

Berea Human Rights Commission  
Regular Meeting Agenda  
November 7, 2016  
6:30 PM  
Broadway Center  
204 N. Broadway Berea, KY 40403

**AGENDA**

- Call to Order
- Greetings, welcome, introductions (5 min.)
- Approve Agenda (5 min.)
- Announcements (5 min.)
- Approve October 3, 2016 Meeting Minutes (5 min.)
- Treasurer's Report (10 min.)

Old Business

- 7<sup>th</sup> Draft Bylaws Updates (Stinchcomb, 15 min.)
- Database Project (Harrington, 10 min.)
- Social Media Policy Review (Pride, 10 min.)
- Hasan Davis Grant Proposal (Pride, 10 min.)
- Office Report (Harrington, 10 min.)
- Annual Report (Pride, 10 min.)

New Business

- Draft Position Description & Related Personnel Report (Pride, Harrington, 10 min.)
- Event Programming 2017 (Blair, Harrington, 10 min.)

Public Comment

Adjourn

Berea Human Rights Commission  
Regular Meeting  
November 7, 2016  
6:30 PM  
Conference Room, Broadway Center  
204 N. Broadway Berea, KY 40403

Present: Mim Pride (Interim Chair), Gene Stinchcomb (Treasurer), Ali Blair (Secretary), Rev. Carla Gilbert, Eef Fontanez

Michael Harrington (Administrative Assistant)

Summary of Actions Taken:

- Interim Chair calls meeting to order: 6:30 PM
- Rev. Gilbert MOVES to approve November Meeting Agenda: MOTION CARRIED.
- Berea Human Rights Commission (BHRC) announcements include: BHRC and Kentucky Commission on Human Rights joint Employment Discrimination Laws Workshop to be held on November 10, 2016 from 1:00 to 3:00 PM at the Berea Police and Municipal Building located at 304 Chestnut St. Berea, KY 40403: Kentucky League of Cities' (KLC) 2017 City Officials Academy to be held from January 11-13, 2017 at the Lexington Hilton Downtown located at 369 West Vine St. Lexington, KY 40507.
- Treasurer notes that upon speaking with officials from the Finance Department there hasn't been any currently noted expenditures from the previous month, and accordingly there is not a Treasurer's Report to submit for the November meeting. Stinchcomb DESIGNATED to follow up on report for December meeting.
- Stinchcomb DESIGNATED to follow-up with Sharyn Mitchell of the Middletown School Reunion Association to access W-4 tax information for the Finance Department for previously encumbered expense so that the City may move forward with processing the submitted request. Stinchcomb further DESIGNATED to report to the BHRC concerning all other outstanding encumbrances as well.
- Blair MOVES to approve October Meeting Minutes: MOTION CARRIED.
- Fontanez DESIGNATED to draft section detailing "Conflict of Interest" section for the present draft of updates to the BHRC's Bylaws prior to the December monthly meeting and forward to Stinchcomb.
- Pride and Harrington DESIGNATED to draft section detailing "Administrative Assistant Duties" section for the present draft of updates to the BHRC's Bylaws prior to the December monthly meeting and forward to Stinchcomb.
- Pride notes that discussion of the latest draft of the Bylaws is to be added to the December meeting agenda.

- Stinchcomb DESIGNATED to draft language detailing BHRC policies noting changes to state and federal regulations and laws that impact the BHRC's activities.
- Fontanez notes that upon completion of the latest draft of the Bylaws and comment by the Corporate Counsel, the BHRC hold a meeting for public comment on the new bylaws.
- Stinchcomb MOVES to adopt Document #3 detailing Communications and Social Media Policy for the BHRC: MOTION CARRIED.
- Rev. Gilbert MOVES to sponsor Mr. Hasan Davis' A.A. Burleigh: Living History presentation in the amount of \$1,500.00 to educate the community about the history of discrimination and racism, pending approval of the Mayor and execution of any appropriate documentation which shall include an event evaluation report to the BHRC by Mr. Davis: MOTION CARRIED.
- Fontanez ABSTAINS from discussion and vote due to his employment with Berea Independent Schools and the event's connection with Project Graduation.
- Blair DESIGNATED to research Tourism Department's reporting procedures for grant recipients.
- Harrington BRIEFS Commission on office tasks and the forthcoming KLC City Officials Academy.
- Pride DESIGNATED to submit BHRC Annual Report to the Berea City Council.
- Blair DESIGNATED to prepare a Power Point presentation for the report.
- BHRC COMMITS to providing copies of the report to the newly elected Council members who will begin serving in the 2017 calendar year once they begin their tenure on the City Council.
- BHRC COMMITS to scheduling a vote to approve/disapprove the BHRC Annual Report during the December monthly meeting prior to submitting the report to the City Council.
- Blair MOVES to approve the submitted draft of the Administrative Assistant's position description: MOTION CARRIED.
- Blair and Harrington DESIGNATED to draft a calendar of potential events for 2017 and to brief Commission about potential programming opportunities.
- Blair MOVES to ADJOURN: MOTION CARRIED, 8:25 P.M.

Michael Harrington  
Administrative Assistant

Minutes Recorded: November 7, 2016

Minutes Approved: December 5, 2016

---

[Interim Chair, Mim Pride]