

Berea Human Rights Commission
Regular Meeting
May 2, 2016
6:30 PM
Community Room, Berea City Hall

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

Michael Harrington (Administrative Assistant)

Summary of Actions Taken:

- Stinchcomb ADDS report from Budget Subcommittee to AGENDA.
- Pride MOVES to approve previous MEETING MINUTES as amended: MOTION CARRIED.
- Dr. Blythe MOVES to approve Budget Subcommittee's proposal for fiscal year 2016-2017 in the amounts of \$17,000 (provided Administrator's salary is encumbered in the BHRC budget allocation) or \$12,000 (if the Administrator's salary is paid through various other City of Berea Personnel accounts): MOTION CARRIED.
- Dr. Blythe MOVES to accept TREASURER'S REPORT: MOTION CARRIED.
- Harrington DESIGNATED to follow-up with Carter G. Woodson Center to seek "Dialogue on Race and Education in the 21st Century" attendance data and submitted conference papers.
- Dr. Blythe MOVES to donate \$100 to the Madison County Public Library for supporting the BHRC's educational efforts since the Commission's establishment: MOTION CARRIED.
- Chair BRIEFS Treasurer that the BHRC expended \$114 on refreshments and supplies for the "Berea Reads" event held at the Berea Community School on 4/28.
- Dr. Blythe DESIGNATED to continue efforts to develop a timeline of BHRC activities since its inception.
- Pride and Harrington DESIGNATED to continue efforts to develop a BHRC contact and mailing list.
- Dr. Blythe DESIGNATED to draft a letter highlighting recent BHRC efforts to send to contacts included on the Commission's mailing list.
- Chair COMMITTS Commission to tabling at the First Friday Festival on June 3 at 5:00 and to advertise BHRC services during the event.
- Chair APPOINTS Blair, Dr. Blythe, and Harrington to Film Subcommittee.
- Chair SCHEDULES a BHRC Open House to be held during the First Friday Festival on July 1, 2016.

- Harrington DESIGNATED to schedule intake interviews with Juan Pena of the Kentucky Commission on Human Rights.
- Stinchcomb DESIGNATED to reach out to City of Berea to learn about City policies concerning non-English language services and policies.
- Stinchcomb DESIGNATED to receive comments from Commissioners concerning the newly drafted bylaws.
- Discussion of URLTA policies tabled until new term for City Councilors begins.
- BHRC COMMITS to holding training workshop facilitated by the Kentucky Commission on Human Rights concerning employment discrimination to be held in September.
- Chair APPOINTS Shroyer, Harrington, and Gilbert to Workshop Subcommittee.
- During previous months, BHRC RECEIVED three discrimination complaints from two individuals. BHRC has formally RESPONDED to each complaint.
- BHRC COMMITS to reviewing and updating Discrimination Intake Form.
- BHRC COMMITS to reviewing intake procedures and protocols with Juan Pena of the Kentucky Commission on Human Rights.
- BHRC COMMITS to drafting and proposing a Social Media Policy to be incorporated into the Bylaws.
- BHRC COMMITS to establishing formal communications protocols that establish office and communication procedures.
- Shroyer MOVES meeting ADJOURN: MOTION CARRIED: 9:05 PM.

Body

Chair calls meeting to order.

Stinchcomb ADDS report from Budget Subcommittee to AGENDA.

Pride MOVES to approve previous MEETING MINUTES as amended: MOTION CARRIED.

Stinchcomb briefs Commission with TREASURER'S REPORT.

Stinchcomb notes that the BHRC had been refunded \$59.97 for a returned ink cartridge.

Stinchcomb informs Commission that the Budget Subcommittee met the week prior to the Regular Meeting and developed the BHRC's Budget Proposal for Fiscal Year 2016-2017.

The Budget Subcommittee developed two proposals, one to submit in the case that the Administrator's salary is paid from the BHRC's budget allocation, and another to submit in the case that the Administrator's salary is paid from the City of Berea's administrative and personnel accounts. The proposals are for \$17,000 and \$12,000 respectively.

Stinchcomb discussed raising the Administrator's salary to \$10.50/hour with City Administrator Randy Stone, and Stone indicated that he was amenable to Stinchcomb's request.

Dr. Blythe MOVES to approve Budget Subcommittee's proposal for fiscal year 2016-2017 in the amounts of \$17,000 (provided Administrator's salary is encumbered in the BHRC budget allocation) or \$12,000 (if the Administrator's salary is paid through various other City of Berea Personnel accounts): MOTION CARRIED.

Dr. Blythe notes that the BHRC should consider color coding the Commission's Annual Report to reflect the format used in the budget proposal.

Rev. Gilbert notes that the TREASURER'S REPORT needs to reflect a \$52.68 expense to Robie Books for reading materials given to Commissioner for the Berea Reads event.

Dr. Blythe MOVES to accept TREASURER'S REPORT: MOTION CARRIED.

The Commission notes that the BHRC made several connections with various community leaders during the Carter G. Woodson Center's "Dialogue on Race and Education in the 21st Century."

Shroyer notes that it would be beneficial to follow-up with the CGWC to acquire data and statistics about participation in the event to include in the BHRC's ANNUAL REPORT to the City of Berea.

Dr. Blythe notes that Harrington should follow-up with the Dr. Turley of the CGWC to see if they will be distributing the papers presented during the conference.

Harrington DESIGNATED to follow-up with Carter G. Woodson Center to seek "Dialogue on Race and Education in the 21st Century" attendance data and submitted conference papers.

Dr. Blythe will send photographs from the event to Harrington so that the BHRC may use them in promotional materials.

Rev. Gilbert notes that Mayor Connelly's presentation during the event was very informative and important.

Rev. Gilbert notes that the BHRC ought to consider how the information that Peggy McIntosh presented could be adapted to be used by the BHRC.

Shroyer notes that our informational materials are available at the Berea Branch of the Madison County Public Library.

Dr. Blythe maintains that it is important for the BHRC to show support for the Madison County Public Library, particularly given their willingness to show consistent support for the BHRC's efforts. She holds that it would be best for the BHRC to show the MCPL financial support in the upcoming Fiscal Year.

Dr. Blythe MOVES to donate \$100 to the Madison County Public Library for supporting the BHRC's educational efforts since the Commission's establishment: MOTION CARRIED.

Rev. Gilbert notes that the Berea Reads event was a success. She briefs the BHRC that the facility was an ideal location and that it was good to be in a neutral space. Approximately 20 people were in attendance. Other Berea Reads events were similarly attended. The night before the CGWC's conference, the initial kick-off event for Berea Reads month had a similar number of attendees. The public discussions held were very informative and a good way to increase public awareness and understanding of civil rights and issues pertaining to race. Many at these events expressed a deep commitment to improving community relations.

Rev. Gilbert further notes that there was interest expressed in continuing holding public meetings to discuss these topics, but the BHRC likely would not take on the responsibility of hosting such events.

Pride express interest in seeing these book/discussion groups grow and pull continuously wider support and for the BHRC to explore various ways that the BHRC may support those efforts short of taking on a central role.

Rev. Gilbert informs the BHRC that Jim Wallis, the author of "America's Original Sin" which was the Berea Reads selection, will be giving a Convocation lecture at Berea College in the fall. Perhaps the BHRC may consider designing or promoting community events surrounding the lecture.

Chair BRIEFS Treasurer that the BHRC expended \$114 on refreshments and supplies for the "Berea Reads" event held at the Berea Community School on 4/28.

Dr. Blythe requests that the MINUTES reflect that members of the BHRC have copies of "America's Original Sin" and continued to participate in Berea Reads, even when their participation may not have been as visible. The BHRC values opportunities to cultivate ongoing educational development that Commission members are encouraged take advantage of so that members maintain a solid foundation on issues surrounding civil rights.

Dr. Blythe asks that just as there was participation and coordination with the BHRC among various faith leaders in the community while the BHRC was working on issues pertaining to LGBT Fairness legislation, has there been similar participation among faith leadership in the Berea Reads events.

Rev. Gilbert notes that there are two organizations going by similar names. One of which is the Berea Ministerial Association that worked to spearhead and coordinate the Berea Reads events.

Stinchcomb notes that if the BHRC hasn't tapped into a full range of participation in its events, then perhaps the Commission may consider working to engage potential participants with specific outreach efforts.

Dr. Blythe notes that it is important for the BHRC to keep in mind efforts to reach out to those who may have questions about the Commission or have a level of skepticism about our activities and inform these residents about our activities.

Stinchcomb notes that sending out mailers to specific community members may be a good method to foster outreach activities.

Pride notes that she has many addresses available from mailers sent in the past.

Dr. Blythe further notes that it is important for the BHRC to document our outreach efforts and for all members to have a good grasp on broad messaging, and an awareness of communications and activities.

Rev. Gilbert notes that community resident Pat Gaily has hosted events designed to foster public discourse at the library. She will host another event at the Berea Branch of the Madison County Public Library on May 22 at 2:00.

Dr. Blythe asks if the BHRC is continuing a monthly article with the Berea Citizen newspaper to inform and engage with the public.

Shroyer notes that it would perhaps be best to engage in this way with the public on a quarterly basis.

Dr. Blythe DESIGNATED to continue efforts to develop a timeline of BHRC activities since its inception.

Pride and Harrington DESIGNATED to continue efforts to develop a BHRC contact and mailing list.

Stinchcomb notes that the local Realtor's Association would be good to include on this list. Dr. Blythe notes that the BHRC should include the local chapter of Kentuckians for the Commonwealth (KFTC), Bereans for Fairness (BFF), Bereans United for Racial Justice (BURJ) and the CGWC as well.

Shroyer notes that the majority of these communications could be electronic.

Dr. Blythe DESIGNATED to draft a letter highlighting recent BHRC efforts to send to contacts included on the Commission's mailing list.

Chair COMMITTS Commission to tabling at the First Friday Festival on June 3 at 5:00 and to advertise BHRC services during the event.

Chair notes that the BHRC can advertise for a July Open House event during the June First Friday festival. Dr. Blythe, Pride, and Stinchcomb (tentatively) will volunteer to staff the June First Friday table.

BHRC COMMITTS to continuing to prepare a digital presentation for future events incorporating Dr. Blythe's timeline research and presentation.

Stinchcomb asks if the BHRC may consider offering a grant for student groups to prepare a digital presentation for the Commission.

Dr. Blythe notes that the suggestion is a great one, perhaps best to be used as an outreach and public education opportunity in the future. It's important for the Commission to define the trajectory of the body's communications and then branch out and guide others from there.

Harrington presents film festival proposal to the Commission.

Rev. Gilbert designated to discuss film festival events with Ruthie Maslin of the Madison County Public Library about coordinating on such an event.

Dr. Blythe notes that the BHRC should add Madison Southern and Foley Middle School to the list of possible venues for a screening.

Shroyer notes that the BHRC should further reach out to Chris Green and the Loyal Jones Appalachian Center to ask about coordinating on such an event as well.

Dr. Blythe notes the importance of strategically scheduling the screenings around all of the local schools' schedules so that the Commission can best seek to have good turnout. Furthermore, she notes that the BHRC should consider various topics for film selections that will encourage student and family participation as well as encourage Berea College students to participate in off campus events. The more consideration given to timing, venue, location and messages, the more likely such events are to be successful.

Chair APPOINTS Blair, Dr. Blythe, and Harrington to Film Subcommittee.

Shroyer notes that the BHRC may consider contacting Jeff Rubin of Age-Friendly Berea on coordinating an event.

Chair SCHEDULES a BHRC Open House to be held during the First Friday Festival on July 1, 2016.

Harrington DESIGNATED to continue efforts to schedule intake interviews with Juan Peña of the Kentucky Commission on Human Rights as noted during previous BHRC Regular Meeting.

Dr. Blythe notes that the BHRC should continue its efforts to foster improved access to the Commission's services among the Spanish-speaking community. She notes that the BHRC should inquire as to what policies the City of Berea has in place to provide language and interpretive services.

Pride notes that the BHRC should also expand efforts to review policies surrounding access to mental health services.

Stinchcomb DESIGNATED to reach out to City of Berea to learn about City policies concerning non-English language services and policies.

Chair notes that there is an advertisement in the Berea Citizen highlight the upcoming Special Session to discuss the BHRC's bylaws.

Stinchcomb DESIGNATED to receive comments from Commissioners concerning the newly drafted bylaws.

Chair notes that Mr. Pena is able to conduct various public workshops for the Berea community. She further notes that he has access to various materials concerning URLTA that the Commission may benefit from having.

Shroyer notes that it would be best to continue discussions of URLTA at a later date.

Discussion of URLTA policies tabled until new term for City Councilors begins.

Chair opens floor to Commissioners to discuss when the BHRC may host a training workshop sponsored by the Kentucky Commission on Human Rights.

Dr. Blythe notes that since the BHRC has previously hosted a housing discrimination workshop, the Commission ought to consider hosting an employment discrimination workshop.

Stinchcomb notes that it might be beneficial to coordinate on such an event with Mr. Danny Isaacs, the City of Berea's Director of Business Development.

BHRC COMMITS to holding training workshop facilitated by the Kentucky Commission on Human Rights concerning employment discrimination to be held in September.

Chair APPOINTS Shroyer, Harrington, and Gilbert to Workshop Subcommittee.

Shroyer briefs Commission on the recent activities of the Discrimination Complaint Subcommittee.

He notes that there have been 3 discrimination complaints received by the BHRC over the past couple of months by two separate people. The third complaint was received in response to the BHRC's findings.

The BHRC has formally responded to each complaint. Formally, the BHRC did not find that any of the complaints could be presently addressed. He notes that the Commission continues to make public education efforts to the community about how to file a complaint in a manner that is actionable by the Commission.

Pride notes that sometimes it can be difficult to get the level of specificity that is sufficient for filing a complaint successfully.

Chair asks if it would be a good idea to update the BHRC's Intake form to improve clarity.

Shroyer affirms that would be helpful. Further, he notes one difference between the BHRC's processes and the KCHR's processes is that the KCHR complaints should be notarized.

BHRC COMMITS to reviewing and updating Discrimination Intake Form.

BHRC COMMITS to reviewing intake procedures and protocols with Juan Pena of the Kentucky Commission on Human Rights.

Rev. Gilbert notes that there were recent reports of harassment targeting LGBT Berea College students and the use of slurs and epithets.

Dr. Blythe noted that she included Berea College personnel, Virgil Burnside and Lavoyed Hudgins of Berea College Public Safety into BHRC discussions of this issue. She emphasized the importance of the BHRC and Berea College personnel clearly articulating the appropriate procedures for reporting such incidents.

Pride notes that it is important for the BHRC to ensure that the Commission doesn't place itself in a position between the lines of communication connecting the Berea College Public Safety and the City of Berea Police Department.

Dr. Blythe additionally notes that it is important for BHRC members and personnel to be aware of policies that may affect social media communications.

BHRC COMMITS to drafting and proposing a Social Media Policy to be incorporated into the Bylaws.

BHRC COMMITS to establishing formal communications protocols that establish office and communication procedures.

Pride notes that these processes should center the BHRC office as the distributor of any communications of Commission business.

Shroyer MOVES meeting ADJOURN: MOTION CARRIED: 9:05 PM.

Michael Harrington
Administrative Assistant

Minutes Recorded: May 2, 2016

Minutes Approved: July 5, 2016

[Chair, Rev. Carla Gilbert]