

**Human Relations Commission**  
**Meeting Minutes**  
April 20, 2016

Members Present: Alice Lewis, Rev. John Clemons, Parrish Stahl, Lynn Isaacscon-Zolman, John Hawthorne, Jessica Embury, Simon Foster, and Sue Mure.

Members Absent: None

Ex Officio Present: Valerie Cochran-Toops

Also Present: Jonathan Greene, Staff, John Willis, Staff, Anthony Gittens and Catherine Brechtelsbauer, ISD.

- I. **Call to Order:** By Chair Alice Lewis at 6:30 p.m.
- II. **Roll Call**
- III. **Adoption of Agenda:** Motion to adopt the Agenda made by J. Clemons, support by J. Embury. Motion passed.
- IV. **Citizen Comments:** None
- V. **Guest:**

Catherine Brechtelsbauer, Intermediate School District, spoke to the Commission about the partnership with the Jackson County Chamber of Commerce and MLK Diversity Breakfast along with Challenge Day. She brought and presented to the Commission the 2015-16 Middle School Challenge Project Report to the community. Also, this is the 10<sup>th</sup> anniversary, and now up to 700 students are participating. The outlook is to involve fully all schools in Jackson County. She also is asking that the HRC continue its partnership, and to encourage attendance to the monthly meetings. They are looking for 210 volunteers and ways to identify resources. November 1<sup>st</sup> is the week to volunteer for Challenge Day, and information is on the Chamber website. Discussion was given with several members of the commission noting that now the commission has full membership it will be better able to participate.

Anthony Gittens provided information to the Commission about the Gospel Rhythm and Soul Family Festival. They are going to be providing the date and time for the next meeting that will be set up in the next couple of weeks. They are asking for HRC to support this as was done last year. The event is totally free. The Sponsorship from last year was \$250 and he asked for HRC to match that again this year. The location of the event is at the King Center, and presently looking for an earlier date this year due to many other events. Chairwoman Lewis mentioned the HRC Picnic on the 2<sup>nd</sup> Saturday in July, and J. Embury invited the group to come and participate. S. Foster also stated he will look into JATA to possibly assist with rides and possible donations. J. Embury

asked about the size of the advertisement, and changes to improve the ad in the booklet that was provided for upcoming event. Further discussion on the ad with Chairwoman Lewis about the cost and size, and was agreed to work on negotiation of it. It was requested of the event to send the link to P. Stahl so he would be able to provide on the HRC Social Media sites also.

VI. **Approval of Minutes for March 16, 2016 Meeting:** Motion made by Parrish Stahl to accept the minutes as submitted. Second by Sue Mure and motion carried.

VII. **Community Liaison Police Officer:** None

VIII. **Community Update/Chairperson's Correspondence:** Chairwoman Lewis met with Mayor Jors on April 4, 2016. Discussion with the relationship with City Council and needing good communications, both agreed to work on that. Council is willing to work more with the HRC. Discussion about a page in the in the bi-quarterly City newsletter for HRC. Mayor Jors will work on adding HRC information to be provided and in discussion what the list of items to be added. J. Embury asked if the City website could please be updated due to former commissioner information is still on the site. John Willis also clarified that the newsletter for the City is quarterly. Discussion about the business cards verified that it is moving forward and working on the details to be present on the cards and the cost. Other discussion about no commissioners to handle complaints until mediation training is complete. Clarification was that we can receive the complaint and forward it to the correct parties to be handled. J. Hawthorne spoke that he did go to the City Council meeting and that the public hearings on Community Development Block Grant (CDBG) going on at that meeting. He recommended that we reconcile our calendar to be able to review during budget to participate with recommendations in the future. Chair Lewis mentioned that was on the list to do. S. Mure asked about the Citizen Advisory Council and Chair Lewis stated would approach the Mayor for a meeting. J. Greene mentioned that the City Manager could come to HRC meeting to help also. Chair Lewis spoke about MLK Diversity Breakfast letter received asking for more support. Also received HRC Commissioner's email addresses were forwarded to the Chamber of Commerce to help with receiving information on upcoming events to keep the HRC in the loop.

IX. **Staff Report:** Michigan Civil Rights letter complaint sent to Commission, but nothing actionable with this.

Financial report: None, but did note that the new upcoming budget ready to release and will see what the HRC allotment is. Chairwoman Lewis asked about funds left in the budget this year. J. Green verified yes.

X. **Ex-Officio Report:** Valerie Cochran-Toops discussed an issue about a gentleman not getting his medication while in jail. Reported she did get credentials to be able to go in and visit and reported that specific issue seems to be resolved. It was asked if the HRC

could do anything for outreach? Discussion about they are asking for, S. Foster explained he got a tour then also followed up with a letter to a friend at the U of M to look at issues. V. Toops also asked if the First Responders are carrying the Narcon to assist with overdoses. J. Greene stated that it is being carried and used. The question of body cameras for the police and the status, and J. Greene replied still making sure equipment is compatible with the software and storage for data is available. J. Clemons also spoke as part of the local ministries that visits with clergy are available and assigned with the police and state police.

## XI. **Committee Reports:**

A. Complaint Committee: No report.

B. Public Relations: Parrish Stahl reported on the status of handicap parking spaces in the works to be provided. The city is currently waiting on signs and will soon be implemented. Noted also could be an issue with ADA if not done. P. Stahl also reported appreciation with city working on this and ramps also. S. Foster received an email, and went down to the downtown transfer center and noted by tomorrow there will be two spaces there for handicap parking.

P. Stahl also reported on the newsletter that he had a hardship recently, and will get getting one out shortly. Chair Lewis inquired about a paper copy of the newsletter and J. Clemons asked about just a letter. Further discussion and request of Chairwoman Lewis wants it sent to Churches and the Library. Further discussion about the logistics and the pricing. John Willis spoke about the city newsletter is contracted out, the writing is done in-house. Sue Mure asked about the amount and cost. P. Stahl noted historically HRC did this. Chair Lewis asked that the newsletter be put together and brought to us we have the funds. S. Mure asked the cost and if a motion is needed for the amount to be used. J. Greene stated to get the information to J. Willis and will move forward. HRC presently has \$1,000. P. Stahl gave the reminder to send pictures and stories and events to him. Chair Lewis then asked about further options such as the Blazer for newsletter to get out, P. Stahl stated he will present it to the Blazer.

C. Policy Report to be discussed in Old Business per J. Clemons.

D. Nominating Committee: Simon Foster stated he received an email, but not all of the committee was on the email. Also stated he received it just a couple of days ago. Agreed to forward it to the rest of the committee. Chair Lewis noted presently there are three applications on file. Mayor recommendation was also received for Thomas Burke for Ex-Officio, and with receipt of the application and review to vote with the committee. Also noted that Mr. Burke is a certified mediator. S. Foster wanted to make sure the process with the Nominating

Committee is followed, and would like to send and review with the committee. Chairwoman Lewis noted everything is in order. The three applicants have not been interviewed, and a date is to be set for interviews to be held. J. Embury for clarification that a vote will not take place tonight. S. Mure, for clarification of the record that all applicants will be fully interviewed. Chair Lewis clarified that the Mayor can appoint with Council approval. J. Clemons clarified with the policy. For the record: Mr. Burke was not appointed, but recommended. All interviews to be done fairly and appropriately. J. Hawthorne Point of Order. Full discussion of how many applications received due to could lead to wrong impressions. A. Lewis to S. Foster to set a date for interviews and would like it on the agenda for City Council approval for May. J. Greene also expressed no Email vote due to open meetings act.

- E. Events Committee: J. Embury reported a meeting set for May 2<sup>nd</sup> and forms have been sent for us to register for KidsFest. Discussion for purchase of a display board for HRC to have to provide further information at events, Chair Lewis recommended to purchase what is needed and would be reimbursed. J. Greene clarified can send information to them can be purchased with the City.

1. Picnic Committee: Chair Lewis noted a date will be set to meet.

- F. Emergency Needs Coalition: Information provided to the HRC including the 211 report and March Vita program information, and full reports of assistance provided. Also May 18, 2016, at the new Dental clinic 9:00 a.m. for a tour of the new services. Salvation Army has utility funds available. Community Action Agency Headstart will be moving to JPS in full time School district. St. John Church of Christ on Mechanic Street hosting a Baby Shower to assist anyone in 2016 having/had a baby to be held August 6th. Call to register. Community Dinner with Barb Shelton at St. John Church of Christ, will send email reminder with details.

## XII. **Old Business:**

### Study Groups, Policy/Procedures, By-laws Discussion:

John Hawthorne, still no movement on the study group while working on the policy/ordinances. Last meeting discussion with policy committee. Provided to the commissioners copy with points for clarifications to be made. The committee went through line by line through the ordinance for clarification with the language. Will be seeking not only clarification, but better direction and help with City Council.

Chair Lewis reported an annual report needs to be done. It has not been done in a while.

J. Clemons stated that needs a block of time to fine tune the agenda to move forward. P. Stahl also noted the need to remove committee reports out of business sections. J. Hawthorne recommends that the HRC follow the City Council structure to assist with better time management for meetings. J. Embury reported that she had attended and recommends board training to review and streamline meetings. Is not sure of the cost, but will look into if possible for that to be presented to the HRC for guidance. Will provide the information with available. S. Mure advised that she is now aware of the annual report and will work with staff to go forward.

**XIII. New Business:** None

Motion made to adjourn at 8:20 p.m., by S. Mure, supported by J. Embury. Motion Carried.

Respectfully submitted,

Sue Mure  
Secretary