



HUMAN RELATIONS
COMMISSION

TROY HUMAN RELATIONS COMMISSION

*Thursday, July 23, 2020, 6:30 p.m.
Hobart Arena Bravo Room*

**(Meeting also available via Zoom
Meeting Id: 839 3298 9648)**

AGENDA

- | | | |
|-------|---|--------------------|
| I. | Call to Order | M. Major |
| II. | Roll Call | S. Brown |
| III. | Approval of July 8, 2020 Minutes | M. Major |
| IV. | Discussion of Draft Operating Guidelines | P. Titterington |
| V. | Discussion of HRC Goals and Objectives | M. Major |
| | a. Duties per Chapter 135.05 of
Troy Codified Ordinances | |
| | b. Initiative submissions by Commission | |
| VI. | Formation of Committees | M. Major/S. Hekate |
| | a. Proposed List | |
| | b. Discussion of Committee Duties | |
| | c. Committee Selection Exercise | |
| VII. | Format for Future Meetings | M. Major |
| | a. Presentations | |
| | b. Committee Reports | |
| | i. Initiative Priorities | |
| | ii. Activities since Last HRC Meeting | |
| | c. Other | |
| VIII. | Adjourn | M. Major |



MINUTES OF HUMAN RELATIONS COMMISSION

The first session of Human Relations Commission was held on Wednesday, July 8, 2020, at 6:30 pm at the Hobart Arena Bravo Room.

Members Attending: Atkins, Brown, Feltner, Fong, Holycross, Hudson, Johnson, Keller, Kniceley, Major, Phillips and Severt

Presiding Officer: Mr. Major chaired the meeting after the officers were elected.

Others Attending: City Staff
Kathi Roetter (Troy Chamber of Commerce)
Melissa Kleptz (The Troy Foundation)
Citizens

OATH OF OFFICE: Prior to meeting commencing, the HRC members took the Oath of Office.

MAYOR'S WELCOME AND OVERVIEW: The Mayor welcomed the Commission members, indicated her hope that issues would be discussed, participants would listen and learn from each other, and there would be solutions for the good of the community.

HRC MEMBERS INTRODUCTION: Commission members did self-introductions, stating their connection to Troy, and their desired outcomes for HRC.

COMMENTS OF THE DIRECTOR OF PUBLIC SERVICE AND SAFETY: Mr. Titterington went over general ground rules, Chapter 135 of Troy Codified Ordinances regarding the HRC, and the Ohio Revised Code regarding the open meeting law. He also presented a draft of Operating Guidelines to be considered by the Commission members, and suggested that the next meeting include a form of priority setting.

2020-2022 OFFICERS: Mr. Major offered to be Chairperson. Mr. Hudson offered to be Vice Chairperson. Ms. Brown agreed to be Secretary. The HRC members concurred with this slate of officers.

FUTURE MEETINGS: The HRC members determined to meet every other Thursday for the next couple of months. The members are to gather by 6:15 pm. The meetings will start promptly at 6:30 pm and conclude by 8:00 pm. The meetings will be held at the Hobart Arena Bravo Room, if available. The HRC members also discussed holding a public forum at some point in the future.

Chairman Major indicated that for the next meeting the Commission will have a list of initiatives for the priority setting. He also requested for a roster of HRC members with email addresses and phone numbers.

OTHER: Ms. Holycross noted that Commission members are invited to a Tactical Communication for First Responders training on July 28, 2020 from 8:30 am – 3:30 pm at the Concord Room and to a Poverty Simulation training on July 26, 2020 from 2:00 pm – 5:00 pm.

The meeting adjourned at 7:37 pm.

HUMAN RELATIONS COMMISSION - MEMBERSHIP ROSTER				
First	Last	Phone	Email	Term
Jordan	Atkins	937-552-1122	Kingja6565@gmail.com	2021
Sharrie	Brown	937-941-7934	sbrown5278@gmail.com	2021
Kane	Feltner	937-657-5724	kanejfeltner@gmail.com	2021
David	Fong	937-216-0743	fong-d@troy.k12.oh.us	2021
Sonia	Holycross	937-216-1770	soniaholycross@gmail.com	2022
Tre	Hudson	937-397-5611	trehudson@yahoo.com	2022
Stephanie	Johnson	937-545-8807	Atjsdg@msn	2022
Jon	Keller	937-417-0675	jon.keller82@gmail.com	2022
Caroline	Kniceley	937-516-9686	ckniceley14@icloud.com	2023
Marvin	Major	859-312-7328	mmajor@encloudment.com	2023
Loretta	Phillips	937-339-1387	rphillips54@woh.rr.com	2023
Todd	Severt	937-238-9822	tds@lsplaw.org	2023
AS OF 7/2020				



OPERATING GUIDELINES

ARTICLE I - Name

The commission shall be known as the Troy Human Relations Commission, hereinafter referred to as 'HRC.'

ARTICLE II – Duties and Purpose

Pursuant to Chapter 135 of the “Codified Ordinances of Troy, Ohio,” the HRC shall be an advisory board of City of Troy (henceforth, 'City') residents and stakeholders, whose duties and purpose shall include:

- a) Studying the problems of inter-group relationships within the City, including but not limited to those relationships which involve age, race, physical or mental handicaps, poverty or sex as a basis for distinction;
- b) Advising and cooperating with the Mayor, Council, Public Service and Safety Director and any other City agencies, boards and officials with respect to any such problems;
- c) Enlisting the cooperation of all racial, religious, ethnic, educational, community, civic, labor, fraternal and benevolent groups, associations and societies and all constructive community forces and talents necessary to combat misunderstanding, prejudice, intolerance and bigotry in inter-group relationships;
- d) Cooperating with federal, State and City agencies, the Troy City Schools Board of Education (TCS), as well as any other public or parochial schools serving Troy residents, in formulating and developing courses of education to combat misunderstanding, prejudice, intolerance and bigotry in inter-group relationships;
- e) Providing research and oversight activities related to the following categories of inter-group relationships: age discrimination, handicapped discrimination, poverty discrimination, racial discrimination, and sex discrimination. Such research and oversight activities may include:
 - 1) Initiating and conducting surveys;
 - 2) Conferring with any and all groups, hold hearings, make investigations and assemble pertinent data; and,
 - 3) Receiving and investigating complaints related to alleged categorical discrimination
- f) Endeavoring by persuasion and education, to induce public, private and governmental employers, labor and professional organizations and employment agencies to institute nondiscriminatory practices in employment, union membership, promotion, wages, working conditions, lay-offs, job opportunities and housing and public accommodations.

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ARTICLE III – Members

The HRC shall be governed solely by its members, with business conducted by a Chairperson, Vice Chairperson, and Secretary. Members shall consist of between six (6) and fifteen (15) members as appointed by the Mayor and confirmed by Troy City Council. All members shall be residents of the city and/or within the Troy City School District.

ARTICLE IV – Officers

The officers of the HRC shall include a Chairperson, Vice Chairperson, and a Secretary. Officers shall hold office for a period of two (2) years, with election occurring at the first meeting in January of each odd year.

No officer shall hold the same position for more than two (2) consecutive years. A vote of a majority of all members is necessary for election. All elected officers and members shall serve without pay. Vacancies shall be filled by the Mayor and confirmed by City Council.

The duties of the Chairperson shall be to notify members in accordance with Article V below, develop the HRC meeting agendas and conduct the meetings. The duties of the Vice Chairperson shall be to perform the duties of the Chairperson in his/her absence. The duties of the Secretary shall be to record the minutes of all meetings.

ARTICLE V - Meetings

All meetings of the HRC shall be public and regular meetings shall be conducted at a date, time, and place to be determined by the HRC, no less than once every other month. The current edition of Robert's Rules of Order shall govern procedure unless in conflict with these operating guidelines. In case of conflict, the operating guidelines shall prevail.

By its third meeting after formation in 2020, the HRC shall develop a list of initiatives on which to be educated, complete research and analysis, and/or provide recommendations to the appropriate entity (e.g., City, TCS, etc.). Subsequently within the first quarter of each calendar year, the HRC shall update the list of initiatives, adding, deleting or modifying said list according to progress, interest, and completion.

It shall be the duty of the Chairperson to notify members at least one (1) week prior to meetings. Other meetings may be called by the Chairperson or by written request to him/her by a majority of the members for a special meeting. Such petition shall state the purpose of the special meeting requested, suggest the date and the place of the meeting, and shall allow at least five (5) days to notify the membership. For the purpose of conducting business, a quorum shall be defined as fifty one percent (51%) of the voting members. To be counted as 'in attendance', a member may participate in a meeting only by his/her physical presence, unless the Ohio Revised Code provides otherwise.

ARTICLE VI– Voting

Each member in attendance at any meeting shall be entitled to one (1) vote. Except when otherwise provided, all voting in the meetings of the HRC shall be by voice vote unless a roll call is demanded by three or more members. A majority of the votes cast shall be necessary to approve an action item.

ARTICLE VII – Committees

The purpose of committees shall be to make recommendations to the HRC regarding proposed projects, initiatives and priorities, as well as to report as deemed necessary by the HRC on the status of any projects, initiatives or priorities so approved by the HRC. Those reports may include any recommended communications or marketing, as well as any advocacy to appropriate external boards or organizations. Only a member of the HRC shall be the chairperson of any committee, as appointed by the HRC. Other members of a committee shall be appointed by the committee chairperson, subject to approval by the HRC. Committee members may include HRC members or any interested outside parties. Note that Committee chairpersons may temporarily appoint experts from time to time to assist the Committee with a particular project, issue or initiative. Committee members and chairpersons shall be approved by the HRC, as may be deemed necessary for the proper conduct of the work of the HRC.

All appointments to HRC committees shall be on-going and by mutual agreement of the Officers and the committee member so appointed. It shall be the duty of the Chairperson of each appointed committee of the HRC to prepare a written or oral report, with the aid or approval of the other members of his/her committee and of the Chairperson, covering the work performed or conclusions reached by the Committee. Reports shall be prepared at least monthly and will be provided electronically to the membership. Reports that provide for the HRC to take an active position on specific legislation contemplated by federal, state or local public bodies or other official action shall be adopted in accordance with Article VI, Voting.

ARTICLE VIII - Amendments to Operating Guidelines

The Operating Guidelines may be amended by two-thirds (2/3) vote of all voting members provided the amendment has been advertised as an agenda item. An Operating Guidelines review committee may be appointed by the Chairperson at least every two (2) years to review and recommend amendments to the operating guidelines if any amendments are needed. The review committee shall automatically dissolve upon the approval/disapproval of its recommendations by the membership.

ARTICLE IX – Acceptance of Operating Guidelines

By signing below, the Chairperson and Secretary of the Troy Human Relations Commission assert that the Operating Guidelines outlined above have been approved and accepted by roll call vote of at least sixty percent (60%) of the HRC members.

Chairperson

Printed Name: _____

Signature: _____

Date: _____

Secretary

Printed Name: _____

Signature: _____

Date: _____

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135.05 DUTIES.

The powers and duties of the Human Relations Commission shall be as follows:

- (a) To study the problems of inter-group relationships, including but not limited to those relationships which involve age, race, physical or mental handicaps, poverty or sex as a basis for distinction, within the City and advise and cooperate with the Mayor, Council, the Service and Safety Director and all other City agencies, boards and officials with respect to any such problems.
- (b) To enlist the cooperation of all racial, religious, ethnic, educational, community, civic, labor, fraternal and benevolent groups, associations and societies and all constructive community forces and talents necessary to combat misunderstanding, prejudice, intolerance and bigotry in inter-group relationships.
- (c) To cooperate with federal, State and City agencies, the Board of Education and the parochial schools in formulating and developing courses of education to combat misunderstanding, prejudice, intolerance and bigotry in inter-group relationships.
- (d) To receive and investigate complaints, including but not limited to, the following categories: age discrimination, handicapped discrimination, poverty discrimination, racial discrimination, and sex discrimination. To initiate and conduct surveys concerning the foregoing categories. To confer with any and all groups, hold hearings, make investigations and assemble pertinent data concerning the foregoing categories.
- (e) To endeavor by persuasion and education, to induce public and private employers, labor and professional organizations and employment agencies to institute nondiscriminatory practices in employment, union membership, promotion, wages, working conditions, lay-offs, job opportunities and housing and public accommodations.

(Ord. 19-82. Passed 11-15-82.)

Initiative Submissions by HRC Commission as of July 21, 2020

- A. 2020 City of Troy Budget
- B. Employment, recruitment, hiring, and promotional procedures
- C. Bargaining unite agreements and state laws
- D. Workplace policies
- E. Constituent demographic data
- F. Voting - Local election process
- G. Social services structure, programming, and outreach efforts
- H. Municipal and Common Pleas procedures and practices
- I. Diversity training for all city leaders and employees
- J. Developing a "tool box" of resources for city and community use
- K. Ongoing speaker program to educate the HRC regarding local history
- L. Interviews regarding their perceptions, needs, goals and ideas
- M. Quarterly meeting with TFD, TPD, City Council, HRC to address any concerns, needs and celebrate all successes
- N. Hiring-employment subcommittee to meet with TCS, City of Troy, C of C bi-annually
- O. Community events (2-4 per year) to provide inclusive environment and education for attendees
- P. Presence with updates on Troy website to invite new community members to increase diversity
- Q. Transportation
- R. Police Station
- S. Businesses
- T. Housing
- U. Education
- V. Social Media
- W. Other HRC generated topics

Proposed List of Committees per Chapter 135.05

Inter-group Relationships Advisory Committee

- (a) To study the problems of inter-group relationships, including but not limited to those relationships which involve age, race, physical or mental handicaps, poverty or sex as a basis for distinction, within the City and advise and cooperate with the Mayor, Council, the Service and Safety Director and all other City agencies, boards and officials with respect to any such problems.

Community Relations Committee

- (b) To enlist the cooperation of all racial, religious, ethnic, educational, community, civic, labor, fraternal and benevolent groups, associations and societies and all constructive community forces and talents necessary to combat misunderstanding, prejudice, intolerance and bigotry in inter-group relationships.

Education and Outreach Committee

- (c) To cooperate with federal, State and City agencies, the Board of Education and the parochial schools in formulating and developing courses of education to combat misunderstanding, prejudice, intolerance and bigotry in inter-group relationships.

Committee of the Whole

- (d) To receive and investigate complaints, including but not limited to, the following categories: age discrimination, handicapped discrimination, poverty discrimination, racial discrimination, and sex discrimination. To initiate and conduct surveys concerning the foregoing categories. To confer with any and all groups, hold hearings, make investigations and assemble pertinent data concerning the foregoing categories.

Employment Challenges Committee

- (e) To endeavor by persuasion and education, to include public and private employers, labor and professional organizations and employment agencies to institute nondiscriminatory practices in employment, union membership, promotion, wages, working conditions, lay-offs, job opportunities and housing and public accommodations.