

**Meeting Minutes**

**Notice: CYHRC’s meeting format has been altered due to the stay-at-home order issued by Governor Wolf amid the COVID-19 (coronavirus) pandemic.**

**COMMISSION MEETING – September 20, 2021**

The meeting was called to order by Acting Chair Commissioner Woerthwein at 7:08 p.m., via the video platform Zoom. A quorum was established.

**Roll Call of Commissioners:**

**Commissioners Present:**

- Ken Woerthwein – Secretary/Treasurer & Acting Chair
- Debra Martinez
- Jeanne Buckingham
- Mark Rhodes
- Mina Edmondson
- Jada Richardson
- Rabiya Khan
- Stephanie Seaton
- Dawn Wright

**Commissioners Absent:**

- Open Seat (7/16/2021)**
- Open Seat (7/16/2022)**

**Staff Present:**

- Maribel Burgos, Administrative Intake Support Specialist
- Investigator – Vacant**

**Staff Absent:**

**Approval of Minutes:**

**Board Minutes for June 21, 2021, meeting**

- **Motion:** Commissioner Martinez moves to accept the Minutes of June 21, 2021
- **Second:** Commissioner Buckingham
- Vote:** Unanimous approval, motion carried.

**Election of Officers:** - Commissioner Edmondson

**Report from the Nominations & Leadership Development Committee.**

- **Motion:** Commissioner Edmondson moves to accept ballot and committee list.
- **Second:** Commissioner Martinez
- Vote:** Unanimous approval, motion carried.

- Recognition and welcoming of two new Commissioners Khan and Richardson
- Two opening positions for Commissioner, please forward names for considerations.

Office 2021-2022	Ballots	Vote	Outcome												
Chair	Stephanie Seaton	<b>Unanimous approval. Motion carried.</b>	Stephanie Seaton												
Vice Chair	Mina Edmondson Mark Rhodes	<table border="0"> <tr> <td><b>Vote for Edmondson</b></td> <td><b>Vote for Rhodes</b></td> </tr> <tr> <td>Woerthwein</td> <td>Richardson</td> </tr> <tr> <td>Buckingham</td> <td>Edmondson</td> </tr> <tr> <td>Seaton</td> <td>Rhodes</td> </tr> <tr> <td>Khan</td> <td>Wright</td> </tr> <tr> <td></td> <td>Martinez</td> </tr> </table>	<b>Vote for Edmondson</b>	<b>Vote for Rhodes</b>	Woerthwein	Richardson	Buckingham	Edmondson	Seaton	Rhodes	Khan	Wright		Martinez	Mark Rhodes
<b>Vote for Edmondson</b>	<b>Vote for Rhodes</b>														
Woerthwein	Richardson														
Buckingham	Edmondson														
Seaton	Rhodes														
Khan	Wright														
	Martinez														
Secretary/Treasurer	Jada Richardson <del>Ken Woerthwein</del> (removed his name from ballot)	<b>Unanimous approval. Motion carried.</b>	Jada Richardson												

**Meeting was turned over to newly elected Chair: Commissioner Seaton**

**Public Comment: No report.**

**Report of Chair:** Commissioner Seaton:

- Commission will actively post meeting reminders on all our social media platform, including Zoom link.
- Please review the Policy and Procedures for CYHRC.
- Thank you to all the Commissioners that attended the Housing Clinic. The process for eviction will be posted on our website. CYHRC landlord/tenant booklet will also be updated and posted.
- York County Community Foundation \$10,000 grant for the Racial Equity Grant, it will be worked on and submitted.

**Apply for the Racial Equity Grant.**

- **Motion:** Commissioner Woerthwein moves to apply for the grant.
- **Second:** Commissioner Richardson

- **Abstain:** Commissioner Khan (works at YCCF)
- **Vote:** Majority approved; motion carried. The Budget and Finance Committee along with the Nomination and Leadership Development Committee will work on the grant for submission. Deadline: 10/08/2021
- Review from August 23 CYHRC planning meeting.
  - Hire and educate employees
  - Educate Commissioners on ordinance and Policy & Procedures – Carl Summerson (PHRC) will train.
  - Develop and outreach program and purchase supplies for the outreach to inform the community on our mission.
  - Create promotional items as giveaways. Also, polo shirts with a tagline “Together We Can Stop Discrimination” for current Commissioners and staff.
  - Commission Rhodes will email mission to the office so it can be shared to all commissioners.

**Report of Secretary/Treasurer: Exiting Chair – Commissioner Woerthwein**

- **Budget and Finance:**
  - Budget & Finance Committee met with the York City Budget Committee to complete 2020/2021 budget. It is finished and submitted. No negative feedback.
  - Budget report is included in packet.
  - Holiday Luncheon funds are at \$1,500, FHAP funds are at \$9,035, Supplies & materials \$162.60. The PA Latino Conference will be taken out of the Training budget line (4302).
  - Commissioner Woerthwein will get together with Commissioner Richardson to go over budget and procedures.

**Report of Standing Committees: Commissioner Buckingham**

- **Personnel Committee:**
  - Investigator position: has been filled. New investigator will start Monday September 27, with a break for his honeymoon 10/28 – 11/5 2021
  - Helen Parks from CYHR asked if Personnel Committee if they are involved in the creation of new job description for the two other housing positions. Committee is not involved.
  - Commissioner Seaton will reach out to Mayor for update on posting of new job description.
- **Planning and Community Relations Committee:**
  - Know Your Rights and Responsibilities Housing Clinic workshop happened September 16.
  - CYHRC was present during Central School District banned of books rallies and protests.
  - Due to Covid-19 the Diversity Dinner is on hold, committee will discuss alternatives.
- **Social Media Committee:**
  - Please share any information to be put on Facebook with Commissioner Khan.
  - Need to get administrative control back to the Commission.
- **Branding Committee:**
  - No report
- **Nominating and Leadership Development Committee:**
  - Report was done early in this meeting due to Slate of Officer being presented/voted and implemented.
  - Committee assignments was discussed. The Personnel Committee will be reviewed to see if the Executive Committee should be a part of it, at least the Chair of the Executive Committee is the Chair of the Personnel Committee.
  - Commissioner Buckingham asked to be removed from all committees since she will be resigning as of 9/21/2021.

<p><b>Executive Committee:</b> Stephanie Seaton, Chair Mark Rhodes, Vice Chair Jada Richardson, Secretary/Treasurer</p> <p><b>Personnel Committee:</b> ??? Chair Dawn Wright Jeanne Buckingham Mina Edmondson <i>Jada Richardson</i></p> <p><b>Budget and Finance Committee:</b> Ken Woerthwein, Chair Jeanne Buckingham Stephanie Seaton <i>Jada Richardson</i></p>	<p><b>Social Media:</b> ????, Co-chair Mark Rhodes, Co-chair <i>Rabiya Khan</i></p> <p style="text-align: center;"><u><b>Ad Hoc Committees</b></u></p> <p><b>Countywide Commission:</b> Ken Woerthwein Mark Rhodes</p> <p><b>Branding:</b> Jeanne Buckingham Dawn Wright <i>Rabiya Khan</i></p> <p><b>JR CYHRC</b></p>
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<p><b>Nomination and Leadership Development:</b>        ??? Chair        Mina Edmondson</p> <p><b>Planning and Community Relations:</b>        Mark Rhodes, Chair        Dawn Wright        Debra Martinez        Stephanie Seaton</p>	<p>????        Jeanne Buckingham</p> <p><b>Dinner:</b>        Debra Martinez        Mark Rhodes        Jeanne Buckingham        All Commissioners</p>
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- Commissioners are to check the committee list.
- Committees should be ready to report at every monthly Commission meeting.

**Communications:**

- No report.

**Report of Staff:**

- **Administrative Intake Support Specialist:**
  - Cumulative Case Report submitted in Packet.
  - In the Agenda on the Technical Assistance section, we now have the York County Commissioners schedule where a CYHRC member should be present at every meeting, if possible. The Ad Hoc Countywide Commission members will meet and discuss who will be able and available to also go to these meetings.
  - Staff is back in the office full-time. Office is being cleaned, will be rearranged for additional staff and old files are being added to the City of York shredding event.
  - City's media office is working with staff to get forms added to the website, and able to be filled online and submitted to our CYHRC generic email.
  - Any events that are being attended by Commissioners please forward to staff for inclusion in monthly report.
- **Investigator:**
  - Position has been filled. Start date October 27, 2021.

**Unfinished Business:**

- Indigenous People Resolution was passed a year ago by City Council declaring the 2<sup>nd</sup> Monday of every October as Indigenous People Day. The effort now is, as CYHRC, to present a Countywide resolution to the County Commissioners before the 2021 October date. Time
  - Support the York City Council resolution on Indigenous People Day, which was passed by the York City Council on October 20, 2020.**
    - **Motion:** Commissioner Woerthwein moves to support resolution.
    - **Second:** Commissioner Rhodes
    - **Vote:** Unanimous approval, motion carried

**New business:**

- Hispanic Heritage month if there are any materials to post please forward to committee.
- In reference to the 180 days on a complaint in our Policy and Procedures section 1.17 Time it reads: "Equitable Tolling"

**Adjournment:**

- **Motion:** Commissioner Martinez moves to adjourn the meeting
- **Second:** Commissioner Woerthwein
- **Vote:** Unanimous approval. Motion carried.

The meeting adjourned at 9:09 pm

*The next CYHRC meeting is scheduled for Monday, October 18, 2021, at 7:00 pm.*