

### 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 – March 21, 2022

The meeting was called to order by Chair Commissioner Seaton at 6:34 p.m., in-person at City Council Chambers.

#### Roll Call of Commissioners:

##### Commissioners Present:

- |                            |                             |
|----------------------------|-----------------------------|
| - Stephanie Seaton – Chair | - Ken Woerthwein (via Zoom) |
| - Mark Rhodes – Vice Chair | - Debra Martinez            |
| - Karen Crosby             | - Mina Edmondson            |
| - Carla Christopher Wilson | - Dawn Wright               |

##### Commissioners Absent:

- Rabiya Khan (Getting Married)
- Sylvia Kelly (Vacation)
- Jada Ricardson (Illness)

##### Staff Present:

- Saymara Tabales – *Administrative Intake Support Specialist*

##### Staff Absent:

-

#### Approval of Minutes:

##### Board Minutes for March 21<sup>st</sup>, 2022, meeting

- **Motion:** Commissioner Martínez moved to accept minutes, with the clarification of *Bullet 2.2* under *Executive Session*.
- **Second:** Commissioner Crosby seconded the motion
- Vote:** Unanimous approval with the clarification of *Bullet 2.2* under *Executive Session*. motion carried.

#### Public Comment: No report.

#### Report of Chair: Commissioner Seaton

- Meeting held between Comm. Richardson, Comm. Woerthwein, Comm. Seaton and Dominic DelliCarpini and Vinnie Cannizzaro from the York College Center for Community Engagement as a follow-up to the meeting held prior with the York County Community Foundation about a survey discussed in February, when not selected for the Racial Inequity. The YCCCE is interested in funding the survey. Purpose of the survey is to gage the community's knowledge about the services provided by CYHRC, to gage the community's level of confidence in its ability to provide these services, to gage the community's level of knowledge of the CYHRC, etc. With the goal to draft a report and strategically plan based on the results. Additional funding might be needed to make this possible at the level they want to do it. They can start at \$15,000; it can be negotiable. Hopefully first drafts can be available by the last week of March. Bringing the rough draft of the survey to the Commission's next meeting for all to check, add or change and submit. The idea is to direct our services, education, and outreach.
- Emails are to be sent containing the State Ethics Commission Statement of financial Interests. These forms should be filled out every year as Commissioners and Public servers. Dianna Thompson will be expecting the forms filled out soon. They do come with instructions.
- Met with Kim Robertson, Acting Deputy Director, to go over the information in open.gov for assistance in login to be able to approve expenditure requests. Also reiterated the need to have the FHAP funds released. She stated that they haven't had the time to audit them yet. Going back into the records and looking in the agendas over the years, what was spent of those funds and the numbers were accurate. But it has been said that someone has labeled some transactions as duplicate payments or expenditures of similar value (\$), so they thought that was reason enough to audit it. Therefore, it was said to them that purchases must be made, promotions must be paid, these are transactions that don't go on the general fund. Its approximately \$9,000, but on the most recent financial printout is down to \$4,900, even when they are not being spent. Issue should be taken up the ladder to the next person, may be the

Mayor. Business Admin. have been very accommodating when it comes to changes and new hires, but FHAP funds need to be released and spent.

- Will arrange financial meeting with the Mayor;
- Paid respects to the memory of Cherie Alwine, Deputy Business Administrator for 44 years, whose sun set on the afternoon of Sunday, March 13<sup>th</sup> of 2022 after a long 4-year battle with cancer.

It is possible that Cherie took with her a lot of the Historical Data of the Accounting System. Some info could have been lost if no one was trained to the degree that she was.

#### Report of Secretary/Treasurer: Commissioner Richardson *ABSENT (ILLNESS)*

Commissioner Seaton Stepped In

- **Budget and Finance:**
  - Was able to learn Open.gov and approve purchases
  - Purchased 2 office chairs to be prepared to receive new employees.
  - Another order will be placed as there is a list of office supplies that Saymara (AISS) is getting ready.
  - Purchases will come out of the General funds, but if FHAP funds could be used there would not be a need to touch General funds for these types of purchases.
  - Having the impact that the General funds could soon be exhausted because FHAP funds are not available to us.
  - Soon to be arranged: Financial Committee Meeting- Commissioners Seaton, Richardson, Woerthwein, Rhodes and Crosby along with Kim Robertson and whomever she's accountable to.
  - According to a letter from HUD on 3/16/17 FHAP funds were at \$18,046.49.
  - It is not being disputed if HUD will allow us to spend the money but how much is there to spend.
  - In past years it was shown that the FHAP funds were slowly decreasing but we were told that the money was being used for some things that Commissioners were doing, which was never proved exactly in what or for what. There must be recordings of that meeting since all our meetings were recorded. When those funds were brought up, they were soon after taken off our line item. This has been going on for a long while.

#### Report of Standing Committees:

- **Personnel Committee:**
  - Commissioners Richardson, Edmonson and Seaton were able to interview Miguel Soto for the position of Housing Eviction Counselor full-time and unanimously voted to make the job offer.
  - Job offer was accepted by Miguel Soto.
  - It was spoken of before to seek private donors to fund an Executive Directors Position. Comm. Richardson suggested taking the existing investigator position and fusing it with an ARPA funds position to come up with the means to afford the E.D. position.
  - Requirements:
    - Master's Degree to reflect the salary to be.
    - Writing knowledge- Writing Sample
    - Writing prove if the prospect is bilingual (tentative)
    - Skills or knowledge in Social Media, Microsoft Office and operating office machinery.
    - ~~Commitment to the Principles~~ was voted out.
  - In order to seek further HUD funds we need an investigator.
  - Having an E.D. will not eliminate Investigator position it will bring more structure to the Commission and will allow someone to be on site all the time.
  - While the Investigator position is filled the E.D. will have to do investigations if needed.
  - Salary must be competitive along with the job description, it should make the applicant feel sure about applying.
  - Aiming salary would be at or about \$64.8K a year starting as a second level of management.
  - Council originally approved ARPA funds to hire part-time investigator and a Full-time investigator, will need to meet with Council beforehand to make sure there will be no problem with the tile of new position since the E.D. will have to investigate as well. Will plan a Council Committee meeting and present our thoughts to them.

#### Approval of Position being discussed:

- **Motion:** *Commissioner Martínez has moved to accept the Title of Executive Director of the City of York Human Relations Commission for the employment position being discussed.*
- **Second:** Commissioner Crosby seconded the motion
- **Vote:** Unanimous approval

- **Planning and Community Relations Committee: Commissioner Rhodes**
  - Situation at Susquehannock high school – Still haven't heard from them, 'til now nothing will be done.
  - Did meet that morning of with Central School Board to work on a date in September next year to do the Spirit Program.
  - CRC is doing their Strategic Plan and Training and will roll out a series of Diversity issues context this month (April) and each month should be a different subject dealing with diversity issues.
  - Art. 136- *Economic Development Ordinance* was finished and sent to Tom Ray- we're still waiting to hear from him.
  - When infrastructure money is coming in we want to make sure that minorities, women and any one based on their protected class, have equal opportunities to participate.
  - Records will be kept of every grant or contract passed based on the requirements. As soon as we hear from Tom we must settle on exactly what to keep track of and how and where to keep of all those records.
  - Met with NAACP and the Department of Justice Attorney General Liaison and the Police Liaison meeting spoke about in the meeting prior.
  -
- **Nominating and Leadership Development Committee: Commissioner Edmondson**
  - Training for Commissioners was facilitated by Adrian/Adrienne Garcia, PHRC's Director of Fair Housing – about Fair Housing fundamentals focused on individuals with disabilities. 5 Commissioners plus 1 guest attended. All commissioners were sent links to training. Training is available in our Google drive along with other resources and video. **\*\*This was not added in the Minute prior**
  - Need to pull the committee back together to have a discussion for the community with people like Joy Santiago and Marc from Tenfold because Fair Housing month is in April with a Question and Answer-like panel, but we would review those questions and answers in order to be prepared to answer them properly and stay on topic.
- **Social Media & Branding Committee:**

Acknowledgements

  - Commissioner Rabiya is getting married soon, therefore, due to preparations and religion she is not to appear on social media prior.
  - Commissioner Jada was not feeling well.
    - If someone wants to send or tag Commissioner Seaton with the purpose of sharing something to the CYHRC FB page, feel free to do so as she will re-post or share posts as needed. Our page needs feedback and recognition.

#### **Correspondence:**

- Commissioner Woerthwein received an Invitation to attend Tri-State HRC meeting on April 6<sup>th</sup>. Issues to address are; *Your views of issues facing HRC's* and *What type of HRC activities do you provide*. Also, availability of webinars. Commissioner Seaton will send out the invite to all the Commissioners.
- Spring Grove Diversity Annual Event is coming up, they are looking for people to join and fill different slots. Comm. Woerthwein will attend with AISS an any other Commissioner who is willing and able, on April 13<sup>th</sup> at 5:30pm.

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

- No Report

#### **Executive Session**

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

- No Cumulative Report for February.

#### **Unfinished Business:**

- As requested calendar invites will be sent out for Commission meetings, every 3<sup>rd</sup> Monday at 6:30pm; secretary will create recurring appointment and forward to Commissioners.

**New business:**

- **Commissioner Martínez:**
  - House of Reconciliation Church's *Stop the Violence Annual Event* will be on *Saturday, June 4<sup>th</sup> at Penn Park*- bigger place means more community organizations, hoping HRC will make its appearance to provide information. Help will be needed as Commissioner Martínez is the main coordinator of the event and will not be able to attend the HRC table.
  - Due to underlining health issues Comm. Martínez was not able to meet as frequent in the past months but had Comm. Wilson approach her about the Diversity Dinner, but instead of a dinner doing something like a festival outside. So a meeting was suggested to go over some of the possibilities. September was a month suggested but do to other events and compromises her time is being cut short and she wants to give this event as much importance, effort and time as it deserves.
  - Awards given to students will be for things they have excelled in during that school year. It is important to award the students withing that same school year or else they might not be in the school or grade coming August.
- **Commissioner Wilson:**
  - Having outdoor summer activities is a plus, specially during all this Covid situation, but school activities or activities involving children are more difficult since is so much more difficult to gather counselors and families to one particular place, that is why we had suggested the month of Fall; school should've begun by then and it would still feel nice outside. The window of outside events pairing with school.
- **Commissioner Crosby:**
  - A High School Senior should be chosen for something big and given an award from the HRC at their graduation. And the young lady who fought the Central High School Board for the book banning, deserves such a recognition for the national attention it drew.
- **All three Commissioners:**
  - It could also be held in a private HRC meeting with some family and friends, live streaming it to CYHRC FB page.
  - Awards given would be like; grants, scholarships, gift cards, bonds and/or recognition plaque, medal, or trophy; the more sponsors or donors we can get the bigger the award. Also have the donors/sponsors join the event.
- **Commissioner Seaton:**
  - Art 185: *Crown Act*. Due to the shortness of time please review this document language, in terms of including hair in this extension of the definition of Race to include hair. Hair itself is not a protected class but it is now under the definition of Race which includes natural hair care.
  - This needs weigh in and bring it back to council.
  - Please email any comments or questions about this document, the sooner the better.
  - Please, also send any comments, suggestions or changes on or about the Executive Director job description.
  - Financial Interest Statement will me emailed throughout the Commissioners along with Dianna Thompsons email, so after filling it out it can be sent directly to her.

**Adjournment of CYHRC meeting:**

- **Motion:** Commissioner Seaton moved to adjourn
- **Second:** Commissioner Crosby
- **Vote:** Unanimous approval. Motion carried. Meeting adjourned at 8:31 pm

***The next CYHRC meeting is scheduled for Monday, April 18, 2022, at 6:30 pm.***