



HUMAN RELATIONS COMMISSION AGENDA
January 26, 2017 at 3 p.m.
City Hall, 222 Meigs Street

CALL TO ORDER

ROLL CALL

Jennifer Washington - Chairperson, Dora Grant – Vice Chairperson,
Charlene Adams, Joe Hayberger, Ted Huston,
Dan Leavell, Beverly Newell-Hancock, Dominic Wells

APPROVAL OF MINUTES

December 22, 2016

CURRENT BUSINESS

OLD BUSINESS

Public Forums for CY2017

NEW BUSINESS

Talon Flohr, Neighborhood Outreach Coordinator

COMMITTEE REPORTS

Budget Committee (Recommendation) - *D. Leavell & J. Hayberger*

Public Forum Committee – *D. Grant, C. Adams & B. Newell-Hancock*

Community Organization Planning Committee - *J. Washington,
D. Wells & T. Huston*

ANNOUNCEMENTS

ADJOURNMENT

NEXT MEETING

February 23, 2017 at 3 p.m.

Chairperson Jennifer Washington called the meeting to order at 3:05 p.m.

The following members were present: Jennifer Washington, Joe Hayberger, Dan Leavell, Beverly Newell-Hancock, and Dominic Wells

Excused: Dora Grant and Charlene Adams

Absent: Ted Huston

STAFF PRESENT: Leslie Mesenburg – Acting Clerk, Jerry Garrett – Consultant and Naomi Twine, Commission Liaison

APPROVAL OF MINUTES

Upon motion of Dan Leavell and second of Joe Hayberger, the members voted to approve the Minutes of the November 17 meeting and dispense with the formal reading. The Chairperson declared the motion passed.

OLD BUSINESS

Jennifer Washington informed the commission members that initial letters and follow-up letters were sent to all prospective presenters for the Community Forum. In addition to the letters, calls were made. One person responded to the initial letter. A return call was made, but there was no response. Charlene Adams and Jerry Garrett reviewed bios of the prospective presenters. Jerry Garrett suggested they review current names, research additional names and begin the process again in January. Joe Hayberger suggested the addition of Dr. Kitty Brandal who resides in Huron, Ohio. Dr. Brandal offers numerous presentation topics, one of which is diversity. Mr. Hayberger shared that he had previously worked with Dr. Brandal through Leadership Erie County. It was agreed that Leslie Mesenburg, acting clerk, would obtain Dr. Brandal's contact information and provide to Jennifer Washington. Dominic Wells shared that he had talked with his contact at Kent State University in the Division of Diversity, Equity & Inclusion. Dominic added that he did request a meeting, but has not received a response. He will follow-up at the beginning of January.

CURRENT BUSINESS

Talon Flohr, Neighborhood Outreach Coordinator, was unable to be in attendance but provided a report that Jennifer Washington shared: The Neighborhood Initiative is going well. There will be one more public meetings in January. I will share dates of the public meetings when they are set.

NEW BUSINESS

Jennifer Washington shared the following written Chairwoman's Report:

I first want to thank my fellow commissioners for their support and dedication. Also, I

want to acknowledge my appreciation to our city commission liaison and the office staff.

COMMUNITY OUTREACH

- Information Table 4th of July Celebration
- Presentation for South Side Residents
- Collaboration with NAACP/information sharing
- Americans Dilemma/informative workshops about today's diversity
- Reinstatement of committees/Budget, Public Forum, and Community Organization
- Rotation of Committees Members/Each member knows the job of each committee
- Announcements/each commissioner shares what they are doing in the city
- Attended a diversity work shop in Cleveland Ohio/Balin & Association
- Received a detailed written explanation of how funds are allocated from Kelly Kresser
- Made a motion to not have Balin as a speaker for our work shop
- Letters were sent out to possible speakers for our Diversity Program for March 2017
- Voted on possible new commissioners

AREAS OF INTEREST

- Mental Illness and Inmates
- Police Arrest Breakdown
- Diversity of the City of Sandusky work force
- Break down or written reports of how money that was budgeted to commission was spent

SPEAKERS

- City Manager, Eric Wobser
- Chief of Police, John Orzech
- Erie County Sheriff, Paul Sigsworth
- Law Director, Justin Harris
- Assistant Law Director, Trevor Hayberger
- City Commissioner Liaison, Naomi Twine

FUTURE GOALS

- City wide workshop on diversity
- More education for the commissioners
- To always be able to serve our fellow citizens to the best of our ability and knowledge

It has been an honor to serve.
Jennifer R. Washington
Human Relations Chairwoman for Sandusky, Ohio

Jennifer Washington asked if there were any questions. Joe Hayberger asked if what was included in the report was everything that the commission did this past year, to which Jennifer Washington responded yes. Joe Hayberger also asked if the Future Goals were for the upcoming year, to which Jennifer Washington responded, yes. Jennifer Washington added that the Chairwoman's Report is her personal view. She added that the report was forwarded on to Naomi Twine, Commission Liaison, Eric Wobser, City Manager, Dennis Murray, Commission President, Justin Harris, Law Director and Trevor Hayberger, Assistant Law Director. Jennifer Washington went on to share that she is concerned that the commission has not served one person this year. This is her personal opinion. Outreach has occurred, but not one person has come in or written in for assistance.

Upon motion of Joe Hayberger and second of Dan Leavell, the members voted to accept the Chairwoman's Report. A vote of the members was taken to which all replied "aye." The Chairperson declared the motion passed.

Naomi Twine, Commission Liaison shared her report. She started by thanking the members of the commission for volunteering their time. She added that the members are passionate about the mission of the HRC and want to serve. She went on to share that during the last City Commission meeting, Commissioner Poole motioned that new commissioners to boards and commissions go through training. The first week of 2017 all boards and commissions will be assessed, including the HRC. Naomi Twine shared that they will be reassessing what the HRC does and its mission; she will be getting feedback from members and working to determine a path. Joe Hayberger asked if there was a model that was being followed, such as membership terms. Naomi Twine responded that they may look at years of terms based on individual boards and commissions. At this time, vacancies will not be filled until there is an idea of how they will be moving forward or if there is a vacancy that needs to be immediately filled. Dan Leavell shared that the city has passed ordinances outlining the HRC and its responsibilities. He then asked if any ordinances will be changed or revoked. Naomi Twine responded that any change in a mission will result in a change to the ordinance, which is why legal is involved. Dan Leavell asked if everyone had the ordinances and bylaws. Joe Hayberger said he was mission the bylaws. Jerry Garrett shared that the commission clerk would have the bylaws, which were amended in 2014, which is not unusual. Jennifer Washington added that she believed that the review of the boards and commissions was a good idea. Dominic Wells asked Naomi Twine who he should direct suggestions to for when the commission is reviewing the boards and commissions. Naomi Twine directed Dominic Wells to email his suggestions to herself or Jennifer Washington. Joe Hayberger asked if attendance was going to be addressed. Naomi Twine said yes and added that they will also look at how often the boards and commissions should meet and if the commission liaison should report out at commission meetings. Joe

Hayberger asked if they would set term limits. Naomi Twine responded that they will be looking at everything and noted that changes have to be voted on since it would be a change to an ordinance.

The election of officers of the Human Relations Commission began with Beverly Newell-Hancock nominating Jennifer Washington to continue serving as chair. Dan Leavell seconded the nomination. A vote of the members was taken to which all replied “aye.”

Upon motion of Dominic Wells and second of Joe Hayberger, the members voted to table the election of a co-chair. A vote of the members was taken to which all replied “aye.” The Chairperson declared the motion passed.

Joe Hayberger made the suggestion to his fellow commission members that they watch the video “Start with Why” by Simon Sinek at the next meeting. He felt that this may help them formulate a plan for next year. He also recommended the book *Start with Why*.

COMMITTEE REPORTS

Budget Committee

Dan Leavell shared that he did not have a committee report but suggested that the committee meet prior to the January meeting in order to get the budget in to the city commission. Dan Leavell shared that he does have last year’s budget request that can be used for reference. He also indicated that they will need to discuss and convince the city commission to not spend the money that has been committed for the public forum. A suggestion was made to have more literature or pins made – something to pass out at the 4th of July event. Jennifer Washington shared that a written report of how much was spent was needed. Jerry Garrett shared that \$3,500 was left for events and that the only money spent was for his consultant fee, leaving \$500 for the remainder of his consultant fee and \$3,000 for the public forum. Jerry Garrett went on to share that last year they had requested a \$20,000 budget which was cut down to \$10,000 and that the city commission was in the budget process now. Naomi Twine shared that the city commission will need to know immediately as budgets are finalized in March. Naomi Twine went on to share that if money is left it does go back to the city commission, which is taken into consideration for next year’s budget. The HRC is not guaranteed to get back the \$3,500. Dan Leavell shared that he hopes to use it as an off-set since it was supposed to be for programming this year. He went on to ask if the HRC is going to lose the money. Naomi Twine replied that there is no guarantee. Joe Hayberger asked if this will give us a \$7,000, \$10,000 or \$13,000 budget for next year. Naomi Twine added that the budget is submitted based on what you want to spend, keeping in mind that you did not spend the entire budget this year. Joe Hayberger asked if Dan Leavell is the chair of the budget committee, to which he responded yes. Joe Hayberger indicated that he was willing to meet as part of the budget committee whenever, possibly the first week of January.

Public Forum Committee

No report.

Community Organization Planning Committee

No report.

ANNOUNCEMENTS

None.

ADJOURNMENT

Upon motion of Joe Hayberger and second of Dominic Wells, the members voted to adjourn at 3:55 p.m. The Chairperson declared the motion passed.

Attest: Leslie Mesenburg, Acting Clerk

Date: ____/____/____

Jennifer Washington, Chairperson

Date: ____/____/____

DRAFT

The Human Relations Commission

Budget Committee

Recommendation January, 2017

1. OBJECTIVES: (Concrete Measurable Result to be Achieved by a Specific Point in Time)

a. Develop an Annual Operational Budget for the Human Relations Commission for submission to the City Commission by (January 13, 2017).

i. BUDGET CONSIDERATIONS

1. Consulting Fees	\$ (7,000.00)
2. Travel & Training	\$ (250.00)
3. Supplies & Materials	\$ (No Cost)
4. Public Programs	
a. Speaker Fees	\$ (2,500.00)
b. Speaker Travel Expenses	\$ (250.00)
c. Event Expenses	\$ (1,000.00)
i. Sub Total Programs	\$ (3,750.00)

Total

\$ (11,000.00)

- ii. **Consulting Fees** Consultant as a part-time position.(No Fringe Benefits)
- iii. **Travel & Training** estimate for Human Relations Commission Members training.
- iv. **Supplies & Material** supplied by the City of Sandusky
- v. **Public Programs** the cost for Public Event itemized