

YORK CITY HUMAN RELATIONS COMMISSION

28 E. Market St
York, PA 17401

MONTHLY MEETING MINUTES

April 21, 2014

Call to order:

Commissioner Fitch calls the meeting to order at 7:00 p.m.

Roll Call:

In attendance: Commissioners Karen Rollins-Fitch, James Sawor, Stan Sexton, Mark Rhodes, Caroline Williams, Cheril Chronister, Raquel Lilly, Amy Chamberlin. Excused-Rebecca Moore. Staff -J. Ramirez. Quorum met.

Public Comment:

None

Approval of Minutes:

Motion to accept March minutes moved by Commissioner Lilly, seconded by Sawor. All approve, motion passes.

Report of Acting Chair:

Committee assignment review.

Training with PHRC on April 28th - May 2nd.

Former E.D. came in to office to pick up a few personal items.

Report of Acting Secretary/Treasurer:

According to the Budget, a postage fee, travel reimbursement, food purchase and Attorney Retainer fee were paid.

Personnel Committee Report:

Attorney Slade has received her retainer and has made arrangements to go into the office to review some files. She is planning on going back to the office to review more files. Attorney Slade is waiting for us to let her know when we want the report of what she has.

Meeting with City regarding the ED position, we know the money is not right. They (HR) advised us to take a copy of the position; we are renaming the position to HRC Manager. We are looking at the duties that the E.D. had and looking at the City's version of what an E.D. does and modifying it so we can fit it to HRC Manager whose day to day operation of business would be for the Commission, making contacts, the budget and helping everything run smoothly for the Commission. The City has to approve what we are asking as far as this position is concerned. There is a form we have to complete, fill it out and return, they (HR) will review it and get back to us and let us know if it fits all the criteria and the pay scale, they have a tier 1 and tier 2. We are going to be at tier 1 with the money that we are looking at. Currently, it is at a tier 2 and it caps off at \$83,000 threshold. Tier 1 is at \$ 47,535-\$59,418, with us amending the title for this position.

The City put on the website, the position for the Investigator. There are currently 72 applications that came in. HR will review those and make sure they meet the job conditions for the position, the criteria. Once they are reviewed, the Personnel Committee will schedule interviews for those that meet the criteria for the Investigator position.

The E.D. position, the changes to the job description/duties and how it will be reflected in the Practice and Procedures, is discussed among the Commissioners. It is agreed that a meeting will be schedule with the Personnel Committee to determine the exact changes.

Policies and Procedures Committee Report:

Practice and Procedures presentation will be moved into the next scheduled meeting in May.

Communications:

The agenda packet is reviewed, along with the case docket report and the non- jurisdictional reports. New details to be added to the case docket report were discussed. Update should be reflected at the next meeting.

Upcoming Events:

April 26 -YWCA Race against Racism and Humanity Fest

May 3 -Educational Parade & Rally

May 15 -York County Community Foundation Annual Meeting

Scheduling block time for the events was suggested. It was also suggested that the HRC stock up on promotional items for the upcoming events.

Commissioner Fitch motions to have a \$100 donation made to the YWCA Race against Racism event on Saturday April 26, 2014 for a directional marker sign promoting the Human Relations Commission. Seconded by Commissioner Sawor; all in favor. Motion carries.

Unfinished Business:

Commissioner Lilly was appointed to fill the Acting Secretary/Treasurer position. Voting for permanent executive seats will take place in the fall.

New Business:

The City has hired a new arts and community liason, Carla Christopher. She has to do four big events to do a year. She would like to stay informed with any events we host or will sponsor.

Rep. Kevin Schreiber a member of the LGBT organization and would like to hold a discussion forum and/or festivities events. Sponsorship opportunities should be considered for some of the events.

Adjournment:

Meeting adjourned at 8:05 p.m.