

Approved Minutes
Human Relations Commission
Thursday January 3, 2019 Regular Meeting

The regular meeting of the Human Relations Commission was called to order in the Large Conference Room at City Hall on January 3, 2019 at 7:00 p.m.

1. Roll Call

Present: Daniel Sundberg, Calvin Petersen, Quinn Thornton, Lamont Sellers, Addison McCauley, Shannon Cole

Absent: Mark Daniels, Marina Sereda, Travis Letellier

Staff present: John Prescott, City Manager
James Purdy, Assistant City Manager

2. Adoption of the Agenda

Commissioner Sellers motions to approve the agenda, seconded by Commissioner Petersen. Motion carried.

3. Minutes

a. December 6, 2018 regular meeting.

b. December 8, 2018 special meeting.

Commissioner Petersen motions to approve the minutes, seconded by Commissioner Sellers. Motion carried.

4. Visitors to be Heard

None

5. Old Business

a. Drop-box at City Hall for complaints

5a. Chair McCauley asked if the City would be willing to have a drop box put in City Hall for complaints.

John Prescott, City Manager, stated that he would prefer to wait and see if the need for a drop box develops. John noted that to his knowledge neither the Human Relations Commissions in Rapid City and Brookings have ever heard a complaint.

After a brief discussion the Commission determined that the current options available to the public for filing complaints are sufficient.

6. New Business

a. Discussions regarding jurisdiction

b. Poster Design

c. Review of templates/forms

6a. Chair McCauley asked whether it is the complainant's place of residence or the location the alleged discrimination took place that

determines whether or not the Vermillion Human Relations Commission has jurisdiction to hear a complaint.

John Prescott, City Manager, stated that he believes jurisdiction will be established based on the location that the alleged discrimination took place. John also stated that if any questions arise regarding jurisdiction that the City Attorney would be available to assist.

6b. Commissioner Petersen stated that he believes a poster would help advertise the Commission to the public.

Shannon Cole, Commission advisor, led a discussion regarding the Commission needing to establish a brand. Shannon stated that good branding starts with a good logo, and that she would be happy to create a logo based around the City's primary logo. City staff will look into providing Shannon with a copy of the original image used to create the City's logo.

The Commission then exchanged various ideas regarding what the poster could potentially look like. Commissioner Sellers stated that it would be easier to view sample posters rather than having a discussion. It was decided that next meeting some members of the group will bring poster designs for consideration.

Commissioner Petersen motioned to table the discussion of poster designs until the next meeting, seconded by Commissioner Thornton. Motion carried.

6c. Chair McCauley presented updated copies of templates/forms for the Commission to review. Shannon Cole, Commission Advisor, suggested that footnotes including the form name and page number be added. There was also a discussion regarding splitting the respondent form into two different pages.

The Commission then discussed how much information would be disclosed to the respondent, and at which stage in the complaint process. The commission decided that it would best for that decision to be on a case-by-case basis.

The Commission also discussed question number nine on the prospective intake/complaint form that was presented. Several Commissioners suggested that the question be removed. John Prescott, City Manager, stated that he would like the question to be amended to include language clarifying the role of the Commission. It was determined that City Staff will add language to that affect, and present an updated version of the form at the next meeting.

The subcommittee report form and the final determination form were approved without revisions. At the next meeting City Staff will present a final version of the complaint/intake and respondent form for approval. The Commission will also discuss proposed changes to the VHRC Ordinance and review poster designs submitted for consideration.

7. Adjourn

Moved by Commissioner Petersen to adjourn, seconded by Commissioner Sellers. Motion carried at 8:35 p.m.

Vermillion Human Relations Commission

Lamont Sellers, Secretary