

# Dover Human Relations Commission Meeting Agenda



**February 20, 2020 - 6:00 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 email at [cityclerk@dover.de.us](mailto:cityclerk@dover.de.us)) should you wish to be recognized.

## **Adoption of Agenda**

- 1. 2019 Annual Report to City Council**
- 2. Discussion - Intake Form**
- 3. Proposed Revisions to DHRC Brochure - Mission Statement**
- 4. Council Action on Strategic Plan 2020-2023**
- 5. Adjournment by 7:00 p.m.**

**To assure that there will be a quorum,  
please RSVP by contacting the City Clerk's Office  
by email at [cityclerk@dover.de.us](mailto:cityclerk@dover.de.us) or by calling 736-7008  
as soon as possible.**

/JT

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The agenda items as listed may not be considered in sequence. Pursuant to 29 Del.C. §1004(e)(2), this agenda is subject to change to include the addition or deletion of items, including executive sessions, which arise at the time of the meeting.

## DOVER HUMAN RELATIONS COMMISSION

### END OF YEAR REPORT FOR

2019

The DHRC met ten out of the twelve months of 2019. At the January meeting Alan Gaddis acted as Chairman. Also at this meeting, discussions to revise and update the 2015-2018 Strategic Plan were begun. These discussions continued through the meetings of March, April, May, June, July, August, October, November, and December. The February and September meetings were cancelled due to lack of quorum. At the March meeting, Alan Gaddis was elected Chairman.

The June meeting was a workshop in the City Hall conference room which resulted in Commissioners pairing up to meet outside to deal with specific sub-sections of the Plan. Each of the six members had input and submitted their thoughts. The balance of the regular meetings involved discussions of each pair's input, revising, correcting and finally approving each sub-section.

The revised Strategic Plan for 2020-2023 was approved on January 16, 2020 for submission to City Council.

The Commission has had three vacancies since before the January 2019 meeting. As Chairman, I e-mailed the Councilmen of Districts Two and Four requesting that they nominate potential new Commissioners. As of our latest meeting, these vacancies continue.

Respectfully submitted on January 24, 2020 by

Alan Gaddis – Chairman

## OUR MEETINGS



Meetings are the 3rd Thursday of each month from 6:00 p.m. – 7:00 p.m. Open to the public, these meetings are held in the Council Chambers at City Hall.

The Commission begins each regular meeting by inviting anyone present to address the Commission during its open forum from 6-6:10 pm. Comments must be limited to three minutes, and no action is taken.

Meeting information and agendas are posted on the bulletin board at City Hall and on the City of Dover's website at [www.cityofdover.com](http://www.cityofdover.com)

## COMMITTEE ASSIGNMENTS

Theodore Henderson  
DHRC Chair.

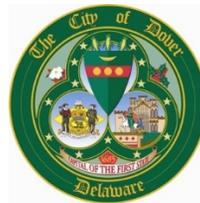
Alan Gaddis  
Government Policy  
Programs and Practices

Wanda Mullen and Sara Herbert  
Community Engagement

Paul Fleming  
Education

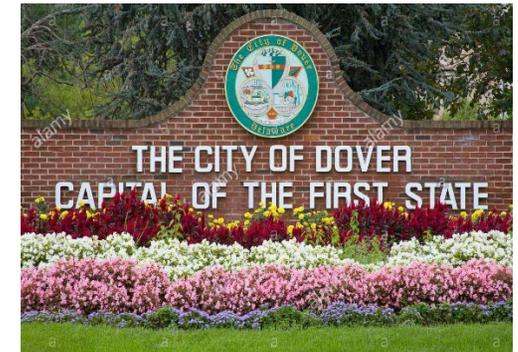
Rita Mishoe Paige  
Communications

Sara Herbert  
State Human Relations Commission Liaison



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Dover Human Relations Commission  
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15 Loockerman Plaza  
PO Box 475  
Dover, DE 19903-0475  
(Between the Dover Public Library and PNC Bank)  
[www.cityofdover.com/dhrc](http://www.cityofdover.com/dhrc)

# DOVER HUMAN RELATIONS COMMISSION



*Working together toward understanding,  
Fairness. diversity and mutual respect.*



## WHO WE ARE

### DHR Commission Members

#### At-Large DHRC Member

Sara J. Herbert  
Phone: (302) 674-3670  
E-mail: sarabobherbert@verizon.net

#### First District

Paul J. Fleming  
Phone: (302) 734-1585  
E-mail: cpflem@yahoo.com

Gerald Rocha  
Phone: (302) 423-1957  
E-mail: glrocha1906@gmail.com

#### Second District

Theodore Henderson  
Phone: (302) 242-7888  
E-mail: [Theohend@comcast.net](mailto:Theohend@comcast.net)

Vacant

#### Third District

Alan Gaddis  
Phone: (732) 996-4343  
E-mail: [Agaddis448@comcast.net](mailto:Agaddis448@comcast.net)

Wanda Mullen  
Phone: (302) 399-5267  
E-mail: herbresha@aol.com

#### Fourth District

Rita Mishoe Paige  
Phone: (302) 242-1267  
E-mail: ritapaige7@comcast.net

#### Mailing address:

P.O. Box 475  
Dover, DE 19903-0475  
Fax: (302) 736-5068

## OUR MISSION

The Dover Human Relations Commission is committed to Working to ensure community Inclusion, intergroup cooperation And fair treatment for all its citizens. The commission interacts with the City of Dover to ensure that it has And utilizes policies, programs, City ordinances, and specialized Resources, and provides education And support to foster diversity, Inclusion, and cultural competency In its organization and services. The Commission's goal is to promote Understanding and appreciation of Diversity, inclusion, and positive Intergroup relations, and advocate For a fair and respectful environment Among its citizens.



## OUR VISION

The Commission's vision is a city whose government, organizations, groups and individual citizens value diversity, inclusion, respect and trust.

## WHAT WE DO

The Commission works with the City Council and the City Administration and other community organizations to strengthen intergroup relationships and to eliminate discrimination; and, to anticipate, prepare for and resolve incidents of intergroup conflicts and disputes within the city.



## I. INTRODUCTION

The establishment, purpose, powers and duties of the City of Dover Human Relations Commission (hereinafter, “the Commission”) are provided for in Part II of the Dover Delaware Code of Ordinances Chapter 58-Human Relations, Article II Human Relations Commission.

Broadly representative of racial, religious, gender, and ethnic groups residing in Dover, the nine volunteer members of the Commission are all residents of the City of Dover. They are appointed by the president of the Dover City Council, based upon recommendations from and subject to confirmation by the Council.

The Commission began a strategic planning process to define its strategy, focus and direction for the years 2020-2023. This has evolved into a revised Strategic Plan for the years 2020-2023.

In developing this phase of the planning process the Commission, based upon the first phase, has organized its objectives around the components of its mission, its commitment to competency, transparency, public accountability and in accordance with the aforementioned Ordinance.

## II MISSION

The Commission is committed to a philosophy of inclusion, intergroup cooperation and fair treatment. It works to ensure that the City of Dover has and utilizes policies, programs, ordinances, organizational practices, specialized resources and appropriately trained employees to support diversity, inclusion, and cultural competency.

By involving all segments of the community, the Commission promotes an understanding of and an appreciation of the benefits of diversity, inclusion, cultural competency, and positive intergroup relations among the City’s diverse residents. It also advocates for an environment of fairness and respect.

The Commission works with the City Council, the City Administration and community organizations to enhance intergroup relationships, to eliminate discrimination, and to

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anticipate, prepare for and resolve incidents of intergroup conflicts and disputes within the city.

### III VISION

The Commission's vision is a city whose government, organizations, groups, and individual citizens value diversity, inclusion, respect, and trust.

#### Mission Component:

- A. Work to insure that the City of Dover has and utilizes policies, programs, ordinances, organizational practices, specialized resources and appropriately trained employees to support diversity, inclusiveness, and cultural competency in its organizations and services.

#### Objectives

A.1 Promote and develop an environment of fairness and respect among its citizens.

A.2 Develop ways to measure and monitor community relations, particularly those that are sources of intergroup conflict.

A.3 Involve all segments of the community in understanding and appreciating the benefits of positive intergroup relations.

A.4 Research a range of programs and services that will help its residents and neighborhoods prevent and/or resolve issues of human relations.

A.5 Research ways of anticipating, preparing for, and relieving tensions arising from intergroup conflict.

A.6 Build a strong partnership with the Dover Police Department to identify additional human relations approaches and lessons that can be integrated into the Dover Police Department's ongoing Community Relations strategy.

- B. Promote equal opportunity and prevent discrimination by advocating for understanding, for an appreciation of the benefits of diversity, for inclusion, and for positive relations among residents to encourage an environment of fairness and respect.

#### Objectives:

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B.1 Assess how the community of Dover is organized and identify organizations, churches, fraternities, sororities, and other organizations with whom the DHRC should establish relationships.

B.2 Provide a report to the DHRC Chair to be incorporated into the Chair's Annual Report to the Dover City Council to include the current state of diversity and inclusion within the Dover communities.

B.3 Identify, support, and participate in and create programs and events within the city of Dover which celebrate its diversity and promote greater understanding of issues, concerns, and needs of our diverse population.

C. Work in partnership with members of City Council and the City Administration to collaborate with other organizations to strengthen intergroup relationships to eliminate discrimination and resolve incidents of intergroup conflicts within the city.

Objectives:

C.1 Develop a means such as an intake form, written complaint or a verbal complaint in order to determine when a diversity, inclusion, and/or human relation issue exists, and establish a process for receiving and responding to complaints and take action to resolve or improve the situation.

C.2 Develop a procedure with the State Human Relations Commission to delineate the roles and responsibilities of the two Commissions in order to resolve alleged discrimination complaints. Determine which complaints fall within the jurisdiction of either the State or City Human Relations Commission.

C.3 Review the City of Dover's Code of Ordinances and make recommendations to Dover City Council that will improve the city's effort to eliminate discriminatory behavior.

C.4 Research and design plans for monitoring intergroup conflict and for responding to community conflicts and disruptions within the City of Dover.

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## COMPETENCY TRANSPARENCY AND ACCOUNTABILITY

D. The Commission is committed to acting with a high degree of competency, transparency, and accountability both to the Dover City Council and to the community.

### Objectives

D.1 Establish regular two-way communication between Council and the Commission to review and affirm the Commission's Strategic Plan and activities regarding diversity, inclusion, and human relation issues that may be particularly critical or relevant within each City Council District. Each Council District representative will recommend individuals to serve on the Commission as vacancies occur.

D.2 Improve community awareness of the Commission and provide a better understanding of its role through the use of a brochure, the media, and the internet. A link to **Dover, Delaware Code of Ordinances, Chapter 58 - Human Relations, Article II. - Sec. 58-36 Powers and Duties** should be made available to the public on the DHRC web page. This will give citizens a clear idea of the Commission's authority.

D.3 Research and recommend to the City Council, the City Administration, and members of the Commission a program that provides greater understanding of diversity, inclusion, human relations issues and conflict management. This will strengthen skill in dealing with these issues.

D.4 Provide due notice and access to the public by conducting all meetings in accordance with the Delaware Freedom of information Act (FOIA) and City of Dover procedures.

D.5 Beyond the City's Budget line, the Commission may identify and seek funding from other sources to more effectively carry out its responsibilities.

## V. IMPLEMENTATION AND ORGANIZATIONAL STRUCTURE

Once the Commission adopts these proposed strategic objectives the Commission will develop and implement specific work plans for each strategic objective within the assigned year or years. These work plans will include priorities and initiatives.

The Dover Code of Ordinances centralizes decision making at the Commission level. However, it is suggested that a functional committee structure be utilized to move these strategic objections into actual performance.

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In order to respond to an emergent human relations issue that may not be identified in this plan, the Commission may from time to time create a functional committee. Such committees are intended to convene, and make recommendations for action to the full Commission; and, then disband when they are no longer relevant or needed.

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Actions History

02/10/2020 - Approved by City Council

01/16/2020 - Revised by Dover Human Relations Commission

10/13/2014 - Approved by City Council

09/23/2014 - Introduced at Dover Human Relations Commission

09/08/2014 - Draft prepared by Eugene B. Ruane, City of Dover Human Relations Commissioner