

## DOVER HUMAN RELATIONS COMMISSION

The Dover Human Relations Commission (DHRC) meeting was held on November 16, 2017 at 6:09 p.m. with Chairman Henderson presiding. Members present were Mr. Fleming, Mr. Gaddis, Mrs. Herbert, Mr. Offredo, Ms. Paige, and Mr. Rocha (arrived at 6:20 p.m.). Ms. Mullen was absent.

### **AGENDA ADDITIONS/DELETIONS**

Mr. Offredo asked if an agenda item needed to be added in regard to the DHRC brochure. Responding, Mrs. Jody Stein, Administrative Assistant, City Clerk's Office, stated that the brochure would be included in the Communications Committee Report.

**Mr. Gaddis moved for approval of the agenda, seconded by Mrs. Herbert and unanimously carried.**

### **DHRC Committee Updates**

#### Government Policy, Programs, and Practices Committee (Gaddis)

No report was provided.

#### Community Engagement Committee (Mullen)

No report was provided.

#### Education Committee (Fleming)

No report was provided.

#### Communications Committee (Paige)

During the Special Dover Human Relations Commission meeting of October 19, 2017, members reviewed a draft Dover Human Relations Commission brochure and Mr. Offredo advised that it was 99% complete. Ms. Paige provided a revised draft Dover Human Relations Commission brochure (**Attachment #1**) and noted that the brochure would probably have to be revised again to include information regarding Mr. Gerald Rocha, Sr., a new DHRC commissioner. She explained that Mr. Henderson's name had been added to the brochure under "Committee Assignments" as DHRC Chair. Ms. Paige stated that they had not included it previously because there would be a need to print new brochures each time the Chairs change; however, she indicated that it was only right to have the Chair listed on the brochure. She advised that the Communications Committee was seeking approval for the brochure and noted that a correction would have to be made to the second paragraph under "Our Meetings," which stated that "The Commission begins each regular meeting by inviting anyone present to address the Commission." Ms. Paige stated that they would have to change this to reflect their understanding that the public comment period needed to be before the actual meeting opens. Mr. Henderson noted that this would be like the Open Forum that City Council holds.

In response to Mr. Fleming, Ms. Paige advised that the brochure would state that comments must be limited to three (3) minutes and no action will be taken at that time.

Mrs. Herbert noted that the Commission's agenda always states that meetings are from 6:00 to 7:00 p.m. and asked if the time could be increased or if 15 minutes could be added in somewhere. She noted that the DHRC often does not have anyone present who wishes to speak. Responding,

Ms. Paige stated that the Commission would have to increase the time because meetings begin at 6:00 p.m. and the comment period would have to be before opening the meeting. She indicated that she was bringing these matters to members' attention because the Communications Committee wanted to seek approval of the brochure tonight with the amendments. In addition, she stated the desire to be able to update the brochure as new commissioners are appointed.

Mr. Fleming stated that, in the past, DHRC meetings had begun with comments from the community, and very often there was no one present to comment. He advised that if comments from the general public were given before the meeting, members would not know what time to get there. Mr. Fleming indicated that he thought that recognizing anyone that has a comment for the Commission as the first order of business would be good enough.

Mrs. Stein stated that it was suggested that the DHRC model the public comment period after City Council, where the public is allowed to comment prior to the meeting but not to comment on matters that City Council is planning to discuss. She noted that comments regarding agenda items could be taken during the DHRC meeting and that the Commission could not act on comments during the Open Forum segment. Mrs. Stein stated that it was strongly suggested that members set a designated period prior to the meeting, perhaps 10 or 15 minutes for public comment. She noted that the meeting must start at 6:00 p.m. because the meeting has a published agenda and only items on the agenda can be discussed during the meeting. Mrs. Stein indicated that talking about an item that is not on the agenda would not allow for the public to come and comment.

Mrs. Herbert stated that if this was the case, a better agenda was needed than the current agenda because one (1) sentence indicating that there will be a report from someone does not tell what the person might say. She indicated that a member may be planning to say something about what the public has commented on. Mrs. Stein stated that she would discuss this with the Clerk's Office.

Mr. Henderson stated that he had been on the DHRC for quite a few years and did not think that comments would be overflowing. Mr. Henderson advised that in all the years he had attended he could remember four (4) or five (5) comments and that he thought that if an Open Forum was included on the agenda, members could get through the meeting quickly.

Mrs. Herbert stated that she was assuming that the whole idea was to get people to come in and comment on issues that they have, and Mr. Henderson agreed. Mrs. Herbert suggested having a couple of meetings per year that are devoted to the public coming in and telling members what they think and not having a working agenda. Mr. Henderson explained that this public comment period would be the agenda. Mrs. Herbert indicated that public comment would be on the agenda instead of committee reports, and this would be an opportunity for people to come in. She indicated that they may not come, and it would take a while with communication and activity to make people in the community aware that the DHRC exists and it is okay to come and talk about issues that they are having. Mrs. Herbert explained that she was thinking of the DHRC having an Open Forum from 6:00 p.m. to 7:00 p.m. on a specific date and taking input from the public.

Mr. Gaddis asked if this is the way the Committee of the Whole works. Responding, Mrs. Stein stated that the Committee of the Whole agenda states that public comment is welcomed on any item on the agenda, and the public is encouraged to come in. She noted that this is also stated on the DHRC

agenda. Mrs. Stein explained that a problem would be created if someone comes in with items that are not part of the DHRC committee reports or anything on the agenda.

Responding to Mr. Gaddis, Mr. Henderson stated having people come in from 6:00 p.m. until 6:15 p.m. and extending the meeting until 7:15 p.m. or however long it takes members to finish would be a possibility. He indicated that it would be his goal as Chair to make sure that members meet within an hour and that meetings go from 6:00 to 7:00 p.m.

Mrs. Herbert asked if members could start out with a five-minute comment period since they normally do not have people. She stated that as people start to come, a little time could be added. Responding, Mr. Henderson stated that they would not want the Open Forum to go on indefinitely and suggested allowing 10 minutes and then starting the meeting, similar to what is done by City Council. He noted that two (2) or three (3) people could speak for three (3) minutes each.

Responding to Mr. Fleming, Ms. Paige stated that the brochure will be in color.

Mr. Fleming moved to recommend approval of the brochure as amended, seconded by Ms. Paige.

Mr. Gaddis stated that members had not determined what they would do regarding public comments and asked if they wanted to allow public comments for the first 10 minutes of the meeting. Mr. Fleming stated that he thought this would be good idea.

Ms. Paige suggested that members approve the brochure knowing that they have to make the necessary corrections. She indicated that they could then have discussion about when public comments should be and this would be included in the brochure.

**The motion to recommend approval of the brochure as amended (Attachment #2) was unanimously carried.**

Mr. Gaddis asked if public comments could be built into the agenda; for example, if the meeting could start at 6:00 p.m. and public comments could be between 6:00 p.m. and 6:10 p.m. Responding, Mrs. Stein stated that the meeting and public comment period should be two (2) separate events, so the public comment period could begin at 5:50 p.m. and the meeting at 6:00 p.m. She indicated that the times would be up to members to determine.

Mr. Gaddis stated that his preference was that the meeting start at 6:00 p.m. and the first item on the agenda would be public comments.

Responding to Mr. Rocha, Mr. Henderson stated that placing the public comment period on the meeting agenda would make it part of the meeting. Mr. Rocha noted that members could not include the public comment period in the meetings.

Mr. Rocha stated that members could start public comments at 6:00 p.m. and start the meeting by either 6:10 p.m. or 6:15 p.m. Mr. Henderson indicated that the public comment period could also start at 5:50 p.m. and either approach would work. He advised that whatever members decide to do, it would be his objective to get everything done from 6:00 p.m. to 7:00 p.m.

Mr. Fleming suggested starting with a 10-minute comment period and extend the meeting if necessary.

Mrs. Herbert advised that she did not think members could do this, noting that the agenda states that adjournment is at 7:00 p.m. Mrs. Stein explained that this adjournment time was stated on the agenda at Mr. Henderson's request.

Mr. Fleming stated that he thought that even with an Open Forum and community input, 95% of the time the meetings would end by 7:00 p.m. Mr. Henderson advised that, based upon his long tenure with the DHRC, he did not foresee this being a problem and, if it was, members could change the format. Mr. Henderson suggested starting the Open Forum at 6:00 p.m. and if there is an absolute crush of people, the Open Forum could take place before the meeting time. He stated that he agreed with Mrs. Herbert that as the DHRC gets publicity out and gets established, the public comment period could potentially grow.

Mr. Offredo asked what would happen if there were many people at a DHRC or a City Council meeting that want to discuss something that may be extremely relevant but there was not enough time to get it on the agenda and the Open Forum time runs out. He asked if the discussion would just end and the Council meeting start. Responding, Mrs. Stein explained that there had been occasions when the City Council Open Forum lasted 40 minutes rather than 30 minutes and the Council meeting started 10 minutes late; therefore, there would be the ability to do this if there is a special issue that a lot of people are concerned about.

Mr. Henderson stated that if meetings go a little over 7:00 p.m., so be it; however, his objective was to be in and out within an hour.

**Mr. Fleming moved to recommend adoption of a 10-minute Open Forum beginning at 6:00 p.m. within the format of the designated hour, seconded by Mr. Gaddis, and unanimously carried.**

Mr. Henderson stated that henceforth the agenda would include an Open Forum from 6:00 p.m. until approximately 6:10 p.m.

**State Human Relations Commission Liaison Report (Herbert)**

Mrs. Herbert explained that Dr. Nancy Maihoff, Commissioner, State Human Relations Commission, had agreed to be the liaison from the State Human Relations Commission (SHRC) and noted that she and Dr. Maihoff had not yet had a chance to meet and may not do so until after the holidays. She stated that she and Dr. Maihoff would discuss developing an understanding between the DHRC and SHRC and put this into something that they can present. Mrs. Herbert advised that this would be an understanding that delineates the roles of the two (2) commissions and the solution of discrimination complaints, which fall within the jurisdiction of the SHRC. She stated, for instance, that the DHRC would need to know exactly what the SHRC covers and how one goes about making referrals. Mrs. Herbert stated her recollection that the DHRC had decided not to ask for subpoena power during the DHRC Workshop held on May 25, 2017, and Mr. Henderson stated that this was correct.

Mrs. Herbert stated that, at the last SHRC meeting that she attended, as she was walking out the door she heard a woman indicate that she wanted her comments to be confidential, and Mrs. Herbert had wondered how comments would be confidential during an open meeting. She noted that Dr. Maihoff had explained to her that if the SHRC goes into executive session, the public has to leave, and the

person can present their issue. Mrs. Herbert stated her understanding that this would occur before the meeting so that names and other things are not included in the minutes, which are published.

Dr. Maihoff explained that they do not take minutes at the executive session. She advised that in their process they have an agenda, the meeting is opened, they have a roll call, and they then have a time for expressions from the community. Dr. Maihoff stated that this is when the individual that Mrs. Herbert mentioned brought her issue, which had to do with feelings of discrimination in one (1) of the State entities, and she wanted to name names, etc. Dr. Maihoff noted that, unfortunately, this person did not have the full opportunity because the SHRC had a full schedule, she agreed to come to the next meeting, and this was the conversation that Mrs. Herbert overheard. She stated that a new, joint human resources or human relations commission had been created that deals with discrimination within State entities, so this matter had been moved from the SHRC to this commission and she indicated that she thought this person had the opportunity to talk to them at that point. Dr. Maihoff advised that if this individual did come back, the SHRC would vote to go into executive session, the tape recorders would be stopped, the people from the State Division of Human Relations would have to leave, and the individual could give the names and situations that she wanted to keep confidential. She indicated that this is how this situation would normally take place using Robert's Rules of Order.

Dr. Maihoff explained that she chairs the SHRC Community Response Committee, and they had mediated a situation at Cape Henlopen High School where the gay-straight community felt that they were being discriminated against by the administration. She noted that it looked like there were some issues that were stirring back up and that there are about four (4) people on the Commission trained to do mediation. Dr. Maihoff stated that the SHRC would certainly work with the DHRC if there were issues of mediation; for example, between a group of people and the Police Department.

Dr. Maihoff advised that, personally, she is a volunteer at the Center for Community Justice at People's Place, and explained that they do court-mandated mediation for the Kent and Sussex County court systems. She noted that there is an equivalent in New Castle County that does basically the same thing. Dr. Maihoff stated that she is very well trained in mediation and offered her services. She indicated that they have resources and can work with the DHRC to assist in any way that they need help. Dr. Maihoff indicated that there may be times when the SHRC would need the DHRC's assistance if there is an issue in the Dover area that they are trying to deal with, and the DHRC could lend its knowledge and strategies to the SHRC. She stated that she could see a very good working relationship and a possible sharing of talents, knowledge, and strategies.

Mr. Offredo asked if members of the DHRC could go into executive session if a situation presented itself where they wanted to discuss something confidentially. Responding, Mrs. Stein stated that the Commission has the ability to recess into executive session if members consider an agenda item that evolves into something that qualifies for an executive session. She noted that this could not occur during the public comment period.

Mr. Offredo asked if members could go into executive session if the public was commenting on an item not related to the agenda. In response, Mrs. Stein stated that this item would be scheduled on a subsequent meeting agenda.

Mrs. Herbert stated that she would meet with Dr. Maihoff after the holiday and make sure that there is a clear plan so that she can advise members what is needed.

Mr. Henderson stated that he was very excited about the resources Dr. Maihoff can provide for the DHRC.

Mr. Henderson welcomed Mr. Rocha and stated that he would discuss with him which of the various committees would suit him. He indicated that he knew that Mr. Rocha is very actively involved in the community in Chester, noting that his reputation preceded him, both as a member of the military and of the community.

Mr. Henderson advised members that the next meeting would be scheduled for January 18, 2018.

**Mr. Gaddis moved for adjournment, seconded by Mr. Offredo and unanimously carried.**

Meeting adjourned at 6:44 p.m.

Theodore A. Henderson  
Chair

Attachments

Attachment #1 - Revised Draft DHRC Brochure provided by Ms. Paige

Attachment #2 - Draft DHRC Brochure, as revised during the DHRC meeting of November 16, 2017

TAH/JS/dd

S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\Misc-Minutes\HUMAN RELATIONS COMMISSION\2017\11-16-2017 DHRC Minutes.wpd

## 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. Comments must be limited to three minutes.

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 and Jon Offredo  
Communications

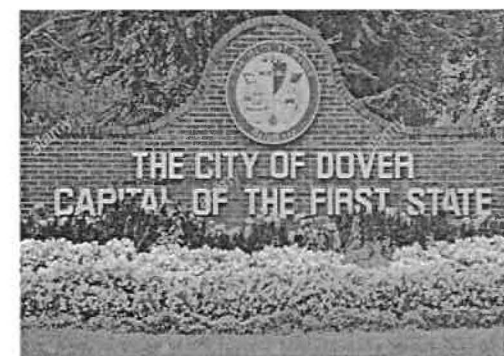
Sara Herbert  
State Human Relations Commission Liaison



CITY HALL  
Dover Human Relations Commission  
c/o City of Dover  
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)

ATTACHMENT #1  
DHRC Meeting of 11/16/2017

# 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](mailto:sarabobherbert@verizon.net)

#### First District

Paul J. Fleming

Phone: (302) 734-1585

E-mail: [cpflem@yahoo.com](mailto:cpflem@yahoo.com)

Vacant

#### 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](mailto:herbresha@aol.com)

#### Fourth District

Rita Mishoe Paige

Phone: (302) 242-1267

E-mail: [ritap Paige7@comcast.net](mailto:ritap Paige7@comcast.net)

Jon Offredo

Phone: (267) 648-0971

E-mail: [joffredo@gmail.com](mailto:joffredo@gmail.com)

#### Mailing address:

P.O. Box 475

Dover, DE 19903-0475

Fax: (302) 736-5068

## OUR MISSION

Committed to a philosophy of inclusion, intergroup cooperation and fair treatment, the City of Dover Human Relations Commission 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 in its organization and services.

Additionally, by involving all segments of the community, the Commission promotes an understanding and appreciation of the benefits of diversity, inclusion, and positive intergroup relations among residents of varying backgrounds in the city; and, advocates for an environment of fairness and respect.



## 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.





## OUR MEETINGS



Meetings are the 3rd Thursday of each month from 6:10 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 and Jon Offredo  
Communications

Sara Herbert  
State Human Relations Commission Liaison



CITY HALL  
Dover Human Relations Commission  
c/o City of Dover  
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](mailto:sarabobherbert@verizon.net)

#### First District

Paul J. Fleming

Phone: (302) 734-1585

E-mail: [cpflem@yahoo.com](mailto:cpflem@yahoo.com)

Gerald Rocha

Phone: (302) 423-1957

E-mail: [glrocha1906@gmail.com](mailto: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](mailto:herbresha@aol.com)

#### Fourth District

Rita Mishoe Paige

Phone: (302) 242-1267

E-mail: [ritapaige7@comcast.net](mailto:ritapaige7@comcast.net)

Jon Offredo

Phone: (267) 648-0971

E-mail: [joffredo@gmail.com](mailto:joffredo@gmail.com)

#### Mailing address:

P.O. Box 475

Dover, DE 19903-0475

Fax: (302) 736-5068

## OUR MISSION

Committed to a philosophy of inclusion, intergroup cooperation and fair treatment, the City of Dover Human Relations Commission 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 in its organization and services.

Additionally, by involving all segments of the community, the Commission promotes an understanding and appreciation of the benefits of diversity, inclusion, and positive intergroup relations among residents of varying backgrounds in the city; and, advocates for an environment of fairness and respect.



## 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.

