



HUMAN RELATIONS
COMMISSION

TROY HUMAN RELATIONS COMMISSION

Thursday, September 15, 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 July 21, 2022 Minutes | |
| IV. | Motion to Approve Revised Operating Guidelines | M. Major |
| V. | Tri-fold Brochure Cover Proof | |
| VI. | Commission Member Comments | |
| VII. | Public Comments | |
| VIII. | Adjourn | |

Next Meeting: Thursday, November 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 with Vice Chairman Keller presiding.

Members Attending: Block, Feltner, Holycross, Keller, Severt, Villalobos.

Presiding Officer: Vice Chairman Jon Keller

Others Attending: City Staff
Citizens

CALL TO ORDER: The meeting commenced at 6:20 p.m. by the Vice Chairman's call to order.

MINUTES: Upon motion of Mr. Severt, seconded by Ms. Holycross, the March 17, 2022 minutes were approved by the Commission unanimously, having no corrections or additions to these minutes.

JUNETEENTH UPDATE: Ms. Holycross asked Tre Heflin-King, Chairman of the Juneteenth Committee, to provide an update regarding the 2022 Juneteenth celebration. Mr. Heflin-King thanked everyone who had participated in planning and executing the 2022 Juneteenth events and stated that "An Evening with Ruby Bridges: A Virtual Fireside Chat" and the Juneteenth celebration at McKaig and Race Park went well; the evening with Ruby Bridges had 230 attendees; the celebration at the park had good turnout; received feedback overall was positive; however, the Juneteenth Committee had identified a few items that would need to be handled differently next year. Mr. Heflin-King added that a planning process for the 2023 Juneteenth Celebration would commence soon.

Mr. Severt thanked Hobart Brothers LLC for bringing Ruby Bridges' event to Troy. He added that the Juneteenth celebration went well, and the band that performed at McKaig and Race Park was an excellent choice for the event.

Mr. Keller expressed his appreciation of the Juneteenth Team's work in planning the event and allowing the HRC to set up a booth at the park to increase awareness regarding the Troy Human Relations Commission.

HISTORICAL MARKERS UPDATE: Ms. Holycross shared that the application for an Ohio Historical Marker for the Black Civil War soldiers buried at the Riverside Cemetery was denied due to the lack of supporting materials and a detailed statement. Ms. Holycross added that the HRC would consult with the local historians to inquire if pursuing resubmittal of the application would be worthwhile.

Ms. Holycross mentioned that two signs honoring local African American community leaders would be shipped on August 10, 2022; the City staff would place the signs at McKaig and Race Park; and that an unveiling ceremony would be planned and announced later in autumn.

SELF-GUIDED WALKING TOUR IDEAS: Ms. Holycross stated that the self-guided walking tour map idea had not been pursued yet as the initial plan was to set the historical signs first and then incorporate them in the walking tour map.

I.D.E.A. TROY INTRODUCTION: Tre Heflin-King stated that Inclusion, Diversity, Equity Advocates Troy (I.D.E.A. Troy) is a public partnership of several Troy community organizations - Juneteenth Troy Team, MLK Team, Troy Freedom Chasers Team, and Diversity Awareness Team. The group is a fund of The Troy Foundation; it was formed in 2021 to take on the organization and logistics of Juneteenth events and to promote cultural awareness in the community. Since its establishment, the group's activities have grown, and new board members are actively sought. Additionally, per the I.D.E.A. Troy Operating Guidelines, one ad hoc board member seat is held for a representative of the City of Troy. An ad hoc member could be an employee of the City or a member of the Troy Human Relations Commission. If the HRC wishes to support the group, the Commission has an option to send a representative to the meetings.

PUBLIC COMMENTS: Brad Boehringer, 105 Crestwood Drive, thanked the HRC and I.D.E.A. Troy for supporting the Juneteenth celebration in the community and expressed his interest in participating in next year's celebration. Mr. Boehringer said he would like to dress as General Gordon Granger and read General Order No. 3 at the Juneteenth event. He elaborated on the importance of General Order No.3 in the Juneteenth

celebration and added that he had proposed his idea to Ms. Holycross. Ms. Holycross and Mr. Severt advised Mr. Boehringer that the decision on his participation in the event was not the HRC's decision to make and suggested speaking with the Chairman of the Juneteenth Team. Mr. Boehringer responded that he intended to share the information with the HRC members and that he planned on contacting the Juneteenth Team.

Mr. Boehringer asked the Commission members if they had considered his advice to meet with residents in the community setting to solicit their input. Ms. Holycross responded that when she converses with the community members, she always asks if they are aware of the existence of the Troy Human Relations Commission and its responsibilities. Ms. Holycross added that based on her interactions, there is a need to spread awareness about the HRC and the purpose it serves. Mr. Block noted that he had received questions regarding Juneteenth celebrations and educated the inquirer about the celebration's meaning and importance and how it helps bring the community together rather than separating them. Mr. Boehringer asked the HRC to ponder on an idea of a county-wide Juneteenth celebration.

MEMBER COMMENTS: Mr. Keller thanked the Troy Police for their service and monthly reports that help to keep the community members informed.

There being no further business, the meeting adjourned at 6:50 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;~~
- a) Researching current opportunities to enhance 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;~~
- b) 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;~~
- c) 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.~~
- d) 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 one year, has **three (3) unexcused absences, or within a term on the Commission (6) 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.~~ **When some member of the HRC may be unable to attend meetings, by reason of illness, vacation, absence from the city, or for other reasons, and if the absent member is absent for a just cause, a motion should be passed by a two-thirds (2/3) majority vote and entered on the minutes, excusing such member.**

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.

The HRC may designate a member or members to serve on other boards and committees. A vote of a majority of all members is necessary for the nomination and election of the designee.

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: _____



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:

- a) Researching current opportunities to enhance 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, 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 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) 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 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 one year, has three (3) unexcused absences, or within a term on the Commission (6) unexcused absences from meetings of the HRC, its committee, or a combination thereof. When some member of the HRC may be unable to attend meetings, by reason of illness, vacation, absence from the city, or for other reasons, and if the absent member is absent for a just cause, a motion should be passed by a two-thirds (2/3) majority vote and entered on the minutes, excusing such member.

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. 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 three (3) months, unless specifically cancelled due to lack of business or quorum.

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.

Members shall be notified at least 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 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.

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.

The HRC may designate a member or members to serve on other boards and committees. A vote of a majority of all members is necessary for the nomination and election of the designee.

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: _____

Other Community Resources:

211 HelpLink

www.miamicounty211.org

Lincoln Community Center

www.lcctroy.org

Miami County Community Action Council

www.miamiacac.org

Miami County Job and Family Services

www.miamicountyohio.gov

Partners in Hope

www.partnersinhopeinc.org

Tri-County Board of Recovery and Mental Health Services

www.tcbmds.org

Troy Chamber of Commerce

www.troyohiochamber.com

Troy City Schools

www.troy.k12.oh.us

The Troy Foundation

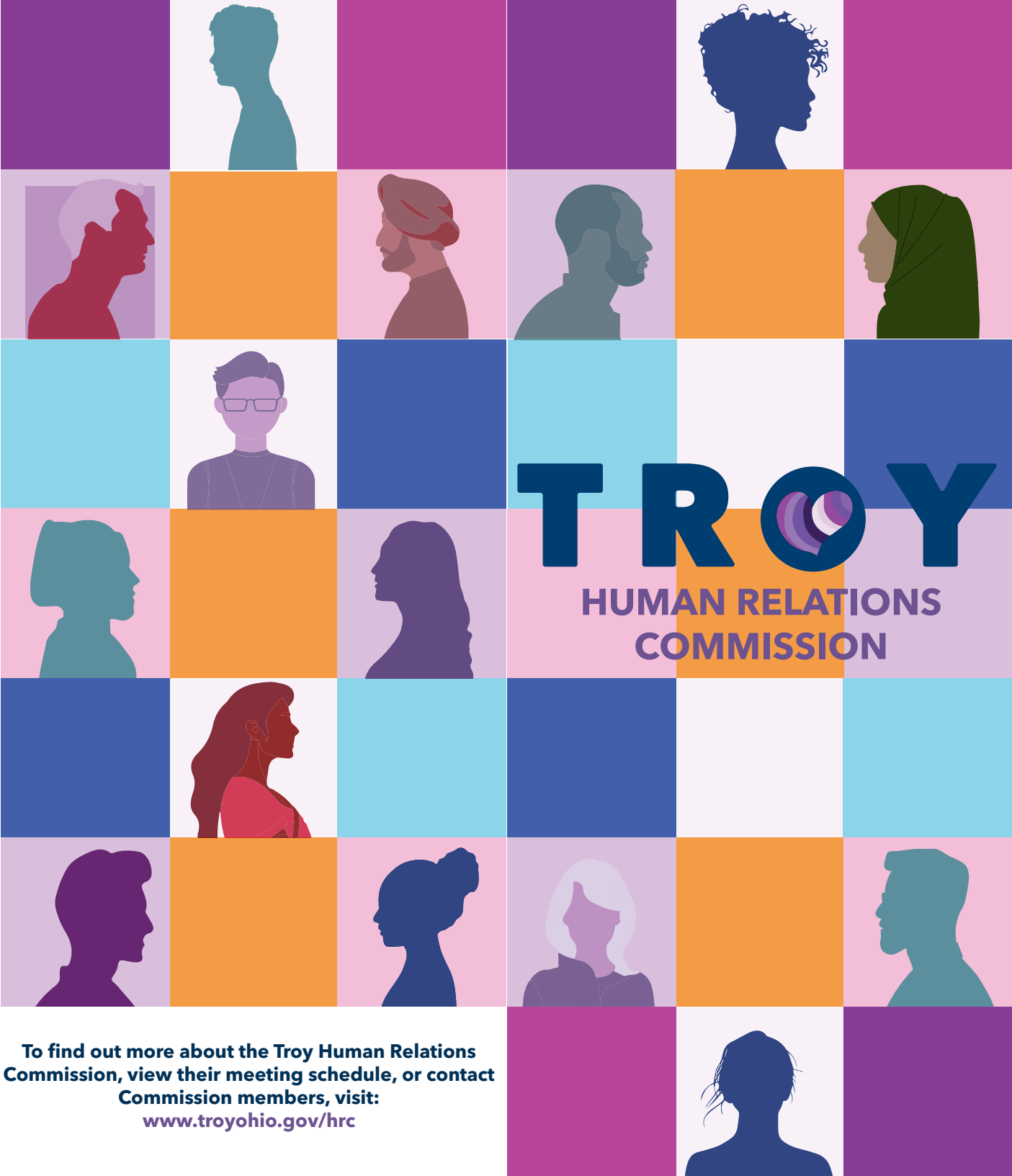
www.thetroyfoundation.org

Troy Main Street

www.troymainstreet.org

United Way of Miami County

www.unitedwaymco.org



To find out more about the Troy Human Relations Commission, view their meeting schedule, or contact Commission members, visit:
www.troyohio.gov/hrc