



CITY OF SOMERVILLE
RACIAL AND SOCIAL JUSTICE DEPARTMENT
SOMERVILLE HUMAN RIGHTS COMMISSION
Rights Violations Subcommittee Meeting
Thursday, December 11, 2025
Start time: 10:30 am (Virtual Meeting)

Pursuant to Chapter 2 of the Acts of 2025, this meeting of the Somerville Human Rights Commission, may be conducted via remote participation. We will post an audio recording, audio video recording, transcript, or other comprehensive record of these proceedings as soon as possible after the meeting on the City of Somerville website and local cable access government channels.

Join from PC, Mac, iPad, or Android:

<https://us02web.zoom.us/j/82839801511?pwd=kkLbyDifyaCMfdc8aO8z8UYGsk3Vlv.1>

Passcode:804975

Phone one-tap:

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Join via audio:

+1 646 931 3860 US

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+1 305 224 1968 US

+1 309 205 3325 US

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+1 564 217 2000 US

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+1 669 900 9128 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

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AGENDA

1) Welcome & Call to Order

- a) Attendance role call

NEW BUSINESS

2. Review of Subcommittee Charge & Mandate

- Clarify scope within the broader Human Rights Commission
- Discuss what constitutes a “rights violation” for our purposes

3. Establishing Goals for the First Quarter

- What do we want to achieve in the next 90 days?
- Possible goals:
 - Creating intake and triage framework
 - Defining categories of rights concerns (housing, discrimination, services, etc.)
 - Establishing partnerships with relevant city departments
 - Creating community-facing messaging/awareness

4. Intake, Workflow & Case-Handling Procedures

- Discuss how the subcommittee will receive concerns/complaints
- Brainstorm what an ideal workflow looks like:
 - **Intake → Triage → Follow-up → Recommendation**
- Determine what needs to be created before the subcommittee can handle cases efficiently.

5. Meeting Cadence and Working Norms

- Establish communication norms (email expectations, internal notes, shared drives)
- Determine if standing agenda items are needed (e.g., intake updates)

6. Immediate Next Steps & Assignments



- Summarize what needs to happen before the next HRC meeting (assign action items)

7. Future Agenda Items – Commissioners may briefly identify topics they would like placed on a future agenda. No discussion or deliberation will take place.

Next meeting: Tentatively scheduled for 10:30AM Wednesday, January 7, 2026

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