AGENDA
HUTCHINSON HUMAN RELATIONS COMMISSION
WEDNESDAY, JANUARY 20, 2016 – 4:00 PM
COUNCIL CONFERENCE ROOM – CITY HALL

1. **CALL TO ORDER**

___David Dove	___ Cynthia Flores	___Chris Givan*
___ Paula Hopkins	___ J.W. Martin, Jr.	___Olivia Martinez
___ Linda Perrin	___ Natasha Russell	___ Mike Sullivan**

STAFF LIAISON: Meryl Dye, Assistant City Manager

*** Chairperson ** Vice Chair-Person**

2. **ORAL COMMUNICATIONS BY AUDIENCE –** Please limit your remarks to five (5) minutes and to items NOT on the agenda.

3. **APPROVAL OF MINUTES OF DECEMBER 16, 2015 MEETING**

4. **REPORTS**
   A. HHRC Attendance Record
   B. Informal Complaint Reports – There were no informal complaints for December, 2015.

5. **UNFINISHED BUSINESS**
   - **Review of HHRC Goals**

6. **NEW BUSINESS**

7. **COMMUNICATIONS AND COMMENTS**
   A. Commissioners
   B. Staff

8. **ADJOURNMENT**

Next Meeting: February 17, 2016 – 4:00 p.m. – City Hall, Council Conference Room

MINUTES
HUTCHINSON HUMAN RELATIONS COMMISSION
Wednesday, December 16, 2015 – Council Conference Rm

1. **Call to Order** – Present: David Dove, Cynthia Flores, Chris Givan (Chair), Paula Hopkins, Linda Perrin, Natasha Russell, and Meryl Dye (staff liaison). Absent: J. W. Martin, Olivia Martinez and Mike Sullivan.

2. **Minutes** – Perrin made a motion to approve the minutes of November 18, 2015. Russell seconded the motion and the motion passed.

3. **Reports** – Dye shared an attendance report. There was one (1) informal complaint for November from an African American male alleging race and sex discrimination when he was fired from his job in McPherson after reporting a hostile work environment due to White female coworkers who bullied and spread rumors about him. Dye is assisting him in filing a formal complaint with the State.

4. **Review of Oct 26 Goal Setting** – HHRC members reviewed and discussed a second draft of goals and strategies prepared by Lynette Lacey after the November meeting. Members agreed to work on the first set of key tasks listed in Strategy 1 – Educate the Community, and to take the tasks in sequence allowing for six months to complete all tasks. The group agreed to evaluate progress and determine approaches to meeting remaining goals and strategies. Additionally, the group determined they should meet with the City Council to explore the possibility of hiring of a human relations officer. Such a meeting should happen in the spring in advance of the City Council's adoption of a 2017 budget. Dye was asked to provide the HHRC with a job description and activities summary of the former human relations officer. Finally, the group agreed to continue with activities that the HHRC has been a part of in the past while working on the new goals.

5. **New Business** - There was no other new business or communications.

6. **Adjournment** – Dove made a motion to adjourn, and Perrin seconded the motion for adjournment.

Minutes Prepared by Meryl Dye, Assistant City Manager (Staff Liaison)

Next Meeting – January 20, 2016 at 4:00 p.m. in the Council Conf. Room

HHRC Attendance Record

	HHRC MEMBERS	2015											
		Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec
1	Dove, David (appt 1/2/2013; first 3-yr term)	X	X	X	N	X	A	X	X	A	X	X	X
2	Ferreira, Dr. Femi (reappt. Sep 2012; second 3-yr term)	X	X	X	O	A	X	X	X	----	----	----	----
3	Flores, Cynthia (appt 10/7/2014; first 3-yr term)	X	X	X		A	X	A	A	X	X	X	X
4	Givan, Chris (appt. 6/3/2014; filling unexpired term of Charlotte Maxwell)	X	A	X	M	X	A	X	X	X	X	X	X
5	Hopkins, Paula (appt. 3/3/2015; filling unexpired term of Janice Taylor)	----	----	A	E	X	X	X	X	X	X	X	X
6	Martin, J.W., Jr. (appt. 3/3/2015; filling unexpired term of Al Witzke	----	----	X	E	A	X	X	X	X	X	A	A
7	Martinez, Olivia (reappt. Sep 2012; first 3-yr term)	X	X	X	T	A	X	X	X	X	X	X	A
8	Perrin, Linda (appt. Mar 2012 to unexp term of Larry Burnett)	X	X	X	I	X	A	X	X	A	X	X	X
9	Russell, Natasha (appt. Sep 2015; first 3-yr term)	----	----	----	----	----	----	----	----	----	X	X	X
10	Sullivan, Mike (appt 1/2/2013; filling unexpired term of Don Gamble)	X	X	X	G	X	X	X	X	X	X	X	A

Key
Quorum
No Quorum
Not A Member ----

Year	Informal Complaints	Formal Charges
2001	134	16
2002	210	24
2003	173	29
2004	177	30
2005	n/a	n/a
2006	385	35
2007	203	26
2008	n/a	27
2009	336	n/a
2010	20	n/a
2011	13	n/a
2012	5	n/a
2013	16	n/a
2014	7	n/a
2015	2	n/a

HUMAN RELATIONS COMMISSION

HUTCHINSON

A RAINBOW OF PEOPLE

Hutchinson Discrimination Cases filed with Kansas Civil Rights Commission:

January 1, 2009 - May 31, 2012 49

Types of Outreach, Education and Community Activities:

NAACP Meetings
Cultural Diversity Team Meetings
ADA Advisory Board Meetings
Downtown Holiday Parades
Civil Rights Vigil
Panel Participant - "The Music Within"
Candidates Forum
ADA Anniversary Rally
Voter Registration Promotion
Martin Luther King, Jr. Observation
Emancipation Committee's "Taste of Soul" Fundraiser
NAACP Freedom Fund Dinner - Fundraiser
Presentation to Landlord Association
ADA Housing Seminar - cosponsored with PILR
PILR Technologies & Resource Fair
Little Dribbler's Basketball Tournament
Hutch Fest Activities
Emancipation Celebration Activities

Cinco De Mayo Celebration Activities
School and Community Presentations
Black History Month Presentations
Project Aware Public Forum (immigration issues)
LuLac Activities
Presentation on Diversity to local SHRM
Diversity Orientation for New Police Officers
Presentation on Discrimination to local SHRM
KS Human Relations Association meetings
National Night Out Participation
Mayor's Race Relations Forum and Task Force
Fair Housing Seminar
ADA Seminar
ADA Symposium (annual conference)
ADA evaluation by DOJ
Chamber of Commerce Breakfast Meetings
Chamber of Commerce "Business After Hours"
Annual Community Foundation Meeting
Downtown Annual Meeting
Market Hutch Meeting
Reno County Resource Council Luncheon Meetings
Society of Human Resource Managers (SHRM) meetings
Make a Difference Day Activities at Lincoln School
Access America Voting Project (collaboration with PILR)
Voices of America Project (theater production on racial & religious bias for community)
Public Hearings on LGBT
Third Thursday Exhibit
HCC Diversity Day
Human Relations Training with Community Relations Service of DOJ
Goal-Setting for HHRC - Oct 2015

HUMAN RELATIONS OFFICER

Human Resources

POSITION SUMMARY

Under the supervision of the Human Resources Director, the Human Relations Officer is an exempt position under FLSA. This position is responsible for enforcing and administering the Human Relations Ordinance pertaining to anti-discrimination in housing, employment, and public accommodations. Implementing and facilitating various programs is required. This employee should possess excellent communication, organizational, supervisory, and public relation skills. Pursuant to paragraph one of Section 203(A) of the Personnel Policy Manual, any person employed in this position will be required to reside within the corporate city limits of Hutchinson.

ESSENTIAL FUNCTIONS

- Plans and facilitates the Community Education programs;
- Administers the Human Relations Ordinance pertaining to anti-discrimination for the City of Hutchinson;
- Processes, researches, and investigates filed complaints and cases;
- Participates in public and community relations activities;
- Contacts and coordinates activities with human relations interest groups;
- Plans and implements projects and programs initiated by the Human Relations Commission;
- Assists in informal queries by researching answers, references, and procedures;
- Researches, designs, develops, and implements policies, projects, and programs for the City Council, City Manager, and the Human Relations Commission;
- Serves as secretary to the Human Relations Commission;
- Provides staff support to the ADA Coordinator and to the ADA Advisory Board in compliance activities under Title II of the Americans with Disabilities Act;
- Maintains a thorough knowledge of anti-discrimination laws and related Human rights issues;
- Performs research and analysis, and compiles and collects data for Human Relations projects;
- Prepares Public Service Announcements for the radio and articles for the local publications.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Provides businesses and public social service agencies with technical assistance;
- Serves on various committees;
- Writes and prepares monthly, quarterly, and annual reports;
- Directs the work of volunteers;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA:	**EXEMPT/ ADMINISTRATIVE**
ADA:	**APPLICABLE**
FMLA:	**APPLICABLE**
OSHA:	
DRUG TESTING:	**NOT APPLICABLE**
BARGAINING UNIT:	
WORKING CONDITIONS:	

POSITION REQUIREMENTS

Experience: One to three years of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

Education: A Bachelor Degree in Public Administration, Human Resources, Psychology, Legal Administration, or a related field is required, and a Masters Degree in a related field is preferred. This employee must possess a valid Kansas Driver's License.

Technical Skills: A working knowledge of anti-discrimination and employment laws, regulations and theories, and computers is required. This employee must be able to operate computers and telephone systems. The ability to understand and anticipate problems, to prepare reports, to research necessary items, to interpret data, and to understand manuals, articles, reports, and written instructions is required. This employee should possess excellent public relation, supervisory, organizational, oral and written communication skills.

Problem Solving: Independent problem solving is involved in this position. This employee encounters problems with citizen complaints about discrimination.

Decision Making: Independent decision-making is involved in this position. This employee makes decisions about resolving and investigating citizen complaints of discrimination, prioritizing daily activities, and performing daily duties in the most efficient manner.

Supervision: This employee works with occasional supervision from the Human Resources Director, and directs the activities of volunteer workers on an occasional basis.

Financial Accountability: This employee has some responsibility for department equipment, and does participate in the annual budget process.

Personal Relations: Daily contact with co-workers, supervisory personnel, advisory boards, and citizens; and occasional contact with the City Manager is expected.

Working Conditions: No adverse working conditions exist within this position. Working in an office setting with a computer is the primary aspect of this position.

Physical Requirements: Physical activity associated with working in an office setting is required to perform the daily duties of this position.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

THIS JOB DESCRIPTION LAST UPDATED IN
July 2001

Department: Human Relations 1-2200-431 **2009 - Form B**

Acct #	Description	Actuals FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	2008 Budget	Revised	Manager	2009 Requested	Manager
1100	Salaries	34,736	37,026	41,012	40,962	43,842	48,471	48,468	48,468	50,169	50,169
1160	Workers Compensation					0	599	599	599	2,478	496
1190	Social Security					2,386	3,005	3,005	3,005	3,110	3,110
1191	Health Insurance					5,142	5,502	4,950	4,950	4,950	3,713
1192	KPERS Retirement					0	2,874	2,874	2,874	3,281	3,281
1193	Unemployment Insurance					44	48	48	48	50	50
1195	Medicare					558	703	703	703	727	727
1196	Life Insurance					34	34	34	34	34	34
	Total Salaries	**34,736**	**37,026**	**41,012**	**40,962**	**52,006**	**61,236**	**60,681**	**60,681**	**64,801**	**61,581**
2210	Postage	479	467	225	603	120	500	500	380	500	380
2240	* Travel	218	140	125	0	1,144	1,350	1,350	**500**	1,860	**1,000**
2410	Printing	0	0	0	0	138	0	0	0	150	150
2640	Telephone	149	157	165	159	152	250	250	160	250	160
2760	Repairs: Office Equipment	0	0	0	0	0	0	0	0	0	0
2840	Rent: Office Equip.	199	289	209	427	130	500	500	250	500	250
2903	** Court cost/investigation	0	0	0	0	0	2,000	2,000	**500**	2,000	**1,000**
2953	Dues & Memberships	16	175	150	150	295	250	250	250	533	533
2957	Misc. Contract.	3	44	329	60	0	1,000	1,000	0	1,000	0
2960	*Training Schools	0	0	65	0	198	650	650	35	650	650
	Contractual Services	**1,063**	**1,272**	**1,268**	**1,399**	**2,177**	**6,500**	**6,500**	**2,075**	**7,443**	**4,123**
3101	Office Supplies	118	152	541	292	1,077	550	550	440	550	440
3102	Magazines, pamphlets	0	0	0	0	0	250	250	0	250	0
3214	Minor Supplies	0	0	0	143	0	150	150	0	150	0
	Commodities	**118**	**152**	**541**	**435**	**1,077**	**950**	**950**	**440**	**950**	**440**
4304	Household Furn/Equip.	0	0	0	0	0	0	0	0	0	0
4305	Library Material	0	0	0	0	0	600	600	**200**	600	**200**
4308	Office Equipment	0	0	0	0	0	0	0	0	0	0
	Capital Outlay	**0**	**0**	**0**	**0**	**0**	**600**	**600**	**200**	**600**	**200**
	Subtotal	**35,917**	**38,449**	**42,821**	**42,796**	**55,260**	**69,286**	**68,731**	**63,396**	**73,794**	**66,344**
	Service Costs	-8,031	-6,176	-6,176	-6,077	-6,077	-10,935	-10,935	-10,935	-10,935	-10,935
	TOTAL BUDGET	**27,886**	**32,274**	**36,645**	**36,719**	**49,183**	**58,351**	**57,796**	**52,461**	**62,859**	**55,409**

City of Hutchinson
Pursuing Excellence In Public Service

P.O. Box 1567 / Hutchinson, KS 67504-1567

OFFICE OF HUMAN RELATIONS

June 26, 2012

Mayor David M. Razo and the Hutchinson City Council
P O Box 1567
Hutchinson, KS 67501

Dear Mayor Razo and City Council:

On behalf of the Hutchinson Human Relations Commission, I present this letter of request urging the City Council to restore the staff position of the Human Relations Officer beginning in 2013. The Human Relations Commission would like to see the position restored in order to have discrimination complaints fully processed at the local level under the provisions of the human relations ordinances, Chapter 3 of the City Code. Further, we believe the Commission's community work can best be served by having a staff person dedicated to our purpose.

The Human Relations Officer position has been a full-time staff position since the Commission's inception in the early 1970's until the position was eliminated through budget cuts beginning in January, 2010. Knowing her position was being cut, Human Relations Officer Lila Fritschen took retirement several months early in 2009. Following the position being vacated, Meryl Dye, Assistant to the City Manager, was assigned as staff liaison to the Commission and incoming discrimination complaints have been referred to the Kansas Civil Rights Commission.

Prior to the position being vacated, the Human Relations Officer handled the formal processing of complaints in order to attempt mediation as the initial step and to carry out full investigation when mediation was not successful. Whenever probable cause was established in a case, the result was a satisfactory negotiated settlement of the issues, without the need for appeals to a hearing examiner. This is due to important enforcement mechanisms that were added to the human relations ordinance some years ago, and have been proven to be administered responsibly and effectively over the years.

Typically, the Officer handled an average of 230 informal complaints a year and a docket of formal discrimination charges that numbered about 25 cases a year. The Human Relations Officer also carried out the other work of the Commission such as outreach, education, public presentations, human relations studies, special events, and community projects. Further, the Human Relations Officer handled other City duties related to ADA compliance and Cultural Diversity programs.

Since the Human Relations Officer position has been eliminated, as few as one or two informal complaints a month have been lodged with the staff liaison. For some months, no informal complaints have been reported. Yet, a report from the Kansas Civil Rights Commission for January 2009 through September 30, 2011, showed that forty (40) discrimination cases based in Hutchinson were on the State's docket. These are cases that fall within the jurisdiction of the local Human Relations Commission, and would have been processed by a Human Relations Officer.

Further, our recent community survey indicates that illegal discrimination is still very much a problem in Hutchinson's employment, housing, and public accommodation areas. However, many people fear retaliation if they take action and some people just don't know where to turn for help. A local Human Relations Officer can monitor for retaliatory action once a case is filed. In addition, the Human Relations Officer provides the needed visibility so citizens know where to come for confidential assistance.

Since the position was eliminated, the Commission has been limited in the amount of outreach and education that we can accomplish as volunteers. We understand that the staff liaison has many other City responsibilities and is not able to dedicate her services full-time to the Commission.

For all these reasons, we believe the Human Relations Officer position is a critical key to the successful work of the Human Relations Commission in providing education and outreach, and in providing an effective avenue of redress for discrimination complaints in Hutchinson. Enforcement and education is the only way to combat prejudice and discrimination. We need the aid of a professional staff person dedicated to our efforts in reaching this goal.

We appreciate your careful consideration of our staffing request and an open dialog where we can explore options with you.

Sincerely,

Femi Ferreira

Dr. Femi Ferreira
Vice-Chairperson
Hutchinson Human Relations Commission

cc: John Deardoff, City Manager