

COMMISSION MEETING – October 17th, 2022
Meeting Minutes for September 19th

The meeting was called to order by Interim Chair Commissioner Rhodes at 6:35 p.m., in-person at City Council Chambers.

Roll Call of Commissioners:

Commissioners Present:

- | | | |
|----------------------------|------------------|---------------------------|
| - Mark Rhodes – Vice Chair | - Ken Woerthwein | -Carla Christopher Wilson |
| - Jada Richardson | - Mina Edmondson | - Karen Crosby |
| - Rabiya Khan | - Debra Martinez | |

Commissioners Absent:

- Dawn Wright (Excused)

Vote of board took place at 6:38pm: *Nominating and Leadership Development Committee*

Commissioner Edmonson presented a Nominating Committee Report and withdrew herself from the election as the Chair. Commissioner Carla Wilson also withdrew from the election as both thought that at the moment the candidate with the most knowledge of the Commission would be Commissioner Mark Rhodes.

- *Commissioner Mark Rhodes* was elected as **Chair** by Unanimous vote 8/8 of commissioners present. Will hold position until the end of his term in 7/16/23
- *Commissioner Jada Richardson* was elected as **Vice Chair** by over 2/3 of votes of commissioners present (6/8).
- *Commissioner Dr. Ken Woerthwein* was elected as **Secretary/Treasurer** by Unanimous vote 8/8 of commissioners present. Will hold position until the end of his term in 7/16/23
 - Must start the process of nominating future candidates for current and future vacant Commissioner positions, keeping diversity in gender and race.
 - New elected Officials Positions and duties will take effect immediately after tonight's meeting.

Approval of Minutes:

Board Minutes for September 19th, 2022, meeting

- **Motion:** Commissioner Debora Martínez *with the inclusion of the transcript from the previously approved motion about the Survey of the CYHRC.*
 - **Second:** Commissioners C. Wilson & K. Crosby
- Vote:** Unanimous approval

Public Comment:

- Marc Unger- TENFOLD & York City resident
 - Wanted to pay Respect to the late Chair Commissioner Seaton, and applaud the fact that her legacy will live on with the new elected board of official Commissioners.

Report of Chair: *Commissioner Rhodes*

- New elected Chair has stepped up during the past 2 weeks and has been clearing back logs.
- Administrative Intake Support Specialist (AISS) and Housing Evictions Resource Counselor (HERC) were able to effectively close a housing case within 48 hours.
- Stacey Waters from the PHRC has agreed to train AISS and HERC via zoom with the Investigator tools needed to keep the cases moving.
- New system in the State was put in place for receiving non-jurisdictional (NJD) cases. Previously, those cases had to be sent to the PHRC, now a complainant can come in and we can instruct them on filing the complaint by phone from our office while we offer moral support. **No memorandum of understanding needed.**
- Work is getting done!

Report of Secretary/Treasurer: *Commissioner Richardson*

- **Budget and Finance:**
 - There are no new expenditures.
 - Diversity Dinner Funds:
 - Still trying to meet with City Business Administrator, Kim Robertson, to go over the budget report and the fact that the Diversity Dinner line item is missing from the budget.
 - Request for a Budget amendment has to be submitted to City Council.

Report of Standing Committees:

- **Personnel Committee: *Commissioner Rhodes***
 - 4 current applicants for the ED position.
 - Karen Crosby joined the Interview Panel Committee
 - Administrative Intake Support Specialist- Saymara Tabales will be moving on from the HRC towards another position withing the City of York family. No final date established yet.
 - **Commissioner Wilson >**
 - All Commissioners should be involved in voting for the best candidate. Each candidate should give a short presentation on their experiences and what they have to offer to the CYHRC.
- **Planning and Community Relations Committee: *Commissioner Rhodes***
 - The CRC (Confronting Racism Coalition)
 - Facilitators are finishing their training and getting things ready for the SPIRIT program on November 9th & 10th at Central Highschool
 - Recruiting new participants for 8 significant student groups
 - Part of the SPIRIT program is to match students with facilitators of similar ethnicity/cultural group.
 - Committee members who volunteer to participate in the Spirit program:
 - *Commissioner Carla Wilson*
 - *Commissioner Rabiya Khan*
 - *Commissioner Debra Martinez*
- **Nominating and Leadership Development Committee: *Commissioner Edmonson***
 - Because the Executive Director position has not been filled, there are plans that have been placed on hold.
- **Social Media & Branding Committee: *Commissioner Rabiya***
 - Working on making Commissioner Khan sole administrator of the Facebook (FB) page once credential (of Page) is confirmed.
 - Sharing any events of Hispanic Heritage month is welcome.
 - Any information of legitimate fundraisings for Hurricane Fiona's survivors in Puerto Rico is appreciated.

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

- Hanover Diversity Festival Oct. 1st
- State-Wide Hispanic Heritage month celebration *PA Latino Convention*, September 29th through October 1st, in Allentown, PA.
- Diversity dinner doesn't necessarily have to be a dinner, we used to do lunches.
- Try to link Diversity Dinner and Unity March into one activity
 - Independently of whether we do a Lunch, Dinner or unity march separately there must be some type of recognition to our late Chair Commissioner Seaton.

Report of Staff:

- **Administrative Intake Support Specialist**
 - Various cases, Housing and Employment. Most are in the closing phase.
- For future funding support for our CYHRC, Commissioner Woerthwein will search for HUD Grants.

- **Housing Evictions Counselor**
 - No Report

Unfinished Business: Commissioner:

- Connect with CASA & LatinoConnexion about getting low income and minority persons to trust the health care system and get vaccinated for Covid and Flu.
- "Find out the Unity March Grant expiration date
- Junior HRC- Junior HRC will no longer be "City " students alone; it will be offered to County students as well.
- Commissioner Wilson will resend the proposed draft of CYHRC Survey to all commissioners.

New business:

- CYHRC Coloring and Activity Book for children was put together by AISS Saymara Tabales.
 - The book explains in simple words what the HRC is all about.
 - Sponsors will be sought for production of the booklet.
- Key chain and informational postcards.
 - **Motion:** Debra Martinez- Motion was made to get the CYHRC Coloring and Activity Book and informational postcards reproduced.
 - **Second:** Commissioner Crosby and Commissioner Edmonson
 - **Vote:** Unanimous approval. Motion carried.
- Possibility of sending AISS or HERC staff to PA Latino Convention with educational/training purpose. Sept 29th through Oct 1st at the Renaissance Hotel in Allentown. The purposes of attending this convention are to train and educate them, to find ways to network with other agencies and organizations, and to make referrals in the future.
 - **Motion:** Commissioner Woerthwein moved to send one of CYHRC staff to the PA Latino Convention with all related expenses paid for.
 - **Second:** Debra Martinez
 - **Vote:** Unanimous approval. Motion carried.

Adjournment of CYHRC meeting:

- **Motion:** Commissioner Debra Martinez
- **Second:** Commissioner Jada Richardson
- **Vote:** Unanimous approval. Motion carried. Meeting adjourned at 7:48pm

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