



# HUMAN RELATIONS COMMISSION

## AGENDA

**DATE:** February 7, 2023

**TIME:** 6:00 p.m.

**LOCATION:** City Hall 4th Floor Conference Room

- 1) **CALL TO ORDER:** *Chair, Denise Smith-Martinez*
- 2) **ATTENDANCE:** (Confirm Quorum) *Chair, Denise Smith-Martinez*
- 3) **APPROVAL OF MINUTES:** [January 10, 2023](#) *Chair Denise Smith-Martinez*
- 4) **OLD BUSINESS**
  - Training Opportunities/Suggestions—*Dr. Rubin Cockrell*
  - HRC—Create City Focus—*Open Discussion*
  - Spending and Purchasing Process/Guidelines Review—*Open Discussion*
- 5) **NEW BUSINESS**
  - Title VI Training Scheduling—*Staff Liaison Michelle Lowe*
  - Bylaws—Vote to Adopt updated Bylaws—*Chair Denise Smith-Martinez*
  - Updated Membership Information—*City Council Member, Joe Shakeenab*
  - Asian Pacific Islander Observance Information—*Staff Liaison Michelle Lowe*
  - 2023 Event Sponsorship—*Open Discussion*
  - Annual Cultural Observance Calendar—*Open Discussion*
  - Clarification of Officers –*Chair Denise Smith-Martinez*
- 6) **PUBLIC COMMENT:** (allows 3 persons; 5 minutes each)
- 7) **ADJOURNMENT:** *Chair, Denise Smith-Martinez*



## HUMAN RELATIONS COMMISSION MINUTES

### February 7, 2023 Monthly Meeting

**MEETING DATE:** January 10, 2023

**TIME:** 6:00 p.m.

**LOCATION:** City Hall 4th Floor Conference Room

**Meeting was Called to Order** *by Chair, Denise Smith-Martinez*

**Role Call Conducted** *by Chair, Denise Smith-Martinez*

Present: Denise Smith-Martinez (presiding chair), Catarino Guzman, Ebony Parsons, Joe Shakeeb, Melissa, Schaffner, Garrett Rye and Jose Vazquez, Michelle Lowe (Staff Liaison)

Absent: Harold Wallace

Denise Smith-Martinez, Chair, called the meeting to order at 6:05 p.m. and confirmed a quorum. Minutes from the September 13, 2022 meeting were presented; **Did we have minutes from previous meeting and if so who did the first and second motion to approve?**

Old Business:

*City Attorney Lance Baker* explained to commission members that the previously approved Bylaws were still in effect for operational purpose. Based on Mr. Baker's recommendation his office made the following updates to the Bylaws: Article I Section 1—update mailing address information; Article III, Section c and d—removed “finance committee language” from section c and added “public” in section d. Article IV Section 3 –removed “the commission may change its official meeting location...” sentence. Article V—added “chairperson may create sub-committee” sentence and Article VII removed phrase “those present” and added “the full membership.” Attorney Baker explained the purpose of each section of the Bylaws and answered any questions.

*City Director of Finance, Laurie Matta* provided detailed guidelines on the purchasing process when utilizing HRC funds. Mrs. Matta also provided a flow chart for the purchasing/requisition process. Mrs. Matta explained the purpose of these guidelines and answered questions.

*Joe Shakeenab* explained that there had been some Support request from the County D&I Officer however that individual is no longer with the county. The request will be pulled and reviewed by the City DEI Officer Michelle Lowe to see if that office can assist with outstanding request.

Open discussion regarding Committee Sponsorship of Events in January, February and March 2023, committee agreed that there was not enough time to get information together in a timely manner to assist with any events prior to April 2023.

#### New Business

*Staff Liaison Michelle Lowe* explained that all HRC meetings moving forward would be recorded via Google Meets. She also explained the importance of attending all meetings and communicating with the chairperson when unable to attend. in order for the commission

Staff Liaison Lowe led an open discussion regarding commission vacancies and asked commission members to invite people to apply. HRC members were asked to come up with training ideas as well as a primary focus for the HRC.

Denise Smith-Martinez moved the meeting adjourn and Catarino Guzman seconded. The meeting adjourned at 7:45 p.m.

/s/ Garrett Rye

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Garrett Rye, Secretary