**Minutes**

**Berea Human Rights Commission**

**Special Called Meeting / Business Session**

**Thursday, October 22, 2020, 6:30 PM**

Special Called Meetings of the BHRC will be held by video teleconferencing per KRS 61.826

Video of this meeting may be viewed at:

<https://www.facebook.com/watch/live/?v=2833370220283232&ref=search>

\*Roll Call 6:33 PM

**Present:** Sharyn Mitchell, Gene Stinchcomb (Chair), Peter Hille (Secretary), Janelle Lakes Davenport

**Absent**: Virginia Bland, Randy Dinsmore, Robert Johnson

**Guests**: Eli Taylor, technical support

\* Call to Order 6:36 PM

\*Approve Agenda: Moved, Mitchell; Second, Hille, passed unanimously.

\* Announcements: Chair received two complaints, both on Monday (October 19), one took place in Richmond, and was forwarded to RHRC and Richmond Mayor, probably will be passed to KHRC. Regarding the second complaint, no form was filled out, Chair reached out to complainant, individual had already called KHRC and they took the complaint, possibly an ADA related complaint, no further action needed from BHRC since directed to KHRC.

Mitchell, question: Does HRC see all complaints? Chair: No, they come to Zinnia Hensley, forwarded to the Chair, and are kept confidential while under investigation.

\*Approve September 2, 2020 Minutes: Motion Hille; Second, Davenport; passed unanimously.

\*Treasurer's Report: No expenditures, so no information was requested from Susan Meeks.

**Old Business**

\* Election of BHRC Vice Chairperson: Hille nominates Mitchell; second, Davenport; will be Vice Chair through annual elections in January; passed unanimously.

\* 2020 John G. Fee Awards: Mitchell reports committee met and talked, she re-created the forms, will be an ongoing project. Chair notes virus has created many delays. Item will be carried forward to the November meeting, but we may want to postpone the next award until 2021.

\*Discussion of changing meeting dates and times: Chair noted that the survey by Hille did not result in a time that worked for all. Hille noted that some days that did not work might be possible depending on the time of the meeting. Davenport noted she was the only conflict on Wednesday and she indicated it would work for her if we met at 5:00 PM although she might have to leave early sometimes. Agreed to set the next two special meetings for Nov 18 and Dec 16 at 5:00. Motion Hille; second Mitchell; approved. Hille to send Outlook calendar invitations.

\*Status of conduct of meetings procedures: For discussion only, final review when more commissioners are present. Hille put the original document with markups on screen for the group to review section by section. That document and the document with the changes incorporated are in included with these minutes. Overall the document was modified to fit the structure, charge and processes of the BHRC as opposed to the legislative bodies for which it was originally written.

Question was raised regarding what constitutes a quorum, Chair notes this is in the bylaws, (Hille subsequently confirmed that the bylaws state “greater than 50%” constitutes a quorum). Chair suggests agenda review should be located to come before the approval of the previous meeting’s minutes in meeting agendas. In discussion of approving the agenda, Chair noted that in specially called meetings this is moot since the agenda must be approved by the mayor in advance and cannot be changed. Chair noted edit to the document limits public comment to topics related to the BHRC’s work. Mitchell notes no public comment during special meetings, inquired how public may comment. Chair notes topics for discussion at special meetings are limited to items on the approved agenda. Hille suggests public comments received in writing between special meetings could be added to the agenda for the following meeting. Chair will draft language for this, to be reviewed by Mayor and legal counsel. Hille raises question of whether any corrections to the minutes should be made to the final copy of the minutes rather than simply incorporated into the minutes of the following meeting. Chair indicates preference for incorporating the corrections into the minutes to be recorded as official, Secretary concurs. Discussion of when corrected and approved minutes should be posted after approval at the subsequent meeting, Secretary recommends seven days after the meeting, commissioners concur. Discussion of whether those making public comment “must” or “should” identify themselves. Language accepted by the group as written. Discussion of language regarding commenters refraining from naming any individuals, language accepted as written. Appreciation expressed for Chair’s work on the document. Further discussion and potential adoption at next meeting.

\*Discussion of name badges and BHRC roster information: Mitchell indicated name badges from the College would be approximately $10 each. Motion to purchase for all who need them, Hille moved, Davenport seconded, passed unanimously.

**New Business**

\* No new business

Motion to adjourn, Hille; second, MItchell, passed unanimously at 7:46 PM

**Reviewed and accepted at BHRC meeting February 17, 2021**

**Submitted by:**

**Peter Hille, BHRC secretary**

**Approved by:**

**Gene Stinchcomb, Chair**