
COMMISSION MEETING – November 21st, 2022

Meeting Minutes for October 17th

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 – Chair
- Jada Richardson- Vice Chair
- Ken Woerthwein -Secretary/Treasurer
- Debra Martinez
- Rabiya Khan
- Karen Crosby
- Dawn Wright

Commissioners Absent:

- Mina Edmondson (Excused)
- Carla Christopher Wilson (Excused)

Board Minutes for October 17th, 2022, meeting

- **Motion:** Commissioner **Debra** Martínez *with the correction of the spelling of Commissioner Martínez's name from Debora to Debra.*
- **Second:** Commissioner Jada Richardson
- **Vote:** Unanimous approval

Public Comment: *No Report*

Report of Chair: *Commissioner Rhodes*

- Case accumulation docket is rising, cases are coming in and are being dealt with.
- Complaints that are non-jurisdictional are now being taken in the office, drafted, and then called in to PHRC. Local intake sends all forms, questionnaires, first-hand report and supporting documents to the intake at PHRC as 1 document to minimize the loss of files.

Report of Secretary/Treasurer: *Commissioner Dr. Woerthwein*

- **Budget and Finance:**
 - There are no new expenditures.
 - Diversity Dinner Funds:
 - City Council has agreed that in their upcoming meeting of October 26th, they will proceed with the request to place the Diversity Dinner Funds (\$1,500) back to line item where they belong.
 - The process of grant applications in various websites is very long, complicated, and needs further looking into.

Report of Standing Committees:

- **Personnel Committee: *Commissioner Edmonson***
 - 2 current candidates for vacant Commissioner positions to be nominated.
 - 5 current applicants for the Executive Director position are to be interviewed by personnel committee.
- **Planning and Community Relations Committee: *Commissioner Rhodes***
 - The CRC (Confronting Racism Coalition)
 - Things are ready for the SPIRIT program on November 9th & 10th at York Central Highschool
 - Committee members who volunteer to participate in the Spirit program:
 - *Commissioner Carla Wilson, Commissioner Rabiya Khan, Commissioner Debra Martinez*
 - New “Celebration Diversity during the Holidays” flyer has been created by Administrative Intake Specialist, hopefully it will be well distributed during this season.
 - CYHRC coloring & activity booklet will now be translated, printed and distributed, allowing the Commission to reach more people in more places.
 - Polo Shirts for the Commission will be put on hold until further notice.

- **Nominating and Leadership Development Committee:** *Commissioner Edmonson*
 - Discussed on the first bullet of **Report of Standing Committees:**
- **Social Media & Branding Committee:** *Commissioner Rabiya*
 - Still trying to retrieve Fakebook's login information. Creating a new account will be the last resort.

Correspondence:

Diversity Dinner Committee Report: *Commissioner Martinez*

- Diversity Dinner Committee meeting via zoom Tuesday October 18th.
- Zoom login information will be sent to all commissioners to have access to.

Report of Staff:

- **Administrative Intake Support Specialist**
 - Case log is growing. Cases are coming in and acted upon, therefore, closing soon thereafter.
 - Non-jurisdictional cases with Prima Facia coming in are being listened to, drafted and sent directly to PHRC, where they will review and then call complainant for further details and arrange for an interview appointment date.
- **Housing Evictions Counselor**
 - No Report

Unfinished Business: *Commissioner Rhodes*

- Coloring book and other promotional outreach materials are all taken care of.

New business:

Adjournment of CYHRC meeting:

- **Motion:** Commissioner Debra Martinez
- **Second:** Commissioner Jada Richardson
- **Vote:** Unanimous approval. Motion carried. Meeting adjourned at 7:20pm

The next CYHRC meeting is scheduled for Monday, December 19th, 2022, at 6:30 pm.