

Berea Human Rights Commission  
Regular Meeting  
September 8, 2016  
6:30 PM  
Classroom, Broadway Center  
204 N. Broadway, Suite 50 Berea, KY 40403

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

Michael Harrington (Administrative Assistant), 4 guest visitors

Summary of Actions Taken:

- Chair notes David Shroyer's (Vice-Chair) RESIGNATION from the Berea Human Rights Commission.
- Blair DESIGNATED to draft thank you letter to Shroyer for his service to the BHRC.
- Chair notes that the BHRC is sponsoring, in cooperation with the Kentucky Commission on Human Rights, an employment discrimination workshop on November 10, 2016 from 1:00-3:00 in the City Council Chambers of the Berea Police and Municipal Building located at 304 Chestnut St. Berea, KY 40403.
- Dr. Blythe MOVES to approve meeting minutes as amended: MOTION CARRIED.
- Stinchcomb submits TREASURER'S REPORT.
- Stinchcomb notes that the BHRC should reallocate line item funding to provide a greater portion of the BHRC's budget to ADVERTISING line item during October regular meeting.
- Chair COMMITS to holding a work session for the BHRC and the Mayor and City administration to discuss grant funding procedures.
- Stinchcomb DESIGNATED to follow up with City concerning Middletown School Reunion Association grant.
- Chair notes that the BHRC Open House has been POSTPONED until spring.
- Pride DESIGNATED to compile suggestions about the Open House from Commissioners and develop a report.
- Chair OPENS discussion about the updated draft of the BHRC's proposed BYLAWS.
- Harrington DESIGNATED to resend most recent draft of the proposed BYLAWS to Commissioners.
- Chair CALLS a special work session to be held on Monday September 26, 2016 at 5:00 PM in order to discuss the latest draft of the proposed BYLAWS.
- Harrington DESIGNATED to prepare PUBLIC MEETING NOTICE for the Berea Citizen newspaper.

- Rev. Gilbert DESIGNATED to follow-up on acquiring nametags for Fontanez, Blair, Harrington, and 3 blanks.
- Chair APPOINTS Pride, Dr. Blythe, and Rev. Gilbert to Fee Award Subcommittee to review nominations and make recommendation to BHRC and issue Award.
- Dr. Blythe DESIGNATED to act as liaison to Jeff Rubin of Age-Friendly Berea as Shroyer's replacement.
- BHRC COMMITS to adding discussion about potentially appointing liaison to consistently brief the Commission concerning issues impacting various protected classes to the October meeting agenda.
- Pride REPORTS to Commission concerning possible social media policy.
- Pride DESIGNATED to continue research concerning communications and social media policies of similar institutions.
- Harrington BRIEFS Commission about Dr. Nakazawa's database class project.
- Harrington DESIGNATED to invite Dr. Nakazawa and the students who are developing the BHRC's database to attend the October monthly meeting.
- Harrington BRIEFS Commission about request to sponsor an upcoming Project Graduation fundraiser.
- Blair REPORTS to Commission about developing a policy concerning transparency.
- Blair DESIGNATED to follow-up with the Madison County Public Library about potentially using newly acquired equipment for broadcasting BHRC proceedings.
- Blair and Pride DESIGNATED to draft a potential transparency statement and to bring statement before the Commission.
- Commission COMMITS to conducting a yearly performance review for Administrative Assistant.
- Chair DESIGNATED to draft a formal, written response to the Madison County chapter of Kentuckians for the Commonwealth detailing changes in Voter Empowerment Rally participation.
- Fontanez MOVES to adjourn: MOTION CARRIED, 9:18 PM.

Body:

Chair notes David Shroyer's (Vice-Chair) RESIGNATION from the Berea Human Rights Commission.

Shroyer's resignation, effective September 1, 2016, was sent to the Mayor and the City Clerk.

Blair DESIGNATED to draft thank you letter to Shroyer for his service to the BHRC.

Chair invites guest to briefly note upcoming workshop that the Alternatives to Violence Project (AVP) will be hosting. On October 1-2, 2016, AVP will host a workshop designed to teach conflict resolution skills. Organizers are requesting a \$20 to participate, but that donation can be

waived if needed. To participate, community members should contact Shannon Roberts Smith or Charlie Wilton of AVP.

Chair notes that the BHRC is sponsoring, in cooperation with the Kentucky Commission on Human Rights, an employment discrimination workshop on November 10, 2016 from 1:00-3:00 in the City Council Chambers of the Berea Police and Municipal Building located at 304 Chestnut St. Berea, KY 40403.

Juan Peña of the Kentucky Commission on Human Rights (KCHR) will prepare press releases and advertisements for the workshop.

Pride asks how the KCHR workshops are organized. Harrington confirms that the workshop will highlight issues surrounding employment discrimination facing each protected class designated in Kentucky's and the United States' civil rights laws.

Blair notes that BHRC Commissioners serve on a volunteer basis and are not compensated.

Chair corrects spelling mistakes in previous month's meeting minutes.

Dr. Blythe MOVES to approve meeting minutes as amended: MOTION CARRIED.

Stinchcomb submits TREASURER'S REPORT.

Stinchcomb notes that there were two expenditures over the past month, one for an ink cartridge and one for a meeting notice published in the Berea Citizen. He further notes that Harrington's salary is paid through the City's personnel budget, rather than the BHRC's budget allocation.

Stinchcomb notes that the BHRC should reallocate line item funding to provide a greater portion of the BHRC's budget to ADVERTISING line item during October regular meeting.

Stinchcomb submitted during the previous fiscal year, donations to the Southern Poverty Law Center and the Human Rights Campaign that are not listed on the present Treasurer's Report. He notes that it's possible that the City may be unable to make such expenses.

Stinchcomb further notes that it would be beneficial for the BHRC to have a training session and meeting with the Mayor or the City Administrator to discuss present expenditure procedures.

Chair COMMITS to holding a work session for the BHRC and the Mayor and City administration to discuss grant funding procedures.

Stinchcomb DESIGNATED to follow up with City concerning Middletown School Reunion Association grant.

Chair notes that the BHRC Open House has been POSTPONED until spring.

Pride DESIGNATED to compile suggestions about the Open House from Commissioners and develop a report. Commissioners who have suggestions for this event are encouraged to contact Pride.

Chair OPENS discussion about the updated draft of the BHRC's proposed BYLAWS. She further notes that the latest draft of the updated potential Bylaws have much policy developed in them and that the latest draft of the updated bylaws is not completed.

Blair notes that the present Bylaws are not working as well as they should be, and that the draft of the updates to the Bylaws have undergone several drafts and work sessions.

Pride notes that the Commission needs to hold a formal Bylaws discussion and work session. She notes that the Commission will be unlikely to complete this task without calling a work session.

Dr. Blythe notes that the Commission ought to invite the Mayor, City Council members, and the Corporate Counsel to attend the Bylaws work session.

Stinchcomb notes that the Commission may send a copy of the final draft of updates to the Corporate Counsel for comments prior to adopting them.

Harrington DESIGNATED to resend most recent draft of the proposed BYLAWS to Commissioners.

Chair CALLS a special work session to be held on Monday September 26, 2016 at 5:00 PM in order to discuss the latest draft of the proposed BYLAWS.

Harrington DESIGNATED to prepare PUBLIC MEETING NOTICE for the Berea Citizen newspaper.

Chair notes that the Commission needs to purchase nametags for the members who do not yet have one.

Rev. Gilbert DESIGNATED to follow-up on acquiring nametags for Fontanez, Blair, Harrington, and 3 blanks.

Chair notes that the BHRC is to award the 2016 John G. Fee Award during the upcoming City Council meeting.

Chair APPOINTS Pride, Dr. Blythe, and Rev. Gilbert to Fee Award Subcommittee to review nominations and make recommendation to BHRC and issue the Award.

Chair notes that Shroyer was in contact with Jeff Rubin of Age-Friendly Berea to prepare briefs on the organizations efforts to the Commission. With Shroyer's resignation, another Commissioner ought to continue that endeavor.

Dr. Blythe DESIGNATED to act as liaison to Jeff Rubin of Age-Friendly Berea as Shroyer's replacement.

Chair further notes that Shroyer suggested that the BHRC contact Mr. Peña and inquire if the Kentucky Commission on Human Rights has a workshop highlighting civil rights issues surrounding disability prior to his resignation. Commission commits to following Shoyer's suggestion.

Pride notes that the city was recently designated an Accredited Safe Community by the National Safety Council. During the designation ceremony, Pride was able to network and contact several organization in attendance.

BHRC discussed whether members ought to be assigned to serve as a liaison to consistently brief the Commission concerning issues impacting various protected classes.

Pride was able to collect contact information for various community groups and service organizations that affect the BHRC's effort to develop a local directory of local organizations and resource so that the BHRC refer inquiries as appropriate.

Fontanez notes that Berea Community Schools has a similar directory that may be useful for the BHRC to review.

Pride notes that the Commission should be mindful that the BHRC undertake manageable tasks that do not exceed our capacity and the BHRC should ensure that it has not taken on too many tasks at once.

Pride REPORTS to Commission concerning possible social media policy. She notes that the City of Berea does not have a specific social media policy for City departments. She notes that when considering a social media policy it is important for organizations to highlight what such a policy is intended to achieve. She further notes that it is important for the BHRC to be clear about what a social media policy means and what it would entail. The goal of a possible social media policy would be to advance the goal of transparency and to have a detailed set of standards about what is to be published on social media in the BHRC's name.

She further notes that there are challenges that institutions face when deciding whether or not to implement a social media policy. Among those challenges for institutions and companies considering such policies in general, include important first amendment rights for employees and members.

Dr. Blythe notes that the Commission may seek to advance its goals with a more general communications policy as opposed to a more narrow social media specific policy.

Harrington notes that he uses his bereaky.gov email address for work conducted for the City and the BHRC. Blair notes that the Commission has a BHRC gmail.com email address. Harrington

notes that when using email, it is important that each email address corresponds to one individual, as suggested by the previous City of Berea IT employee, Bradley Terrill.

Pride notes that further question to consider when developing a potential social media policy include the relationship that such a policy has with relevant open meetings and open records statutes.

Pride DESIGNATED to continue research concerning communications and social media policies of similar institutions.

Harrington BRIEFS Commission about Dr. Nakazawa's database class project.

He notes that he has met with the database class and with the individual students assigned to work with the Berea Human Rights Commission to develop an event evaluation database. He has also been in contact with the City Administrator concerning this project and the Service Learning Contract that the class will be using to develop a formal relationship between the students and the institution.

He notes that the database will help the BHRC maintain records and evaluations concerning the effectiveness of the Commission's events. He will meet with students consistently throughout the semester.

Dr. Blythe expresses interest in inviting students and Dr. Nakazawa to the October BHRC monthly meeting to discuss the project with the students.

Harrington DESIGNATED to invite Dr. Nakazawa and the students who are developing the BHRC's database to attend the October monthly meeting.

Harrington BRIEFS Commission about request to support an upcoming Project Graduation fundraiser.

Harrington notes that Mayor Connelly and the BHRC have been contacted by Mr. Hasan Davis about supporting an upcoming fundraiser for Project Graduation. The organization is seeking sponsors for a production of Mr. Davis' one man show about an African-American Civil War veteran. The production will serve as a free community event with meal following the production that will serve as a fundraiser for the organization. Mr. Davis requests that the BHRC sponsor the production, as suggested by the Mayor's office.

Fontanez recuses himself from discussion due to his employment with Berea Independent School District and his professional relationship with Project Graduation.

Dr. Blythe notes that the aims of Project Graduation falls outside the scope of the BHRC.

Commission determines that they would be unable to sponsor the Project Graduation production at this time.

Harrington designated to follow-up with Mr. Davis.

Blair REPORTS to Commission about developing a policy concerning transparency.

She notes that she has been in conversation with the Madison County Public Library about the BHRC making use of their facilities to hold BHRC regularly scheduled meetings and making use of their yet to be acquired equipment to record and broadcast BHRC proceedings.

She further notes that the BHRC should inquire if the City facilities presently under construction will have the capacity to record and broadcast all City of Berea department proceedings.

Stinchcomb notes that not only would the BHRC need access to the facilities and equipment to record and broadcast meetings, if it decides to explore such possibilities, but also the personnel to achieve this goal.

Blair DESIGNATED to follow-up with the Madison County Public Library about potentially using newly acquired equipment for broadcasting BHRC proceedings.

Blair and Pride DESIGNATED to draft a potential transparency statement and to brief Commission.

Stinchcomb notes that it is important that the BHRC emphasize that it is going above and beyond what is required of the Commission by statute.

Chair notes that the BHRC ought to conduct a yearly employee evaluation and review for the Administrative Assistant.

Harrington notes that his first full day of employment was November 9, 2015.

Dr. Blythe notes that the BHRC should be in contact with the City administration to see if there is an employee evaluation form that is used by the City's various departments.

Pride notes that the BHRC owes the Administrative Assistant a formal evaluation that is to be filed with his personnel file with the City.

Stinchcomb notes that the BHRC ought to be the institution to evaluate the employee, as the Commission is his primary supervisor.

Fontanez notes that employee evaluations ought to be conducted during an Executive Session.

Commission COMMITTS to conducting a yearly performance review for Administrative Assistant.

Ms. Sasha Zaring of the Madison County chapter of Kentuckians for the Commonwealth, asks BHRC for clarification as to why its support of KFTC's voter empowerment rally was

withdrawn on the eve of the event. She notes that the BHRC voted to support the event during a prior regular meeting.

Chair DESIGNATED to draft a formal, written response to the Madison County chapter of Kentuckians for the Commonwealth detailing changes in Voter Empowerment Rally participation.

Ms. Zaring notes that she need to provide her organization with an explanation for its expenses encumbered during the event.

Chair notes that the Mayor contacted BHRC immediately upon receiving the proposed budget for the event and noted that the City would be unable to provide a grant to fund the event.

Dr. Blythe, Pride, and Blair note that the BHRC needs guidance from the Mayor and the City concerning grant-funding procedures given the City's inability to fund KFTC's recent event. As the BHRC voted to provide a grant for KFTC's event consistent with the manner it has provided grant funding in the past, the Commission needs detailed guidance and training concerning the City's grant funding procedures.

Fontanez asks for clarification as to the amount of the proposed grant that the BHRC voted to offer and if he may receive a copy of the event's initial program. Commission notes that the grant would have provided \$250.

Chair notes that she will be resigning her office, but not her membership in the Commission, during the October monthly meeting. She notes that Commissioners should consider who may succeed her as Chair of the Commission.

Dr. Blythe notes that Commissioners also consider courses of action to address Shroyer's resignation from the Commission and the end of her term of appointment. She notes that she would be willing to continue to serve if the City determines to offer her a reappointment.

Fontanez MOVES to adjourn: MOTION CARRIED, 9:18 PM.

Michael Harrington  
Administrative Assistant

Minutes Recorded: September 8, 2016

Minutes Approved: October 3, 2016

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[Chair, Rev. Carla Gilbert]