

Berea Human Rights Commission  
Regular Meeting  
August 1, 2016  
6:30 PM  
BHRC Offices, Broadway Center  
204 N. Broadway, Suite 20 Berea, KY 40403

Present: Rev. Carla Gilbert (Chair), David Shroyer (Vice-Chair), Dr. Janice Blythe, Eef Fontanez, Miriam (Mim) Pride

Michael Harrington (Administrative Assistant), Mayor Steve Connelly

Summary of Actions Taken:

- Shroyer DISTRIBUTES copies of Madison County Schools' and Berea Independent Schools' policies concerning bullying, harassment, and hazing to Commissioners as part of BHRC's review of public policies relating to the Human Rights Campaign's (HRC) Municipal Equality Index.
- Chair INVITES Mayor Connelly to discuss the HRC's Municipal Equality Index with the Commission.
- Commission COMMITTS to using the City of Berea's grant contracts and directing potential BHRC grant recipients to the Mayor's office to sign a copy of a drafted contract in order for the BHRC to disburse funding.
- Pride MOVES to approve previous MEETING MINUTES: MOTION CARRIED.
- Commission TABLES discussion of the BHRC Open House and postpones the event until the upcoming calendar year.
- Pride DESIGNATED to draft a report detailing Commissioners' ideas for this event and brief BHRC during the September regularly scheduled meeting.
- Commission COMMITS to seeking to issue the John G. Fee Award during a September City Council meeting.
- Chair OPENS floor for comments on the latest draft of the BHRC's updated BYLAWS.
- Pride DESIGNATED to continue efforts to develop draft of questions that ought to be answered in the BHRC Social Media policy.
- Harrington BRIEFS Commissioners about Dr. Nakazawa's database project.
- Dr. Blythe, Rev. Gilbert, and Pride (tentatively) DESIGNATED to assist Harrington with set-up for the Voter Empowerment event on September 2, 2016.
- Rev. Gilbert DESIGNATED to follow-up with the Middletown School Reunion Association so that the organization can receive a copy of the City's contract and receive the funds that the BHRC approved for their project during the previous month's meeting.
- Rev. Gilbert DESIGNATED to inquire about having nametags made for Commissioners who presently do not have one.

- BHRC COMMITS to continuing research and policy review of a potential Uniform Residential Landlord Tenant Act (URLTA) for the City of Berea in November.
- Chair COMMITS to scheduling time for the BHRC to present its ANNUAL REPORT to the City Council during the first City Council meeting of December.
- BHRC COMMITS to voting on Commission Officers for the upcoming calendar year during the September BHRC regular meeting.
- BHRC COMMITS to seeking comments on the BHRC's final draft of the organization's BYLAWS from Corporate Counsel Jerry Gilbert.
- Dr. Blythe MOVES to ADJOURN MEETING: MOTION CARRIED, 8:15 PM.

Body:

Chair CALLS meeting to order: 6:30 PM.

Shroyer DISTRIBUTES copies of Madison County Schools' and Berea Independent Schools' policies concerning bullying, harassment, and hazing to Commissioners as part of BHRC's review of public policies relating to the Human Rights Campaign's (HRC) Municipal Equality Index.

Shroyer notes that the two school systems' policies are incredibly similar because the Kentucky School Boards Association distributes a memo of best practice guidelines to schools in the state and both school systems have incorporated much of those practices in their policies.

He further notes that these policies do not make specific mention of LGBT students. Accordingly, these policies would not be of specific benefit to the City of Berea's standing in the Municipal Equality Index.

To inquire about and realize such policy developments, Shroyer notes that it would be beneficial to meet with the school board.

Fontanez notes that the student-led GSA of Berea Independent Schools has been encouraging such policy changes. He further notes that the Student Handbook, as approved by the site-based board, details specific policies concerning harassment, bullying, and hazing based on LGBT status.

Dr. Blythe notes that the Commission can officially note that the body has reviewed these policies in its designated research capacity.

Pride notes that the City of Berea will be unlikely to receive a high score on the Municipal Equality Index.

Shroyer informs that the HRC has contacted the Mayor directly concerning the City's response to the HRC's inquiry.

Chair INVITES Mayor Connelly to discuss the HRC's Municipal Equality Index with the Commission.

Mayor Connelly notes that after speaking with Shroyer, he sent a copy of the City of Berea's employment policies and non-discrimination provisions updated on February 14, 2013. These non-discrimination provisions designate that City of Berea employees shall not be discriminated against on the basis of LGBT status.

Mayor Connelly notes that the City of Berea was recognized by the Fairness Coalition for these steps designed to foster equality in City employment practices.

Pride asks if the City Council is aware of the City of Berea's upcoming scoring in the HRC's Municipal Equality Index.

Mayor Connelly notes that he intends to prepare a briefing for the City Council concerning the score as the results are finalized and published. Presently, the City's score has yet to be tabulated.

Dr. Blythe notes that it is important that the BHRC can demonstrate that it has devoted time to this effort and thanks the Mayor for his participation.

Shroyer notes that the results will likely be published and finalized in October; however the scheduled release for these scorings is often delayed.

Fontanez notes that it is important to note that the City of Berea likely will receive a score higher than 0, which is a frequent scoring among smaller cities. He expresses his thanks to the Mayor for his efforts taken to make progress in this area and indicates his hopes that the city continue to improve its standing.

Rev. Gilbert notes that local school policy developments to promote equality for LGBT students can provide guidance for the City and the City Council.

Mayor Connelly informs BHRC that his office is presently working on developing policies concerning City grants disbursement of public funds and use public property. This work is in preliminary stages. He notes that local governments in the state may use funding to achieve its aims in through others' activities as appropriate (cf. KY Constitution Sect. 171).

Mayor notes that the City's recent work on policy that concerns the confederate flag can be successful as the City and its partners work together in goodwill. He clarifies that the intention behind the City's ongoing policy developments is not to prevent the appearance of the flag within the city. It is merely to prevent any possible displays that are sponsored by the City of Berea that express an intention of promoting segregation and intimidation. Other displays of the flag in historical, cultural, and popular depictions that are not intended to express the

aforementioned intentions are not within the purview of the City's proposed and ongoing policy developments.

The Mayor mentions City policies that highlight that the Chief of Police is to regulate issuance of parade permits, etc. He notes that merely because the City issues a parade permit, that should not necessarily be considered an indication that the City is a participant or sponsor of an event. The City will continue to issue permits, but in so doing, that is not necessarily an indication that a permitted event is a City-sponsored event. However, for those events which are to use City funds, then the individuals/organizations holding such an event are to enter into a contractual agreement with the City to ensure that City funds are used in an appropriate manner.

Rev. Gilbert notes that the BHRC is reviewing administrative policies for disbursing funds for BHRC sponsored events and indicates interest in working with the Mayor's office as the Commission undergoes these policy developments.

Commission COMMITTS to using the City of Berea's grant contracts and directing potential BHRC grant recipients to the Mayor's office to sign a copy of a drafted contract in order for the BHRC to disburse funding.

Mayor Connelly notes that he is amenable to working with the BHRC on this endeavor.

Dr. Blythe indicates that it is important to note that the Mayor discussed with the Commission the BHRC's policies for community partnerships and grant funding as the Commission reviews its procedures for funding its community activities and promoting the BHRC's aims.

Mayor excuses himself from the meeting.

Pride notes that the Commission should continue with the items on the agenda and review the previous month's minutes.

Pride MOVES to approve previous MEETING MINUTES: MOTION CARRIED.

Rev. Gilbert notes that the Commission will participate in the August First Friday festival. She will be working at the BHRC's table during the event. Shroyer and Harrington will assist Rev. Gilbert with set-up and Harrington will also assist with break-down.

Harrington notes that Blair has pop-up tents reserved for the event and that the BHRC may use one of these during the festival.

Rev. Gilbert notes that the BHRC has yet to set a specific date for the Commission's Open House.

Shroyer notes that during October and early November, there are several events that occur within the city and that it may be difficult to schedule a date during those months for the Open House.

Rev. Gilbert notes that the Commission intends for the event to be very polished, and that perhaps a date after November would give the BHRC a sufficient amount of time to plan and prepare for such an event.

Dr. Blythe notes that the spring would be a good time to host such an event, and that the BHRC can expand its services in ways garnered by synthesizing suggestions from the community so that such service may be highlighted during the Open House.

Harrington notes that if the Commission intends to collect feedback concerning the BHRC activities, then during the BHRC's community tabling efforts at First Friday would be a good time to begin the process of gathering that information.

Dr. Blythe notes that the BHRC continue setting up its office space to prepare for an Open House during the spring. She notes that displaying photographs at the office of the Commission and its activities would be a good way to highlight the Commission's endeavors.

Pride notes that brainstorming for the Open House may not be the most efficient use of the Commission's time during its public meeting. She notes that the BHRC could scheduled a specific date for the event during the September meeting and a designated member of the Commission can collect ideas concerning the Open House in the mean time and prepare a report to brief Commissioners during the next regular meeting.

Pride DESIGNATED to draft a report detailing Commissioners' ideas for this event and brief BHRC during the September regularly scheduled meeting.

Commission COMMITS to seeking to issue the John G. Fee Award during a September City Council meeting.

Chair will have the Award placed on the City Council's agenda upon the Commission's determination.

Harrington notes that he submitted a press release detailing the Commission's call for nominations for the award to the Berea Citizen, but it wasn't published in the most recent issue of the newspaper. He will follow-up with Editor Meyers about the press release.

Chair OPENS floor for comments on the latest draft of the BHRC's updated BYLAWS.

Dr. Blythe notes that the section that highlights the responsibilities for each of the Commission's office holders ought to also outline the responsibilities of the Commission's supporting staff.

Rev. Gilbert notes that the BHRC is also exploring a potential social media policy. Harrington and Dr. Blythe have sent relevant information to Pride, who has been designated to prepare a brief concerning a possible social media policy. Pride has been reviewing those materials.

Pride DESIGNATED to continue efforts to develop draft of questions that ought to be answered by the BHRC's potential Social Media policy.

Chair asks Administrative Assistant for his report.

Harrington notes that he has met with Dr. Mario Nakazawa to discuss a potential partnership between students in his computer databases class and the BHRC. As per the Chair's recommendation, Harrington will be the main contact person for the BHRC to work with the students. He notes that the BHRC can work with the students to prepare a database that will assist the BHRC in collecting, analyzing, and reporting information concerning the success of the BHRC's events and their cost effectiveness. For example, the BHRC can develop a survey modeled after surveys collected by the Kentucky Commission on Human Rights concerning the effectiveness of our public events. Such a database would be helpful to the BHRC in preparing its annual reports to the City Council. Harrington further notes that he will be attending the first class session of the fall semester to offer a brief presentation about the BHRC to the students.

Shroyer notes that the BHRC ought to consider what information about the Commission's events would be useful to collect.

Pride requests that Harrington prepare a report for Commissioners by the BHRC's next regular meeting noting what kinds of data would be useful to collect and let Commissioners review the report as Harrington moves forward with the students.

Chair asks if there are any volunteers to assist with the Voter Empowerment Rally. Dr. Blythe, Rev. Gilbert, and Pride (tentatively) DESIGNATED to assist Harrington with set-up for the Voter Empowerment event on September 2, 2016.

Rev. Gilbert DESIGNATED to follow-up with the Middletown School Reunion Association so that the organization can receive a copy of the City's contract and receive the funds that the BHRC approved for their project during the previous month's meeting.

Shroyer notes that the BHRC follow-up concerning an employment discrimination workshop held by Mr. Juan Peña of the Kentucky Commission on Human Rights. Harrington notes that the event is scheduled for November 10, 2016, the BHRC only needs to decide a time and location.

Shroyer suggests that from 1:00-3:00 at the City Council Chambers would be a good time and location.

Harrington will follow-up with Mr. Peña and the City to settle the time and location of the workshop.

Rev. Gilbert DESIGNATED to inquire about having nametags made for Commissioners who presently do not have one.

Chair reports no further updates concerning briefs to City officials concerning Limited English Proficiency policies from Stinchcomb and Blair.

BHRC COMMITS to continuing research and policy review of a potential Uniform Residential Landlord Tenant Act (URLTA) for the City of Berea in November.

Chair COMMITS to scheduling time for the BHRC to present its ANNUAL REPORT to the City Council during the first City Council meeting of December.

Chair notes that she will be transitioning out of her leadership role and stepping down as Chair of the BHRC while remaining a member for the remainder of her appointment. She notes that the Commission may prepare for electing another Chair either at the end of the calendar year after she submits the BHRC's annual report to the City Council or at the end of the present Fiscal Year. The Commission can choose either option based on what members prefer.

Shroyer notes that the Commission should plan to vote on a new Chair who will assume office after the present Chair's resignation to ensure a smooth transition of office during the upcoming regular meeting so that absent members of the Commission can be present for the vote.

BHRC COMMITS to voting on Commission Officers for the upcoming calendar year during the September BHRC regular meeting.

Rev. Gilbert notes that serving as Chair of the Commission is a great opportunity and that she greatly values her time spent in this office. She further notes that it is important for public bodies to have active and engaged leadership.

Dr. Blythe notes that the BHRC should seek to have a final version of the Commission's newly drafted BYLAWS prepared prior to the BHRC's annual report to the City Council so that the BHRC can report on this undertaking to the Council in the Commission's report.

Rev. Gilbert notes that the BHRC will be seeking comments from Corporate Counsel Jerry Gilbert prior to voting to approve the draft of the potential bylaws.

BHRC COMMITS to seeking comments on the BHRC's final draft of the organization's BYLAWS from Corporate Counsel Jerry Gilbert.

Rev. Gilbert further notes that over the course of the past year, the BHRC has focused on developing community partnerships and educational outreach activities that have been effective. Pride concurs.

Rev. Gilbert notes that various organizations and groups throughout the town have held public forums, events, and celebrations that the BHRC can learn from and seek to model these events best practices and success.

Dr. Blythe notes that the BHRC will have an opportunity to plan for new potential events during the late fall and early winter as the BHRC completes its ongoing and outstanding events by the end of the calendar year.

Pride notes that the Commission can learn from the best practices of the Madison County Health Department's recently held public forums as well.

Dr. Blythe MOVES to ADJOURN MEETING: MOTION CARRIED, 8:15 PM.

Michael Harrington  
Berea Human Rights Commission  
Administrative Assistant

Minutes Recorded: August 1, 2016  
Minutes Approved: September 8, 2016

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[Chair, Rev. Carla Gilbert]