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**COMMISSION MEETING – December 19<sup>th</sup>, 2022**  
**Meeting Minutes for November 21<sup>st</sup>**

The meeting was called to order by Secretary/Treasurer Commissioner Dr. Ken Woerthwein at 6:43 p.m., in-person at City Council Chambers.

**Roll Call of Commissioners:**

**Commissioners Present:**

- Mark Rhodes – **Chair** Between Budget Hearings and HRC
- Ken Woerthwein -**Secretary/Treasurer**
- Debra Martinez
- Rabiya Khan (<sup>Zoom</sup>)
- Mina Edmondson

**Commissioners Absent:**

- Dawn Wright (<sup>Excused</sup>)
- Jada Richardson- **Vice Chair** - (<sup>Excused</sup>)
- Carla Christopher Wilson
- Karen Crosby

**Approval of Board Minutes for October 17th, 2022 meeting**

- **Motion:** Commissioner Debra Martínez
- **Second:** Commissioner Mina Edmondson
- **Vote:** Unanimous Approval

**Public Comment:** *No Report*

**Report of Chair: Commissioner Rhodes**

- Budget Hearings went well, they like what we are doing with the commission.
- We are getting good feedback; we are helping people in the City and the County.
- Budget situations are being handled, there have been issues with navigating the system.

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

- **Budget and Finance:**
  - New Expenditure of \$174.40 (November 9<sup>th</sup>, 2022) for office supplies from *Other Supplies/Materials*.
  - Need separate Line-Item for FHAP Funds.
  - Relocate lost FHAP Funds and include in the Budget the Holiday Luncheon Funds.

**Report of Standing Committees:**

- **Personnel Committee: Commissioner Edmonson**
  - There were 5 applicants for the Executive Director’s position. 2 interviews were conducted. Waiting on results of Writing samples. 2 other interviews are pending.
- **Planning and Community Relations Committee: Commissioner Rhodes**
  - Racial issues at the York College: most likely non-Jurisdictional
    - Most likely the CRC (Confronting Racism Coalition) would investigate.
    - The SPIRIT program has been moved to January at York Central Highschool.
- **Nominating and Leadership Development Committee: Commissioner Edmonson**
  - 2 listed candidates for the vacant Commissioner positions. Determination pending on address review (whether it is County or City)
- **Social Media & Branding Committee: Commissioner Rabiya**
  - Still waiting on the possibility of retrieving pertinent information to be able to “save/rescue” CYHRC’s Facebook page.
  - Further measures will be taken to retrieve and change the social media’s page log in information.

**Correspondence:**

**Diversity Dinner Committee Report: Commissioner Martinez & Commissioner Woerthwein**

- Administrative Intake Specialist Saymara Tabales is no longer pursuing departing from the CYHRC, therefore, she will be added to the Diversity Dinner Committee as of today, November 21<sup>st</sup>, 2022.
- Emails of Event preparations will be added to next HRC meeting packet.
- Next DDC meeting will be December 13<sup>th</sup>, 2022 via Zoom.

**Report of Staff:**

- **Administrative Intake Support Specialist**
  - Cases coming in are being pursued and non-Jurisdictional cases are being personally referred to PHRC.
  - Cases sent to PHRC are being taken care of.
  - A new call log has been established to better keep track of calls and walk-ins, whether they are potential intakes or referrals to other departments within the city or other agencies.
  - Outreach is needed, people stopped hearing about us, therefore, calls and walk-ins have diminished.
- **Housing Evictions Counselor**
  - Right now, 3 cases are open, 1 of which will be transferred to PHRC for being non-Jurisdictional.

**Unfinished Business: Commissioner Rhodes**

- **Print-o-Stat:** has taken on the Coloring Book printing and binding and will be sending us quotes this week.

**New business:**

**Adjournment of CYHRC meeting:**

- **Motion:** Commissioner Debre Martinez
- **Second:** Commissioner Mina Edmonson
- **Vote:** Unanimous approval. Motion carried. Meeting adjourned at 7:26pm

***The next CYHRC meeting is scheduled for Monday, January 23<sup>th</sup>, 2022, at 6:30 pm.***