DOVER HUMAN RELATIONS COMMISSION

The Dover Human Relations Commission (DHRC) meeting was held on July 28, 2015 at 5:15 p.m. with Chairwoman Smith presiding. Members present were Mr. Henderson (departed at 6:15 p.m.), Mr. McGiffin, Mr. Roach (arrived at 5:33 p.m.), Mrs. Sadusky, and Ms. Stewart. Ms. Hicks was absent.

AGENDA ADDITIONS/DELETIONS

Mr. Henderson moved for approval of the agenda, seconded by Mr. McGiffin and unanimously carried.

Chair's Resignation from the Communications Committee

Ms. Smith advised members that she was resigning from the Communications Committee, stating that she would still be intricately involved in supporting the process; however, she wanted to give her attention to the position of Chair.

Mr. McGiffin moved to accept the Chair's resignation from the Communications Committee, seconded by Mrs. Sadusky and unanimously carried.

DHRC Committee Updates (Deferred During the Meeting of May 27, 2015)

Ms. Smith stated that no committee updates were submitted. She informed members that Mr. Ruane had emailed his resignation as Commissioner representing the Second District, noting that he would be moving to California. Ms. Smith felt it might be fitting for members to acknowledge Mr. Ruane in some way but was unsure when he would be leaving and indicated that she would advise members when she got that information. Mr. Henderson noted that Mr. Ruane's departure would be a big loss to the DHRC and members concurred.

Chair 27-Day Update Report and Feedback

Meeting with Mayor and Chief of Police

Ms. Smith advised members that she met with Mayor Christiansen, Police Chief Paul Bernat, and Maj. Marvin Mailey, Deputy Police Chief, and expressed her desire to understand their strategic plan and top three (3) priorities. She explained to them that the DHRC wanted to support what the Police Department is trying to do but remain neutral. Ms. Smith stated that they had indicated that their top three (3) priorities were crime, jobs, and restoring hope to the City; however, their strategic plan had not yet been developed. She indicated that Chief Bernat and Maj. Mailey advised that more police cadets had been hired and one (1) of their strategies was to hire more officers to police. Ms. Smith stated that Chief Bernat mentioned that morale in the Police Department had improved since he became the Chief of Police one (1) year ago; however, crime had also increased. Chief Bernat had indicated that morale was measured through a survey conducted two (2) years ago and he committed to doing another survey. Ms. Smith felt that the DHRC should have some level of involvement or partnership with this survey and presented this idea to members as a possibility.

Ms. Smith advised members that, during her meeting with the Police Department, Maj. Mailey had brought up the Department's ride along program, which was also mentioned during the DHRC meeting of May 27, 2015, and she suggested that the DHRC follow up on this by email. She suggested that the Department be made aware that the DHRC is interested in the Police

Department's Citizen's Police Academy as well. Ms. Smith recommended that something be put in writing to show that the DHRC would like to be kept informed of what is happening and when these programs are available and asked if members were interested in them.

Mr. McGiffin stated that he went through this Academy when he served on City Council, noting that it is offered one (1) day per week for approximately 10 weeks. It is a thorough review of Police Department operations with a fully developed curriculum that is presented by one (1) or two (2) officers who bring in specialists. Mr. McGiffin felt that this was a great, eye-opening experience that everyone should go through. He explained that members can schedule a ride along by contacting Maj. Mailey and that participants typically arrive at 6:30 p.m. before shift end and ride with an officer for eight (8) to 10 hours. He noted that officers drive the same streets as citizens but see very different things.

In response to Ms. Smith, Ms. Sadusky offered to craft an email to Maj. Mailey to find out how members could participate in the Citizens' Police Academy and schedule a ride along.

Ms. Traci McDowell, City Clerk, requested that the City Clerk's Office be copied on the email so there would be a record of DHRC activities.

Mr. McGiffin questioned if Chief Bernat would be open to including some questions about diversity issues in the survey relating to morale that was mentioned previously. This would solve a challenge for the Government Policy, Programs and Practices (GPPP) Committee in terms of getting information from the Police Department for the GPPP diversity research project. Responding, Ms. Smith stated that this request could be included in the email that Mrs. Sadusky was planning to compose.

After further discussion, members agreed that Ms. Smith, Mrs. Sadusky, and Mr. McGiffin would review the email before it is sent.

Meeting with Chair, State Commission and the State Commission Supportive Role

Ms. Smith advised members that she had an interesting and enlightening meeting with Ms. Romona Fullman, Director of the State of Delaware Division of Human Relations, who is an attorney, and Mr. Calvin Christopher, Chair of the State Human Relations Commission (SHRC). Ms. Smith stated that Ms. Fullman had expressed interest in coming to a DHRC meeting to introduce herself. Noting that, as part of its enabling legislation, the DHRC does not have the infrastructure to handle complaints, Ms. Smith indicated the State Division of Human Relations does have such infrastructure. She stated that any complaints received by DHRC members should be handled by the Division of Human Relations.

Ms. Smith advised members that DHRC members could attend SHRC meetings and could do so via their Dover satellite location at 861 Silver Lake Boulevard, Suite 205. She indicated that the Office of Civil Rights and Public Trust would be providing a presentation to the SHRC. Ms. Smith reminded members that Ms. Allison Reardon, Director of the Office of Civil Rights and Public Trust,

had attended the DHRC meeting of March 10, 2015. At that time, there was a lot of uncertainty as to what that Office would look like, what its mission would be, and how they would execute it. Ms. Smith stated that there had been concern regarding how the Office of Civil Rights and Public Trust, SHRC, and DHRC could partner so that they all could work in the direction of civil rights, diversity, and cooperation. Ms. Smith indicated that Ms. Reardon would be speaking on this topic and Ms. Smith offered to advise members of the meeting date.

Meeting with City Council President

Ms. Smith informed members that she met with City Council President Timothy Slavin, who indicated that he would like an opportunity to come and greet members, which Ms. Smith planned to schedule for September. She indicated that Mr. Slavin had no major suggestions for the DHRC, but he requested that they get together again in the future to discuss how the Commission was moving forward. He also requested that members not step beyond their role as commissioners, for example by writing articles to the newspaper. Ms. Smith stated that she herself had originally written to the newspaper on behalf of the Commission in response to killings that took place in South Carolina; however, she had pulled this piece and rewritten it on her own behalf. She cautioned members not to do what she had almost done in this regard.

Suggested Budget to City Council

Members were provided the City of Dover Human Relations Commission Budget Request ***(Attachment #1)*** which was presented to City Council during the Special Council Meeting - Budget Review on June 1, 2015. Chairwoman Smith advised members that she had reviewed this request with City Council at that time and that Council was taken by surprise by this $5,000 request. She felt there was a lack of understanding of the cost of training and development. Ms. Smith expressed her opinion that much more than $5,000 was needed for the DHRC to operate; however, she presented this amount since it had been provided to Council before she became Chair of the Commission. She stated that $1,500 had been included for conflict resolution development training, which would be mediation, and $1,000 for social media development. Ms. Smith indicated that Council had approved $2,000 in expenditures and the DHRC must return to the City Manager to request additional funds.

Training

Ms. Smith advised members that when she presented the DHRC budget request to City Council during the Special Council Meeting - Budget Review of June 1, 2015, she was advised that the State Human Relations Commission (SHRC) provides training; however, Mr. Calvin Christopher, Chair of the SHRC, had informed her that the SHRC pays for training for its own members. The SHRC did invite Ms. Smith to basic mediation training. Ms. Smith provided a flyer from the University of Delaware Institute for Public Administration - School of Public Policy and Administration, which provided details regarding a Four-Day Basic Mediation Training ***(Attachment #2)***, scheduled for October 2015. She estimated that the SHRC had approximately 20 members, and three (3) or four (4) would be attending this training. Ms. Smith indicated that the cost of the training was approximately $800 and that she would like to participate, noting that she would not be 100% comfortable trying to resolve conflict without this specific skill set.

Mr. McGiffin suggested that two (2) DHRC members be sent to mediation training, since funds were available and the training was relevant to what the Commission does. Mr. McGiffin stated the importance of having someone trained in mediation to help recognize issues where the DHRC can and cannot be helpful.

Ms. Smith expressed the desire to put the budgeted funds to good use and stated that there should be a report to advise Council how the funds were used to demonstrate to Council that funds were used wisely. If mediation was not used during the year, at least there would be DHRC members who had been trained and this would show that members were committed.

Ms. Smith questioned if any other members had an interest in attending the training, and Mr. Henderson stated that he would be available to go.

Ms. McDowell advised members that the City Clerk's Office has a relationship through the Delaware Municipal Clerks Association with Ms. Fran Fletcher, from the University of Delaware Institute for Public Administration (IPA), which is the organization that would be putting on the mediation training. Ms. McDowell offered to contact Ms. Fletcher to see if the training could be offered in Dover, which might reduce the expense and allow more members to participate. Ms. McDowell offered to find out what other types of training IPA offers that might be useful for members. She noted that IPA provides an institute for municipal clerks, a part of which includes training provided by attorneys free of charge. Ms. McDowell suggested that such individuals may be able to come and explain why DHRC meetings must be published, in the interest of open and transparent government, noting that the DHRC is a subset of a municipal government. She stated that there may be others in the State and City that could benefit from this kind of training, as well as the DHRC.

Ms. Smith stated that she would defer scheduling the training until she heard from Ms. McDowell regarding this possibility.

Community Involvement

Ms. Smith expressed appreciation that Ms. Stewart and Mr. Ruane attended the All Unity Day rally held on Saturday, June 6, 2015 at Legislative Mall. Ms. Smith indicated that she thought this would be an opportunity for DHRC members to introduce themselves; however, she was then asked to serve as master of ceremonies for the program due to the illness of the organizer, Rev. Rita Paige. Ms. Smith advised members that this was a good event.

Ms. Smith stated that there had been an article in the *Delaware State News* on June 13, 2015 about her role as the new Chair of the DHRC.

Ms. Stewart stated that Ms. Smith did a great job speaking at the All Unity Day event.

Mr. McGiffin stated that the announcement piece in the *Delaware State News* where Ms. Smith was described as the new Chair of the DHRC was also great.

Ms. Smith advised members that she had been approached about being a speaker at a Technology Education and Design (TED) talk in Dover. She explained that this would involve getting a group of approximately 100 community members together to talk about subjects that impact their lives. Four (4) to five (5) speakers would speak for 20 minutes each. She suggested that if the DHRC and SHRC got involved, this could be used as an opportunity to create a platform to get the community engaged around topics that are important to members. Ms. Smith stated that an expert would be asked to speak, and it could be someone from a university or a community leader, someone from the local area or anywhere in the country. The DHRC would assist in partnering to promote and sponsor the event. Ms. Smith advised members that Dr. Dan Young, who had headed up a TED program in Wilmington, was now trying to bring this to Dover. She suggested inviting Dr. Young to a DHRC meeting to show a video of what this program looks like to see if this would be something that members want to engage in.

In response to Mr. Henderson's request for clarification on TED talks, Ms. Smith stated that speakers give motivating and inspiring speeches at these events. Ms. Smith advised members that TED talks are videoed and had been held in different cities, noting that all such events in Wilmington had been sold out. She felt that this program could add value and exposure to the DHRC.

Ms. Smith stated that she would invite Dr. Dan Young to the next DHRC meeting to provide additional information about TED talks.

Ms. Smith advised members that she would be making a recommendation to the Council President for appointments to the two (2) vacant seats on the Commission in the First and Second Districts and asked members to let her know if they had recommendations, noting that she was looking for diversity. She asked that they develop recommendations before the next meeting so that the DHRC would be ready to move on those recommendations. Once the seats are filled, she suggested that a group picture be taken of the DHRC at City Hall. Ms. Smith suggested creating awareness and a connection by sending this picture and a congratulatory note to various members of the community, saying that the DHRC was proud of them, with each of the Commissioners' names and districts. She felt this could easily be done one (1) to three (3) times per week and would not be costly. Ms. Smith stated that she would defer this for the present until the other two (2) members are appointed and suggested that this system could be up and running by the end of September or October.

Ms. McDowell stated that a resume and bio for the recommended appointees would need to be provided to members of Council before Council votes on the appointments.

Publicity

In response to Ms. Smith regarding current information on the City of Dover website for the DHRC, Ms. Denise Devine, Assistant City Clerk, advised members that there was currently no page for the DHRC on the City's website; however, the Photo Gallery on the home page of the City's website included photographs pertaining to the DHRC.

Ms. Smith advised members that this information is what appears when googling the Dover Human Relations Commission and stated her feeling that this information was antiquated. She suggested that it be replaced with a photo of current members, biographical information, and perhaps their

guiding principles or core values as a starting point. She questioned if a commitment could be made that every member provide a photo, an abbreviated two (2) paragraph bio, and a sentence or two (2) as to why they serve, and asked if this change to the website could be made in-house.

Members reviewed the current bios of City Council members on the City of Dover website. Ms. Smith requested that members provide approximately two (2) paragraphs in approximately a 200-word range to the City Clerk's Office by August 14, 2015.

Ms. McDowell indicated that the City Clerk's Office was available to support the DHRC and could create the DHRC's web page if information were provided. She estimated that this could be done within a week after receiving members information.

Ms. Smith expressed her expectation that by the third week in August members should be able to direct people to the DHRC web page.

Commissioners (Skills, Networks, Interests)

Noting that all members were serving on committees at this time, Ms. Smith questioned if members felt they had the passion, skill sets, and networks to execute what they had signed up to do.

Responding, Mr. Henderson stated that he feels more comfortable when there is more structure and continuity, noting that he continued to be on a learning curve; however, he stated that he felt good about continuing to serve on the Education Committee.

Ms. Smith stated that the Education Committee would be responsible for educating the community and connecting the DHRC through workshops. She indicated that the TED talk discussed previously would be part of this responsibility. Ms. Smith also suggested that the Education Committee could decide, for example, to hold four (4) events, one (1) each quarter, choosing four (4) dates and topics that would be presented to the Commission and then mobilized. She stated that even if one (1) event were held, such as the TED talk, at least the community would be engaged and members would be doing more than just attending meetings and begin to see results.

Mrs. Sadusky indicated that she was serving on the Education Committee with Mr. Henderson and that she and Mr. Henderson had discussed presenting perhaps (2) educational events. She noted that she is very interested in the DHRC; however, had experienced complications and time constraints. She suggested that the TED talk might be a simple way of accomplishing something by having someone come into the community.

Mr. Henderson stated that Mr. George Bailey, business manager at Sam's Club, is excellent at putting together diverse groups such as African Americans, Asian Americans, and Latin Americans. Mr. Henderson hoped to work with Mr. Bailey and find out his resources with regard to education and diversity. He noted that the University of Delaware also had resources.

Ms. Smith asked members to not be discouraged due to the lack of a quorum at the DHRC meeting scheduled in June and the resignation of members. She stated that it is not about who is not present, it is about who is present and ready to do the work. Ms. Smith explained that she was ready to move

forward and every meeting would have goals and dates. She indicated that Commissioner Wilson did a superb job putting together infrastructure and now it is time to mobilize it. Ms. Smith felt that the Commission had done much strategic planning but had forgotten to look at the basics, including the skill sets, networks and interests of members which were underutilized. Ms. Smith suggested that the Commission have a session focusing on contacts, such as those in churches, fraternities, boards, and organizations, for example, the Women in Leadership Council and the United Way, noting that Mr. John Moore, Vice President, Resource Development and Strategic Partnerships for the United is in Dover. She felt that members could develop ideas on tapping into networks and this would allow the DHRC to partner with other organizations that share concerns about diversity to put on educational events. She noted that the SHRC has offices in Kent, Sussex, and New Castle counties, including one (1) in Dover, and has a responsibility for this area. She indicated that United Way should be at the table because they operate throughout the entire State and have many events in Wilmington but not in the local area. She felt that putting on these events would be as valuable to other organizations as they would to the DHRC.

Mr. Henderson stated that he had heard more about limitations for the DHRC than possibilities, noting that the DHRC was unable to discuss complaints or gather together as a group. Responding, Mrs. McDowell advised members that since there were currently seven (7) members appointed, no more than three (3) members could meet without it being a published meeting.

Responding to Mr. McGiffin, Ms. McDowell confirmed that when the two (2) vacancies on the Commission are filled, the number of members that could gather, other than in a public meeting, would increase.

Bylaws

Ms. Smith stated that she had read through Chapter 58 - Human Relations - of the Dover Code several times. She indicated that it contained great information on the purpose of the Commission and encouraged all members to read it.

Commissioners' Announcements

There were no members wishing to make announcements.

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

Meeting adjourned at 6:26 p.m.

S. Renee Smith
Chairwoman

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Attachments
Attachment #1 - City of Dover Human Relations Commission Budget Request
Attachment #2 - Flyer - University of Delaware - Four-Day Basic Mediation Training

CITY OF DOVER
HUMAN RELATIONS COMMISSION

BUDGET REQUEST

FY 2016 BUDGET SUMMARY - The Fiscal Year (FY) 2016 budget submission request from the Human Relations Commission sustains the alignment of priorities for the City of Dover to maintain, protect, and improve the quality of life and rights of all its citizens through engagement, awareness and education.

A request of $5000 assists the Commission in building its mission to strengthen its credibility and community relationships through development training, establishing partnerships, one-on-one contact, marketing, and educational forums. Additionally, the Commission is currently working with the city to assess its diversity practices. The continuation of this process may require additional professional assistance for research.

The proposed budget request supports the following:

Commissioner Conflict Resolution Development Training	$1500
Social Media Development	$1000
Educational Forums for Constituents	$ 500
Marketing Materials	$1000
Professional Assistance for Research	$1000

Please Note: All costs are approximate only.

Subject: Fwd: UD's Basic Mediation Training October 2015

Calvin,
Below is information about the mediation course staff and commissioners took several years ago. Please feel free to forward to S. Renee.

Regards,
Romona

Romona Fullman

Begin forwarded message:

From: Fran Fletcher <franf@udel.edu>
Date: June 10, 2015 at 9:00:09 AM EDT
To: <romona.fullman@state.de.us>
Subject: UD's Basic Mediation Training October 2015
Reply-To: Fran Fletcher <franf@udel.edu>

ATTACHMENT #2
DHRC Meeting of 07/28/2015

Email not displaying correctly? View it in your browser

UNIVERSITY of DELAWARE

Institute for Public Administration • School of Public Policy & Administration

CONFLICT RESOLUTION PROGRAM

Four-Day Basic Mediation Training

October 6-7 & 13-14, 2015

9:00 a.m. – 4:00 p.m.

Buena Vista Conference Center, New Castle, Delaware

This four-day workshop is taught by highly skilled and experienced mediators, active in the dispute resolution field, and committed to best practices and continuing education. In addition, it is supported by a diverse group of professional mediators who serve as coaches and provide feedback to support and facilitate learning, including directors of volunteer mediation programs who are available to explain volunteer mediation opportunities in Delaware.

In Four Days You Will...

- Gain a comprehensive introduction into the field of mediation and alternative dispute resolution methods;
- Learn a six-step facilitative mediation process;
- Understand the role and responsibilities of a mediator;
- Practice co-mediating disputes that lend themselves to a non-legal resolution process;
- Learn and practice facilitative mediation principles of self-determination, empowerment, and confidentiality through active listening, questioning, re-framing, and neutral language; and

- Exercise impartiality.

To register, visit **https://commerce.cashnet.com/UDELIPCR**

Registration deadline: September 1

For more information, visit our events page:

www.ipa.udel.edu/crp/trainingandevents.html.

Thank you.

Fran Fletcher
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