DOVER HUMAN RELATIONS COMMISSION

The Dover Human Relations Commission (DHRC) meeting was held on February 23, 2017 at 6:00 p.m. with Chairman Henderson presiding. Members present were Mr. Fleming, Mr. Gaddis, and Mrs. Sadusky. Ms. Bogle, Mrs. Mullen and Reverend Paige were absent.

AGENDA ADDITIONS/DELETIONS

By unanimous consent, the agenda was approved as presented.

Introduction of New Member

Mr. Fleming advised members that he was born and raised in Cincinnati, Ohio, graduated from the University of Cincinnati, and later received his master's degree from there. He stated that he taught public high school in Cincinnati before accepting a position at the University of North Carolina in Charlotte, where he taught, coached wrestling, and did additional course work and post-graduate work in administration. Mr. Fleming informed members that he had served as vice principal at two (2) junior high schools in Warrenton, Virginia before accepting a position in the Caesar Rodney School District at the Dover Air Force Base High School. He noted that he had also worked for Delaware Technical and Community College for 33 years as a counselor, financial aid officer, and tennis coach, and retired in 2006.

Election of Commission Chair

Mr. Henderson opened the floor for nominations for Commission Chair.

Mr. Gaddis moved to nominate Mr. Henderson to serve as the Commission Chair, seconded by Mr. Fleming.

There being no further nominations, Mr. Henderson closed the floor for nominations.

By unanimous consent, Mr. Henderson was elected to serve as the Commission Chair.

DHRC Committee Updates

Government Policy, Programs, and Practices Committee (Gaddis)

Mr. Gaddis stated that he had reviewed the four (4) paragraphs included in the City of Dover Human Relations Commission Strategic Plan 2015-2018 regarding the duties and obligations of the Government Policy, Programs, and Practices Committee (GPPP). He noted that the Commission was able to bring people in from the outside to work with members to help fulfill their obligations and he would be searching for people, although was not sure exactly how to do so. Mr. Gaddis indicated that he would like to get in touch with police officers, someone from City Hall, and one (1) or two (2) people from the outside. He suggested that a church or the Inner City Cultural League may be possibilities, noting that he would like to make the GPPP Committee diverse.

Community Engagement Committee (Mullen)

No update was provided.

Education Committee (Bogle)
No update was provided.

Communications Committee (Paige)
No update was provided.

Old Business

Development of Concise Statement - Mission and Functions of DHRC
During their Regular Council Meeting of February 13, 2017, members of Council approved the DHRC recommendation that Mr. Gaddis and Reverend Paige present a consolidated statement at the next meeting.

Mr. Henderson read the consolidated statement developed by Mr. Gaddis and Reverend Paige, as follows:

> 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.

Mr. Fleming informed members that he had previously served on the DHRC. Referring to the mission statement of the DHRC, he noted that he had a list of items that the DHRC did during his previous tenure and asked if the DHRC could or wanted to perform some of the things that it had when he previously served. Responding, Mrs. Sadusky explained that the concise statement being developed was different from the DHRC's mission statement. Mr. Gaddis read the first paragraph of the DHRC mission statement, from the 2015-208 DHRC Strategic Plan, as follows:

> 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.

Mrs. Sadusky stated that the concise statement was a thumbnail description or summary of what the Commission does that members could use to explain to those who inquire.

Mr. Fleming noted that the DHRC had previously investigated allegations of discrimination by citizens living and working in Dover and asked if this was still the case. He noted that, formerly, those who felt that they were being discriminated against would approach the Commission, a hearing would be held where they would express their concerns, and members would refer them to the appropriate authority. Mr. Fleming indicated that these individuals submitted intake forms which were reviewed, and then the individuals came in to discuss them.

Responding to Mr. Fleming, Mr. Gaddis explained that Mr. Nicholas Rodriguez, City Solicitor, had previously attended a DHRC meeting and expressed concerns that there could be legal ramifications if members got too involved in investigating complaints. Mr. Henderson recalled that Mr. Rodriguez had indicated that this task was now in the area of the State Human Relations Commission (SHRC), rather than the DHRC. Mr. Henderson noted his understanding that this was because the DHRC does not have the money, attorneys, or backing. He noted that the job of DHRC members is to advise Council if they see areas where there are problems. For example, he stated that members had conducted a diversity survey, had asked approximately 20 questions, interviewed key employees, and gave other people who work for the government an opportunity to respond regarding how they felt about diversity. Mr. Henderson noted that he and Mr. Gaddis had recently presented the Dover Human Relations Commission Diversity Research Project report to Council. He advised that the DHRC was somewhat limited, stating that he would like to see how effective the Commission can be within the parameters set, noting that he did not want to sit there and look pretty but wanted to make a difference.

Mr. Fleming noted that previously the Commission had visited locations in the community to discuss concerns with residents, and meetings were held in community centers or churches from time to time. Mr. Henderson asked if Mr. Fleming was referring to meetings of individual commissioners or the Commission itself, and Mr. Fleming indicated that he was referring to the Commission. Mrs. Jody Stein, Administrative Assistant, City Clerk's Office, stated her belief that there are restrictions in the Dover Code that all meetings must be held at City Hall.

Mr. Henderson stated his understanding that there was a limit regarding the number of members who could meet outside the present forum. Mrs. Stein explained that, according to the Delaware Freedom of Information Act (FOIA), whenever there is meeting with a quorum of members, a formal agenda must be posted.

Mr. Fleming stated that the DHRC had formerly sponsored forums to bring citizens together to promote tolerance and understanding. Mr. Henderson stated that the DHRC had done this, noting that the Commission had participated in an event put on by the SHRC at Wesley College, where a film entitled "Cracking the Code" was shown. Mrs. Sadusky noted that the DHRC had been co-sponsoring or participating in events with the Dover Public Library and that this is something that the Education Committee could do.

Mr. Fleming stated that the DHRC had also formerly passed proclamations and resolutions for action by the Mayor and City Council. Mr. Henderson stated that this would probably fall under advice to Council if the Commission decided that there was a situation that needed to be addressed. Mr. Fleming indicated that the DHRC previously recommended proclamations for Race Unity Day and Women's Month to City Council, and the Mayor signed them. Mr. Gaddis stated that he did not think that doing this would be stepping on anyone's toes.

Mr. Gaddis stated his understanding that City Council functions as a Committee of the Whole on the Tuesdays after each Council meeting and asked if the DHRC could take advantage of a similar format. He stated that Council comes in and listens to people at those meetings. Mr. Gaddis asked if the DHRC could operate as a committee of the whole at other locations, such as the Inner City

Cultural League or Modern Maturity Center, just to listen and not to act. Responding, Mrs. Stein stated that she did not have that information but explained that Chapter 58 - Human Relations Commission of the Dover Code has parameters about meetings. Mr. Gaddis noted that Chapter 58 - Human Relations, Article II - Human Relations Commission, Section 58-33(c) - Meetings, of the Dover Code states that "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."

In response to Mr. Gaddis, Mrs. Stein advised that the Code did state that all meetings would be held at City Hall. Mr. Gaddis agreed that the DHRC must meet as a commission at City Hall where they actually vote and act; however, he noted that the City of Dover Human Relations Commission Strategic Plan 2015-2018 states that "The Commission as a whole is to develop, implement and monitor work plans for Objectives C.1, C.2, D.4 and D.5." He indicated that he thought that this opened the door for the Commission to meet as a commission of the whole. Mr. Gaddis asked if it would be appropriate to ask about this at a Council meeting in open session or send a letter to the Mayor and Council President. Responding, Mrs. Stein indicated that this was not something that she could advise members on. Mr. Henderson indicated that this would relate to what Mr. Fleming had been talking about and that the Commission was limited. Mr. Henderson indicated that this was something that members could research.

Mr. Henderson stated that he felt that the concise statement that had been developed did not get in the way of the mission statement.

Mrs. Sadusky moved to recommend acceptance of the concise statement as written, seconded by Mr. Gaddis and unanimously carried.

DHRC Vacancies

Mr. Henderson indicated that there were still vacancies on the DHRC, noting that Mrs. Sadusky would be leaving and there would be a vacancy for the At-Large Commissioner, along with vacancies in the First and Fourth Districts. Mr. Gaddis advised that he had emailed Mr. Henderson regarding a reporter from the *Delaware State News* who stated that he would be willing to help get the word out.

Mr. Henderson stated that he had stressed to Council President Slavin that the DHRC needed Council to be much more involved in finding people from their districts for the Commission. He noted that members are on the Commission at the pleasure of Council and if Council wants members to be even minimally effective, they must find people in their districts. Mr. Henderson expressed his hope to have all the positions filled. He indicated that after the full Commission meets for a few months, he will have done his part, noting that it was his challenge to fill all of the vacancies.

New Business

Proposed FY 2017/2018 Budget

Mr. Henderson advised members that the proposed budget for the DHRC was $3,000, which would include development, training, education forums, marketing materials, postage, etc. He stated that funds had previously been expended for training when Commissioner S. Renee Smith had served as Chair. Mr. Henderson noted that Ms. Smith had attended an educational forum and planned to share her training with members; however, she was dismissed, so members did not receive the benefit of that forum. *(City Clerk's Office Note: Ms. Smith attended the University of Delaware Institute for Public Administration Basic Mediation Training in October 2015, and resigned from the DHRC on December 9, 2015.)*

Referring to the budget, Mr. Henderson asked members to let him know if they could think of anything that would help the Commission, so members could see if it could be supported. He noted that he had attended a fascinating forum at the University of Delaware regarding Hispanic culture. Mr. Henderson indicated that perhaps members could do something with the Dover Public Library, Ms. Bogle may have some ideas, or the Government Policy, Programs, and Practices Committee would have suggestions. He stated that the Commission should spend the $3,000 budgeted.

Mr. Fleming stated that when he previously served on the Commission their budget was $4,000, and they had the same issue about filling seats on the Commission. He stated that, at that time, members had suggested purchasing advertisements for DHRC openings in the newspaper; however, this was not approved. Mr. Fleming circulated a brochure entitled "Dover Human Relations Commission" ***(Attachment #1)*** for members to review, noting that it included a mission statement, meeting dates, meeting information, commissioners' names, assignments, and information about intake forms. He indicated that this brochure had been used when he previously served on the Commission and he was unsure if it was still being used for contact purposes. Mr. Henderson noted that he had not seen the brochure before but he liked it. He indicated that a brochure would fall under marketing materials in the budget.

By unanimous consent, members recommended approval of the Proposed FY 2017/2018 DHRC Budget in the amount of $3,000.

2016 DHRC Annual Report to City Council

Mr. Henderson advised members of the need to submit the 2016 DHRC Annual Report to Council. Mr. Gaddis questioned when the report would be due. Responding, Mrs. Jody Stein, Administrative Assistant, City Clerk's Office, stated that the Dover Code did not specify a date; however, last year's report was submitted in February.

Mr. Henderson stated that the biggest item to be included in the Annual Report would be the DHRC Diversity Survey. He indicated that members had been involved with programs with the Interdenominational Ministerial Alliance (IMA) and the Police Department, and had served a meal at a church. Mr. Henderson stated that he could look over the minutes from DHRC meetings from last year to glean information for the report. He indicated that he would work on gathering the

information and suggested possibly working on the report with Mrs. Sadusky, noting that she could assist as an individual, rather than as a member of the Commission.

Future Meeting Dates

Mr. Henderson reminded members that Chapter 58 - Human Relations, Article II - Human Relations Commission, Section 58-33(c) - Meetings, of the Dover Code states that "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." He asked members if they would like to continue to meet monthly, and Mr. Gaddis indicated that he would like to do so until the members get their feet on the ground.

After discussing possible future meeting dates, Mr. Gaddis suggested meeting on March 23, 2017 and scheduling the following meeting at that time.

By unanimous consent, members scheduled the next meeting for Thursday, March 23, 2017 at 6:00 p.m. and agreed to schedule the following meeting at that time.

Mr. Henderson thanked Mrs. Sadusky for her wonderful service. Mrs. Sadusky advised that she had appreciated her time working on the Commission and that it had been a very valuable and wonderful cause. She stated that she had been able to work with a wonderful group of people and learned a lot, and she expressed thanks to members of the Commission for their kindness to her. Mrs. Sadusky indicated that she hoped to be able to come back some day and be more helpful, noting that her plate was very full now.

Mr. Gaddis stated that, after reading the Strategic Plan and Chapter 58 - Human Relations of the Dover Code, he wished to express some thoughts to be dealt with at some time. He indicated that he had some questions for members to consider. Mr. Gaddis asked if the Commission was to:

a) Teach/sell diversity, tolerance, etc. to Dover personnel?

b) Police Dover's government? Mr. Gaddis indicated that this seemed to be one (1) of the jobs of the Government Policy, Programs, and Practices Committee and him, as that Committee's Chairman.

c) Create/promote more programs for citizenry?

d) Go to established groups like schools, churches, and clubs and present programs?

Mr. Henderson asked if Mr. Gaddis was inquiring about doing these things is as a Commissioner or as a Commission. Responding, Mr. Gaddis explained that he was asking whether members could do any or all of these things, stating that, in his opinion, this was where it seemed the DHRC was limited in doing something positive.

By unanimous consent, the meeting adjourned at 6:49 p.m.

Theodore A. Henderson
Chair

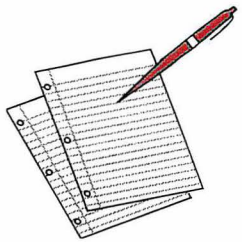
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Attachments
Attachment #1 - Brochure entitled "Dover Human Relations Commission," formerly circulated by the DHRC, provided by Mr. Fleming

ATTACHMENT #1
Special Dover Human Relations Commission Meeting of 02/23/2017

Intake Forms

Anyone wishing to present a concern to the Dover Human Relations Commission may request an Intake Form from the Mayor's Office at City Hall, 15 E. Loockerman Street, Dover or by calling (302) 736-7005. Completed forms may be hand delivered, mailed or faxed to the Mayor's Office. Upon completion and submission of the Intake Form, a formal hearing will be scheduled before the Commission.



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Contact Us

For additional information about the Dover Human Relations Commission, please contact:

Dover Human Relations Commission
c/o City of Dover
15 E. Loockerman Street
P.O. Box 475
Dover, DE 19903-0475

(302) 736-7005 (Phone)
(302) 736-7002 (Fax)

Information is also available on the City of Dover's Web site (www.cityofdover.com) by clicking on Human Relations under the General Information section.

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Dover Human Relations Commission

Working together toward understanding, fairness and mutual respect

City of Dover
Dover, Delaware

Commission Members

Mr. Gregory J. Bunkley
Dr. Phyllis Edamatsu
Mr. Paul Fleming
Mr. William H. Franklin, Jr.
Dr. Samuel B. Hoff
Ms. Prameela Kaza
Ms. Mittie Kelley
Col. (Ret.) John Kotzun, Chair
Michael J. Malkiewicz, Esquire
Dr. Nilakantan Nagarajan
Dr. Peter A. Oldziey
Ms. Ellen O. Wasfi

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Committee Assignments

Executive Committee
Col. (Ret.) John Kotzun, Chair

Assessment Committee
Dr. Phyllis Edamatsu, Chair

Community Programs Committee

School Programs Committee
Ms. Ellen Wasfi, Chair

Media/Public Relations Committee
Ms. Ellen Wasfi, Chair

Intake Screening Committee
Mr. William H. Franklin, Jr., Chair

Education and Development Committee
Ms. Mittie Kelley, Chair

Mission Statement

The Dover Human Relations Commission is an advisory body created by the Mayor and Dover City Council to foster the philosophy of inclusion, inter-group cooperation and fair treatment. It is the goal of the Commission to promote and develop an environment of fairness and respect among the citizens of Dover and to involve all segments of the community in understanding and appreciating the benefits of positive inter-group relations.

The Commission is empowered to develop ways to measure and monitor community relations, particularly those that are sources of inter-group conflict, in order to relieve tensions arising from such conflict. It may offer programs to help residents and neighborhoods of the City of Dover prevent and resolve issues of human relations.

The Commission is authorized to inquire into incidents of inter-group conflicts, disputes and alleged discrimination within the City and to make recommendations to the Mayor and City Council for action to alleviate such conflicts.

Such recommendations shall focus on measures to promote fairness, inclusiveness, civility and enhanced communication and understanding among Dover residents. Final determination on these matters rests with the Mayor and City Council.

RENDER FAIR CIVIL AND JUST TREATMENT NOT SPECIAL TREATMENT

Meeting Information

Open public meetings are held on the fourth Wednesday of each month at 6:30 p.m. These meetings are held in the Council Chambers at City Hall, 15 E. Loockerman Street, Dover, Delaware.

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 Web site at www.cityofdover.com.

