

### Meeting Minutes

**NOTICE: CYHRC's meetings have now been re-opened to public by Mayor Helfrich, still following social distancing and masks are requested.**

#### COMMISSION MEETING – April 18<sup>th</sup>, 2022

The meeting was called to order by Vice Chair Commissioner Rhodes at 6:37 p.m., in-person at City Council Chambers.

#### Roll Call of Commissioners:

##### Commissioners Present:

- |                                       |                             |
|---------------------------------------|-----------------------------|
| - Stephanie Seaton – Chair (Via zoom) | - Ken Woerthwein (Via Zoom) |
| - Mark Rhodes – Vice Chair            | - Debra Martinez            |
| - Karen Crosby                        | - Rabiya Khan (Via zoom)    |
| - Carla Christopher Wilson            | - Jada Richardson           |

##### Commissioners Absent:

- Dawn Wright (Excused)
- Sylvia Kelly (Excused)
- Mina Edmondson (Excused)

#### Approval of Minutes:

##### Board Minutes for April 18<sup>th</sup>, 2022, meeting

- **Motion:** Commissioner Richardson moved to accept minutes, with the clarification of *Adjournment section* under *Motion to adjourn* was placed by Commissioner Martinez on March 21<sup>st</sup> MTG.
- **Second:** Commissioner Martinez
- Vote:** Unanimous approval with the clarification of *Adjournment section* under *Motion to adjourn* motion carried.

#### Public Comment:

- Council Woman Edquina Washington:
  - Opened comments by thanking commissioners for taking their time to view and consider the Crown Act.
  - Crown Act will be introduced to City Council on May 3<sup>rd</sup> at their next meeting.
  - If approved, It shall be officially voted on in May 18<sup>th</sup>.
- Chairwoman Seaton:
  - Voting will be taking place later in the meeting, for the Crown Act.
  - Though it looks slightly different from the first time we presented it; Councilwoman Washington, Dianna Thompson and Herself (Chairwoman Seaton), worked with the City Solicitor.
  - The version that was given to each of you in the packets *will be* the one being presented to City Council on May 3<sup>rd</sup>, and if approved it shall be the version voted on.

#### Report of Chair: Commissioner Seaton

- No written statement or reports.
  - Miguel Soto, our Housing Evictions Counselor has started off to a good start.
  - We have moved forward with the approval of the Executive Director's job description. It is now at the stage where is going to the Business Admins office and the Mayor's Office, then it will be posted.
  - It was approved by Council and Administration.
  - Helen Parks from the Human Resources has been very diligent with moving it along.
  - Request of motion to approve Art 185-Crown Act as you have received it in your Packet as this will add an additional protected class under natural hair/Race.
- **Motion Carried by Commissioner Martinez**
  - To accept the Crown Act Art. 185 as presented with the corrections suggested in the packet
  - **Second:** Commissioner Jada Richardson
  - **Vote:** Unanimous approval

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

- **Budget and Finance:**
  - Had some expenditures.
  - Purchased some very much needed office supplies which took a good chunk of our office budget.
  - Paid our Membership to the National Fair Housing Alliance.
  - Purchased and paid for the 2 office chairs for the HEC and ED positions.
  - Still working to get the FHAP funds released pending an audit.
- **Commissioner Martinez**
  - Funds reserved for Diversity Dinner (\$1,500) are not seen in the Budget Vs Actual.
  - Commissioner Richardson assured she will look into the matter, meanwhile, addressing the fact that she is still learning the new layout of the new financial software.

### Report of Standing Committees:

- **Personnel Committee: *Commissioner Seaton stepped in for Commissioner Edmondson***
  - Will start advertising for the Executive Director position.
  - Purpose is to have the complete complement, Executive Director, Administrative Intake Specialist and Housing Evictions Counselor.
  - Getting Miguel up to speed on his training. Also noting that his work will mainly take place in the Field doing outreach in the community.
  - Will place order for business cards for staff.
  - Will check with TENFOLD or CPC for Miguel's certification as the certification can only be under an already HUD approved Housing Counseling agency.
  - Saymara's work schedule has been modified to fit the needs of her family.
- **Planning and Community Relations Committee: *Commissioner Rhodes***
  - There has been a big delay with Central School District, therefore, there is a possibility that the Spirit Program won't be kicking off this year as planned.
  - The 136 has already been approved.
  - The Confronting Racism Coalition (CRC) will be having different speakers, different diversity topics each month starting in the months ahead. It is encouraged for Commissioners who are interested to sign up.
  - The State is going to make the LGBTQIA community a protected group again.
  - Get more acquainted and familiar with Art. 136 as at some point we will have more involvement.
  - Fair Housing Clinic & Symposium will be going on all day of the 25<sup>th</sup> of April. We will have speakers at different times touching several housing topics like, Landlord/Tenant issues, Homeownership, Help on renting, etc. Commissioners are encouraged to assist at anytime they are available between 10am-6pm. We will also have a Press Conference at noon followed by a Lunch & Learn sponsored by RAYAC, which requires registration if participating.
  - Saymara and Miguel will be available all day to process any inquiries and referrals that need to be made.
  - Spring Grove's activity on April 13<sup>th</sup> was the biggest yet. There was a lot of networking done with other agencies and organizations- *Commissioner Wilson and Commissioner Woerthwein*
  - Lots of outreach material was handed out, but we need new items like lanyards and pens.
- **Nominating and Leadership Development Committee: *Commissioner Seaton in Commissioner Edmonson's Absence***
  - Some commissioners will be finalizing their terms this July, so hopefully some want to serve an additional term. It is encouraged to be on the look out for potential candidates to be nominated as future Commissioners.
- **Social Media & Branding Committee: *Commissioner Rabiya & Commissioner Seaton***
  - Flyer for the Fair Housing Clinic & Symposium is up on the CYHRC FB page, and on the HRC website as well.
  - Must forward and share material posted on the CYHRC FB page.
  - *Commissioner Woerthwein* wants pictures of the Spring Grove's activity to be posted on or shared with the CYHRC FB page.
  - *Commissioner Richardson* Talks on social media intern has fizzled out but it is time to put it back out there for summer intern students who will be off for the summer.
  - Internship will not be posted on website as a job but rather candidates can send in their e-mail so HR can then send the application.

**Correspondence:**

- There was an email from Vinnie from the York College Center for Community Engagement, he had asked for some policies and procedures from us and he is working on a statement of work that can be used to submit for the grant with the foundation.
  - *Commissioner Richardson:* opened comments on the similar survey that the county will also be doing, and that has sparked worries within the Commission. Worries are that as the people start filling out the County's survey they'll actually think that the CYHRC survey is the same one and will not proceed to fill out ours. Suggestions are that we should work together to integrate both surveys into one and get some help with funding. The work that Vinnie will provide for our survey is very thorough and the County survey would benefit from it as ours goes in a lot deeper than theirs does. Therefore, it is brought to our attention that it could be very beneficial to have a conversation with the people in charge because right now we'll end up with duplicate surveys.
  - Calls will be placed by Commissioner Rhodes to further find out how to go about combining efforts.
  - A call to Vinnie from the York College Center for Community Engagement, shall be placed by Commissioner Richardson to talk about how to move forward with survey.
  - This will all be discussed during next HRC Mtg on May 16<sup>th</sup>.

**Diversity Dinner Committee Report: Commissioner Martinez**

- Matters were discussed on March 31<sup>st</sup>, via zoom mtg with the committee. Good ideas were brought into perspective via emails.
- In order to submit Grants available for this event (like Rotary Club grant) we need to establish a date, time and place for it.
- Commissioner Woerthwein steered the issue in the right direction by stating the fact that it was being rushed and that we should give ourselves ample time to reach out to people and let them know that the HRC is still here and ready to serve.
- Start planning for the event for early 2023.
- 36th Annual Crime Victims' Rights March & Candlelight Vigil on April 26th is a great opportunity.
- Concerns about public events and safety were brought up.

**Report of Staff:**

- **Administrative Intake Support Specialist**
  - Cumulative Report accepted with the correction and clarification to the *Intake Form Report box*; underneath the County column on the Housing row the number should have a 0 not a 10. AISS will take further precautions next time.
- **Housing Evictions Counselor**
  - No Report

**Unfinished Business:**

- No Report
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**New business:**

- **Commissioner Seaton:**
  - **PHRC-** New legislation to expand the definition of *sex* to include LGBT, not necessarily adding a protected class. This will guarantee protection to this group.
  - **New Training Proposal-** Re-Educating on LGBTQ issues. We as a Commission need to have a full understanding regarding LGBTQ rights, needs and concerns.

**Adjournment of CYHRC meeting:**

- **Motion:** Commissioner Martinez moved to adjourn
- **Second:** Commissioner Richardson
- **Vote:** Unanimous approval. Motion carried. Meeting adjourned at 8:25 pm

***The next CYHRC meeting is scheduled for Monday, May 16<sup>th</sup>, 2022, at 6:30 pm.***