



# HUMAN RELATIONS COMMISSION

## AGENDA

**DATE:** March 14, 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:** [February 7, 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*
  - HRC Swag—*City Council Member, Joe Shakeenab*
  - 2023 Budget Items—*Chair Denise Smith Martinez*
  - Juneteenth Festival Discussion-- *City Council Member, Joe Shakeenab*
- 6) **PUBLIC COMMENT:** (allows 3 persons; 5 minutes each)  
Juneteenth Festival Discussion—*Mrs. Juanita Charles*
- 7) **ADJOURNMENT:** *Chair, Denise Smith-Martinez*



## HUMAN RELATIONS COMMISSION MINUTES

### March 14, 2023 Monthly Meeting

**MEETING DATE:** February 7, 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 (Vice Chair), Ebony Parsons, Joe Shakeenab (Councilman), Melissa Schaffner, Michelle Lowe (Staff Liaison).

Guest Speaker Dr. Rubin Cockrell—Training Information

Absent: Garrett Rye and Jose Vazquez,

*Denise Smith-Martinez*, Chair, called the meeting to order at 6:15 p.m. did not have a quorum.

*Denise Smith-Martinez*, Chair presented Minutes from the January 10, 2023, minutes were reviewed but not approved due to lack of quorum.

Old Business:

*Training Opportunity Discussion— Guest Speaker Dr. Rubin Cockrell* gave a very informative presentation in regard to training opportunities for HRC members. He has various courses to choose from and can also tailor training for HRC members. Dr. Cockrell answered questions various questions from members to include training delivery mediums.

\*Open Discussions

1) Talked about Hopkinsville HRC and the possibility of meeting with them. They have been around for 60 years and could be a good resource.

2) Discussed the Hopkinsville Minority Leadership Academy; and briefly talked about the possibility of creating one in Clarksville.

3) Questions about board members not only in HRC but also in other city committees

Do people know how to get on a board?

What do they do once they get on a board?

Are they qualified?

What are the qualifications to be on boards? Do people know before they sign up for one?

What are the criteria? Attendance, Events, Commitments...?

Who selects the board members?

Is there an interview process?

4) HRC Training and Strategic Planning Retreat

This would be a working Retreat to work on the following items:

HRC Vision, Mission, Focus for the year, and Goals.

The Retreat would also comprise of necessary diversity training to include Title VI Dates, Time and Location to be determined.

5) Meeting Attendance:

Members were encouraged to hold each other accountable to ensure there is enough members present to have a quorum. With out a quorum present members understand that no official business can take place.

Staff Liaison Michelle Lowe discussed the HRC possibly partnering with Asian Pacific Islander committee for API Event May 19, 2023.

March Agenda will include the following New Business Items:

- Bylaws—Vote to Adopt updated Bylaws—*Chair Denise Smith-Martinez*
- Updated Membership Information—*City Council Member, Joe Shakeenab*
- Asian Pacific Islander Observance Partnership—*Staff Liaison Michelle Lowe*
- 2023 Event Sponsorship—*Open Discussion*
- Annual Cultural Observance Calendar—*Open Discussion*
- Clarification of Officers —*Chair Denise Smith-Martinez*
- HRC Swag—*City Council Member, Joe Shakeenab*
- 2023 Budget Items—*Chair Denise Smith Martinez*

Denise Smith-Martinez moved the meeting adjourn at 7:05 p.m.

/s/ Garrett Rye

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Garrett Rye, Secretary