



Human Relations Commission Agenda

7:00 p.m. Regular Meeting

Thursday, April 4, 2019

City Hall: Large Conference Room

25 Center Street

Vermillion, South Dakota 57069

1. **Roll Call**
2. **Adoption of the Agenda**
3. **Approval of the Minutes**
 - a. March 7, 2019
4. **Visitors to be Heard**
5. **Old Business**
 - a. Review of forms
 - b. Update on recruitment of new Commission members/Placement of posters
 - c. Future events
6. **New Business**
 - a. ADR flow chart
7. **Adjourn**

Access the Human Relations Commission Agenda on the web – www.vermillion.us

Addressing the Commission: Persons addressing the Council shall be recognized. Please raise your hand to be recognized and state your name and address.

a. Items Not on the Agenda Members of the public may speak under Visitors to Be Heard on any topic NOT on the agenda. Remarks are limited to 5 minutes and no decision will be made at this time.

b. Agenda Items: Public testimony will be taken at the beginning of each agenda item, after the subject has been announced by the Mayor and explained by staff. Any citizen who wishes may speak one time for 5 minutes on each agenda item. Public testimony will then be closed and the topic will be given to the governing body for possible action. At this point, only commission members and staff may discuss the current agenda item unless a commission member moves to allow another person to speak and there is unanimous consent from the commission. Questions from commission members, however, may be directed to the public through the presiding officer at any time.

Meeting Assistance: The City of Vermillion fully subscribes to the provisions of the Americans with Disabilities Act of 1990. If you desire to attend this public meeting and are in need of special accommodations, please notify the City Manager's Office at 677-7050 at least 3 working days prior to the meeting so appropriate auxiliary aids and services can be made available.

As a courtesy to others, we ask that cellular phones and pagers be turned off during the meeting.

Unapproved Minutes
Human Relations Commission
Thursday March 7, 2019 Regular Meeting

The regular meeting of the Human Relations Commission was called to order in the Large Conference Room at City Hall on March 7, 2019 at 7:00 p.m.

1. Roll Call

Present: Travis Letellier, Calvin Petersen, Addison McCauley, Shannon Cole, Mark Daniels

Absent: Daniel Sundberg, Quinn Thornton, Marina Sereda, Lamont Sellers

Staff present: John Prescott, City Manager

James Purdy, Assistant City Manager

2. Adoption of the Agenda

Chair McCauley stated he would like to add discussion of the alternative dispute resolution (ADR) templates to the agenda. It will be added as new business item b. Vice Chair Letellier motioned to approve the agenda, seconded by Commissioner Daniels. Motion carried.

3. Minutes

a. February 7, 2019

Vice Chair Letellier motioned to approve the minutes with corrections, seconded by Commissioner Petersen. Motion carried.

4. Visitors to be Heard

None

5. Old Business

a. Update on Ordinance 1399

b. Update on upcoming Home Rule educational session with City Council

c. Update on VHRC logo

5a. Chair McCauley stated that the first reading of Ordinance 1399 was approved by the City Council, and that the second reading will take place at the March 18 meeting.

5b. John Prescott, City Manager, stated that a firm date for the Home Rule educational session has not been set. John Prescott stated that the City Council noon sessions are booked through the month of April, but that hopefully a date can be set soon.

5c. Two options for the new VHRC logo were presented to the Commission. After a brief discussion regarding the two options, Commissioner Daniels moved to adopt the logo with the "avenir font", seconded by Commissioner Petersen, motion carried.

6. New Business

a. Future educational events

b. ADR templates (added item)

6a. Chair McCauley led a discussion regarding future educational events the Commission could be involved in. One suggestion was hosting a potluck with some student and/or community organizations. This event would help advertise the future openings on the Commission. The Commission then discussed venues for the event, some suggestions were the Vermillion Public Library and the VCDC building in the McVicker Plaza. Chair McCauley also suggested creating a leaflet to hand out at the event.

Vice Chair Letellier suggested that instead of the VHRC hosting their own event in the spring that the Commission wait until fall since students and faculty are busy in the spring. Shannon Cole suggested working with Spectrum, who has their own on-campus event during the month of April. The Commission reached a consensus that it would be best to focus the remaining couple meetings of the Commissions current makeup on finalizing the Commission's ADR templates and process, and succession planning for the outgoing Commissioners.

Chair McCauley stated that he plans on doing some tabling at the Muenster University Center in order to recruit for the upcoming student vacancy.

6b. The Commission will review revised ADR forms at the next regular meeting. Chair McCauley, and James Purdy, Assistant City Manager, will meet and create the revised forms with the recommendations from the Commission. At the next regular meeting, the Commission will begin work on a timeline outlining the complaint process that it hopes to have completed in May.

A question was asked about the next official steps for filling the upcoming open seats on the Commission. John Prescott, City Manager, stated that the first official announcement of the vacancies will take place at the April 1st City Council meeting, and that the Commissioners should continue advertising the openings by word of mouth.

7. Adjourn

Moved by Commissioner Daniels to adjourn, seconded by Commissioner Petersen. Motion carried at 7:45 p.m.

Vermillion Human Relations Commission

Lamont Sellers, Secretary



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www.vermillion.us

Date:

To:

From: Vermillion Human Relations Commission

Subject: Notice of Determination of Probable Cause

Commission Charge: The goal of the Vermillion Human Relations Commission is to determine whether a complaint submitted to the Vermillion Human Relations Commission contains a sufficient element of probable cause to support any allegations of discriminatory or unfair practice as outlined in Vermillion City Code §32.49. Additionally, referrals to appropriate state regulatory bodies and other relevant resources that may help to remedy the matter may be sent along with the notice of determination of probable cause.

Summary of Findings:

Action to Be Taken: The Vermillion Human Relations Commission recommends

List of Members:

Notice: At this time, in accordance with Vermillion City Code §32.57, if this matter is not resolved informally, either party may elect to assert their claims in circuit court in order to have them determined. If such election does not occur within 20 calendar days following the service of this notice of determination of probable cause, the matter shall be dismissed by the Vermillion Human Relations Commission.



Human Relations Commission
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Date:

To: Vermillion Human Relations Commission

From: Vermillion Human Relations Commission Subcommittee

Subject: Commission Subcommittee Report and Recommendation

Subcommittee Charge: The goal of the Vermillion Human Relations Commission Subcommittee is to determine whether a complaint submitted to the Vermillion Human Relations Commission is to be dismissed or investigated further by the Commission based on §32.52 of the Vermillion, South Dakota Code of Ordinances.

Summary of Findings:

Action to Be Taken: The Commission Subcommittee recommends that the VHRC

List of Members:

VHRC ALTERNATIVE DISPUTE RESOLUTION PROCESS

