

DOVER HUMAN RELATIONS COMMISSION AGENDA



FEBRUARY 15, 2018 - 6:10 P.M.

**CITY HALL COUNCIL CHAMBERS
15 LOOCKERMAN PLAZA
DOVER, DELAWARE**

PUBLIC COMMENTS ARE WELCOMED ON ANY ITEM AND WILL BE PERMITTED AT APPROPRIATE TIMES. WHEN POSSIBLE, PLEASE NOTIFY THE CITY CLERK (736-7008 OR E-MAIL AT CITYCLERK@DOVER.DE.US) SHOULD YOU WISH TO BE RECOGNIZED.

OPEN FORUM - 10 MINUTES PRIOR TO OFFICIAL MEETING (6:00 P.M.)

THE "OPEN FORUM" SEGMENT IS PROVIDED TO EXTEND THE OPPORTUNITY TO THE GENERAL PUBLIC TO SHARE THEIR QUESTIONS, THOUGHTS, COMMENTS, CONCERNS, AND COMPLAINTS. DISCUSSION OF ANY ITEM APPEARING ON THE AGENDA IS PROHIBITED DURING THE OPEN FORUM AS AN OPPORTUNITY WILL BE PROVIDED DURING CONSIDERATION OF THAT ITEM. CITIZEN COMMENTS ARE LIMITED TO THREE (3) MINUTES. THE COMMISSION IS PROHIBITED FROM TAKING ACTION SINCE THEY ARE NOT IN OFFICIAL SESSION; HOWEVER, THEY MAY SCHEDULE SUCH ITEMS AS REGULAR AGENDA ITEMS AND ACT UPON THEM IN THE FUTURE.

AGENDA ADDITIONS/DELETIONS

- 1. ELECTION OF COMMISSION CHAIR**
- 2. 2017 ANNUAL REPORT TO CITY COUNCIL**
- 3. APPROVAL FOR COMMISSIONERS TO ATTEND MEDIATION TRAINING**
- 4. PROPOSED REVISIONS TO DHRC BROCHURE**
- 5. UPDATES**
 - A. COMMUNITY ENGAGEMENT COMMITTEE (MULLEN)**
 - B. EDUCATION COMMITTEE (FLEMING)**
- 6. COMMISSION MEMBERS' ANNOUNCEMENTS**
- 7. ADJOURNMENT BY 7:00 P.M.**

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THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. PURSUANT TO 29 DEL. C. §10004(E)(2), THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS, WHICH ARISE AT THE TIME OF THE MEETING.

DOVER HUMAN RELATIONS COMMISSION

2017 Annual Report to City Council



DATE: February 15, 2018

SUBJECT: 2017 DHRC Annual Report

FROM THE CHAIRMAN: Theodore Henderson

1). DOVER HUMAN RELATIONS COMMISSION WORKSHOP

THE (DHRC) workshop was held on May 25, 2017 at 6:03 p.m. with *Chairman Henderson* presiding. Members present were *Mr. Fleming, Mr. Gaddis, Ms. Mullen, Reverend Paige, and Mrs. Herbert*. Staff members the present were City Solicitor Rodriguez and Mrs. Stein.

The overall purpose the workshop was as follows:

1. **Define the purpose and function of the DHRC to the new commissioners who recently added to the board.**
2. **Examine the parameters and the extent of influence and oversight the commission itself had within the Dover community.**

Mr. Nicholas Rodriguez, City Solicitor, advised members that the DHRC was formed in 2001, consisted of 15 members at that time, and currently had nine (9) members. He explained that the DHRC is an advisory commission and is to provide advice based upon the jurisdiction of the Commission as stated in the Code. Mr. Rodriguez indicated that the DHRC is similar to the State Human Relations Commission (SHRC), which is also an advisory commission and reports directly to the General Assembly and the Governor. He noted that neither the DHRC nor the SHRC is a decision-making body. *Mr. Rodriguez* stated that two (2) members of the DHRC are appointed to each of the four (4) City election districts and one (1) serves at large, and appointments are made by the Council President and approved by Council. He indicated that members are appointed for three-year staggered terms, and five (5) members constitute a quorum, which enables the Commission to do business. He indicated that DHRC meetings are to be held at City Hall on a quarterly basis and the Commission is to submit quarterly reports, as well as an annual report at the end of the year. Mr. Rodriguez advised that the DHRC is guided by the Freedom of Information Act (FOIA) and the City Clerk's Office helps with notice of meetings. He explained that there are no restrictions on reappointment; therefore, members can serve consecutive terms.

Mr. Rodriguez concluded his portion of the workshop with the guidance to the commissioners:

Referring to Section 58-33(e) Functions limited of the Dover Code, *Mr. Rodriguez* explained that the DHRC has no jurisdiction over matters that are assigned by law or decree to other governmental bodies. He noted that previously a complaint was received from an employee of Delaware State University (DSU) who indicated that they had been terminated based on race, which was a private matter between the employee and the University over which the DHRC had no jurisdiction. *Mr. Rodriguez* advised that this was also true of matters that must go through the court system or other governmental bodies. He stated that there had also been complaints about an employee of the City of Dover who was terminated, and this had to be handled through the City's grievance procedure.

The following input was provided by commissioners Mullen and Paige:

Ms. Mullen stated that one (1) of her goals was to increase awareness within the community through radio, brochures, and literature, and she indicated that this would overlap with *Reverend Paige's* goals for the Communications Committee. *Mr. Fleming* advised that this goal would also overlap with the Education Committee's goals.

Reverend Paige advised that the Communications Committee would be involved with every committee, because they would each have information to disseminate and the Communications Committee could help with this. Referring to *Commissioner Mullen's* idea about a brochure, she explained that all members would work together to promote this. *Reverend Paige* stated the need to be careful with social media; however, she noted that it could be a valuable tool. She indicated that an expungement clinic had recently been held that serviced more than 100 people and most of the participants found out about it on social media through flyers that were posted on a Facebook page. *Reverend Paige* explained that the IMA has a social action page that she updates when there are events. She stated the need to use social media for informational purposes, such as advertising, and not for editorials.

Commissioner Herbert stated she would work with the State Human Relation Commission as a liaison. *Mr. Rodriguez* stated that our goal was also to advise not only our city council but the S.H.R.C. also.

Review of DHRC Strategic Plan 2015-2018 Long-Term Objectives and Development of Work Plans

Mr. Henderson reviewed the Long-Term Objectives for the DHRC, as stated in the DHRC Strategic Plan 2015-2018, noting that objectives A.1, A.2, C.3, and C.4 applied to the Government Policy, Programs, and Practices Committee, chaired by Mr. Gaddis; objectives B.1, B.2, B.3 applied to the Community Engagement Committee, chaired by *Ms. Mullen*; objectives B.4 and D.3 applied to the Education Committee, on which *Mr. Fleming* was serving; and objectives D.1, and D.2 applied to the Communications Committee, chaired by *Reverend Paige*. He noted that objective D.2 regarding improving community awareness of the Commission and a better understanding of its role would also fall within the scope of *Ms. Mullen* and the Community Engagement Committee. He stated that long-term objectives that applied to the Commission as a whole were objectives C.1, C.2, D.4, and D.5.

In regard to objective A.2 "Building on its partnership with the Dover Police Department, identify additional human relations approaches and lessons that can be integrated into the Dover Police Department's ongoing Community Relations strategy," *Mr. Henderson* suggested getting in touch with the new City of Dover Police Chief and possibly having him come and speak to the Commission.

In regard to objective C.1, "Define when a diversity, inclusion and or a human relations issue exists and specify the types of these issues that will be accepted by the Commission; and, identify and implement a process for receiving and responding to such issues by taking action to correct or improve the situation," *Mr. Henderson* advised that all members were responsible for this objective. *Mrs. Herbert* asked how this would be done by all members. Responding, *Mr. Henderson* stated that the problem would first have to be identified and members would come together to discuss it in a meeting setting.

In regard to the Government Policies, Programs, and Practices (GPPP) Committee, *Mr. Gaddis* stated a goal of finding outside people to serve on the Committee. He advised that he would be unable to accomplish the goals by himself and thought this applied to all the committees. *Mr. Gaddis* indicated that an additional goal was to be formally introduced to the City Manager, Human Resources Director, Police Chief, and union representatives, stating the desire to meet both management and labor.

In response to *Mr. Gaddis* regarding where to access the City's Code of Ordinances, *Mrs. Stein* explained that there was a link to the City's municipal code on the home page of the City of Dover website. *Mr. Gaddis* referred to objective C.4, "In cooperation and partnership with community organizations and public and private mediation services, assist in developing plans for monitoring sources of intergroup conflict and for responding to and managing community conflicts and disruptions in Dover; and participate in managing community conflicts in accordance with these plans." He indicated that, in order to accomplish this, he needed to

know what formal organizations are known to the City of Dover. **Mr. Gaddis** stated that he was aware of the Sankofa African Dance Company and several churches that were community organizations but was unsure about others. **Mrs. Herbert** suggested that the newspaper may be helpful.

Mr. Fleming indicated that he was developing goals for the Education Committee but was open to suggestion. **Mr. Henderson** suggested that all members publicize any symposiums, studies, or programs offered by the University of Delaware or DSU about diversity, Hispanic appreciation, African-American history, etc. He noted that the Dover Public Library might be another good resource for the Education Committee, noting that they are in touch with various commissions and programs. Mr. Henderson advised that the DHRC had helped to sponsor a “Cracking the Code” film through the library and suggested that the library be asked what opportunities they may have relating to the DHRC’s goals.

Mr. Fleming noted that he had taught as an adjunct at Wilmington University in multicultural education for people going through the career and technical degree program. In addition, he indicated that he and would not object to talking with the Capital School District to see if there was something Mr. Fleming could do or some medium that the District could use to get the word out about the DHRC.

The purpose of the report was to summarize in part the workshop of DHRC, May 25, 2017 a first of its kind. Special thanks to **Jody Stein** who is invaluable in recoding our information and advising our meetings.

Respectfully submitted,

Theodore Henderson
DHRC Chairman

EDUCATION COMMITTEE REPORT—Commissioner Paul Fleming

As the DHRC’s Education Committee representative, I work with the National Council on Agricultural Life and Labor Research (NCALL) Community Engagement Forum, who put on a Parent-Student Resource Fair with an “Empowering Parents” Workshop on September 30, 2017 at Wesley College. There were information tables, a keynote speaker, and community resource specialists who were available to answer questions. A speaker was obtained for the event who discussed resources available for students with special needs. This gentleman had been engaged in issues related to do with special needs on behalf of his daughter for many years.

Respectfully Submitted,

Paul Fleming
Education Chair

COMMUNICATIONS COMMITTEE REPORT—Commissioner Rita Mishoe Paige

The Communications Committee redesigned and updated the City of Dover Human Relations Brochure which is a tri-fold consisting of the following information: Our Mission, Our Vision, What We Do, Who We Are including the City Council District we represent, our meeting schedule, Where we meet , Committee Assignments and the address of City Hall.

As Commissioners change, the brochure will be updated. With approval from the City of Dover, the current brochure will be printed.

The Communications Committee consisted of **Rev. Rita Mishoe** Paige and **Jon Offredo**. However, **Jon Offredo** has submitted his letter of resignation from the City of Dover Human Relations Commission.

Respectfully Submitted,

Rev. Rita Mishoe Paige
Communications Chair

SHRC LIAISON REPORT—Commissioner Sara Herbert

Under Long Term Objectives of Dover Human Relations Commission (DHRC) Strategic Plan 2015 - 2018 is objective C2. C2 states that the DHRC will “develop an understanding with the State Human Relations Commission (SHRC) that will define the roles and procedures of the two Commissions in the solution of alleged discrimination complaints which fall within the jurisdiction of the (SHRC) and identify and maintain specific ways the two Commissions will work together.”

In an effort to accomplish this, first *Commissioners Henderson and Herbert* attended several SHRC meetings requesting that the SHRC assign a commissioner to liaison with *Commissioner-at-Large Sara Herbert*. *Commissioner Nancy Maihoff* (SHRC) volunteered to serve in this endeavor. *Commissioners Maihoff and Herbert* have met several times to discuss the C2 objectives. The SHRC only accepts referrals that fall under Delaware’s Equal Accommodations Law and its Fair Housing Act. At this time, DHRC has no subpoena power and has not clarified what complaints they will accept for action.

Commissioner Maihoff provided a list of State Agencies that handle complaints not appropriate for the SHRC. The DHRC has been encouraged to take mediation training through Peoples Place Center. This training will provide local assistance through mediation resolving complaints as appropriate. Four commissioners have asked for the training. *Commissioners Maihoff and Herbert* will continue to meet every two months to solidify our coordination.

Sara Herbert
Commissioner-at-Large
SHRC Liaison

ACCOUNT ACTIVITY LISTING

GROUP NBR	PO NBR	ACCTG PER.	CD	DATE	TRANSACTION NUMBER	DESCRIPTION	YTD/CURRENT ESTIM/APPROP	YTD/CURRENT ENCUMBRANCE	TRANSACTION AMOUNT	CURRENT BALANCE
FUND 110 GENERAL FUND										
110-1200-512.30-92					ADMIN EXPENDITURES /	HRC-OFFICE SUPPLIES	3,000	.00	46.08	2,953.92
1455		03/18 AJ	09/29/17	0144835	SS ISSUES			17.47		
						092917 - 092917				
1805		04/18 AP	09/21/17	0001185	ELAN CARDMEMBER SE			11.14		
					BUSINESS CARDS	PAYMENT DRAFTED				
617		02/18 AJ	08/09/17	0144087	SS ISSUES			17.47		
						080917 - 080917				
					ACCOUNT TOTAL		3,000	.00	46.08	2,953.92
					FUND TOTAL		3,000	.00	46.08	2,953.92
					GRAND TOTAL		3,000	.00	46.08	2,953.92

DOVER HUMAN RELATIONS COMMISSION

Meeting Report



DATE: February 15, 2018

SUBJECT: Meeting Report

TOPICS:

- ✓ Mediation Training
 - Contacted the Center for Community Justice at People's Place who provides victim-offender mediation for misdemeanor offenses referred by the justice system. In addition, the Center provides community mediation services for landlord-tenant issues, employer-employee concerns, parent-child disputes and neighborhood conflicts. Shoplifter's Alternatives and Conflict Resolution educational courses are also offered for youth.
 - Spoke with Stacey Lawson CCJ representative who informed me the next public training will be held in July 2018; however, she offered to come to our location to conduct the training sooner, possibly as early as March 22-23 2018.
 - **RECOMMENDATION:** My recommendation is to schedule a date in March for all commissioners who are interested, at a location conducive for us. I suggest we are trained in mediation services for landlord-tenant issues, employer-employee concerns, parent-child disputes, and neighborhood conflicts.
 - **COST:** \$250 flat rate for us all!
 - **DATE:** tentatively, March 22-23 from approximately 9-3

- ✓ Mission Statement Revision—*Commissioner Paige, Commissioner Rocha, Chairman Henderson*
 - It was recommended by *Commissioner Maihoff* from SHRC to revise our mission statement on the brochure to shorten the length of the statement, a meeting was held with *Commissioner's Paige, Rocha, and Henderson*
 - *Commissioner Paige* reminded us that the mission statement on the brochure is consistent with the statement in our strategic plan
 - These documents were already voted on and approved by City Council
 - **RECOMMENDATION:** The recommendation from the meeting was to keep the mission statement, as written, to stay consistent with what Council has already approved

Respectfully submitted,

Gerald L. Rocha Sr.
DHRC Commissioner