

COMMISSION MEETING – JANUARY 23rd, 2022
Meeting Minutes for December 19th

The meeting was called to order by Vice Chair Jada Richardson at 6:35 p.m., in-person at City Council Chambers.

Roll Call of Commissioners:

Commissioners Present:

- | | | |
|---------------------------------------|-------------------------|----------------------------|
| - Jada Richardson- Vice Chair | - Debra Martinez (Zoom) | - Carla Christopher Wilson |
| - Ken Woerthwein -Secretary/Treasurer | - Mina Edmondson | - Karen Crosby |

Commissioners Absent:

- | | | |
|---------------|---------------------------------|-------------------------|
| - Dawn Wright | - Mark Rhodes – Chair (Excused) | - Rabiya Khan (Excused) |
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Approval of Board Minutes for November 21st, 2022, meeting

- **Motion:** Commissioner Debra Martínez
- **Second:** Commissioner Carla C. Wilson
- **Vote:** Unanimous Approval

Public Comment: *No Report*

Report of Chair: Commissioner Jada Richardson read *Commissioner Rhodes' report on his behalf.*

- Coloring books have been printed and are in the process of being packed and distributed to different daycares and after school programs.
- Job description changes are on their way.
- Thorough report on closed cases have been given to the commissioners as proof of what's been done in 2022.
- Budget Hearings went well, and Administration is really impressed with all the people we have been able to help, City and County.

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

- **Budget and Finance:**
 - × Clarification: Due to the fact that the next CYHRC mtg date falls on the MLK's Holiday it is safer to move it to the following Monday which will be the 23rd of January (the 4th Monday of the month).
- Expenses reflected in the finance report are divided between the coloring book printing and distribution and the Diversity Dinner Venue, catering and chairs/tables rental.

Report of Standing Committees:

- **Personnel Committee:** *Commissioner Edmonson*
 - Job description for the Executive Director's Position should go along more with the pay being offered.
 - Help from PHRC in terms of the changes of the Job Description will be requested by the committee.
 - Hiring process for the Executive Director's position needs to be sped up to prevent another department from stepping in.
- **Planning and Community Relations Committee:** *Commissioner Rhodes*
 - *No Report*
- **Nominating and Leadership Development Committee:** *Commissioner Edmonson*
 - Out of the 3 potential candidates for the vacant commissioner positions, Personnel Committee is still waiting for documents that support their application.
 - Committee should get together soon to start the interviewing process.

- * **Motion:** Commissioner Debra Martinez {To have Candidate Jason Querry's information (for vacant commissioner position) sent to Mayor Helfrich for evaluation and approval from the Council}
- * **Second:** Commissioner Jada Richardson
- * **Vote:** Unanimous approval. Motion carried

- **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: 2 Holiday Greeting Cards; 1 from Chief of Staff Scott Miller and the other one from the Fire Department’s Secretary Sarah Seymore. In return CYHRC sent greeting postcards to all the departments.

Diversity Dinner Committee Report: Commissioner Martinez & Commissioner Woerthwein

- Organizations that are confirmed to be there should bring their own tables.
- Venue for the event is already paid for.
- The deposit for the rental of the tables & chairs has been paid as well.

Report of Staff:

- **Administrative Intake Support Specialist**

- No intakes for the last 2 weeks of November or the first 2 weeks in December.
- We have taken part of the “HERE FOR YOU” outreach initiative from Martin Library, every other Wednesday which began on December 7, 2022 from 1:30pm to 3:00pm. It’s a way to connect with people and actually be there on site to answer questions or fill an intake form if needed.
- The *Anonymous Closed Case Report* show closed Housing and Employment cases from March to December.
- Dr. Woerthwein would like the information for months January and February 2022 to be added to the Closed Cases Report, in time for Diversity Dinner Event in March, 2023

- **Housing Evictions Counselor:** No Report

Unfinished Business: Commissioner Rhodes

New business:

- **Motion:** Commissioner Jada Richardson -*To move the next CYHRC meeting from January 16th to January 23rd in acknowledgement of Dr. Martin Luther King’s Holiday.*
- **Second:** Commissioner Karen Crosby
- **Vote:** Unanimous approval. Motion carried.

Adjournment of CYHRC meeting:

- **Motion:** Commissioner Jada Richardson
- **Second:**
- **Vote:** Unanimous approval. Motion carried. Meeting adjourned at 7:22pm

The next CYHRC meeting is scheduled for Monday, February 20th, 2022, at 6:30 pm.