

YORK CITY HUMAN RELATIONS COMMISSION

28 E. Market St
York, PA 17401

MONTHLY MEETING MINUTES

MARCH 17, 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, Raquel Lilly, Amy Chamberlin. Excused-Commissioner Cheril Chronister. Staff -J. Ramirez. Quorum met.

Public Comment:

No speakers.

Approval of Minutes:

Correction- under Report of Acting Chair, second sentence should read: "Acting Secretary/Treasurer ..."
Also, under Motion to adjourn, the correct time the meeting was adjourned is 7:25 p.m. Motion to approve minutes as corrected moved by Commissioner Rollins-Fitch, seconded by Commissioner Chamberlin. Motion carries.

Report of Acting Chair:

No report at this time.

Report of Acting Secretary/Treasurer:

Commissioner Rollins-Fitch reports that the monthly payment for Lexis Nexis has been submitted. Money was transferred from the Education and Outreach line item into a Food line item to pay for food expenses for the two meetings for the Practices and Procedures Review.

Personnel Committee Report:

Commissioner Williams reports that the HRC is still looking for an investigator; it did not work out with the person they had in mind. The investigator vacancy position will be posted on the City website. She also asks for everyone to spread the word, at the Crispus Attucks or wherever, to make sure people are looking at the website and are applying so that the position is filled out as soon as possible. Attorney Slade has accepted the position; she has signed the contract and is waiting for a start date. Some of the cases have been reviewed and so she may be ready to go ahead to make a decision on those.

Commissioner Sawor asks what the allocated salary for the investigator position. Commissioner Williams explains the salary range is \$16.92-\$18.92/hr for a full-time-40/hr. work week. Commissioner Chamberlin inquires about the position being contractual or permanent. Commissioner Fitch explains that the contractual negotiated position fell through, so now the investigator position will be permanent.

Policies and Procedures Committee Report:

Commissioner Rhodes starts off by asking if all the Commissioners received the additional material for the Social media changes and he goes over the changes that will be added to the section. The Social media committee will have a report every month to keep Commissioners up to date with events they are involved with. Commissioner Chamberlin states that some of the duties for this committee should be handled by the office, once fully staffed; Commissioner Rhodes agrees.

Commissioner Rhodes states that at the next meeting, the changes will have to be read and do a thirty day open discussion, then vote after the following scheduled meeting. A discussion follows about the definition of office staff and duties still need to be changed. The Personnel Committee will meet to discuss what needs to be changed and will forward the proposed changes to Policies and Procedures Committee. The Commissioners continue to go further into discussion about the Executive Director position and what prior changes were made to the position.

Dr. Ken Woerthwein, audience member, shares his recollection of what City Council approved and states that the budget was set for the HRC staff-one for the Intake/Receptionist and someone else to do the rest of the work, he assumes an investigator. Dr. Woerthwein states someone will have to perform the duties of the E.D. because education is very important in informing the county what the HRC is all about.

Commissioner Fitch explains the importance of redefining the position descriptions so that Article 185 and the Policies and Procedures match. She reviews the timeline for Practice and Procedures changes which are; April meeting- changes will be read, then 30 days for public comments and review. The document will be available to the public online and also at the Martin Library. Votes for the final changes will be made at the May meeting.

Communications:

The agenda packet is reviewed, along with the case docket report and the non- jurisdictional reports. Dr. Woerthwein suggests adding a detail of resident/non-resident under the protected class on the docket report.

Unfinished Business:

Commissioner Sawor inquires if anyone has volunteered for the "Acting Sec. /Treasurer" vacancy. Commissioner Fitch informs him that no one has volunteered but thinks once the skills assessments are complete, it will be easier to choose someone for that position.

Adjournment:

Motion to adjourn moved by Commissioner Sawor and seconded by Commissioner Chamberlin.
Meeting adjourned at 7:37 p.m.