DOVER HUMAN RELATIONS COMMISSION

The Dover Human Relations Commission (DHRC) meeting was held on April 20, 2016 at 6:03 p.m. with Commissioner Henderson presiding. Members present were Ms. Bogle (arrived at 6:10 p.m.), Ms. Griffith, Mr. McGiffin, Ms. Mullen, Mr. Roach, and Mrs. Sadusky.

AGENDA ADDITIONS/DELETIONS

Mr. Roach moved to amend the agenda to allow item #2, Recess for Photographs, to be accomplished at the end of the meeting, seconded by Mr. McGiffin and unanimously carried.

By unanimous consent, the agenda was approved as amended.

Presentation by the Metropolitan Wilmington Urban League Young Professionals - Dr. Shekelia Hines

Dr. Shekelia Hines, Chair of the Metropolitan Wilmington Urban League (MWUL) Dover Committee, reviewed a presentation entitled "Metropolitan Wilmington Urban League (MWUL) Dover Committee" ***(Attachment #1)***. She informed members that she is a physical therapist in Dover. Dr. Hines advised that the MWUL is new to the Dover area and its mission is to empower people of color to achieve economic self-reliance, parity, and civil rights. She stated that the Urban League has three (3) branches: 1) the Urban League itself, 2) the Young Professionals organization, and 3) the Guild. She explained that the Young Professionals branch includes individuals aged 21 to 45 and focuses on bringing together those who are currently engaged in their community with the idea that there would be an organized focus to foster relationships and grow together in order to accomplish goals. Dr. Hines reviewed a timeline reflecting the MWUL's accomplishments in 2015.

Dr. Hines indicated that the reason she was present was to raise awareness that the MWUL Dover Committee is here, who they are, and what they do, and she expressed her hope that they could work together with the City on programs. She explained that the organization had just come to Dover in March 2016; however, they had begun programming. Dr. Hines stated that, over the past weekend, the MWUL held Campaign Boot Camp Training, which offered education to participants about strategy, finance, compliance, branding, communications, and messaging. In May 2016, a "What's in Your Future" education workshop would be held in different schools to help juniors and seniors transition into the college phase. Dr. Hines noted that she, like other first generation students, had not known where to go for things such as financial aid, and the purpose of the workshop would be to pass on the wisdom that had been learned. In June, the organization planned to present business and entrepreneurial training to bring business owners and those looking to become owners together and allow them to tap into resources. Dr. Hines advised members that community organizing training would also be held in July or September. She stated that the overall desire for MWUL in Dover was to foster new relationships and bring together young professionals in the area.

Mr. McGiffin questioned which entities were becoming involved with the MWUL in Dover. Responding, Dr. Hines advised members that she had been reaching out to different businesses and organizations and contacted Mayor Robin Christiansen, who referred her to the DHRC. She indicated that she was looking at universities, Legislative Hall, city governments, schools, organizations such as Dover Downs, as well as the beach areas. Dr. Hines stated that the MWUL could support the Commission's programming or movements, noting if the DHRC had gray areas or problems, her organization could fill these gaps rather than having to invent something new.

Mr. McGiffin stated that the Dover area hosts the Kent County Bar Association, which is a professional association of local lawyers that includes a number of young professionals. He offered to provide Dr. Hines with contact information for the current president of this organization.

Mr. Roach suggested that Dr. Hines contact former City Councilman Reuben Salters, founder of the Sankofa Cultural Arts Center. Responding, Dr. Hines stated that she had spoken to Mr. Salters and planned to meet with him.

Ms. Mullen indicated that she works for an organization that serves some individuals who are juvenile delinquents. She stated that this population includes professionals and expressed the desire that they not be overlooked. Ms. Mullen questioned if there were any criteria that would exclude this population from the MWUL. Responding, Dr. Hines stated that everyone was welcome, and the only criterion would be a willingness to work toward the Urban League's mission.

Responding to Mr. Henderson regarding the history of the MWUL, Dr. Hines clarified that the Urban League was founded in 1910 in New York, and the affiliated Wilmington Urban League organization started in 1999; however, the work for it began in 1990. She explained that the Urban League is a national organization and the MWUL is a branch of this organization.

Mr. Roach suggested that Dr. Hines contact Dr. Dan Shelton, Superintendent, Capital School District, and offered to provide his contact information.

In response to Mr. Henderson as to whether she is in the Dover or Wilmington area, Dr. Hines explained that she lives in Bear but works in Dover.

Mr. Roach requested that Dr. Hines' contact information be emailed to members. Dr. Hines pointed out that contact information and the MWUL website was included in the presentation; however, she offered to email this information as well.

DHRC Committee Updates

Government Policy, Programs, and Practices Committee *(McGiffin)*

City of Dover Diversity Questionnaire - Questions for Online Survey

Mr. McGiffin advised members that, in December 2015, he and Mr. Henderson interviewed key staff in the City of Dover organization using the Dover Human Relations Commission Diversity Questionnaire approved by the DHRC as a basis for the interviews. Mr. McGiffin explained that the GPPP's next step was to make a diversity survey available in printed and online form to as many City of Dover employees as possible; however, he reminded members that the Commission had not approved using the DHRC Diversity Questionnaire for an online survey. Mr. McGiffin explained that the GPPP Committee had reviewed the questionnaire and marked those questions that they felt appropriate for the online survey with asterisks. He advised that once the questions were approved, Mr. Andy Siegel, IT Director, would use the questions to develop a diversity survey instrument using Survey Monkey. Mr. McGiffin suggested that Chairman Henderson could then email City employees, provide a link to the survey, and request that they take a few minutes to complete it. Mr. McGiffin planned to write up the results of the interviews and the survey within a couple of

weeks of receiving the data. Although this would not provide a scientific study, he felt it would provide information regarding how aware primary decision makers and rank and file employees are of diversity issues and how they respond. He expressed his hope that this would result in a useful document that would show where the City is with respect to diversity, so that members could plan where to go from there and how to get there. Mr. McGiffin requested that the Commission approve the online survey questions or come up with an alternative so that the GPPP Committee could move forward.

Mr. Henderson advised members that the employees who were interviewed had been responsive overall, and responses were varied.

In response to Mr. Henderson's request to provide further details regarding the interviews, Mr. McGiffin explained that 45 minutes were marked out for each interview and approximately 10 to 12 interviews were conducted. Some interviewees were very forthcoming, and others more guarded. He felt that the GPPP Committee was generally very well received, and they received useful information.

Mr. McGiffin moved to recommend authorizing the Government Policy, Programs, and Practices Committee to take the next step and put the survey questions online as drafted *(Attachment #2)*, seconded by Mr. Roach and unanimously carried.

Community Engagement Committee *(Roach)*

DHRC Logo

During the Regular City Council meeting of February 22, 2016, members approved the Commission's recommendation that Dover High School students be asked to create a logo for the DHRC in exchange for a $50 gift certificate. During the DHRC meeting of March 16, 2016, members discussed soliciting a donation rather than using money from the budget for the gift certificate. Mr. Roach indicated that he did not mind personally donating $50 cash, and Ms. Griffith suggested that all members could contribute money. Mr. Roach stated that he would reach out to the Dover High School art department or print shop to see if they could work on creating a logo and the winner could be given a cash prize.

During the DHRC meeting of April 20, 2016, Mr. Roach stated that he had received donations for the DHRC logo contest and expressed the desire to adjust the $50 restriction because some people had promised to give more than that amount. He questioned if members wished to provide a grand prize of all donations received for the winner of the logo contest or if they would like to grant first, second, and third place prizes based on the logos that are received. Mr. Roach indicated that he could provide a report by the next meeting regarding who would be donating for the DHRC logo competition and members could move forward from that point.

Mrs. Jody Stein, Administrative Assistant, City Clerk's Office, noted that City Council had approved an allocation of $50 from the DHRC budget for the gift certificate.

Ms. Griffith questioned if there was a need to go back through City Council to increase this amount for donations and Mr. McGiffin stated his belief that this was probably the case.

Ms. Bogle suggested that the approved $50 DHRC allocation go to the winner and additional donated funds could be put into the DHRC budget.

Mr. Roach asked if the DHRC would have to go to City Council if there were additional funds from outside sources. Responding, Mr. McGiffin stated his belief that any funds expended should be approved by City Council, and if members were doing something in the name of the DHRC, Council's approval would be needed.

Mr. Roach stated his desire to move forward with the logo and save the topic of donations for another discussion. He advised members that when he speaks to the art department at Dover High School, only a $50 gift certificate in exchange for a logo would be discussed. Mr. Roach requested a printout with easy to read information so that participants would understand what they are doing and what the logo should look like as a starting point for their inspiration.

Mr. Henderson suggested leaving this up to the creativity of those at Dover High School. Responding, Mr. Roach indicated that he could provide them a brief description.

Mr. McGiffin suggested that they visit the City's website. Responding, Mr. Roach indicated that he could provide a link to the website and would provide an update on this item at the next DHRC meeting.

In response to Ms. Griffith in regard to reviewing logo submissions, Mr. Roach stated that if he received submissions in a timely manner, he would request that review of the logos be added to the next meeting agenda.

Reach One, Teach One Challenge

During their meeting of January 11, 2016, City Council approved the Commission's recommendation that Council consider having a "Reach One, Teach One Challenge" for the City of Dover.

During the April 20, 2016 DHRC meeting, Mr. Roach indicated that he was unsure how to the administer this program throughout the City workforce. He reminded members that the intent of the Reach One, Teach One Challenge was to encourage employees to become a mentor to a child, noting the need for mentors at all grade levels. Mr. Roach stated that Booker T. Washington Elementary School was struggling to find mentors to spend 40 minutes per week with kids and thought the DHRC could challenge City employees to do this. He asked if members would like him to develop something for their approval that could be dispersed to City employees.

Dr. Shekelia Hines, Chair of the Metropolitan Wilmington Urban League (MWUL) Dover Committee, stated that the Urban League had an event scheduled for May 14, 2016. She advised that the high school juniors and seniors who would be attending would need mentors to remain with these students as they transition to college; therefore, this would be another opportunity for mentoring.

Ms. Bogle questioned if there would be a vetting and monitoring process for City employees who mentor and how recently employees had undergone background checks. She commented that she had overseen a mentoring program for the Capital School District and some problems came up.

Ms. Bogle felt this should be thought through before doing something in the name of the DHRC. Responding, Mr. Roach stated that the school has a mentoring coordinator.

Ms. Bogle asked if mentoring would be done through the Connecting Generations program. Responding, Mr. Dionta Cox, former mentor coordinator in the Capital School District, stated that Connecting Generations has mentors doing part-time work in some Capital School District schools.

Ms. Bogle questioned if the Reach One, Teach One Challenge would involve mentors going into the schools, and Mr. Roach confirmed this, stating that mentors would typically go in and have lunch with kids and would not take them out of school. Ms. Bogle indicated that she had not been aware that Reach One, Teach One was through the Capital School District.

Mr. McGiffin questioned if the point of the Reach One, Teach One Challenge was to encourage DHRC members and those employed by the City of Dover to participate in mentoring, and this was confirmed by Mr. Roach. Mr. Roach explained that the DHRC would not oversee mentoring but would encourage employees to participate and perhaps provide incentives, such as a button, cup, or an email with kudos. The intent was to raise awareness and encourage investing time in kids with the hope of curtailing future problems.

Responding to Ms. Mullen as to whether alternative schools were also being considered, Mr. Roach stated that the intent was to include schools such as Kent County Alternative Programs and Parkway Academy.

Mr. Roach indicated that, if desired, he could write up an email stating that the DHRC has issued a challenge to all City of Dover employees to volunteer at one (1) of the local schools and, if they do so, to notify the DHRC so that they could receive kudos. Responding, Mr. Henderson suggested that Mr. Roach and Ms. Bogle work together on this and forward this information to Ms. Griffith.

Ms. Bogle questioned if a flyer or email was desired, and Mr. Roach suggested whichever she felt was more appropriate.

Ms. Bogle noted that there were a couple of City employees who were already mentoring in the Capital School District and suggested that they may be able to help with recruiting.

New Ideas for Community Engagement

During the Commission meeting of March 16, 2016, it was recommended that all members come up with a new idea by the next meeting in regard to a forum, task, or challenge for the community that they would like to see the DHRC undertake.

During the DHRC meeting of April 20, 2016, Mr. Roach suggested holding a two (2) hour open meeting to allow people to meet their DHRC representatives, possibly at a church or local event. He felt this would make members more approachable to the community. Mr. Roach felt that people are not as likely to want to sit and talk with Commissioners and get to know them at a formal meeting. He suggested that members look at their calendars and pick a date during the summer.

Mr. Henderson suggested possibly having a barbecue. Responding, Mr. Roach indicated that he was in favor of this, stating that if the Commissioners gathered with their families so they could get to know each other and other people showed up, this would be a forum. He indicated that he was unsure if this would be allowed due to concerns related to the Freedom of Information Act (FOIA). Mr. Roach suggested it might be possible to have an event such as a barbecue meet and greet at Silver Lake if it were properly noticed and it was specified that no action would be taken.

Ms. Griffith stated that this was similar to people being invited to have breakfast or coffee with their legislators.

Mr. McGiffin pointed out that there could be issues if a quorum was present. Responding, Ms. Griffith stated that members would not be talking about business.

Ms. Mullen advised members that some communities in Dover have civic associations, noting that she belongs to one, and she stated that she would be happy to put the DHRC on the Towne Point Civic Association's agenda so they would know what the DHRC is and what they do.

Ms. Griffith indicated that members could find civic associations within their districts so these associations could get to know their own DHRC Commissioners.

Mr. Roach suggested that members check their local districts for civic associations and check a possible date for a meet and greet in the summer.

Noting that Ms. Mullen had brought forth the idea regarding civic associations, Mr. Henderson requested that she give members a little more guidance in this regard and that this be placed on the next meeting agenda.

Ms. Mullen stated that the next Towne Point Civic Association meeting was scheduled for May 20, 2016, and Mr. Henderson indicated that the DHRC would meet shortly thereafter.

Education Committee *(Bogle)*

Ms. Bogle stated that Capital School District was holding community meetings regarding their new strategic plan and she had attended. She indicated the need to connect with Mr. Henderson in regard to meeting with Dr. Dan Shelton, Superintendent, Capital School District, and stated that she would set up some meetings.

Communications Committee *(Griffith)*

African American Festival

Ms. Griffith stated that the DHRC's recommendation to allocate $200 to participate in the African American Festival on the last Saturday in June would be considered by City Council during their meeting of April 25, 2016. She indicated that funds would pay for a table and giveaways. She reminded members that they had discussed passing out water in order to start a conversation with those attending.

Community Involvement - Public Relations Initiative

Ms. Griffith stated that photos were being taken later in the evening and would be used for congratulatory cards that would be sent out to the community from the DHRC. She indicated that she would reach out to obtain an estimate for this.

Ms. Bogle stated that Delaware Correctional Industries offers printing at a reasonable price, and Mrs. Sadusky offered to contact them.

Ms. Griffith stated that she would see if the cards could be printed through Legislative Hall.

Mr. Roach stated that he is acquainted with the owner of Windswept and that he could approach them.

Responding to Ms. Griffith, Mr. Roach indicated that no dollar amount had been assigned because an estimate was still pending.

Ms. Griffith indicated her expectation that she would be writing out the cards. She stated her thought that each Commissioner's signature should be printed on the card and they would be sent on behalf of the Commission. Ms. Griffith expressed the need to talk about how decisions would be made regarding when cards would be sent.

Mr. McGiffin felt that members could establish criteria and Ms. Griffith could exercise authority consistent with the criteria, noting that there could be a list of events and accomplishments that would be recognized by the Commission.

Mr. Roach suggested that Ms. Griffith develop a list of the criteria to be used for discussion and approval during the next DHRC meeting.

Old Business

DHRC Vacancies (First and Fourth Districts)

Mr. Henderson stated that he would discuss the existing vacancies in the First and Fourth Districts with Council President Slavin.

Mr. McGiffin moved for adjournment, seconded by Mr. Roach and unanimously carried.

The meeting adjourned at 7:00 p.m., and photographs were taken following adjournment.

Theodore A. Henderson
Chair

TAH/JS/dd
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Attachments
Attachment #1 - Presentation - Metropolitan Wilmington Urban League (MWUL) - Dover Committee
Attachment #2 - Government Policy, Programs, and Practices Committee Online Survey Questions

Metropolitan Wilmington Urban League (MWUL)

Dover Committee

Introduction

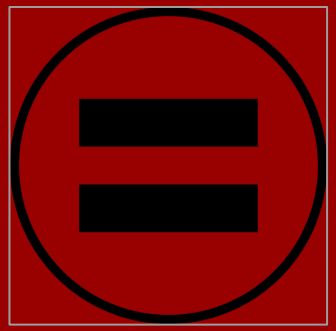
Shekelia Hines, PT , DPT

Physical Therapist

Chair of MWUL Dover Committee

ShekeliaHines@gmail.com

(302) 300 - 0856



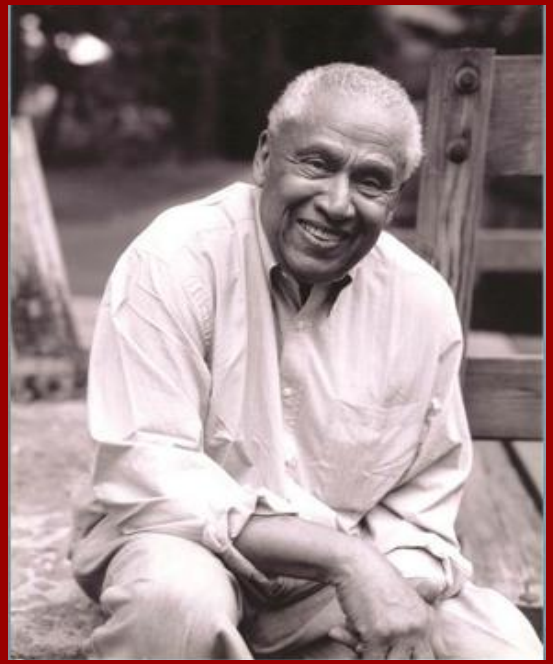
Our Movement

- Founded in 1910 in New York City, NY
- Nonprofit, nonpartisan, community based movement
- Professional Staffed
- MWUL 115th Affiliate
- Pursues the National Urban League 5 point Agenda

Five point Empowerment Agenda

1. Education and Youth Empowerment
2. Economic Empowerment
3. Health and Quality of Life Empowerment
4. Civic Engagement and Leadership Empowerment
5. Civil Rights and Racial Justice Empowerment

Founder of MWUL



James H. Gilliam, Sr.

Mr. James H. Gilliam, Sr.

- In 1998, Civil Rights Veteran James H. Gilliam, Sr., a former member of the National Urban League's (NUL) Board of Trustees, was prompted by Mayor James H. Sills to start an Urban League affiliate in Wilmington Delaware.

- In six months, Mr. Gilliam worked with a small group of colleagues and a minority-owned consulting firm, [ARISE International], to marshal funding and partnership commitments that totaled $1 million. He also assembled a diverse sponsoring committee that included more than 70 community leaders from public, private, and nonprofit sectors.

- In June 1999, Mr. Gilliam made a formal presentation for affiliation to the NUL. One month later, MWUL became the 115th affiliate in the history of the national organization.

- It remains the fastest start of any Urban League affiliate in the later half of the 20th century.



Mission statement:

To empower people of color to achieve economic self-reliance, parity, and civil rights.

Young Professionals

(**www.mwulyp.org**)

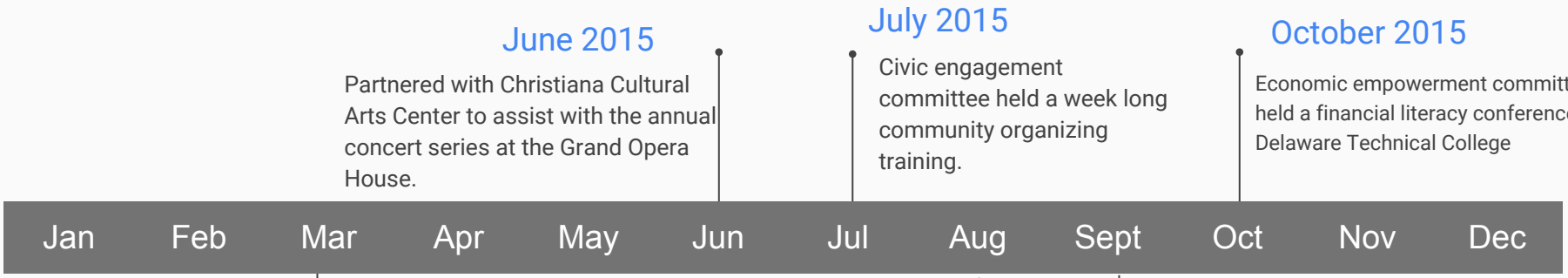
- Auxiliary Organization
- Fastest growing segment
- Made up of members who support the mission
- Defined as “Anyone proficient in what they do.”
- Various occupations are welcomed
- Ages 21 - 45



MWUL Young Professional Video Introduction

Mini Recapture of 2015

(See Annual Report for 2015)



June 2015

Partnered with Christiana Cultural Arts Center to assist with the annual concert series at the Grand Opera House.

July 2015

Civic engagement committee held a week long community organizing training.

October 2015

Economic empowerment committee held a financial literacy conference at Delaware Technical College

March 2015

- MWUL YP's Held a Launch week to celebrate the revitalization of the young professionals.
- Worked with Habitat for Humanity in Claymont, DE.

August 2015

Organized the Sunday Breakfast Mission to distribute 3,000 book bags filled with school and worked with complexities of color to distribute an additional 1,500 book bags.

September 2015

Hosted a weekend with Nascar at Delaware State University for potential career and internship opportunities with Bubba Wallace.

This is a small sample of all events by the YP's.

Dover Committee YP’s

April

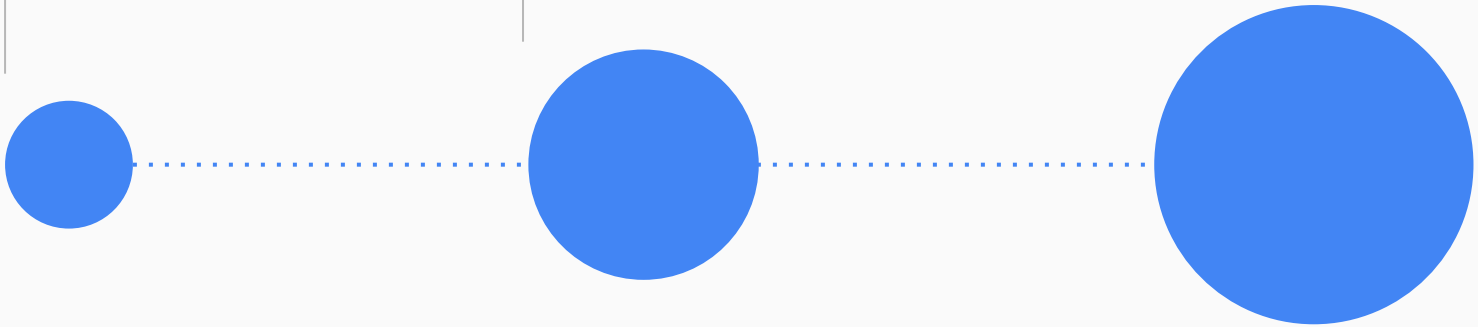
Held Campaign Bootcamp Training.

May

“What’s In Your Future” Education workshop

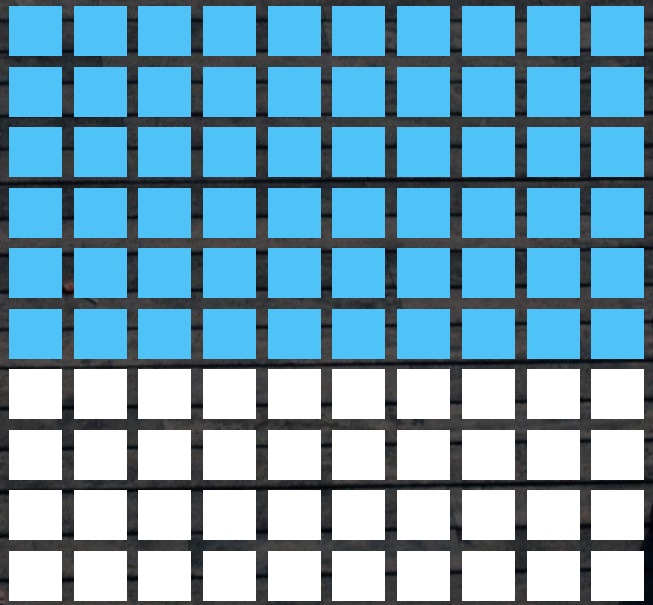
June

Business and Entrepreneur Training



Why now in the Dover area?

- Young professionals in the Dover area expressed interest and a need to serve their community.



Dover Human Relations Commission
Diversity Questionare

General Questions

1. Are diversity and cultural competency articulated as values in any mission/vision/value statement developed by the City?*

2. Is the City's value regarding diversity and cultural competency communicated to departments, staff, employees?*

3. Does the City promote diversity, cultural competency and inclusion in the community?* Why and how? Or why not?

4. Does the City promote diversity, cultural competency and inclusion in the workplace?* Why and how? Or why not?

5. Is there any history, event, symbol, figure that affects diversity and cultural competency in Dover?*

6. Does the City have a diversity recruiting plan, goals, record?

7. Does the City inquire about or measure employee satisfaction?

8. How does the City Communicate with diverse populations?

9. Is citizen/customer satisfaction measured? Is it tracked with diversity as a factor?

10. Is there any request/demand/need from diverse groups for particular services?*

11. Are any City services available in any language other than English?

12. Does the City have diversity policies applicable to dealings with vendors?

13. What does the City need to do more to promote diversity and cultural competency within the organization and in the community at large?*

For Kim Hawkins

14. Does the City track demographics of job applicants?

15. Does the City publish clear criteria for jobs prior to interviews?

16. Are interviewers trained about issues related to unconscious bias?

17. Is hiring done by hiring panels? Are the panels diverse?

18. Are hiring patterns tracked? Retention patterns? Attrition patterns?

19. Are employee behavior expectations communicated to staff? Enforced?

20. Does the City use Employee Resource Groups?

* question appropriate for survey of City staff