEE-
C. PLANNING & COMMUNITY RELATIONS COMMITTEE-
D. NOMINATIONS & LEADERSHIP DEVELOPMENT COMMITTEE – Slate of nominees to be presented and/or taken from the floor, for Commission Chair position.

REPORT OF EXECUTIVE DIRECTOR (written)

COMMUNICATIONS- Email from Jim Gross Dir. Public Works, regarding removal of furniture from Marketway before March 1, 2012 move date to new City Hall. Mayor Bracey issued an Executive Order outlining the City Of York Employee Tobacco Free Workplace Policy, effective March 1, 2012.


NEW BUSINESS- Executive Committee need for Secretary apart from the Treasurer.

ADJOURN

**Next Commission Meeting- March 19, 2012 @ 7:00PM (location TBD)
Call to Order: 7:00PM by Commissioner Serpe
In attendance: Dolores Abreu, Ralph Serpe, Cindy Mitzel, Victor Brown, Phyllis Dowling and Theodore Miller, unexcused Eric Orr. Staff present-Executive Director Seaton

Report of Chairperson: Rijelle Kraft
Commissioner Serpe chaired the meeting in place of Commissioner Abreu who was not present at start of meeting. Commissioner Serpe shared that Rijelle Kraft submitted a formal letter of resignation to Stephanie, copying Mayor Bracey indicating that her resignation date is effective January 5, 2012.

Report of Secretary/Treasurer: Commissioner Serpe
Commissioner Serpe reports that he and Stephanie recently met with Cherie Alwine, Deputy Business Administrator of Finance, following the recent passage of the 2012 budget by York City Council, which drastically effected the commissions budget when funding was reduced. The approved budget included a cut in the Commissions salary line of $13,820, all other 2012 request were approved. It was also clarified that Fund 26 can be used to receive unrestricted financial contributions for the work of the Commission.

What does this mean For the Commission?

With this, Commissioner Serpe states that the Commission can look towards our strengths and make the best of the situation. The Commission requested that the Executive Director position be reinstated if we can move $3000, apply the new unrestricted gifts into the salary line item and raise the difference, which only amounts to $3800. Mayor Bracey agreed with this proposal.

Committees:
Commissioner Serpe asked that for those committees that do not have a chair, please convene and come to a decision on a chair. He also shares that it has been stated that each commissioner is to sit on at least 2 committees. Commissioners decided upon their committees.
Ralph also shared that the board should be able to vote upon a new chair should we have a quorum and submitted nominations. The Nominations and Leadership Committee will accept and review all nominations.

*PLEASE SUBMIT YOUR NOMINATIONS TO COMMITTEE CHAIR, COMMISSIONER MITZEL*

TASKS: Nominations and Leadership Committee to develop a draft of what type of individuals or what type of expertise are we looking for in board members with regard to our 3 vacancies and the recent resignation of our chair.

Report of Executive Director: was attached with agenda
Unfinished Business:
(Please send regrets prior to meeting if you are not able to make the monthly meeting)
The 2010 annual report did not go out in 2011 and had a completion date of January 31, 2012. Stephanie asked the commissioners if combining a 2010 and 2011 annual report would be acceptable? After much brainstorming and debate, it was decided collectively that separate reports would be best not to take away from either year.

Victor Brown shared many ideas relating to the maintenance and collection of necessary data such as previous donor and supporters or case management or monitoring. Victor will plan to meet with Stephanie separately.

Respectfully submitted:
Tanisha N. Silvagnoli
REPORT OF THE EXECUTIVE DIRECTOR:

Personnel/ Intern:
The City of York has contracted to engage in a Comprehensive Classification, Compensation & Benefits Study of all city employees and positions. Training at PHRC for staff was rescheduled for February 14, 2012.

Budget Review:
Please see attached 2012 Budget and Treasurer Report.

Case Review:
Evaluating status of complaints that were not processed after the Investigator position was eliminated.

HUD Contract:
We are anticipating a response to the Re-Certification request. Executive Director submitted an update on fair housing enforcement and activities to the HUD Regional Office to demonstrate our operating capacity.

Collaborations:
We continue to be represented at The Hispanic Coalition, The Community Police Partnership, York County Advisory to PHRC, and the PA Inter-Agency Task Force On Civil Tension, York NAACP, and York JCC Diversity Advisory Committee, Community Progress Council’s Homebuyer’s Workshop. Outreach is vital to raise awareness in the community of the Commission’s location and the services we are providing.

In addition to these collaborations we are seeking out new relationships and stakeholders to form a task force to better structure the Commission. Please submit names of those to whom we should reach out.

Facilities:
The city offices located at 1 W. Marketway will be relocating to the new City Hall 101 S. George Street (see attached schedule). We received notification to remove the remaining office furniture from Marketway prior to that date. HRC staff will conduct an inventory of said items.
Technical Assistance:

The Commissioner’s for PA Human Relations Commission meet the 4th Monday of every month. Compliance Session starts at 10:00AM and followed by the Public Session at 1:00pm.

March 26, 2012 Harrisburg, PHRC Central Office, 301 Chestnut St., Suite 300, Harrisburg, 17101
April 23, 2012 Harrisburg, PHRC Central Office, 301 Chestnut St., Suite 300, Harrisburg, 17101
May 21, 2012 Harrisburg, PHRC Central Office, 301 Chestnut St., Suite 300, Harrisburg, 17101
June 25, 2012 Harrisburg, PHRC Central Office, 301 Chestnut St., Suite 300, Harrisburg, 17101

Please select a date to attend a state meeting.
CASES:
New Docketed Complaints 03
Number in Investigation 10
Number Awaiting Determination 00
Number Held in Abeyance Pending Private Negotiations (per complainant) 00
Number to Attorney to Review 03
Number Administrative Closings 00
   (Failure to Cooperate/Lack of Jurisdiction/Court Filing) 00
Number Closed: No Probable Cause/Withdrawals 00
Number Closed: Predetermination Agreement 00
Probable Cause Currently Open 02
Number Pending Commission Appeal Hearing 00
Number Awaiting Appeal Hearing Decision 00
Number Docketed for Public Hearing 00
Number Conciliated 00
Number Awaiting Public Hearing Decision 00
Number Within Court Process 01
Number of Cases Pending Status Evaluation 00
TOTAL CASES ON FILE WITH YCHRC 13

TOTAL INQUIRIES: 19

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<th>Category</th>
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<tr>
<td>Employment</td>
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<tr>
<td>Education</td>
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<td>Other</td>
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<tr>
<td>TOTAL</td>
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ACCEPTED FOR ASSIGNMENT: 3

*LACK OF JURISDICTION - REFERRED TO:
PHRC - 3
Legal Services –
Wage & Hour –
EEOC –
Housing Alliance - 0
Information Only (No Prima Facie) - 8
Police -
Other-

RECEIVED BY:
Telephone: 14
Walk -In: 4
Other: 1 (e-mail)

RESIDENCY: City- 11     Non- City- 8

*Inquires may need more information to be processed, numbers may not reflect the total intakes
**May contain one or more protected class for each intake
Non-Jurisdictional Briefs
Selected complaints not docketed by the York City Human Relations Commission referred to Pa Human Relations Commission or other appropriate agency
(Only contain the allegations of the person who called)

Case 1: Complainant contacted the office because he believes he is being discriminated against because of his familial status. Supervisor gave the complainant permission to come to work later than his scheduled time in order to take his children to school. When the complainant arrived at work, the owner insulted him and threatened physical harm for arriving 30 minutes past his scheduled time. The owner then told the complaint he was not going to pay him for the 48 hrs he had worked that week. The complaint left the job for fear of being assaulted. Referred to PHRC due to lack of jurisdiction.

Case 2: Complainant contacted the office because she believes she was discriminated against because of her Sex (Female). Complaint had been working through temp agency since October 2011. During her employment, the supervisor constantly sexually harassed her by asking her out on dates, telling her that seeing her beautiful face made his day. Complainant did not respond back to romantic gestures from supervisor. When supervisor found out that she was dating another co-worker, he called temp agency and had her services stopped. Referred to PHRC due to lack of jurisdiction.

Case 3: Complainant called office to make a complaint because she felt she was being discriminated against because of her fiancée’s race (African American). Complainant called Respondent about an advertisement for an apartment; an appointment was scheduled for viewing. After they arrived and landlord saw that the fiancée was African American, the Respondent told the couple the apartment was no longer available. On the way out, they spoke to the maintenance worker who told them that there were currently two units unoccupied. Referred to PHRC due to lack of jurisdiction.
Docket No. = E-875
Opened = 01/06/12
Issue = Harassment
Basis = Disability/Depression
FFC = TBD

Summary
Complainant alleges the Respondent(s) discriminated against him on the basis of her disability. Specifically, the Complainant alleges that the Respondent(s) constantly follows her around the factory and questions the use of her FMLA.

Docket No. = E-876
Opened = 01/24/12
Issue = Dismissal
Basis = Familial Status/Pregnancy
FFC = TBD

Summary
Complainant alleges the Respondent(s) discriminated against her on the basis of her familial status. Specifically, the Complainant alleges that the Respondent(s) dismissed her from employment once they found out the Complainant was expecting a child.

Docket No. = E-877
Opened = 02/01/12
Issue = Dismissal
Basis = Race/African American
FFC = TBD

Summary
Complainant alleges the Respondent(s) discriminated against her on the basis of her race. Specifically, the Complainant alleges that the Respondent(s) that she was laid off on the bases of race, African American. Complainant had twelve years experience with the company. Other employees (Caucasian) from that unit with equal or lesser seniority were transferred to other departments.
<table>
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<tr>
<th>Docketed Date</th>
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| E-858 03/24/09 | **Count 1** - Lay-off (Age)  
**Count 2** – Termination (Age) | Drafting Final Determination | **Count 1**- Probable Cause  
**Count 2**- No Probable Cause |
| P-59 10/26/09 | Discriminate – Policies and Privileges of Public Accommodations (Disability) | Drafting Final Determination | No Probable Cause |
| E-863 01/19/10 | Failure To Recall From Lay-Off (Race) | Drafting Final Determination | No Probable Cause |
| E-865 03/11/10 | Different Terms and Conditions (Retaliation) | Drafting Final Determination | No Probable Cause |
| E-866 05/12/10 | Hostile Environment- Sexual Harassment (Sex) | Drafting Final Determination | No Probable Cause |
| E-873 09/17/10 | Discharge- (Race Discrimination) | Issuing Complainant Right To Sue Letter. |  |
| H-215 11/23/11 | Count 1- Failure to provide a reasonable accommodation  
Count 2- Retaliation | Drafting Final Determination | **Count 1**- Probable Cause  
**Count 2**- Pending |
<p>| E-875 01/06/12 | Harassment – Disability | Drafting Complaint |  |
| E-876 01/24/12 | Dismissal- Pregnancy | Drafting Complaint |  |
| E-877 02/01/12 | Dismissal- Race /African American | Drafting Complaint |  |</p>
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<tr>
<th>Date</th>
<th>Person or Organization Requesting Services</th>
<th>Number of Persons Served</th>
<th>Initials of Service Provider(s)</th>
<th>If Fieldwork, Location, Municipalit y/County</th>
<th>Description of Service(s) Provided / Presentation Topic(s)</th>
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<td>SS</td>
<td>York</td>
<td>Housing summit task force</td>
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<td>SS, JR</td>
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<td>First time home buyers workshop</td>
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<td>SS, JR</td>
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<td>SS, JR</td>
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<td>01/26/12</td>
<td>JCC</td>
<td>10</td>
<td>JR</td>
<td>York</td>
<td>Dallastown School District had a presentation on how their district is handling changes with diversity.</td>
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Home Buyers Workshop - January 9, 2012
Listened to Angela Hughes do a PP presentation on the good/bad of home buying. After her presentation, Stephanie gave a summary of what our office handles and ways we can help. A paper with different descriptions of people were handed out, then the people in attendance were asked to participate in a conversation about which category would be less discriminated in society today. She described the terms of the protected classes and gave some examples of how they can happen; in some cases they go undetected. Stephanie also spoke about predatory loans and shared current cases in the news in which this was taking place. Handed out pamphlets & calendars from our office.

York County Hispanic Coalition – January 13, 2012
At this meeting scholarship info was given, a brief description of prior applicants was presented. The 2010 Penn State scholarship winner was the main topic because do to a clerical error; she has not received the scholarship. A vote was passed that she would be receiving the scholarship regardless of the error. May 17, 2012 will be the date for the upcoming scholarship breakfast. Subcommittees met for a short time after the review of minutes. The networking committee discussed the possible date for the resource fair to be held along with the YCSD parade in June. An application for the citizen’s police academy was handed out and request for references were made.

MLK Day @ CA – January 16, 2012
MLK is a day of service for the community. A sign up sheet was out for people to participate in community service projects throughout the city of York. Breakfast was served and awards were handed out for people that have an impact in the community. YCHRC had a display table that contained info about our office & mission. Promotional items were handed out. Stephanie also addressed the audience regarding civil rights and the work of the Commission.

Diversity Advisory Committee – January 26, 2012
This meeting consisted of York County School District Officials. Dr. Dyer (Dallastown Area School District) had a presentation on the subject of the principles of equity and how the district handles it. The participants were also given copies of their “Strategic Plan for Diversity Focus and Cultural Proficiency” which shows their goals, actions, and educational & organizational developments. Other handouts were distributed which consisted of Milton Hershey School, Hanover Area Diversity Summit Committee, Centrals Diversity Training Module, and the JCC Diversity Fundraiser for Dress Down Day 2012.
STANDING COMMITTEES: *

Executive Committee: (as defined in Bylaws)
   Chairperson
    Dolores Abreu, Vice-Chair
    Ralph Serpe, Secretary/Treasurer

Planning and Community Outreach Committee
   Committee Chair
    Cindy Mitzel
    Delores Abreu
    Phyllis Dowling
    Theodore Miller

Nominations & Leadership Committee
   Committee Chair
    Cindy Mitzel
    Ralph Serpe
    Tanisha Silvagnoli
    Phyllis Dowling

Personnel Committee
   Committee Chair
    Ralph Serpe
    Victor Brown
    Theodore Miller

Budget & Finance Committee
    Ralph Serpe, Committee Chair
    Victor Brown
    Tanisha Silvagnoli

*Commission Chairperson, is a member of all committees, and
* Executive Director is an ex-officio member of all committees.

SPECIAL COMMITTEES: Will be convened as needed