

COMMISSION MEETING – APRIL 17th, 2023
Meeting Minutes for March 20th

The meeting was called to order by Chairperson Mark Rhodes at 6:30 p.m., in-person at City Council Chambers.

Roll Call of Commissioners:

Commissioners Present:

- | | | |
|---------------------------------------|---------------------------------|----------------|
| - Mark Rhodes – Chair | - Debra Martinez | - Karen Crosby |
| - Ken Woerthwein -Secretary/Treasurer | - Mina Edmondson | - Jason Querry |
| | - Rabiya Khan ^(Zoom) | |

Commissioners Absent:

- | | |
|-------------------------------|----------------------------|
| - Jada Richardson- Vice Chair | - Carla Christopher Wilson |
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▪ **Approval of Board Minutes for February 20th, 2023, meeting**

- **Motion:** Commissioner Debra Martinez *-with the correction made by Dr. Woerthwein that the amount stated in the **Diversity Dinner Committee Report** bullet 3 is incorrect as only the deposit down payment was made.*
- **Second:** Commissioner Jason Querry
- **Vote:** Unanimous

Public Comment: *No Report*

Report of Chair: Commissioner Rhodes

- Had a meeting with the executive board and discussed changing how we conduct our meetings. I will have all the committee leaders let me know no later than Thursday before the meeting about the topics they want to discuss. The time before the mtg is needed so that Saymara can add the info to the Agenda. Then at the mtg each leader will have 5 minutes to address their topic. Focus is to respect each other's turn and be polite and cordial.
- Our staff has been fully trained by the PHRC; training couldn't have come at a better time. Training material was provided in hard copy as well as digital copy for future employees.
- We actively have two cases one is in Employment; Mediation Fact-Finding Conference has been set for Friday, April 14th at 1 pm as the Respondent's attorney had asked for a continuance, which was granted. And the other is a Public Accommodation which is actually getting worse, as people are not cordial, and the harassment persists.
- We have been asked by the Mayor and the City to put in our part on Art. 136 *Small Business Disadvantage Program*. To have the right to enforce this article will give strength to our office, therefore, we need full-time employees who meet the requirements of the new positions. More grants will come in to fill these positions. Especially, since our intake position will be turning into a part-time.

Report of Secretary/Treasurer: Commissioner Dr. Woerthwein

- **Budget and Finance:**
 - Only expense up to date was \$183.15 coming out of "Training" line account.
 - Revenue account to receive all sponsorship checks related to the Diversity Dinner has been created where the payments to contractors and materials pertaining to the Diversity Dinner will be coming out of.
 - Budget amendments were made in order to cover future expenses related to the Diversity Dinner.

Report of Standing Committees:

- **Personnel Committee: Commissioner Edmondson**
 - There have been second interviews for the Exec. Dir. Position.

- HR will be conducting the investigations of the references and hopefully move to make an offer.
- **Planning and Community Relations Committee: *Commissioner Rhodes***
 - SPIRIT Program is now called VOICES Program.
 - We are meeting with the Central school district soon to find common grounds for students and staff to come to terms on some issues, and the CRC will be there to help be guides.
 - There will be a Public Hearing held here in City Council Chambers brought by PHRC on Thursday morning (3/23/23).
- **Nominating and Leadership Development Committee: *Commissioner Edmondson***
 - Met with Anu Banks as a prospect Commissioner with the HRC. If appointed by the Mayor and approved by City Council at their April's first mtg. Mr. Banks would be covering for the unfinished term left by Late Commissioner Seaton.
- **Social Media & Branding Committee: *Commissioner Rabiya***
 - Technical difficulties have been attributed to an audio issue with our Zoom attendees and connection was lost between Commissioner Khan and HERC Miguel Soto.
 - Dr. Woerthwein contacted Commissioner Khan via telephone for her to give her report.
 - Information to the Diversity Dinner is being posted on social media and also shared with her network.
 - Commissioner Khan confirms that she has full access to the FB account and Saymara only has partial access to the FB Account.

Correspondence:

Diversity Dinner Committee Report: Commissioner Martínez & Commissioner Woerthwein

- * An electronic report has been sent to everyone.
- * A walk-through of the venue has been set for 3/23/23 at 8:30am.
- * Set up and décor will be the day of the event.
- * Help is needed to set up the venue.
- * Outstanding balances are in the process of getting paid.
- * Keynote and Invocation is confirmed.
- * So, far we have 5 Student Leader Sponsors, 1 Outreach Sponsor, 1 Legacy Sponsor and 4 Community Partner Sponsors, and many advertisement sponsors.
- * Ticket sales will be closed as of tonight.
- * The votes for the Awardees have been submitted, the students to be given scholarships have been chosen and the students that were not chosen but were nominated were still invited to attend.
- * Set up will start at 2pm.
- * Tearing down will be done by the people who stay after the event has ended.

Report of Staff:

- **Administrative Intake Support Specialist**
 - Training at the PHRC was very thorough and refreshing. The information given was accurate and the presenters were knowledgeable on the topic they were discussing.
- **Housing Evictions Counselor:**
 - No Report

Unfinished Business: *Commissioner Rhodes*

- Vinyl CYHRC logo shirts with Digibots- still in the works.

New business:

- The probability of having to print all 165 Diversity Dinner programs using the Mayor's wing printer for the color cover page and the main B/W HRC printer for the inside.

Adjournment of CYHRC meeting:

- **Motion:** Commissioner Mina Edmondson at 7:35pm
- **Second:** Commissioner Jason Querry
- **Vote:** Unanimous

The next CYHRC meeting is scheduled for Monday, April 17th, 2023, at 6:30 pm.