



HUMAN RELATIONS
COMMISSION

TROY HUMAN RELATIONS COMMISSION

Thursday, January 20, 2022, 6:15 p.m.

Council Chambers, City Hall, 100 S. Market Street

AGENDA

- I. Call to Order
- II. Roll Call (Welcome a new member Kenneth Block)
- III. Election of Vice Chairperson
- IV. Election of Secretary
- V. Approval of November 18, 2021 Minutes
- VI. Discussion on Draft Revised Operating Guidelines
- VII. Historical Markers and Map Update
- VIII. Commission Member Comments
- IX. Public Comments
- X. Adjourn

Next Meeting: Thursday, March 17, 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: Feltner, Keller, Major, Phillips, Severt, Villalobos.

Presiding Officer: Chairman Marvin Major, Sr.

Others Attending: City Staff
Citizens

CALL TO ORDER: The meeting commenced at 6:30 p.m. by the Chairman's call to order.

ROLL CALL: Roll call was conducted by Ms. Hekate. Ms. Brown and Ms. Holycross were absent.

MINUTES: Upon motion of Mr. Feltner, seconded by Mr. Keller, the September 23, 2021 minutes were approved by the Commission unanimously, having no corrections or additions to these minutes.

HISTORICAL MARKERS AND MAP: Mr. Major informed the Commission that Ms. Holycross had started compiling information regarding historical sites. Still, the Commission members' assistance would be necessary to gather more information and create a map. He also updated the HRC about the meeting held regarding historical markers on November 15, 2021. The meeting was attended by Marvin Major, Sonia Holycross, Judy Deeter, Ben Sutherly, Terrilynn Meece, and Salome Hekate. The meeting attendees discussed different options of historical markers and their potential locations. Mr. Major listed several sites and individuals for whom establishing markers are considered. Overview of Terrilynn Meece's Proposal for Troy, Ohio Black History Panels followed the discussion (the document is attached to these minutes). Mr. Major noted that the panels would be located in the Troy-Miami County Library. Their purpose would be to document and educate viewers about the history of black people in Troy. Mr. Major said that Ms. Meece would create a shared Google document where information about local black history could be uploaded. He added that the compiled information could be used for a historical map and that the project completion due date was February 17, 2022. Mr. Severt commented that the HRC should present such ideas to Mayor as the Commission is an advisory board. If Mayor supports it, the initiative should be recommended to the Troy Historical Library.

NEW DRIVERS EDUCATION: Mr. Major informed the HRC members that he had met with Chief McKinney and Sergeant Misirian to discuss drivers' education ideas and how to proceed with the initiative. He noted that the meeting was productive and more research would be done to move forward. Mr. Major briefly shared how the State of Texas and Illinois implemented drivers' education programs and told the Commission members that he would share the information about these programs with them via email. The Chairman also handed out a StopSafe Method card created in the state of Illinois. The purpose of the card is to be distributed during driver's training and kept in the car. Mr. Major stated that the initiative is worth pursuing. Access to the card and educational videos would help improve the safety of drivers and police officers (StopSafe card is attached to these minutes).

NEW MEMEBERS: The HRC discussed submitting a recommendation to Mayor Oda to appoint new members. Mr. Major stated that Kenny Block was interested in becoming a member of the Commission. The HRC agreed that Mr. Block would be a great asset to the Commission, and the recommendation should be submitted to Mayor. Mr. Feltner mentioned that Darla York, a former teacher at Troy City Schools, had once expressed interest in serving on the Commission. Mr. Major said that he would ask Ms. Holycross to contact Ms. York to determine if she was still interested in becoming a member of the HRC.

HRC OBLIGATIONS AND DIRECTION: The item was tabled by the Commission. Mr. Major noted that Mayor would be working with Law Director to update the ordinance.

Mr. Severt commented that in 2020, after George Floyd's death, when he and Mr. Lutz approached Mayor regarding re-establishing the HRC, their recommendation was driven by the need they saw in the African-American community to be heard, and issues related to racial discrimination acknowledged. Mr. Severt noted that since the re-establishment, the HRC had accomplished a lot, and more work would be done. However, it

should not be forgotten that the HRC is an advisory board, not an advocacy group or the committee that organizes events. Mr. Severt added that the HRC should step in when issues related to discrimination arise and should separate its involvement in events organization. He also advised the Commission to move to quarterly meetings.

Mr. Keller stated that he would like Mayor Oda to attend the HRC meetings and participate in the discussions to understand her opinions and expectations.

Ms. Phillips commented how the lack of Mayor's engagement leaves a perception of an indifferent attitude toward the Commission's activities. She also emphasized the importance of the HRC's participation in the community activities and encouraged the members to show up at the events.

Mr. Feltner noted that the HRC duties and the purpose of the Commission need to be clearly defined as it has been confusing for the members to understand what their duties are.

Ms. Viallobos said that she "feels privileged" to be a member of the HRC, having the ability to learn and share the issues some community members have and, most importantly, to help them find proper resources.

Mr. Major stated that the HRC represents a platform where the community members can voice their issues, knowing that their concerns will be heard and communicated to Mayor and the City Administration. He added that the Commission had accomplished a lot, but the HRC has more initiatives, and some will require working with those in the community who can bring policy change. Finally, Mr. Major noted that the Commission would re-open discussion regarding the Antidiscrimination Law Ordinance he had submitted to the Law Director.

CHURCH LEADERS: The Chairman requested to include the local church leaders, who had previously met with the Commission, on the email list of the HRC meeting packet recipients.

FUTURE MEETING SCHEDULE: The Commission decided to meet bi-monthly at 6:15 PM at Council Chambers by the majority votes. The next meetings will be held on:

January	20, 2022
March	17, 2022
May	19, 2022
July	21, 2022
September	15, 2022
November	17, 2022

PUBLIC COMMENTS: Brad Boehringer, 105 Crestwood Drive, commented that in his opinion, the HRC's decision to meet bi-monthly would be a disservice to its cause. He encouraged the Commission members to think about what the mission of the Commission is, how it fulfills its vision, and listen to the community. Mr. Boehringer elucidated that for some individuals, the meeting environment in the Council Chambers might be intimidating; thus, conducting public meetings outside the room, such as outdoor spaces in different wards, might bring more engagement. Further, Mr. Boehringer suggested using cantilevered signs similar to WACO signs for the historical markers. He also asked if the initiative for drivers' education had been brought up due to the existing issues in Troy. Mr. Major responded that it was not and that implementing the program would strengthen public and police safety.

Tracy Moser, 1815 Fox Run, expressed her disappointment in the City's nonparticipation in the Juneteenth celebration planning process. She stated that there is more to completing initiatives; the most critical issue is determining the Commission's impact and moving forward, ensuring the problems are being heard and addressed. Ms. Moser added that more people should be engaged, and the City leadership needs to work with them toward the common goal. She agreed with Mr. Boehringer's statement that the meeting environment at the Council Chambers might be intimidating for some. Finally, Ms. Moser encouraged the HRC to stay active and not back down.

There being no further business, the meeting adjourned at 7:53 p.m.



HUMAN RELATIONS
COMMISSION

To: Marvin Major, Chairman, Troy Human Relations Commission

From: Salome Hekate, Management Analyst

Date: January 19, 2022

Subject: Draft Revised Set of Human Relations Commission Operating Guidelines

The Troy Human Relations Commission (HRC) adopted its first Operating Guidelines on July 23, 2020. The document was amended on September 17, 2020, to clarify members' attendance expectations and removal procedures.

As a result of discussions at the past several HRC meetings, a draft revised set of Operating Guidelines is attached, which redefines the Commission's duties, purpose, number of members, format of committees, and meeting frequency of the regular sessions.

It would be appreciated if the Commission discusses the draft, offers any edits, and adopts the document at January 20, 2022 (or later) meeting.

Respectfully,

Salome Hekate



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** 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

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: _____