



HUMAN RELATIONS
COMMISSION

TROY HUMAN RELATIONS COMMISSION

Thursday, September 17, 2020, 6:30 p.m.

Troy Senior Citizens Center, 134 N. Market Street

(Meeting also available via Zoom

Meeting Id: 850 2752 2344)

AGENDA

- I. Call to Order M. Major
- II. Roll Call S. Brown
- III. Approval of September 3, 2020 Minutes M. Major
- IV. Presentations
 - a. City of Troy Law Director (20 Minutes) Grant Kerber
 - i. Commission Duties
 - ii. Public Meeting Laws
 - iii. Social Media Policy
 - iv. Record Retention Schedule
 - v. Draft Requested Changes to Operating Guidelines
 - b. Miami County Board of Elections Deputy Director (20 Minutes) Ian Ridgeway
 - i. Voter Registration
 - ii. Absentee Ballot
 - iii. Poll Workers
- V. Committee Reports (15 Minutes)
 - a. Community Relations Committee
 - b. Education and Outreach Committee
 - c. Employment Challenges Committee
- VI. Schedule of Future Presenters
- VII. Next Meeting October 15, 2020 at 6:00 p.m. Troy Senior Citizens Center?
- VIII. Public Comments (Three Minute Time Limit per Person)
- IX. Adjourn M. Major

Roll Call

	7/8/20	7/23/20	8/6/20	8/20/20	9/3/20				
Mr. Major	✓	✓	✓	✓	✓				
Mr. Hudson	✓		✓						
Mr. Atkins	✓	✓	✓	✓					
Ms. Brown	✓	✓	✓	✓	✓				
Mr. Fong	✓	✓	✓	✓	✓				
Mr. Feltner	✓	✓	✓	✓	✓				
Ms. Holycross	✓	✓	✓		✓				
Mrs. Johnson	✓	✓	✓	✓					
Mr. Keller	✓	✓	✓	✓	✓				
Ms. Kniceley	✓	✓	✓	✓					
Mrs. Phillips	✓	✓	✓	✓	✓				
Mr. Severt	✓	✓	✓	✓	✓				

MINUTES OF HUMAN RELATIONS COMMISSION

A regular session of Human Relations Commission was held on Thursday, September 3, 2020, at 6:30 pm at the Hobart Arena Bravo Room.

Members Attending: Brown, Feltner, Fong, Holycross, Keller, Major, Phillips, Severt

Presiding Officer: Chairman Marvin Major, Sr.

Others Attending: City Staff
Citizens

CALL TO ORDER: The meeting commenced at 6:30 p.m. by Chairman's call to order.

ROLL CALL: Roll call was conducted by Secretary, Ms. Brown. All members were present except Mr. Atkins, Mr. Hudson, Ms. Johnson, Ms. Kniceley.

MINUTES: Upon motion of Mr. Severt, seconded by Mr. Keller, the August 20, 2020 minutes were approved by the Commission unanimously having no corrections or additions to these minutes.

COMMITTEE REPORTS: Inter-group Relationships Advisory, Education and Outreach, Community Relations, and Employment Challenges Committees gave brief reports of their committee meetings. Committee meeting minutes were approved by the commission members unanimously and are attached to this minutes.

The HRC members discussed the time, date, and place of the two upcoming Committee meetings, and the following schedule was determined:

Education and Outreach Committee

Members – J Atkins, K Feltner, D Fong, S Holycross, S Johnson, C Kniceley, M Major, Sr., L Phillips

Meeting Date & Time: September 14, 2020, 6:00 PM

Location: Troy Senior Citizens Center, 134 N. Market Street

Inter-group Relationships Advisory Committee

Members – D Fong, S Holycross, T Hudson, J Keller, L Phillips, T Severt

Meeting Date & Time: September 21, 2020, 5:30 PM

Location: Troy Senior Citizens Center, 134 N. Market Street

The Commission talked about 211 Service, supported by United Way, that helps citizens find the local resources they need 24 hours a day, seven days a week. Mr. Major inquired if the information on the service is provided on the City of Troy's website and if it is advertised in the community. Mr. Titterington, Safety and Service Director, recommended looking into utilizing kiosks at the downtown quads to display the information page. Other locations such as the library, food pantries, Richard's Chapel, and storefronts were also mentioned.

The HRC discussed inviting presenters to future meetings to continue educating themselves and the community on various topics. The Commission agreed to ask the Law Director of the City of Troy, Grant Kerber, and a representative from Miami County Board of Elections to the September 17th meeting. Mr. Titterington added that Ms. Hekate, a Management Analyst at the Office of Safety and Service Director, is compiling a list of presenters the HRC members are considering to invite and will facilitate the scheduling process. Ms. Holycross reminded the Commission members to prepare a list of questions for presenters to be sent to Ms. Hekate so she can notify the speakers on the topics the HRC is interested to hear.

The Commission decided to move forward with the necessary process to have Hispanic member added to the HRC. Mr. Severt asked Mr. Titterington to explain how the process works. Mr. Titterington noted that the process starts with the Mayor's consideration to add another member. If she decides to do so, she will make a recommendation to the Council to approve the appointment.

September 3, 2020

Mr. Major inquired on the steps necessary for the removal of the Commission member. Mr. Titterington suggested looking at amending the HRC Operating Guidelines and seeking Law Director's recommendation.

Ms. Brown invited Ruby Villalobos to introduce herself. Her name was suggested by the Commission members to be submitted to Mayor for consideration for an appointment. Ms. Villalobos has lived in Miami County for 25 years, currently resides in Troy, and works for Miami County Job and Family Services as a Child Support Case Manager. She also has vast experience working with immigrant families with language barriers. She heard about the HRC from Mr. Feltner, and she would like to use her experiences and apply her knowledge to help the community to overcome the challenges. Upon Mr. Severt's motion, seconded by Ms. Holycross, the Commission unanimously decided to submit the recommendation to Mayor to consider appointing Ms. Villalobos to HRC.

PUBLIC COMMENTS: Deborah Hogshead, resident at 421 S. Plum Street, provided information on PROD (Promoting Recognition of Diversity). This non-profit organization addresses concerns and offers solutions to perceived problems in workforce development. She also suggested looking into Lawrence (Larry) Edwin Hamilton's work at the City of Piqua. Mr. Hamilton promotes the RIGHT (Recognizing Individual Greatness in Historical Testament) concept, advocating for inclusive naming rights, which reflects diversity based on the contribution to the community.

There being no further business to be discussed, the meeting adjourned at 7:23 p.m.

Minutes of Community Relations Committee

Human Relations Commission

The meeting of Community Relations Committee was held on August 26th, 2020, at 6:00 p.m. at Fire Station 2.

MEMBERS ATTENDING: Atkins, Brown, Holycross, Keller, Major Sr., Phillips

OTHERS ATTENDING: City Staff

The meeting commenced at 6:00 pm

ROLL CALL: Roll call was conducted by the Secretary. All members were present except Mr. Hudson.

COMMITTEE MEMBER UPDATES: Mr. Keller obtained a copy of the Miami County Human Services Directory for the Committee to use it to increase awareness about the available resources in the community. Mr. Keller also reached out to the Troy Chamber of Commerce to acquire a list of different organizations and groups in the city. The Committee would like to establish partnerships and enlist their cooperation. However, the members agreed that before moving forward with the outreach, it is essential to develop a clear vision of the Committee to communicate their purpose and goals.

DISCUSSION OF INITIATIVES: With the agreement that more could be added if the need arises, the Committee Members selected five following initiatives:

1. Social services structures, programming, and outreach efforts
 - Developing a “tool box” of resources for city and community use
 - Municipal and Common Pleas procedures and practices
 - Creating Crises Intervention Team (CIT)
 - Trauma/mental health assistance
 - Legal Aid
 - Financial Aid
 - Community events (2-4 per year) to provide inclusive environment and education for attendees
 - National Night Out for the community as a whole
 - Story Telling
 - Town Hall Event
2. Street, building and statue names
3. Increased awareness about HRC
 - Presence with updates on Troy website and social media to invite new community members to increase diversity
 - More customer-friendly and easily accessible webpage
 - Utilizing the City’s social media platforms to share information
 - Creating flyers to be mailed/distributed
 - Filming short video about HRC Members and their mission
 - Gaining attention from National News Channels
4. Creating budget proposal to be submitted to the City
5. Clear and firm guidelines on discrimination

FUTURE BUSINESS: The group decided that it would be beneficial to reach out to United Way of Miami County to learn more about the organizations with whom the Committee can establish partner.

Ms. Brown offered to contact the City of Troy Communications Coordinator to discuss the video the Committee wants to film on HRC and obtain approval from Mayor and City Director.

NEXT MEETING: Wednesday, September 9, 2020, at 6:00 p.m. at Troy Senior Citizens Center.

The meeting adjourned at 7:32 pm.

Minutes of Education and Outreach Committee

Troy Human Relations Commission

This session of the Education and Outreach Committee was held on Monday, August 24, 2020, at 6:00 pm at City Hall.

MEMBERS ATTENDING: Atkins, Feltner, Fong, Holycross, Johnson, Kniceley, Major, Phillips

PRESIDING OFFICER: Mr. Major chaired the meeting

OTHERS ATTENDING: City Staff

CALL TO ORDER: The meeting commenced at 6:00 pm by the Chairmen's call to order.

ROLL CALL: Roll call was conducted by the Secretary. All members were present in person except Ms. Holycross and Ms. Johnson who attended the meeting via zoom.

COMMITTEE MEMBER UPDATES: Mr. Major motioned for all members of the Education and Outreach Committee to take the survey Ms. Kleptz had invited us to take. Ms. Phillips second the motion. All in favor. The link to the survey was sent in an email from Ms. Kleptz.

DISCUSSION OF INITIATIVES: Committee Members picked five initiatives with the agreement that more could be added if the need arises. The following initiatives were selected

1. (G) Social services structures, programming, and outreach efforts- look into W. Milton schools grant they received to hire a social worker in the school 2.5 days per week.

2 (I) Diversity training for all staff and students- see about implementing a district wide policy on this. It is currently up to each building to implement for themselves.

3. (L) Interviews with students regarding their perceptions, needs, goals and ideas- Ms. Johnson mentioned that the Troy City School district has hired a third party to do a survey of the children in each building. Ms. Kniceley mentioned doing in-person interviews with children in places such as the Lincoln Center, The Rec, or other locations with people whom they are comfortable talking to.

4. (U) Educational Pathways-The Stadium Program, percent of kids that are expelled/suspended/given detention in each school by race, percent of kids who go to the Career Center or college prep classes by race, AP classes: how do you get in the program?, ESL students, special education classes, intervention specialists

5. ****New**** Student Body Employment- more diverse hiring practices

It was suggested that the Employment Committee could add the following to their initiatives:

B. Employee recruitment, hiring and promotional procedures

S. Business-Employment for kids

FUTURE BUSINESS: Assign committee members to initiatives to start doing research. Mr. Feltner mentioned bringing a representative from the State Board of Education in for a presentation in the future and stated he would arrange for this. It was also suggested to invite Mr. Michael Moore to do a presentation as well. Mr. Feltner suggested inviting the Student Government from both Troy High School and Troy Christian High School to a future meeting. Mr. Major mentioned having websites created for each subcommittee and having those websites linked on the City of Troy website. Ms. Kniceley also brought up hanging up flyers in well populated areas, businesses, and/or buildings in Troy.

NEXT MEETING: It was decided that all future meetings will be held on Mondays at 6:00 pm with the locations TBD. The next meeting will be on September 7, 2020, at 6:00pm.

The meeting adjourned at 7:32 pm.

Minutes of Employment Challenges Committee
Troy Human Relations Commission

The meeting of the Employment Challenges Committee was held on Wednesday, September 2, 2020, at 6:00 pm at City Hall.

MEMBERS ATTENDING: Sharrie Brown, Kane Feltner, Sonia Holycross, Caroline Kniceley, Todd Severt, Marvin Major, Stephanie Johnson.

OTHERS ATTENDING: City Staff

ROLL CALL: Roll call was conducted by the secretary. All members were present in person except Ms. Johnson and Ms. Kniceley who attended the meeting via zoom. Mr. Hudson was absent.

COMMITTEE MEMBERS UPDATES: Ms. Johnson shared that the 211 County-wide system (sponsored by the United Way of Miami County) is up and running in vast majority of the county. She also discussed the conversation had with Mr. Funderburg and Civil Service Commission about a diversity goal and the Human Relations Commission's interest in keeping the need for a more diverse workforce.

Mr. Severt shared his conversation with Bryan Sexton of Clopay. Mr. Sexton is interested in partnering with the HRC to look at diverse hiring practices, recruitment and retention. Ms. Johnson added that Tracy Moser reached out to her about Hobart also being interested in partnering with the HRC to share their practices and continue to improve.

Ms. Holycross shared her discussion with Heidi of Marion Matters and their interest in collaborating with the Commission. They are already going to be working with City of Piqua and hopefully, Troy can join that partnership.

The Committee members discussed and determined the major initiatives on which they will be focusing their work. Following five initiatives have been noted as primary and secondary, although they are all extremely important

Primary Initiatives:

1. Workforce Development: (work with Tracy Moser, Bryan Sexton and Clopay HR director to learn about and discuss recruitment, hiring and retention practices that result in a diverse workforce).
2. Job Preparation, Location and Preparation: (work with Job Center in Miami County, OhioMeansJobs, WIA, UVCC HS and Adult programs, Edison CC, Sinclair CC, maybe other post-secondary training and educational programs to explore and connect and share viable pathways that result in employment for our diverse population).

Secondary Initiatives:

3. TRIPOD Challenge: (work with representatives in the fields of childcare, transportation and housing to increase options for potential employees and connections among agencies and with potential candidates within Troy).
4. ERN: (to explore expansion of this program of services for Troy citizens interested in being employed--to coach/support their employment journey: Connect with Tony Trapp, Apprenticeship Coordinator at UVCC HS program and Chief Simmons-Troy FD re: the apprenticeship program).
5. Amenities of Troy/Recruitment: (work with Troy Development Council, Chamber of Commerce, Troy Main Street, Social Media for City of Troy, Troy Recreation Department, Miami County Parks District to thoughtfully and intentionally showcase Troy's diverse attractions, venues and activities for the purpose of appealing to diverse potential Troy-based applicants and residents).

Next Steps/Plans of Action:

- a. To invite Ms. Tracy Moser and Mr. Bryan Sexton to speak to the HRC in October regarding their diversity statistics, diversity-focused recruitment, hiring and retention practices.
- b. To connect with Heidi and explore collaboration with her Marion Matters work with the City of Piqua.
- c. Investigate funding potential from The Troy Foundation to work with Marion Matters.

Next meeting is scheduled for September 16, 2020, at 6:00 pm at the Troy Senior Citizens Center (134 N Market St, Troy, OH).

The meeting was adjourned at 7:20 pm.

Minutes of Inter-Group Relations Advisory Committee

Troy Human Relations Commission

This meeting of the Inter-group Relations Advisory Committee was held on Monday, August 31, 2020, at 6:00 pm at Fire Station 2.

ROLL CALL: Roll call was conducted by the Secretary. Members Jon Keller, Todd Severt, and Sonia Holycross attended meeting in person, Tre Hudson (via zoom). Loretta Phillips and David Fong were absent.

OTHERS ATTENDING: City Staff

SELECTION OF INITIATIVES AND POSSIBLE NEXT STEPS: The group talked about how to Find, Study and Advise the Mayor. The group is still working on the structure of how to accomplish effectively this but has decided to Educate themselves on the 3 initiatives.

1. E. Law Enforcement: Sonia will invite and coordinate Shawn McKinney to come to our next meeting. The next meeting will be scheduled on 9/3/2020 at H.R.C. meeting. We will have questions prepared in advanced and sent to City Staff, Salome Hekate, at least two days prior to the meeting in order to allow our speaker to be prepared. Group discussed grouping initiative B. Municipal and Common Pleas Procedures and practices under Law enforcement as well. We also added the Law enforcement budget under Law Enforcement.
 - a. Legal documentation of rules & regulations for the police department; and the CBA or Contract between the City Police Department and the City of Troy.
 - b. Names of all employees & which county they live in; and policy specific to residency requirements.
 - c. Individual Police Officer Personnel records- for full term of employment
 - d. Individual Records of arrest made by sworn personnel, disaggregated by race
 - e. Individual records of complaints made against sworn personnel, disaggregated by race
 - f. Community Involvement programs
 - g. Policing Practices – patrol schedules and philosophies, are police patrolling the neighborhoods they live in or grown up in?
 - h. Use of Force Policy/Continuum: i.e., Chokeholds, knee to neck, permissible, etc.?
 - i. Sworn personnel training requirements/Continued education and professional development.
 - j. End qualified immunity
 - k. Reopen any deadly use of force cases in the last 30 years, correct any mistakes of our past.
 - l. Citizen’s review board, to meet, review, & investigate all police misconduct cases.
 - m. Ketamine by EMT, is it legal or authorized here?
 - n. Mental health evaluations, E.g., PTSD
 - o. Additional Vacation allowance, E.g., teachers
 - p. Require drug screens after each use of force incident
 - q. Law Enforcement budget
2. I. Local election process: Talked about inviting someone from the Board of Elections (City Staff to reach out) to a H.R.C. meeting in the future and to have Kane Feltner come and share with us what he is doing to help register voters in Troy.
 - a. Constituent demographic data, Voting Locations & Rules:
 - b. Request: Legal documentation of voter system registration for Troy
 - c. How districts & Voting locations are decided
 - d. Convicted felon/ Incarcerated Voter Education/Awareness (Which Felons can vote?)
 - e. Mail in Ballot Education
3. 2020 Budget: We discussed as we go through the first two initiatives that we would add other initiatives and or advise in regards to budget changes to support changes.
 - a. City budget & list of all tax aid infrastructure
 - b. Line Item budget for the City of Troy
 - c. Tax paid statues – city codes and policies governing

NEXT MEETING: Next meeting date will be determined at the HRC meeting on September 3, 2020.

City of Troy

Social Media Policy for Official City Business

I. Purpose

This policy establishes guidelines for the use of social media sites, for official business, by City of Troy. The intended purpose behind establishing official City of Troy social media sites is to disseminate information about City events, research, projects, outreach initiatives, findings, news, information, etc. to the general public.

Social media content is created by individuals, using accessible, expandable, and upgradeable publishing technologies, through and on the Internet. Social media services and tools are powerful and effective means to communicate quickly and broadly share information.

City of Troy social media sites are authorized solely to express its views as an organization and provide information, and not to create a public forum. If users have questions, concerns, or comments about information posted to any social media platform, they may contact the City of Troy directly via phone or by email [here](#).

II. Content Management

Staff representatives from the City of Troy will monitor content on social media sites to ensure adherence to both the Social Media Policy and the interest and goals of the City of Troy. For purposes of this policy, “content” includes information, articles, pictures, videos, or any other form of communicative content posted on a City of Troy social media site. The staff representative will be authorized to create, edit, and delete posts. Currently, platforms that will require moderation include: Facebook, Twitter, Instagram, Nextdoor, and YouTube. In the future, additional social media platforms may also require moderation. Content on these sites will be updated at the discretion of the staff moderator. Some events, occasions, and topics may influence more updates and participation than others. The moderator will have a presence on the social media sites during normal work hours to monitor activity and respond to messages. If the moderator decides to remove a post in accordance to the City’s retention schedule, public records policy or Social Media policy, they shall do so consistently so all posts are maintained consistently.

III. General Policy

1. The establishment and use by City of Troy employees of social media sites are subject to approval by the Director of Public Service and Safety. All City of Troy official social media sites are to be administered by a designated City of Troy employee within the designated office/department.
2. Sites maintained by City of Troy departments shall make clear that they are maintained by the department and that they follow an approved Social Media Policy.
3. User accounts used to create official social media sites that are maintained by City of Troy shall be linked to City of Troy email addresses and not personal email addresses. These user accounts should not be used for personal social media activity.

4. Social media sites should link back to the official City of Troy website for forms, documents, online services, and other information.
5. A designated staff representative from the City may monitor content on the social media sites to ensure adherence to both the Social Media Policy and the interest and goals of the City of Troy.
6. Social Media guidelines shall be displayed and made readily available to users.
7. The City of Troy website will remain the primary and predominant internet presence for official department business, contact, assistance, and information.
8. All social media sites maintained by City of Troy departments shall adhere to applicable federal, state, and local laws, regulations, and policies.
9. Social media sites are subject to the Ohio Public Records Act. Any content maintained in a social media format related to official City business that documents the function of that office, including a list of subscribers, posted communications, and communication submitted for posting, may be considered a public record, and therefore subject to public disclosure.
10. Social media content may be removed if it is deemed in violation of the Social Media Policy or any applicable law.
11. Any post, Tweet, etc. removed from a social media page that is a public record must be kept in accordance with the City of Troy General Retention Schedule.
12. Comments must be turned off for the official City of Troy YouTube account and official City of Troy Instagram account.
13. Employees are representing the City of Troy through these social media sites, and shall conduct themselves at all times as a representative of the City and in accordance with the City of Troy Personnel Policy.

IV. Comment Policy

By maintaining a presence on various internet platforms, the City of Troy does not intend to create a public forum for comments from the public. Any comments, including pictures, GIFS, memes, etc. will be removed. The contents maintained on the social media platforms are solely intended to provide the public with information from the City of Troy. Should a member of the public wish to communicate with the City of Troy, please contact or e- mail [here](#).

V. Endorsements, Advertising, and Authorized Links

These sites may contain hypertext or other links to external Internet sites that are not provided or maintained by the City of Troy. Please note that the City of Troy cannot guarantee the accuracy, relevance, timeliness, or completeness of these external sites.

In addition to material posted by the City of Troy, this page may include ads and suggestions for other profiles to view selected by the social media site that links to third party sites.. The inclusion of these ads, profiles, and links is outside of the control of the City of Troy and are not an official endorsement of any product, person, or service, and may not be quoted or reproduced for the purpose of stating or implying endorsement or approval of any product, person, or service. The City of Troy does not receive any revenue from any of these advertisement links.



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
 614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

CITY OF TROY, OHIO

HUMAN RELATIONS COMMISSION

(Local Government Entity)

(Unit)

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

937-335-1725

100 S. MARKET STREET

(Telephone Number)

DRAFT

(Address)

TROY

453 5

MIAMI

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address:

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

(Mayor)

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Title

Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
HRC-1-2020	Applications for Membership	If appointed, 2 yr. After term ends; if not, 2 yr. after rec'd	Paper & electronic		<input type="checkbox"/>
HRC-2-2020	Appointment Related Letters	2 years after term ends	Electronic		<input type="checkbox"/>
HRC-3-2020	Oaths (Filed with Auditor)	Permanent	Paper		<input type="checkbox"/>
HRC-4-2020	Meeting Packets	3 Years	Electronic		<input type="checkbox"/>
HRC-5-2020	Committee Packets	1 year and then until of no adm. value	Electronic		<input type="checkbox"/>
HRC-6-2020	Meeting Minutes	Permanent	Electronic		<input type="checkbox"/>
HRC-7-2020	E-Mail	Until of no administrative value	Electronic		<input type="checkbox"/>
HRC-8-2020	Committee Minutes/Reports	3 years	Electronic		<input type="checkbox"/>
HRC-9-2020	Reports/Recommendations	3 years	Paper & Electronic		<input type="checkbox"/>
HRC-10- 2020	Complaints/investigation documents	5 years	Paper & Electronic		<input type="checkbox"/>
HRC-11- 2020	Correspondence/notes	Until of no administrative value	Paper & electronic		<input type="checkbox"/>
HRC-12- 2020	Membership Rosters	3 years	Electronic		<input type="checkbox"/>
HRC-13- 2020	Messages: phone, cell, text, paper	Until of no administrative value	Paper & electronic		<input type="checkbox"/>
HRC-14- 2020	Operating Guidelines & amendments	Permanent	Paper & electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
					<input checked="" type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

DRAFT

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

DRAFT

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

DRAFT

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
					<input type="checkbox"/>

DRAFT



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) Working with public, private and governmental employers, labor and professional organizations, employment agencies through education and training to institute nondiscriminatory practices in employment, union membership, promotion, wages, working conditions, lay-offs, job opportunities and housing and public accommodations.

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.

A member shall be automatically removed by the Mayor from the HRC if he or she, within any calendar year, has missed three (3) consecutive HRC and/or subcommittee meetings or six (6) non-consecutive HRC and/or subcommittee meetings.

Additionally, a member may be removed by either the Mayor or by a two-thirds (2/3) majority vote of the HRC for conduct that is disorderly, detrimental to, or reflects negatively on the duties, objectives and work of the HRC. In such cases listed in this paragraph, no removal shall occur without either the concurrence of two-thirds (2/3) of the HRC members or by the Mayor and until the delinquent member has been notified of the charge against him or her and has had an opportunity to be heard.

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 – Robert’s Rules of Order

The latest edition of Robert’s Rules of Order, as of the date of the approval of these Operating Guidelines, shall be followed with respect to any question not herein specifically provided for.

ARTICLE IX - 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 X – 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.

DRAFT

Chairperson

Printed Name: _____

Signature: _____

Date: _____

Secretary

Printed Name: _____

Signature: _____

Date: _____

