



HUMAN RELATIONS  
COMMISSION

**TROY HUMAN RELATIONS COMMISSION**  
*Thursday, March 17, 2022, 6:15 p.m.*  
*Council Chambers, City Hall, 100 S. Market Street*

AGENDA

- |       |  |            |
|-------|--|------------|
| I.    | Call to Order                                  | M. Major   |
| II.   | Roll Call                                      | K. Feltner |
| III.  | Approval of January 20, 2022 Minutes           |            |
| IV.   | Motion to Approve Revised Operating Guidelines |            |
| V.    | Historical Markers Update                      |            |
| VI.   | Commission Member Comments                     |            |
| VII.  | Public Comments                                |            |
| VIII. | Adjourn  |            |

**Next Meeting: Thursday, May 19, 2022, 6:15 p.m., Council Chambers, City Hall**

## MINUTES OF HUMAN RELATIONS COMMISSION

A regular session of the Human Relations Commission was held at 6:15 p.m. in Council Chambers, City Hall.

Members Attending: Block, Feltner, Holycross, Keller, Major, Phillips, Severt.  
Upon motion of Mr. Severt, seconded by Mr. Feltner, Ms. Villalobos was excused from this meeting by unanimous roll call vote.

Presiding Officer: Chairman Marvin Major, Sr.

Others Attending: City Staff

CALL TO ORDER: The meeting commenced at 6:18 p.m. by the Chairman's call to order.

ELECTION OF VICE-CHAIRPERSON: Upon motion of Mr. Severt, seconded by Ms. Phillips, Mr. Keller was elected as a Vice-chairman of the HRC by the Commission unanimously.

ELECTION OF SECRETARY: Upon motion of Mr. Block, seconded by Mr. Severt, Mr. Feltner was elected as a Secretary of the HRC by the Commission unanimously.

MINUTES: Upon motion of Mr. Severt, seconded by Ms. Holycross, the November 18, 2021 minutes were approved by the Commission unanimously, having no corrections or additions to these minutes.

DRAFT REVISED OPERATING GUIDELINES: Mr. Major asked the Commission members if they had reviewed the draft revised Operating Guidelines. Mr. Severt motioned to postpone the discussion regarding the document to the next meeting to give the Commission members more time to review the proposed changes diligently. Mr. Block seconded the motion. Mr. Keller commented that he had reviewed the draft and that the modifications clarified some of the items mentioned in the document. However, he inquired how the proposed updates came about. Mr. Severt noted that the City administration and himself reviewed the draft guidelines. To respond to Mr. Keller's question, Ms. Holycross asked Mr. Titterington to provide information on the revised document. Mr. Titterington stated that based on the discussions held at the past several HRC meetings regarding the need to have better defined Commission duties and guidelines reflecting the Commissions activities, the City Staff had modified the document for the HRC to review.

HISTORICAL MARKERS AND MAP UPDATE: Ms. Holycross reported that at the November 17, 2021 meeting regarding the historical markers was decided to prioritize creating the signage for the 54th and 55th Regiments, Nineveh, and Lucille Wheat first. She noted that the HRC has been working with the Troy Historic Preservation Alliance and several local historians to develop verbiage for the signage. Ms. Holycross added that the City would be approached for approval once the draft designs are finalized. Mr. Severt inquired about creating QR codes for the markers. After completing the historical markers project, Mr. Major explained that maps and QR codes would be discussed.

MEMBER COMMENTS: Mr. Severt shared that Michelle Hobart had contacted Melissa Kleptz to inform her about the commitment to donate \$20,000 to the Troy Juneteenth Committee. Mr. Severt added that Ms. Hobart is the daughter of Peter Hobart, grew up in Troy, and has been residing in a different state.

Mr. Keller asked Mr. Titterington and Mayor Oda if the City participates in the National League of Cities (NLC) activities. Mr. Titterington stated that through the Ohio Municipal League (OML), the City is actively engaged in the NLC. Mr. Keller further inquired about diversity training for the City of Troy employees. Mr. Titterington answered that the City employees' last diversity training was in 2021. Mr. Keller added that his son-in-law works for the City of Dayton and has highly spoken about the diversity training the human relations commission of the City of Dayton has recently completed through the NLC. Mr. Keller noted that his understanding was that all municipal employees have to go through the NLC diversity training program. Mr. Titterington stated that the City would look into the training.

Mr. Feltner shared that Black History Month, which is February, was approaching; the Lincoln Community Center had events scheduled throughout the month and would release dates and times of each function by the end of the week.

Mr. Severt added that on February 4, 2022, the Troy Main Street organization was hosting a Black History Walk event.

Ms. Holycross mentioned that Sugarcreek Cares, an organization focused on equity, social justice, and anti-racism, had a gathering scheduled on February 20, 2022, at 6 p.m. at the Bellbrook United Methodist Church for racial equity, inclusiveness, and diversity community collaboration. Ms. Holycross noted that registration was required, and she would provide the information about the event to the Commission members if they were interested in attending.

**PUBLIC COMMENTS:** No public comments were provided.

There being no further business, the meeting adjourned at 6:51 p.m.



## OPERATING GUIDELINES

### ARTICLE I - Name

The commission shall be known as the Troy Human Relations Commission, hereinafter referred to as 'HRC.'

### ARTICLE II – Duties and Purpose

Pursuant to Chapter 135 of the “Codified Ordinances of Troy, Ohio,” the HRC shall be an advisory board of City of Troy (henceforth, ‘City’) residents and stakeholders. The goal of the HRC shall be to promote inter-group relationships within the City, including but not limited to those relationships which involve age, race, physical or mental handicaps, poverty or sex as a basis for distinction. Activities of the HRC to achieve that goal may include: ~~whose duties and purpose shall include:~~

- ~~a) Studying the problems of inter group relationships within the City, including but not limited to those relationships which involve age, race, physical or mental handicaps, poverty or sex as a basis for distinction;~~
- ~~b) Advising and cooperating with the Mayor, Council, Public Service and Safety Director and any other City agencies, boards and officials with respect to any such problems;~~
- a) Advising and cooperating with the Mayor, Council, and Public Service and Safety Director with respect to any potential issues which have bearing on the community involving prejudicial practices or incidents based on age, race, physical or mental handicap, poverty, or gender.
- ~~c) Enlisting the cooperation of all racial, religious, ethnic, educational, community, civic, labor, fraternal and benevolent groups, associations and societies and all constructive community forces and talents necessary to combat misunderstanding, prejudice, intolerance and bigotry in inter-group relationships;~~
- b) Enlisting the cooperation of governmental agencies, as well as all racial, religious, ethnic, educational, business, community, civic, labor, fraternal and benevolent groups, associations and societies and all constructive community forces and talents to abate unfair practices and,
- ~~d) Cooperating with federal, State and City agencies, the Troy City Schools Board of Education (TCS), as well as any other public or parochial schools serving Troy residents, in formulating and developing courses of education to combat misunderstanding, prejudice, intolerance and bigotry in inter-group relationships;~~
- ~~e) Providing research and oversight activities related to the following categories of inter group relationships: age discrimination, handicapped discrimination, poverty discrimination, racial discrimination, and sex discrimination. Such research and oversight activities may include:~~

- 1) ~~Initiating and conducting surveys;~~
  - 2) ~~Conferring with any and all groups, hold hearings, make investigations and assemble pertinent data; and,~~
  - 3) ~~Receiving and investigating complaints related to alleged categorical discrimination~~
- f) ~~Working with public, private and governmental employers, labor and professional organizations, employment agencies through education and training to institute nondiscriminatory practices in employment, union membership, promotion, wages, working conditions, lay-offs, job opportunities and housing and public accommodations.~~
- c) Monitoring along with the City administration the resolution of any complaints related to discrimination based on age, disability, poverty, race, and gender. Monitoring shall mean ensuring that all complaints are forwarded to the appropriate governmental body for investigation, recognizing that the conclusion of said investigation may be confidential.

### ARTICLE III – Members

The HRC shall be governed solely by its members, with business conducted by a Chairperson, Vice Chairperson, and Secretary. Members shall consist of between six (6) and ~~fifteen (15)~~ **nine (9)** members as appointed by the Mayor and confirmed by Troy City Council. All members shall be residents of the city and/or within the Troy City School District.

A member shall be automatically removed by the Mayor from the HRC if he or she, within any calendar year, has **three (3) consecutive or six (6) non-consecutive unexcused absences from meetings of the HRC, its committee or a combination thereof.** ~~missed three (3) consecutive HRC and/or subcommittee meetings or six (6) non-consecutive HRC and/or subcommittee meetings.~~

Additionally, a member may be removed by either the Mayor or by a two-thirds (2/3) majority vote of the HRC for conduct that is disorderly, detrimental to, or reflects negatively on the duties, objectives and work of the HRC. In such cases listed in this paragraph, no removal shall occur without either the concurrence of two-thirds (2/3) of the HRC members or by the Mayor and until the delinquent member has been notified of the charge against him or her and has had an opportunity to be heard.

### ARTICLE IV – Officers

The officers of the HRC shall include a Chairperson, Vice Chairperson, and a Secretary. Officers shall hold office for a period of two (2) years, with election occurring at the first meeting in January of each odd year.

No officer shall hold the same position for more than two (2) consecutive **terms** years. A vote of a majority of all members is necessary for election. All elected officers and members shall serve without pay. Vacancies shall be filled by the Mayor and confirmed by City Council.

The duties of the Chairperson shall be to notify members in accordance with Article V below, develop the HRC meeting agendas and conduct the meetings. The duties of the Vice Chairperson shall be to perform the duties of the Chairperson in his/her absence. The duties of the Secretary shall be to record the minutes of all meetings.

## ARTICLE V - Meetings

All meetings of the HRC shall be public and regular meetings shall be conducted at a date, time, and place to be determined by the HRC, no less than once every ~~other month~~ **three (3) months, unless specifically cancelled due to lack of business or quorum.**

~~By its third meeting after formation in 2020, the HRC shall develop a list of initiatives on which to be educated, complete research and analysis, and/or provide recommendations to the appropriate entity (e.g., City, TCS, etc.). Subsequently~~ **Within the first quarter of each calendar year, the HRC shall update the list of initiatives, adding, deleting or modifying said list according to progress, interest, and completion.**

~~It shall be the duty of the Chairperson to notify~~ **Members shall be notified at least one (1) week** ~~forty-eight (48) hours~~ **forty-eight (48) hours** prior to meetings. Other meetings may be called by the Chairperson or by written request to him/her by a majority of the members for a special meeting. Such petition shall state the purpose of the special meeting requested, suggest the date and the place of the meeting, and shall allow at least five (5) days to notify the membership. For the purpose of conducting business, a quorum shall be defined as fifty one percent (51%) of the voting members. To be counted as 'in attendance', a member may participate in a meeting only by his/her physical presence, unless the Ohio Revised Code provides otherwise.

## ARTICLE VI- Voting

Each member in attendance at any meeting shall be entitled to one (1) vote. Except when otherwise provided, all voting in the meetings of the HRC shall be by voice vote unless a roll call is demanded by three or more members. A majority of the votes cast shall be necessary to approve an action item.

## ARTICLE VII – Committees

~~The purpose of committees shall be to make recommendations to the HRC regarding proposed projects, initiatives and priorities, as well as to report as deemed necessary by the HRC on the status of any projects, initiatives or priorities so approved by the HRC. Those reports may include any recommended communications or marketing, as well as any advocacy to appropriate external boards or organizations. Only a member of the HRC shall be the chairperson of any committee, as appointed by the HRC. Other members~~

~~of a committee shall be appointed by the committee chairperson, subject to approval by the HRC. Committee members may include HRC members or any interested outside parties. Note that Committee chairpersons may temporarily appoint experts from time to time to assist the Committee with a particular project, issue or initiative. Committee members and chairpersons shall be approved by the HRC, as may be deemed necessary for the proper conduct of the work of the HRC.~~

The HRC may convene ad hoc committees from time to time for the purpose of further discussion and/or consideration of possible recommendations to the HRC regarding proposed initiatives, as well as to report, as deemed necessary by the HRC, on the status of any initiatives so approved by the HRC.

Only a member of the HRC shall be the chairperson of any committee appointed by the HRC. Other committee members shall be appointed by the committee chairperson, subject to approval by the HRC. Committee members may include HRC members or any interested outside parties. All appointments to HRC committees shall be limited to the specific purpose and by mutual agreement of the officers and the appointed committee member.

~~All appointments to HRC committees shall be on-going and by mutual agreement of the Officers and the committee member so appointed. It shall be the duty of the Chairperson of each appointed committee of the HRC to prepare a written or oral report, with the aid or approval of the other members of his/her committee and of the Chairperson, covering the work performed or conclusions reached by the Committee. Reports shall be prepared at least monthly and will be provided electronically to the membership. Reports that provide for the HRC to take an active position on specific legislation contemplated by federal, state or local public bodies or other official action shall be adopted in accordance with Article VI, Voting.~~

It shall be the duty of the chairperson or designated secretary of each appointed committee of the HRC to provide written reports of the meetings and progress updates on initiatives to the HRC at least one week prior to the following regular meeting of the Commission. Reports shall cover the work performed and conclusions reached by the committee. The committee members shall approve reports before submitting them to the HRC. In addition, if deemed necessary by the HRC, the committees may give brief oral reports at the Commission's regular meeting.

## ARTICLE VIII – Robert’s Rules of Order

The latest edition of Robert’s Rules of Order, as of the date of the approval of these Operating Guidelines, shall be followed with respect to any question

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not herein specifically provided for.

### ARTICLE IX - Amendments to Operating Guidelines

The Operating Guidelines may be amended by two-thirds (2/3) vote of all voting members provided the amendment has been advertised as an agenda item. An Operating Guidelines review committee may be appointed by the Chairperson at least every two (2) years to review and recommend amendments to the operating guidelines if any amendments are needed. The review committee shall automatically dissolve upon the approval/disapproval of its recommendations by the membership.

### ARTICLE X – Acceptance of Operating Guidelines

By signing below, the Chairperson and Secretary of the Troy Human Relations Commission assert that the Operating Guidelines outlined above have been approved and accepted by roll call vote of at least sixty percent (60%) of the HRC members.

#### **Chairperson**

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

#### **Secretary**

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_