

Meeting Minutes

Notice: CYHRC's meeting format has been altered due to City Hall being closed to the public by Mayor Helfrich amid the COVID-19 (coronavirus) pandemic.

COMMISSION MEETING – February 21, 2022

The meeting was called to order by Chair Commissioner Seaton at 7:03 p.m., via Zoom.

Roll Call of Commissioners:

Commissioners Present:

- Stephanie Seaton – Chair
- Mark Rhodes – Vice Chair
- Jada Richardson – Secretary/Treasurer
- Karen Crosby
- Ken Woerthwein
- Rabiya Khan
- Debra Martinez

Commissioners Absent:

- Mina Edmondson
- Sylvia Kelly
- Dawn Wright
- Carla Christopher Wilson

Staff Present:

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Staff Absent:

- Marc Unger

Approval of Minutes:

Board Minutes for January 24, 2022, meeting

- **Motion:** Commissioner Martinez moved to accept minutes.
- **Second:** Commissioner Richardson seconded the motion
- Vote:** Unanimous approval, motion carried.

Public Comment: No report.

Report of Chair: Commissioner Seaton

- Met with Adrian Buckner from YCCF to discuss why our grant wasn't selected; They were looking for something with more immediate impact; We will apply for a grant (timely opportunities) to help conduct a community survey and then we can reapply for the racial equity grant to implement survey findings
- Attended NAACP meeting to discuss situation at Susquehannock High School, members of multicultural groups are being targeted by white peers with threats and other activities; Students believe school is not doing enough to help the situation.
- *New Housing complaint* (H-230): 3 counts (1-notice to vacate due to pregnancy, 2- subjected to different terms of residency due to familial status -pregnancy, 3 – different terms of residency due to sex-female), HRC concluded that there is no probable on all 3 counts; cause to believe defendant was discriminated against due to pregnancy, terms of condition/ rental due to the familial status or sex; Commissioner Martinez moved to close the case as presented by Commissioner Seaton, Commissioner Woerthwein seconded, Motion carried.

Report of Secretary/Treasurer: Commissioner Richardson

- **Budget and Finance:**
 - Holiday Luncheon funds are at \$1,500
 - FHAP funds are at \$9,103.
 - There were no expenditures this month but two PO's are in the approval queue awaiting Commissioner Seaton's signature.
 - According to City Business Administrator, FHAP funds need audited. This will likely take several months to complete. Until then, we are unable to use the account.

Report of Standing Committees:

- **Personnel Committee:**
 - Received resignation from Investigator Marc Unger – last day is Friday 2/25/2022;
 - Offer extended for Administrative Intake Specialist – expected start date March 14
 - Hiring for part-time and full-time housing eviction counselor
 - Discussed redefining office roles to accommodate immediate need for a Director role at the Commission

- **Planning and Community Relations Committee: Commissioner Rhodes**
 - Situation at Susquehannock high school – see Chair’s report
- **Nominating and Leadership Development Committee: Commissioner Edmondson**
- **Social Media & Branding Committee:**
 - No report

Correspondence:

Invitation to attend Spring Grove diversity day; Commissioner Seaton will forward details to all members, please attend if available.

Diversity Dinner Committee Report: Commissioner Martinez

- No Report

Executive Session

- Commissioner Martinez motioned; Commissioner Richardson seconded; Began at 8:03 p.m.
- Commissioner Seaton:
 - Discussed the Cumulative briefs and non-jurisdiction briefs, emphasized the importance of returning to original intention of the documents. City complaints should not be included on non-jurisdictional because it hinders neutrality of the Commissioners. Additionally, the cumulative brief is meant to be vague, it currently includes too many details for public records.
 - HRC staff are not to seek advice from the York City solicitor, PAHRC is the appropriate source to seek clarification when things are unclear; Would like executive and nomination/leadership committees to review CYHRC documents on process and procedures for accuracy and updating as relevant
 - Would like Commission to receive intake training so Commission liaisons understand prima facia and related processes; Commissioners Crosby, Richardson and Khan expressed agreement
 - Asked for feedback on progress, priorities, and outstanding issues of the Commission:
 - Commissioner Richardson expressed importance of hiring an Executive Director to help provide staff with direction, we’ve been doing the best with what we have but an ED is necessary; Commissioner Woerthwein agreed with hiring an ED, and utilizing our funding to do the best with what we can; Commissioner Martinez echoed the need for an ED to help provide direction and forward progression at CYHRC;
- Commissioner Woerthwein:
 - Expressed need to connect with city council liaison to request support for hiring; Council member Lou Rivera is our contact
- Commissioner Martinez:
 - Expressed need to have frank conversation with mayor regarding the need for adequate funding (salary) to attract viable candidate.
- Commissioner Martinez motioned to adjourn executive session; Commissioner Richardson seconded; adjourned at 8:24 pm

Report of Staff:

- Call intake is increasing, good sign that people know we are here and able to help

Unfinished Business:

- Commissioner Rhoades heard back from attorney working to rewrite Article 136; CYHRC will be engaged to help determine/qualify minority designated businesses in City procurement process
- Voted to move meeting time to 6:30, city clerk approved so March meeting will be at 6:30 p.m.
 - Commissioner Khan requested calendar invites be sent out for Commission meetings; secretary will create recurring appointment and forward to Commission
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New business:

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Adjournment of CYHRC meeting:

- **Motion:** Commissioner Martinez moved to adjourn
- **Second:** Commissioner Richardson
- **Vote:** Unanimous approval. Motion carried. Meeting adjourned at 8:34 pm

The next CYHRC meeting is scheduled for Monday, March 21, 2022, at 6:30 pm.