DOVER HUMAN RELATIONS COMMISSION

AGENDA

FEBRUARY 23, 2017 - 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 E-MAIL AT CITYCLERK@DOVER.DE.US) SHOULD YOU WISH TO BE RECOGNIZED.

AGENDA ADDITIONS/DELETIONS

1. **INTRODUCTION OF NEW MEMBER**

2. **ELECTION OF COMMISSION CHAIR**

3. **DHRC COMMITTEE UPDATES**
   - **A. GOVERNMENT POLICY, PROGRAMS, AND PRACTICES COMMITTEE (GADDIS)**
   - **B. COMMUNITY ENGAGEMENT COMMITTEE (MULLEN)**
   - **C. EDUCATION COMMITTEE (BOGLE)**
   - **D. COMMUNICATIONS COMMITTEE (PAIGE)**

4. **OLD BUSINESS**
   - **A. DEVELOPMENT OF CONCISE STATEMENT - MISSION AND FUNCTIONS OF DHRC**
   - **B. DHRC VACANCIES**

5. **NEW BUSINESS**
   - **A. PROPOSED FY 2017/2018 BUDGET**
   - **B. 2016 DHRC ANNUAL REPORT TO CITY COUNCIL**

6. **FUTURE MEETING DATES**
   (STAFF RECOMMENDS SETTING QUARTERLY MEETING DATES FOR MAY 18, 2017; AUGUST 24, 2017; NOVEMBER 9, 2017; AND FEBRUARY 22, 2018)

7. **ADJOURNMENT BY 7:00 P.M.**

/JS
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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.

From: agaddis448@comcast.net
To: Stein, Jody
Subject: Combined DHRC Mission Statement
Date: Friday, February 03, 2017 6:11:01 PM
Attachments: proposed combined Mission statement.docx

Reverend Paige and I met this afternoon at my home at 5:00PM. We agree upon the attached combined statement. Thanks for you help with the other matters.

The mission of the City of Dover Human Relations Commission is; to sensitize all, employees and citizens alike to the value of individuals whose cultures differ from their own due to ethnicity, gender, religion, origin, appearance, abilities, age, or economic situation; to promote equal opportunity and fair treatment for all people of Dover regardless of their cultural differences. It will ensure that the City will not discriminate due to differences of culture.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	LAST YEARS ACTUALS	Y-T-D ACTUAL	ORIGINAL BUDGET	DRAFT BUDGET FY 18	PROJECTED BUDGET FY 19
110-1200-512.30-92	HRC-OFFICE SUPPLIES	865	0	3,000	3,000	0

LEVEL	TEXT	TEXT AMT
BU18	DHRC BUDGET FOR DEVELOPMENT TRAINING; EDUCATIONAL FORUMS FOR CONSTITUENTS; MARKETING MATERIALS; COMMUNITY OUTREACH, AWARENESS, ENGAGEMENT; PUBLIC RELATIONS, POSTAGE; PARTNERSHIP PROJECTS; AND RESEARCH	3,000
		3,000

*		865	0	3,000	3,000	0
**	GENERAL GOVERNMENT	865	0	3,000	3,000	0
***	COUNCIL	865	0	3,000	3,000	0
****	COUNCIL	865	0	3,000	3,000	0
*****	GENERAL FUND	865	0	3,000	3,000	0
		865	0	3,000	3,000	0

Chapter 58 - HUMAN RELATIONS

ARTICLE II. - HUMAN RELATIONS COMMISSION

Sec. 58-33. - Organization; quorum; meetings; rules of procedure; limitation of functions; agreements; compensation; legal counsel; reports.

(a) *Organization.* The human relations commission shall annually elect its own chairperson to preside over its meetings and may create and fill such other offices and committees among its members as may be found necessary and proper for its effective organization.

(b) *Quorum.* A majority of the membership of the commission shall constitute a quorum and, if a quorum is present, a vacancy on the commission shall not impair the right of the remaining members to exercise all the powers of the commission.

(c) *Meetings.* The commission shall hold at least five meetings per year; one each quarter and one to be determined by the commission. Special meetings may be called by the chairperson or three members of the commission.

All meetings shall be held at City Hall and in accordance with the Laws of Delaware regarding the Freedom of Information Act (FOIA) and City of Dover procedures. The commission will distribute its agendas and minutes through the city clerk's office.

(d) *Rules of procedure.* The commission is also authorized to adopt rules of procedure for the conduct of its meetings.

(e) *Functions limited.* The commission shall not involve itself in activities or functions already assigned by law or decree to other governmental bodies.

(f) *Agreements.* The commission may enter into agreements and build partnerships with other entities and organizations for the purpose of more efficiently and effectively carrying out its responsibilities.

(g) *Compensation.* Members of the commission shall receive no compensation.

(h) *Legal counsel.* The city solicitor shall provide legal counsel to the commission and shall be the legal representative of the commission in connection with its duties hereunder, on a case-by-case basis, or determine that outside counsel is needed and obtain such outside counsel for a particular matter.

(i) *Reports.* The commission shall report to the city council on a quarterly basis regarding its affairs. An annual report of its accomplishments and a summary of its recommendations shall be provided to the mayor and the city council.

(Code 1981, § 2-18; Ord. of 2-11-2002; Ord. No. 2013-15, 9-23-2013)