

Advisory Commission on Human Relations & Disability Issues

MINUTES

MAY 1, 2017

6:00PM-7:30PM

ROOM 346 – CITY HALL

FACILITATOR	Sara Toms – UG Staff Liaison to the Advisory Commission
NOTE TAKER	Sara Toms
ATTENDEES	Thomas Alonzo, Jessie Alvarez, Wendy Baker, John Coolidge, Kimberly Dominic, James Echols, Don Jolley, Cassandra Long, Winfred Manning, Kendall McReynolds, Valorie Wells-Fenton
ABSENT	Karen Greenwood, Monica Shonkwiler

Meeting called to order at 6:00pm by Sara Toms, as this is the first meeting of the new Advisory Commission on Human Relations & Disability Issues. Attendees signed in. There were no outside observers or attendees. Meeting concluded at 7:30pm.

Agenda topics

INTRODUCTIONS & HISTORY

DISCUSSION	The new members of the advisory commission took about 25 minutes to introduce themselves and get to know each other. Sara Toms explained that this new advisory commission was created to combine two prior, similar boards (the human relations committee and the advisory committee on disabilities). Starting with a clean slate and building a new group from the ground up was stressed. The UG ordinance was reviewed and discussed. Don Jolley requested a list of each member and who appointed them. Member terms were also reviewed and discussed (the terms of each member coincide with the terms of the UG Commissioner or Mayor that appointed them. Terms of the members appointed by the mayors of Bonner Springs and Edwardsville, according to the ordinance, coincide with the UG at-large commissioner terms). The group briefly discussed developing community awareness of this new advisory commission and being a resource for the community to bring discrimination complaints to. Also discussed was the availability of a website for the commission to use. Sara Toms explained that there is a current webpage available under the Dept. of Human Services on the UG website – but that this department has yet to be given web content design control. Sara Toms is one of the web content managers for the department and will be able to make regular updates to the website once design control is allowed by the UG. The content of the advisory commission's information has not been updated since January 2017 – but there is a capability to request changes to the site prior to gaining content control if the commission members can provide the content changes desired. Link to current page: http://www.wycokck.org/Internetdept.aspx?id=720&menu_id=964	
CONCLUSIONS	A question about this commission's purpose (specifically to include gender identity and sexual preference) was raised and after review of the ordinance, feel that it is covered under "minority groups" and does not require (at this time) a request to the UG Board of Commissioners to be specially identified via a request for a revision to the ordinance.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Develop list of members – to include who appointed each member and what the terms are for each member	Sara Toms	06/05/2017

LOGISTICS

DISCUSSION	Discussed the desire to have more space for the commissioners to meet in and the ability to allow members of the community to be able to attend. Near the end of the meeting, the 2017 meeting schedule was discussed.
CONCLUSIONS	Larger meeting space is needed.
Meetings will be held on the first Monday of each month starting at 5:30pm and ending at 7:00pm. In the event of a holiday, the meeting will be held on the second Monday of that month, starting at 5:30pm and ending at 7:00pm. Meetings limited to 1.5 hours	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Meeting schedule for the first three months established. Due to the 4 th of July holiday (Tuesday) – the July meeting will be on 7/10/17@ 5:30pm	Commission	Completed
Locate larger space within City Hall to hold regular meetings	Sara Toms	06/05/2017

KANSAS OPEN MEETINGS ACT

DISCUSSION	Sara Toms provided copies of the Kansas Open Meetings Act to the commission members prior to the meeting.	
General review of KOMA included that meetings are open to the public, meeting minutes are public record, that if a meeting requires a break that no business be discussed during the break, and that a vote on business matters cannot be held without meeting the		
Quorum (which, by ordinance, is eight members of the commission). Questions raised by members of the commission:		
<ul style="list-style-type: none"> • Is there anything that can't be released? Any protected information? • If the commission calls an executive session – is that subject to KOMA? • Are all issues brought to the commission by the community subject to KOMA? Are there any exceptions where it would require confidential handling of information or complaints? • Are emails subject to KOMA? What does that look like? Can members vote on business matters via email? 		
CONCLUSIONS	Patrick Waters, the city attorney assigned to this advisory commission, was unable to attend the first meeting.	
A more in-depth review of KOMA and the questions about its application will be added to the next meeting in order to allow the city attorney to advise.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Invite Patrick Waters to attend the next scheduled meeting	Sara Toms	06/05/2017

UG ETHICS POLICY

DISCUSSION	Sara Toms provided copies of the UG Ethics policy to the commission members prior to the meeting. This advisory commission is subject to the ethics policy and a training is required for all members of the commission to attend.	
CONCLUSIONS	The UG Ethics Administrator can attend a regularly scheduled meeting to conduct the 30-45 minute training. The members agreed to have that training at the next meeting.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Schedule Ethics Administrator to provide training	Sara Toms	06/05/2017

BYLAWS

DISCUSSION	An initial draft of the new commission's bylaws was prepared by Patrick Waters, city attorney. Sara Toms provided copies of the proposed bylaws to the commission members prior to the meeting. The bylaws were reviewed and a few changes were recommended. The addition of a clause on attendance is not to be seen as "cut and dry" - extenuating circumstances are to be taken into consideration. Also discussed was the ability to allow members with extenuating circumstances to participate in the meeting via conference call and vote via conference call – which will depend on the location of the meeting and the technology available.	
CONCLUSIONS	CHANGES: 1 (A) Term of the Chairperson to be two years with re-election limited to one term. 2 (D) Meeting minutes taken by the elected Secretary shall be sent to the staff liaison to print and distribute. 3. Meetings held on the first Monday of each month, the time of the meeting being 5:30pm. ADD ATTENDANCE: Any member of the commission who misses 4 or more meetings in a 12 month period is subject to forfeiture of their appointed position by review and majority vote of the commission.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Update bylaws to reflect changes/additions	Patrick Waters – city attorney	06/05/2017
Vote on adopting bylaws	Commission	No later than the August meeting

OFFICER ELECTIONS

DISCUSSION	Because this is a brand new advisory commission, all of the officer positions needed to be nominated and elected. Sara Toms advised that, despite not being specifically addressed in the ordinance, normally it is the UG Mayor's appointment who serves as the commission's chairperson. Jessie Alvarez was Mayor Holland's appointment to this board and is willing to serve in that role. A motion was made and seconded to have Jessie Alvarez serve as the Chairperson and the vote was unanimous. Cassandra Long volunteered to be the Vice-Chairperson. A motion was made and seconded and the vote was unanimous. Valorie Wells-Fenton made a motion for James Echols to serve as the Second Vice-Chairperson and he was willing to take on that role. The motion was seconded and the vote was unanimous.	
CONCLUSIONS	The Secretary's position was not filled at this meeting in consideration of the two commission members who could not attend the meeting. The Secretary's position will be voted on at the next meeting.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Elect Secretary	Commission	At 6/5/17 meeting

OTHER

DISCUSSION	Sara Toms briefly reviewed the Department of Human Services' participation at the WyCo Ethnic Festival held at KCKCC on April 15 th . Community feedback on what the new commission can do to improve our community was reviewed. Jessie Alvarez would like this new commission to be able to be a resource for the community and expressed interest in having outside agencies and providers come to meetings to present training and resource information to the group. As the meeting came to a close, there was not enough time to start a brainstorming ideas session as planned. Jessie Alvarez asked that each member come prepared to the next meeting with suggestions for the group on trainings, resources, and community outreach ideas to prepare for a group brainstorming session.	
CONCLUSIONS	Brainstorming session postponed until the June meeting.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Come prepared with ideas and strategies to begin identifying and prioritizing items and ideas for the new advisory commission	Commission	At 6/5/17 meeting

OBSERVERS	None
RESOURCE PERSONS	None
SPECIAL NOTES	Strategic goals, review Kansas League of Municipalities (annual conference is Sept 16-18, 2017 in Wichita)
NEXT MEETING	Monday, June 5th 2017 @ 5:30pm