

Memo

To:	Russ Boggs, Gretchen Little, Josh Grubbs, Kia Hansard, Amanda Arbour, Amanda Carter, Valerie Carelock, Christi'an Yellowdy, Theo Braddy,
From:	Shaashawn Dial, Director Social Equity & Affirmative Action
cc:	None
Date:	February 12, 2018
Re:	January 17, 2018 Harrisburg Human Relations Commission (HHRC) Meeting Minutes

CITY OF HARRISBURG DEPARTMENT of ADMINISTRATION  
BUREAU of SOCIAL EQUITY & AFFIRMATIVE ACTION

Harrisburg Human Relations Commission (HHRC) January 17, 2018 Meeting Minutes

Original meeting date Monday, January 8, 2018, canceled due to weather (snow).

Meeting rescheduled for Wednesday, January 17, 2018.

Physical Meeting held in Emergency Operations Center (EOC), room number 213, of the Public Safety Building. Enter through main doors of the Rev. Dr. Martin Luther King, Jr. Building, 10

N. 2<sup>nd</sup> Street, Harrisburg, PA 17101, and come across the 2<sup>nd</sup> floor bridge.

In attendance: Valerie Carelock, Amanda Carter, Amanda Arbour, Kia Hansard, Josh Grubbs, Gretchen Little, Russ Boggs, Theo Braddy

Absent: Christi'an Yellowdy

Meeting called to order 5:39pm by Shaashawn Dial (SD), staff Liaison to the HHRC & Director of Social Equity and Affirmative Action

SD welcomed Commissioners, wished each a belated New Year, and welcomed them to the new meeting space – the EOC. The meeting space was changed from the 3<sup>rd</sup> floor conference room of the MLK building to the EOC because the lights automatically go off around 6:15pm in the conference rooms.

SD wished the Commissioners with January birthdays a blessed born day – Commissioner Theo Brady and Commissioner Amanda Arbour.

SD circulated a revised sheet with the 2018 meeting dates, due to the meeting location change.

2018 MEETING DATES:

- January 8, 2018 re-scheduled to January 17, 2018 due to snow
- February 21, 2018
- March 12, 2018
- April 18, 2018
- May 14, 2018
- June 20, 2018
- July 9, 2018
- August 15, 2018
- September 10, 2018
- October 17, 2018
- NO MEETING due to Veterans Holiday and Thanksgiving Holiday

- December 19, 2018

Meetings will be held from 5:30pm – 7:00pm in the EOC, room number 213, of the Public Safety Building. Enter through main doors of the Rev. Dr. Martin Luther King, Jr. Building, 10 N. 2<sup>nd</sup> Street, Harrisburg, PA 17101, and come across the 2<sup>nd</sup> floor bridge.

SD opened the floor/ discussion for officer nominations in accordance with the ordinance procedures:

Officers: “The Commission shall elect one of its members as Chairman and may elect such other officers as it may deem necessary. The Chairman may, with the approval of the Commission, appoint such committees as may be necessary to carry out the powers and duties of the Commission, and the Commission may authorize such committees to take any necessary action for the Commission. “ p.12

Russ Boggs was nominated to serve as Chairman by Gretchen Little. Nomination seconded by Amanda Arbour. Russ Boggs accepted the nomination to serve as Chairman of the HHRC.

Unanimous vote approved, no nays and no abstentions.

Russ Boggs nominated Gretchen Little to serve as Vice Chair. Nomination was seconded by Theo Braddy. Unanimous vote approved, no nays and no abstentions.

No other officers were elected. SD will serve as the secretary for the HHRC because of her role as the staff liaison to the HHRC. SD will document the meeting minutes and circulate to the Commissioners in addition to any follow up correspondence.

As requested during the December meeting, Commissioners were asked to review the 1983 ordinance, specifically section 5 powers of the commission.

Rules/Regulation: “The Commission shall adopt such rules and regulations for its own organization, operations and procedures as the Commission shall deem necessary to administer, implement and enforce this Ordinance.” P.12

SD circulated to each Commissioner drafts of the HHRC complaint filing process/ procedures including a visual map of the process. Discussion occurred with Commissioners providing feedback and suggested revisions for the visual mapped process of how to file a complaint. Additional discussion occurred regarding volume of work questions (investigative work load on SD if many cases are filed).

Commissioners suggested a member of the PA Human Relations Commission (PHRC) review our draft(s) and come to the February meeting (in-person) if possible.

Commissioners also asked SD to ask law bureau a specific question, “Can 1 commissioner back up SD as an investigator and not sit in on hearing?”

HHRC Chair, Russ Boggs, asked if the Commissioners should complete:

- Confidentially forms
- Conflict of Interest forms
- Financial interest forms

SD agreed to ask the City Clerk (City Council) and Law Bureau.

SD provided an update on the working plan of the City of Harrisburg’s efforts on the Human Rights Campaign (HRC) Municipal Equality Index (MEI). SD exchanged emails and had a phone conversation with John Dawe, Interim Executive Director of Equality PA. John and SD reviewed the HRC MEI 2018 criteria, efforts the City of Harrisburg was doing to document past

efforts and the intended activities of the HHRC and Commissioners.

SD facilitated a discussion regarding HHRC Community Engagement and Education. SD asked each Commissioner to select a month and an activity he/she/ they wish to do as community engagement / education. SD will assist the Commissioner in planning the event.

Commissioners suggested additional efforts to engage with community and promote the HHRC:

- Op Ed pieces
- Facebook Ad
- Marketing and Branding
- Creation of a public relations roll out plan
- HHRC Instagram page linked to the city's main website with on-line forms
- Ask to go into businesses' break rooms to meet employees and let them know 'we are here'
- Engage with sororities
- Engage with fraternities
- Ask to do a brief presentation at the Lion's Club
- Ask to do a brief presentation at the Kiwanis Club of Harrisburg,
- Ask to do a brief presentation at Rotary meetings and
- Have a HHRC table at the City of Harrisburg's main events (4<sup>th</sup> of July, Kipona, Holiday Parade, New Year's Eve & Fire and Ice).

SD opened the floor for Commissioner Announcements, concerns, questions.

Commissioner Hansard shared two events: one on the 22<sup>nd</sup> coordinated by Brandon Flood and the other a date to be determined titled: Children & Youth Forum; designed to mend relationships and share information. In addition, she encouraged Commissioners to join the Facebook group: Concerned Citizens of the Harrisburg Community.

Chairman Boggs shared his desire for all Commissioners and the HHRC to work with Councilmen Ben Allatt to update the language in the Non- Discrimination Ordinance. In addition, he shared there would be a Diversity Forum the next day, January 18, 2018, from 8am – 10am at HACC Midtown Campus.

Discussion followed that the Commissioners are willing to review the essential City of Harrisburg policies and provide feedback /suggestions on language, liability, loop holes, etc. SD will start by sharing the City's Non-discrimination and harassment policy.

Commissioner Braddy suggested each HHRC monthly meeting begin with a training by one of the Commissioners to educate each other as a body to be better equipped to educate / share information with external communities. Commissioner Braddy volunteered to facilitate first at the February meeting.

Commissioners Hansard, Boggs, and Braddy suggested a different community speaker be asked to do a brief presentation at each monthly HHRC meeting to enlighten the group on issues / trends that may or may not impact us. Each speaker would be asked to answer: How does the HHRC work impact Us, them, etc.? The point of the different community speakers would be: to foster connections, cultivate relationships, and learn about trends / issues.

Chairman Boggs asked SD to research the cost of:

- HHRC table drape
- HHRC Banner
- HHRC two-sided trifold handout / brochure

SD shared next meeting date: February 21, 2018.

Meeting adjourned 7:05 pm

