

## 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 – October 18, 2021

The meeting was called to order by Chair Commissioner Seaton at 7:08 p.m., at the City of York Council Chambers and via the video platform Zoom. A quorum was established.

#### Roll Call of Commissioners:

##### Commissioners Present:

- |   |                      |
|---|----------------------|
| - Stephanie Seaton '22 – Chair              | - Rabiya Khan '24    |
| - Mark Rhodes '23 – Vice Chair              | - Dawn Wright '22    |
| - Jada Richardson '24 – Secretary/Treasurer | - Debra Martinez '24 |
| - Mina Edmondson '23                        | - Ken Woerthwein '23 |

##### Commissioners Absent:

Open Seat (7/16/2021)	Open Seat (7/16/2022)	Open Seat (7/16/2023)
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##### Staff Present:

- Maribel Burgos, MPA, Administrative Intake Support Specialist      Marc Unger – Investigator

##### Staff Absent:

#### Approval of Minutes:

##### Board Minutes for September 20, 2021, meeting

- **Motion:** Commissioner Woerthwein to accept minutes with correction
  - **Second:** Commissioner Martinez
- Vote:** Unanimous approval, motion carried.

**Public Comment:** Visitor Silvia Kelly. No report.

#### Report of Chair: Commissioner Seaton

- Received job description from CY Human Resource for full and parttime - Housing Eviction Resource Counselor position. HUD has a free online training for new staff. Chair signed requisition and will send it to HR
- The Housing Clinic will be edited by Commissioner Richardson then posted on our website and a step-by-step process on your rights.
- Introduction of new staff member, Mark Unger, Investigator.
- Polo shirts will have our logo and tag line. "Together we can stop discrimination."
- Orders for promotional items: pencil sharpeners, keychains, magnets, cups/mugs, water bottles, postcard with basic info, standup banner, folding table & 2 chairs, baseball caps.
- Business cards are being ordered for commissioners.
- Grant for the YCCF has been submitted on October 8<sup>th</sup> for Community and Leadership Development for the Commissioners.
- Current City grant writer has take our information from YCCF grant and is now looking into other grants.
- Will be at City Council meeting 10/19/2021 to welcome new CYHRC Commissioners and thanking Commissioners Fitch, Buckingham, Chronister and Myers for their time and talent on the Commission. All Commissioners are welcome to attend.

#### Report of Secretary/Treasurer: Commissioner Richardson

- **Budget and Finance:**
  - 2022 budget is approved for next step.
  - No expenditure for September 2021.
  - Holiday Luncheon funds are at \$1,500
  - FHAP funds are at \$9,035.

#### Report of Standing Committees:

- **Personnel Committee:**
  - No report.

- **Planning and Community Relations Committee: Commissioner Rhodes**
  - We are at the table for Article 136, for contracts with the City. Meeting with the lawyer in DC, October 27 in DC. Investigating and vetting contracts.
  - Attended the Central School District Board meeting to be a presence and support system to that community.
  - Will email EEOC guidelines on curriculum they came up with and shared.
  - Critical Race Theory event 10/20/2021, 50 people are registered.
  - Multicultural event on Saturday 10/16/2021 had a table but no one was there to hand out information to community. Would like all commissioners to receive a bag of CYHRC handouts for future events.
  - This Saturday the YC Police is having their Fall Festival, 1<sup>st</sup> block of W. King St.
- **Social Media Committee:**
  - No report.
- **Branding Committee:**
  - No report
- **Nominating and Leadership Development Committee: Commissioner Edmondson**
  - Three names were submitted for opening withing the Commission: Carla Christopher, Karen Crosby, and Silvia Kelly. Mayor approved; City Council will vote on it tomorrow night.
  - Commissioner's training happened October 14 at City Hall Council Chambers with Carl Summerson, Esq. PHRC's Chief Hearing Examiner. There are handouts for new and absent Commissioners.
  - Future plans to have quarterly or bi-monthly meetings for all Commissioners. Taking recommendations on future training ideas.

#### **Communications:**

- Commissioner Seaton received the email from Helen Parks HR representative regarding job description requisition for the new housing position.
  - Approval of job description:**
    - **Motion:** Commissioner Edmondson to accept the job description with adding “outreach and building relationships with different organization and spotting opportunities to further the CYHRC mission” somewhere in the job description.
    - **Second:** Commissioner Richardson
  - Vote:** Unanimous approval, motion carried. Requisition will be signed and submitted to HR
- Commissioner Richardson attended the County Commissioner meeting. Commissioner Martinez will attend 10/20 meeting and Commissioner Seaton will attend 11/03. Commissioner Edmondson recused herself for all meetings, conflict of interest due to her position with Martin Library.
- When submitting events that Commissioners attend, please submit description of event.

#### **Diversity Dinner Committee Report: Commissioner Martinez:**

- Committee met to discuss using the tag line “Together We Can Stop Discrimination” and doing a virtual event the end of January beginning of February, highlighting diversity that is shown in our new Commission. Taking that opportunity to introduce the Commissioners to the community. Two or three Commissioners will be selected to speak about one of the protective classes.
- Between talks of protective classes, we would like to have local artistic talent invited, poetry reading, dancing, playing instrument, etc.
- At the end have a Q&A section
- Planning to do events throughout the year. Invite Mr. Adrian Garcia, PHRC, Nilda Ruiz from Philadelphia to do a virtual housing summit
- During the summer doing a Diversity Picnic.
- Reaching out to other Commissioners across Pennsylvania to network

#### **Report of Staff:**

- **Administrative Intake Support Specialist: Maribel Burgos, MPA**
  - Cumulative Case Report submitted in Packet.
  - Reported on the importance of CYHRC participation in conventions.
  - Working with YC web designer One Media to get our forms online.
- **Investigator: Marc Unger**

- Started October 27, 2021.
- Shared tear off flyer or snapshot of Article 185
- Had an introductory meeting with Tenfold

**Unfinished Business:**

- None

**New business:**

- None

**Went to Executive Session:**

- **Motion:** Commissioner Martinez moves to go into an executive session
- **Second:** Commissioner Richardson
- **Vote:** Unanimous approval. Motion carried.

The meeting went into executive session at 8:57 pm

*The next CYHRC meeting is scheduled for Monday, November 15, 2021, at 7:00 pm.*