LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE
A G E N D A

JULY 8, 2013 - 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. **FY13 Edward Byrne Justice Assistance Grant Program - Police Voicemail System and Technology Upgrades**
   (Due to Time Constraints, This Item Has Been Placed on the Council Agenda for the Meeting Being Held Later in the Evening)
   (Staff Recommends Approval of the Grant Project, As Requested)

2. **Proposed Amendments to Chapter 58 - Human Relations Commission**
   (During Their Meeting of June 24, 2013, the Committee Tabled This Item Until the Next Meeting to Obtain Further Information, Including the By-Laws, Number and Type of Complaints Received, and Research on City Solicitor Review of the Formation of the Commission)

3. **Adjournment by 7:00 p.m.**

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THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS.

ACTION FORM

PROCEEDING:	Legislative, Finance and Administration Committee	**AGENDA ITEM NO.:**	
DEPARTMENT OF ORIGIN:	Police	**DATE SUBMITTED:**	6/20/13
PREPARED BY:	Captain Robert Scott / Administrative Division Commander		
SUBJECT:	FY13 Edward Byrne Justice Assistance Grant Program – Police Voicemail System and Technology Upgrades		
REFERENCE:	Annual Recurring Grant Funding		
RELATED PROJECT:	N/A		
APPROVALS:	City Manager, Controller/Treasurer		
EXHIBITS:	None		
EXPENDITURE REQUIRED:	$48,375.00	**PROJECT BUDGET:**	$48,375.00
FUNDING SOURCE (Dept./Page in CIP & Budget):	USDOJ Grant (as noted above)		
TIMETABLE:	After approval is received from the Council, the Police Department will order the Voicemail System and other items in accordance with the city purchasing policy.		
RECOMMENDED ACTION:	Approve the grant project as requested.		

BACKGROUND

The Dover Police Department recently received its annual allocation from the Office of Justice Programs (OJP) for the 2013 Justice Assistance Grant (JAG). Similar to previous years, Dover Police Department was identified as a disparate funding agency along with Kent County because there is no law enforcement function at the county level, unlike Newcastle County in northern Delaware. Smyrna Police Department was included in this disparate grant in previous years, but their allocation of funds from this year's cycle fell below $10,000 which precluded them from the direct application process. Their portion passed to the state agency to administer, so Smyrna Police Department has to apply to the Criminal Justice Council to receive any funds from this program.

The disparate condition above requires the submission of a joint grant application for the two agencies. Although no funds were designated for Kent County in the allocation document, a Memorandum of Understanding will be completed and signed by both agencies which will state that Kent County will waive any claim to the funding on this grant.

The Dover Police Department intends to upgrade/replace the department's voicemail system and use any remaining funds for other non-budgeted technology upgrades. The cost for the voicemail system is approximately $35,000 and will be procured from Collins Business Systems Inc. on Delaware State Contract Number GSS12455-TELECOM, so bidding will not be required.

ACTION REQUESTED

The Legislative and Finance Committee approve the receipt of this grant and the purchases identified.

Department Grant Application Analysis Form
For Use in Evaluating Grant Opportunities

General Information

Department: Police Staff Contact: Capt Scott

Grant/Project Title: FY13 Byrne Memorial Justice Assistance Grant (JAG)

Brief Grant/Project Description: Recurring formula based Federal grant program which provides funds for various Law Enforcement programs. This grant is a joint grant with Kent County. There were no funds allocated for Kent County on the funding document so the Dover Police Department will serve as the administrative agency and complete all the reports and documentation required.

Application Information

Due Date: 7/9/13

New ☐

Recurring ☒

Related Grants: Previous years' grants

Anticipated Award Date: 8/1/13

Anticipated Notification Date: 8/1/13

Start Date: 8/1/13

End Date: 9/30/15

Award Amount: $48,375.00

Cash ☐ Reimbursement ☒

Approx. reimbursement turn-a-around time 1-2 weeks

Council Approval Needed: Yes ☒ No ☐

(Council approval is needed for grant projects > $25,000, when match amounts equal or exceed $25,000, or when expressly required by the granting authority.)

Which apply?

Match amount ☐

Project shortage ☐

Other grant requirement ☒

Grant/Project Costs

Budget Category	Award Amt	Match Amt	Match Source
Contractual			
Equipment/Supplies	13,375.00	$0.00	Not Applicable
Indirect Cost (ie, vehicle repairs, mileage, IT, telephone)			
Personnel			
Additional Personnel/Over-time (ie, support costs, administrative salaries)			
Travel/Training			
Capital Voicemail System	$35,000.00	$0.00	Not Applicable
Other (ie, informant/buy money)			
Total	$48,375.00	$ 0.00	
	GRANT TOTAL	$48,375.00	**Award + Match**

Department Grant Application Analysis Form
For Use in Evaluating Grant Opportunities

Other Information

1. Are any of this project's costs included in the City budget?
   Yes, currently the Dover Police Department has a maintenance contract programmed in their annual budget for the current voicemail system. Therefore, no increases to the budget will be necessary as the new system will be replacing the existing system in the Police Department budget.

   Additional technology upgrades that were not included in the Police Department budget will be funded with the balance of these funds. The additional items will be determined at a later date; however, the funds will be used to upgrade / replace older technology equipment and no additional maintenance contracts should be needed for these items.

2. Are there any long-term costs or commitments?
   Only the annual maintenance contract cost for the voicemail system which will be absorbed in the department's budget.

3. How will this program/project be funded after the grant expires?
   Not Applicable.

4. What is the maximum amount of funds available from this funding source?
   The amounts shown on the preceding table are the maximum amounts available.

5. If the Department receives only a portion of the amount requested, how will the project be funded?
   The funds are explicitly authorized for Dover PD's use, so the full amount will be available.

6. Are there other departments in the City eligible for this funding?
   No.

7. Are other departments in the City willing to collaborate on this project?
   Not Applicable.

8. Will this project duplicate or compete with other services or programs provided by the City or other local agency?
   No.

ACTION FORM

PROCEEDING: Legislative, Finance, and Administration Committee	**MEETING DATE:** 07/08/13
DEPARTMENT OF ORIGIN: City Council	
PREPARED BY: Traci McDowell, City Clerk	

SUBJECT: Dover Human Relations Commission	**DATE SUBMITTED**: 07/02/2013
RELATED PROJECT: N/A	
APPROVALS: LF&A Committee and City Council	
EXHIBITS: Exhibit #1 - Historical Overview Provided to Committee on May 28, 2013 Exhibit #2 - DHRC 2013 Meetings Summary Exhibit #3 - List of Committees Which Meet as Needed Exhibit #4 - DHRC Membership Summary and List of Resignations 2010-2013 Exhibit #5 - DHRC By-Laws (Adopted: September 6, 2002; Amended: December 15, 2004) Exhibit #6 - DHRC Intake Form Log - 2010-Present	
TIMETABLE: Recommendations to City Council on July 22, 2013	
RECOMMENDED ACTION: Examine the role and performance of the Dover Human Relations Commission by reviewing Items #1-5 below and formulating recommendations for Council's consideration.	

BACKGROUND AND ANALYSIS

During the Legislative, Finance, and Administration Committee meeting of June 24, 2013 members requested addition information (Exhibits #5 and #6) and tabled the discussion of recommendation items #1-5 included in the May 28, 2013 committee action form pertaining to the Dover Human Relations Commission, as follows:

1) If the Commission is fulfilling its purpose (below)

Sec. 58-31. - Purpose.

The city council has deemed it to be in the best interest of the city to establish a human relations commission to include members who are broadly representative of the entire community and who are committed to a philosophy of inclusion, intergroup cooperation, and fair treatment that will effectively help the city meet the following needs:

(1) Fairness, respect. Promote and develop an environment of fairness and respect among its citizens;
(2) Monitoring. Develop ways to measure and monitor community relations, particularly those that are sources of intergroup conflict;
(3) Intergroup relations. Involve all segments of the community in understanding and appreciating the benefits of positive intergroup relations;
(4) Issues. Offer a range of programs and services that will help its residents and neighborhoods prevent and resolve issues of human relations; and
(5) Intergroup conflict. Develop ways of anticipating, preparing for, and relieving community tensions arising from intergroup conflict.

Sec. 58-36. - Powers and duties.

The powers and duties of the human relations commission shall be to:

(1) Recommendations. Review city programs, activities, functions and ordinances, and make recommendations to the city council for new, amended or changed programs, functions, activities or ordinances which would support inclusiveness and civility among city residents and enhance communication and understanding among residents of the city;
(2) Intergroup conflicts. Inquire into incidents of intergroup conflicts and disputes within the city and take such action as may be designed to alleviate such conflicts and disputes;
(3) Intergroup cooperation. Promote and encourage communications between and cooperation of all groups interested in bettering human relations in the city;
(4) Complaints. Seek the active assistance of the state human relations commission in the solution of complaints of alleged discrimination which fall within the jurisdiction of the state commission;
(5) Research, education, etc. Engage in such research, education and advocacy as, in the judgment of the commission or the city council, may be needed to improve human relations in the city;
(6) Programs. Develop and maintain programs that build positive relations among communities and enhance problem-solving skills among residents throughout the city;
(7) Other functions. Do all other acts and deeds necessary and proper to carry out and effectively accomplish the objectives, functions and services contemplated by the provisions of this article.

2) If there is evidence of a continued necessity for the Commission, or if it is a duplication of services provided by other agencies, committees, etc. within the City and/or State of Delaware.

(See Exhibit #2 - DHRC 2013 Meetings Summary; and Exhibit #6 - DHRC Intake Form Log - 2010-Present)

3) The possibility of amending Sec. 58-33 (c) - Meetings, of the Dover Code to limit the Commission to meeting on an as needed basis, in the same manner as many other City committees, commissions and boards, including the Awards Committee, Election Board, Ethics Commission, and Property Maintenance Code Board of Appeals.

(See Exhibit #3 - List of Committees Which Meet as Needed)

4) The possibility of amending Sec. 58-32 (b) - Composition; appointment, of the Dover Code to reduce the membership of the Commission from fifteen (15) to seven (7), which would maintain the threshold originally proposed during the Dover Community Meeting of December 4, 2001.

(See Exhibit #4 - DHRC Membership Summary and List of Resignations 2010-2013)

5) Direct staff to prepare a Proposed Ordinance reflecting the recommendations of the Committee.

/dd

ACTION FORM

PROCEEDING: Legislative, Finance, and Administration Committee	**MEETING DATE:** 05/28/13
DEPARTMENT OF ORIGIN: City Council	
PREPARED BY: Denise L. Devine, Assistant City Clerk, on Behalf of Councilman James Hutchison, Sr.	

SUBJECT: Dover Human Relations Commission	**DATE SUBMITTED**: 05/23/2013
RELATED PROJECT: N/A	
APPROVALS: LF&A Committee and City Council	
EXHIBITS: Dover Community Meeting Minutes (May 1, 2001 - December 4, 2001); Chapter 58 - Human Relations, Article II - Human Relations Commission of the Dover Code	
TIMETABLE: Direct staff to prepare a Proposed Ordinance reflecting the recommendation of the Committee for First Reading by City Council during the Regular Meeting of June 10, 2013	

RECOMMENDED ACTION: Councilman Hutchison requests that the Legislative, Finance, and Administration Committee examine the role and performance of the Dover Human Relations Commission to determine the following: 1) if the Commission is fulfilling its purpose; 2) if there is evidence of a continued necessity for the Commission, or if it is a duplication of services provided by other agencies, committees, etc. within the City and/or State of Delaware; 3) the possibility of amending Sec. 58-33 (c) - Meetings, of the Dover Code to limit the Commission to meeting on an as needed basis, in the same manner as many other City committees, commissions and boards, including the Construction Code Appeals Committee, Election Board, Ethics Commission, and Property Maintenance Code Board of Appeals; 4) the possibility of amending Sec. 58-32 (b) - Composition; appointment, of the Dover Code to reduce the membership of the Commission from fifteen (15) to seven (7), which would maintain the threshold originally proposed during the Dover Community Meeting of December 4, 2001; and 5) direct staff to prepare a Proposed Ordinance reflecting the recommendation of the Committee for First Reading at City Council during the Regular Meeting of June 10, 2013 and Final Reading on June 24, 2013.

BACKGROUND AND ANALYSIS

In 2001, two (2) incidents occurred during the month of March (one (1) involving the shooting of a police officer in the Capital Green area, and one (1) involving the death of Mr. Reginald Hannah) which caused racial tension and divisiveness within the City of Dover. As a result, Mayor Hutchison requested an Emergency Council Meeting to discuss the conflicting issues involving the community, which was held on March 25, 2001. Subsequently, the Delaware Human Relations Commission held a series of Dover Community Meetings throughout the year **(Exhibits)**, to begin a dialogue and develop objectives to restore and rebuild the community, together with all citizens of Dover. Those in attendance at these Community Meetings worked to develop and prioritize a list of issues as well as strategies and objectives for resolution.

During the Dover Community Meeting held on August 28, 2001, those present reviewed five (5) alternatives for developing a forum for the community. During the Dover Community Meeting of September 25, 2001, Councilman Eugene Ruane reviewed a list of what he felt the responsibilities of a local Human Relations Commission would entail.

During their Regular Meeting of February 22, 2002, Dover City Council adopted an ordinance establishing the City of Dover Human Relations Commission.

The Commission was established to restore and rebuild the community, however, during the past several years, the Commission has experienced low meeting attendance rates, by both members and citizens, and the Mayor and Council have received resignations from numerous members. As a result, the Commission has experienced difficulty in obtaining the required quorum of members to convene meetings and conduct official business.

Additionally, there is a lack of communication between the Commission and Council, as well as between the Commission and members of City staff. The Commission has repeatedly jeopardized the City's compliance with the Freedom of Information Act (FOIA) through its disregard of requests to provide detailed meeting minutes.

Councilman Hutchison requests that the Legislative, Finance, and Administration Committee examine the role and performance of the Dover Human Relations Commission to determine the following:

1) if the Commission is fulfilling its purpose;

2) if there is evidence of a continued necessity for the Commission, or if it is a duplication of services provided by other agencies, committees, etc. within the City and/or State of Delaware;

3) the possibility of amending Sec. 58-33 (c) - Meetings, of the Dover Code to limit the Commission to meeting on an as needed basis, in the same manner as many other City committees, commissions and boards, including the Construction Code Appeals Committee, Election Board, Ethics Commission, and Property Maintenance Code Board of Appeals;

4) the possibility of amending Sec. 58-32 (b) - Composition; appointment, of the Dover Code to reduce the membership of the Commission from fifteen (15) to seven (7), which would maintain the threshold originally proposed during the Dover Community Meeting of December 4, 2001; and

5) direct staff to prepare a Proposed Ordinance reflecting the recommendation of the Committee for First Reading at City Council during the Regular Meeting of June 10, 2013 and Final Reading on June 24, 2013.

Highlights
Dover Community Meeting
May 1, 2001

- **Partnership**

  Delaware State Housing Authority, Community Leaders, Government Officials, Attorney General Offices, U.S. Department of Justice, HUD, Delaware State University, Wesley College and Delaware Technical Community College, Civic Organizations, and Law Enforcement

- **Media Issues**

  How to approach the Media

- **Education/Community Outreach**

  Feedback from citizens – Dialogue with community leaders
  Market the city
  Hold community meetings
  Proactive v. Reactive Approaches

- **Citizen Police Academy**

- **Involvement of Clergy**

- **Develop a plan of action before the end of school**

DOVER COMMUNITY MEETING MINUTES

The Delaware Human Relations Commission held a meeting on May 15, 2001 at the University of Delaware Paradee Building, Route 113 and Bay Road, Dover, Delaware. The meeting was called to order by Commissioner David W. Hill at 6:45 p.m.

Those present were: Commissioner David Hill, Director of the Human Relations Office, Juana Fuentes-Bowles, Councilpersons, Carleton Carey, Sr., William McGlumphy, John Pitts, Robert Ritter, Eugene Ruane, Stephen Speed, William Truitt, Charles Weller, President of Kent County NAACP, Cecil Wilson, Bishop Marion Lott, Mayor James Hutchinson, Chief of Police designees, Lt. Keith O'Connell and Capt. Ray Taraill, NAACP Community Activist, Travis Mishoe Sudler and NAACP Chair of Labor, Ray Sudler, Jr.

The purpose of the meeting was to begin a dialogue and develop objectives to restore and rebuild the community together with all citizens of Dover. Highlights of the May 1st meeting was discussed. Those highlights were as follows:

Partnership:

Partnering with other entities to establish a working relationship (Delaware State Housing Authority, community leaders, Government Officials, Attorney General Office, U.S. Department of Justice, HUD, Delaware State Housing Authority, Wesley College, Delaware Technical and Community College, Civic Organizations and Law Enforcement).

Media Issues:

How they can approach the Media. How the media portrays races and cultures. How media self-evaluates news.

Education/Community Outreach:

Feedback from citizens – Develop ways to dialogue with community leaders; ways to market the City of Dover, holding public meetings and how to be proactive vs. reactive approaches.

Citizen Police Academy:

How the academy functions. How it can be a resource to the community.

Involvement from the Clergy:

Participation from all clergy.

The group felt that a plan of action should be developed before the end of the 2001 school year.

From those Highlights of the May 1, 2001 meeting, seven issues were developed:

(1) Isolation
(2) How citizens are viewed by local officials; i.e. stereotyping, race profiling, labeling.
(3) Media
(4) Dover Police Department
Recruitment, Promotion, Retention of minority group members
(5) How citizens view police, i.e. stereotyping, fear, advocacy role.
(6) Capitol School District role
Recruitment of minority teachers and administrators, school board issues.
Ratio of minority students vs. minority teachers and administration
(7) The anger of citizens

Several strategies were discussed; citizen police academy, opportunities, hold council meetings in council members districts, partner with groups, proactive approaches, develop diversity programs, community league, community review boards, civic association involvement, partner with multi-housing units and their managers, invite the community to the roundtable.

The group agreed with the issues discussed and a ranking should take place to address immediate issues first and respectively followed. They further discussed inviting other members to the table. The group felt that once the issues have been identified and agreed upon, strategies and objectives should be developed for implementation.

All members present were asked to prioritize the issues and be prepared to talk about strategies and objectives for each issue by next meeting.

The meeting was adjourned at 8:45 p.m.. The next meeting is scheduled for June 6, 2001 at 6:30 p.m. at University of Delaware, Paradee Building, Route 113 and Bay Road, Dover, Delaware.

DOVER COMMUNITY MEETING MINUTES

The Delaware Human Relations Commission held a meeting on June 6, 2001 at the University of Delaware, Paradee Building, Route 113 and Bay Road, Dover, Delaware. The meeting was called to order by the Director of the Division of Human Relations, Juana Fuentes-Bowles. Commissioner David Hill was unable to attend the meeting due to illness.

Those present: Director of the Division of Human Relations, Juana Fuentes-Bowles, Mayor James Hutchinson, Lt. Keith O'Connell, Roy Sudler, Jr. Evangelist Shirley Caldwell, Pastor Richard Avant, Bishop Marion Lott, Pastor William Fitzhugh, Councilpersons, John Pitts and Gene Ruane, Elder W.R. Dixon, Elder Paul Caldwell, Bridget Avant and Ray (FAMBCF).

The meeting opened with an introduction of the people present. The meeting was a continuation from the last meeting (May 15, 2001) on the development of strategies and objectives to restore and rebuild the Dover Community. The highlights of the May 15 meeting were discussed. The issues were prioritized as follows:

Issues

(1) Concern of Citizens
(2) How citizens are viewed by local officials
(3) How citizens view the Police Department
(4) Isolation
(5) Dover Police Department (Recruitment, promotions, retention, new hires, etc.)
(6) Role of the Capital School District
(7) Media

Discussion took place on different strategies and objectives that can be placed under some of the issues. Those Strategies and objectives were as follows:

Strategies ad Objectives

- How to get citizens involved (i.e. clergy)
- Neighborhood watch program
- Talk with citizens
- Identify communities
- Identify representation from those communities
- Communication
- Meetings being conducted (i.e. neighborhoods)
- Council to hold district meetings
- Hold community meetings
- Mobilization of a Task Force
- Develop a Citizen Concern Board

- Information meetings held by identified entities
- Establish community organizations
- Hold Block Parties
- Citizen Police Academy
- Opportunities
- Partner with Groups
- Develop Diversity Programs
- Develop Civic Associations
- Invite community to a roundtable

All members present were asked to look at some of the strategies that were identified and place them under a issue that was identified and to develop other strategies for the identified issues.

Discussion took place in identifying communities within Dover that are not organized. Some that were mentioned are: Capital Green, Manchester Square, Liberty Court, Whatcoat, Simmon Circle and Schoolview.

Roy Mishoe Sudler introduced information entitled "Meeting Agenda for the NAACP reference to the State of Delaware, Division of Human Relations Commission" to the group. It was decided by the group to review the information for discussion at the next meeting. (Attached)

The group agreed to invite Diane Mitchum, U.S. Department of Justice at the next meeting.

The meeting was adjourned at 8:10 p.m.. The next meeting is scheduled for June 19 at 6:30 p.m.

DOVER COMMUNITY MEETING MINUTES

The Delaware Human Relations Commission held a meeting on June 19, 2001 at the Del Dot Administrative Building, Route 113 and Bay Road, Dover, Delaware. The meeting was called to order by the Director of the Division of Human Relations Juana Fuentes-Bowles at 6:45 p.m. Commissioner David W. Hill was unable to attend. The meeting opened with a prayer from Bishop Marion Lott.

Those present were: Director of the Human Relations Office, Juana Fuentes-Bowles, Captain Ray Taraila, Evangelist Shirley Caldwell, Pastor Anthony Wallace, Pastor Dan Burton, Bishop Marion Lott, Pastor William Fitzhugh, Councilpersons, Carleton Carey, Sr., William McGlumphy, and Eugene Ruane, Reverend James Hill, Sr., Jerry Alston, Paul Caldwell, House of Pride, Ray Famble, Don Doyle, Alphonso Cottman, Victor Couch and Samuel Rodgers, Reverend Anna Watson and Commissioner Marian Harris. There were two other individuals present whose names could not be translated.

The meeting opened with an introduction of the people present. The meeting was a continuation from the June 6, 2001 on the development of strategies and objectives to restore and rebuild the Dover Community.

Discussion took place on the issues that were prioritized by the group. Those issues were:

Concern of Citizens:

How citizens are viewed by local officials. How citizens view the Police Department, Isolation, Dover Police Department recruitment, promotions, retention and new hires, Role of the Capitol School District and the Media. The group decided to address the first issue (Concern of Citizens) strategically. The group felt that Citizens felt they were in fear if they made a complaint at the Police Station. Also citizens did not know the process to file a complaint.

A discussion took place on how to implement a Citizen Police Review Board as a strategy to the issue. Information has been offered by Captain Ray Taraila on what the Dover Police Department Complaint Process is presently.

The Group decided to develop a task force to develop a complaint process and report to the group. The task force members are Bishop Marion Lott, Jerry Alston, Reverend James Hill, Reverend Anna Watson and Captain Ray Taraila. The next scheduled meeting for the **Task Force** is June 26th at 4:00 p.m. at the Dover Police Department, 400 S. Queen Street, Dover, Delaware.

The meeting adjourned at 8:00 p.m. along with a closing prayer by Pastor William Fitzhugh. The next **Community Harmony** meeting is scheduled for July 24th at 6:30 p.m. at the Dover Police Department, 400 S. Queen Street, Dover, in the Public Assembly Room.

Minutes of the Dover Community Meeting
Dover City Police Department, July 24, 2001

The DHRC held a meeting on July 24, 2001 at the Dover City Police Department, Dover, Delaware. Juana Fuentes-Bowles, the Director of the Division of Human Relations, was away on business. Therefore, the meeting was called to order by Human Relations Investigator, Sharese McGhee at 6:40 p.m.

Those present were: Human Relations Investigator, Sharese McGhee, Mayor James Hutchison, Captain Ray Taraila, Evangelist Shirley Caldwell, Bishop Marion Lott, Pastor William Fitzhugh, Councilman Eugene Ruane, Councilman Stephen Speed, Clergy Paul Caldwell, Elder Wallace Dixon, City Manager Anthony De Prima.

The meeting opened with silent meditation. The group remembered Emily Morris. The meeting started with each one introducing him/herself to the group. There was further discussion on developing strategies and formulating objectives on how to restore and rebuild the Dover community. The discussion was a continuation from the groups' first prioritized issue.

Concern of Citizens

Draft citizen's complaint form. Bishop Lott along with Capt. Ray Taraila presented a draft. The information was pulled from the Wilmington Police, NCC Police, Human Relations and Department of Corrections. Prior to this, the Dover City Police Department did not have forms in place that a person would receive. Complaints are logged in. Suggestions were made to (1) make the complaint form on one piece of paper; (2) title needs to express the message of complaint; (3) add lines concerning if force was used e.g. physical, injuries, chemical, hospitalization, etc.; (4) swearing or affirming should be placed by the signature line; (5) form to be housed at Dover City Police Department.

Capt. Ray will draft a brochure/flyer to explain the complaint process. Human Relation Commission will submit final draft to Dover Police for final decision. The group wants it to be noted that this form came out of discussion from citizen's perspective rather than the state agency. This matter was referred back to the task force to complete final draft. A meeting with the task force is in the process of being scheduled.

Police Citizens Review Board

Lengthy discussion took place regarding this topic. The group had concerns about the title. The title needs to be changed. Suggestion: Citizens Advisory Council.

Discussion on the implementation of the mayor's new Executive Advisory Board. The group wanted to know if this board would serve the group's purpose. It was decided that a board is still needed. This issue was tabled for next meeting's agenda.

Bridging the Gap in the Community

The group decided it needed to identify the leaders in the community, that more that one or two leaders should be identified. To be able to identify leaders, sections of the city must be defined which would require a review of the city's map. It was agreed that leaders would be able to foster dialogue within the community.

Mayor Hutchison will contact Dr. DE Lauder of Del-State University to elicit his help in drawing a list. Gene Ruane will do the follow-up. This item was tabled for next meeting's agenda.

The meeting adjourned at 8:10 p.m. The next meeting is scheduled for **Tuesday, August 28, 2001 at 6:30 p.m. at the Paradee Building Conference Room of the University of Delaware, located at Rt. 113 & Bay Road, Dover.**

The task force will set its own meeting date.

DOVER COMMUNITY MEETING MINUTES
U. of DE Parade Building
August 28, 2001

The Delaware Human Relations Commission held a meeting on August 28, 2001 at the University of Delaware Paradee Building, Dover, Delaware. The meeting was called to order by Juana Fuentes-Bowles, Director of the Division of Human Relations, at 6:35 p.m.

Those present were: Director of the Human Relations Office, Juana Fuentes-Bowles, Rev. James Hill, Jr., Bishop Marion Lott, Sr., Pastor Dan Burton, Rev. William Fitzhugh, Tony DePrima, Paul Caldwell, Shirley Caldwell, Eugene Ruane, Elder Dixon, Rev. Richard Avant, Reuben Salters, and John Pitts.

Bishop Lott revised the discussion regarding the complaint form. He updated the group on the status. Captain Ray Taraila called and indicated he was not able to attend the meeting. Bishop Lott stated that the only outstanding issue with the complaint form was it being a 4-copy form. One copy would go to the Police Department, one to Internal Affairs, and one to the Advisory Board, if this is developed, or some sort of Board or Council that would be a neutral body to look at the complaint. The other outstanding issue was to educate the community on the new form. Captain Taraila is to develop a media campaign to educate the community. Bishop Lott and Juana Fuentes-Bowles will follow-up with Captain Taraila to see where the complaint and media information stands.

Discussion took place what route the group should have on how to develop a forum for the community, to express their concern on issue for resolution. Several suggestions were offered:

- Each city council person elect a person from their District to be a member of a sub -committee that would report to the council.
- Citizen Review Board
- Develop a Task Force
- Develop a local Human Relations Commission
- Police Review Board

The group discussed the possible purpose of such a committee, i.e., Data Bank, Diverse Group of Members, something permanent, handle <u>all</u> issues not just police issues.

The group decided to look into developing a local Human Relations Commission. They felt that this idea would benefit the whole community. They requested the Human Relations Commission find other local government that have Human Relations Commissions and get information forwarded to them for review. Juana Fuentes-Bowles indicated there are many local governments that have Human Relation Commissions. She will follow-up and see what information she can gather to forward to the group.

Eugene Ruane discussed a Police Ad that was recently in the paper that was recruiting for a Police Officer. Bishop Lott will follow-up with the police ad to see if the Police Department can

extend the recruitment date. Talk to local churches about the recruitment. They are going to also see if someone can go to local churches to talk about police recruiting.

Discussion took place regarding bridging the gap in the community. Tony DePrima indicated Mayor Hutchison did talk with Dr. DeLauder regarding assistance with identifying community leaders, and he gave him full cooperation in assisting. Eugene Ruane talked with Dr. Altson(?) and Dr. Johnson from Delaware State University and they said they would be willing to talk to the Group about how they can assist with identifying community leadership. They are willing and wanting to assist. This is through the social of social work about Delaware State University. Eugene Ruane will follow-up and see if they can attend the October 23, 2001 group meeting at 6:30 p.m.

The group was charged with attending the next meeting with a list of leaders they know of in their community. This list will be completed and it will be a starting point.

Reuben Salters mentioned to the group about the League of Government promoting race relations. He indicated last year the Mayor recognized a day for race relations. He will like to continue this effect and asked the group to endorse his effects. The group agreed to send a letter to the mayor and Bishop Lott, along with Elder Caldwell will draft the letter. The meeting adjourned at 8:10 p.m. The next meetings scheduled are September 25th at 6:30 p.m. and October 23rd at 6:30 p.m.

DOVER COMMUNITY MEETING MINUTES
Del Dot Building
September 25, 2001

The Delaware Human Relations Commission held a meeting on September 25, 2001 at the Department of Transportation (DelDot), Dover, Delaware. The meeting was called to order by Juana Fuentes-Bowles, Director of the Division of Human Relations, at 6:35 p.m.

Those present were: Director of the Human Relations Office, Juana Fuentes-Bowles, Evangelist Shirley Caldwell, Councilman Carleton E. Carey, Sr., Tony DePrima, Honorable James L. Hutchison, Bishop Marion Lott, Lt. Keith O'Connell, Councilman Eugene B. Ruane, Roy Sudler, Jr., Captain Ray I. Taraila, and Cecil Wilson.

The meeting opened with a discussion of the complaint form and understanding of the complaint process. Captain Taraila went over the Complaint Process. There were minor changes to the document and Captain Taraila will make the changes for final form. The group agreed to have a press conference introducing the new process. The Press Conference will be held on October 22, 2001 at 7:30 p.m. in Council Chambers.

A letter will go out to the Chief of Police recommending his acceptance of the complaint form and process prior to the Press Conference. Further discussion took place on how the process was going to inform the public. The group agreed that a promotional campaign should take place, and the Police Department will follow through with promoting the process to the citizens of Dover.

Councilman Ruane briefly discussed the development of a local Human Relations Commission. He handed out what he felt should be the responsibilities of this Commission. They are:

- Review City programs, activities, functions and ordinances, and make recommendations to the City Council for new, amended or changed programs, functions, activities, or ordinances which would improve human relations in the city.
- Inquire into incidents of inter-group conflicts and disputes within the city and take such action, as may be designed to alleviate such conflicts and disputes.
- Promote and encourage communication between, and cooperation of, all groups interested in bettering human relations in the city.
- Seek the active assistance of the State Human Relations Commission in the solution of complaints of alleged discrimination, which fall within the jurisdiction of the State Commission.
- Engage in such research, education, and advocacy as in the judgement of the Commission of the City Council, may be needed to improve human relations in the city.

Councilman Ruane asked the group to review the responsibilities of a commission for discussion at the next scheduled meeting, November 20, 2001 at 6:30 p.m. The meeting was adjourned at 8:30 p.m.

DOVER COMMUNITY MEETING MINUTES
155 S. Bradford Street, Dover
December 4, 2001

A meeting for the Community Harmony Ad Hoc Committee for establishing City of Dover Human Relations Commission was held on December 4, 2001 at 1:00 p.m. at 155 S. Bradford Street, Dover, Delaware. The meeting was called to order by Sharese McGhee, Investigator with the Division of Human Relations.

Those present were: Human Relations Office Investigator, Sharese McGhee, Councilman Reuban Salters, Bishop Marion Lott, Councilman Eugene Ruane, Pastor William Fitzhugh, and Pastor Anthony Wallace.

Councilman Ruane submitted an extended draft of Human Relations Ordinance. Councilman Salters raised the issue of whether or not there would be a 'conflict of interest,' because the City Council will have to approve it. Councilman Ruane didn't believe that it would be a conflict, because members of the City Council who vote will not be a part of this meeting. It was decided that this was not a conflict of interest. Powers and duties will be approved by the large committee. The rest of draft needs to be decided upon. Using the Department of Justice effective guidelines, re-define the bullets on Page 9 on the goals, to not hit civil rights issues, this draft is for consideration. This Commission will work on the State Commission. Need to make sure it is known that this Commission not trying to replace the State Human Relations Commission.

This Commission will refer issues to other agencies.

This group is basically a mediation group to make sure things are equal.

This group would give Mayor an outlet to turn to.

This draft suggests giving Mayor and Council authority to appoint Commissioner's.

This Commission should be made up of the population of diverse group; i.e., minorities representing 37% minorities, then committee will respect that.

Guideline represent 7-15 members. Councilman should appoint someone from their district and Mayor appoints. Noted in the draft on page (2) Establishment appointment; composition; terms of office (d) the group decided the members selected should be 15 members; 5 Mayor, 10 appointed by President.

The members felt that under the expenses there probably wouldn't be funding for the budget this year.

The members of the Ad Hoc committee were in agreement with the draft of the ordinance for the Human Relations Commission submitted by Councilman Ruane.

The members of this committee wanted this draft to be submitted to the entire Community Harmony Committee at a brief meeting to discuss the draft of the ordinance. The next meeting will be held on December 17th at 6:30 p.m. at 155 S. Bradford Street, Dover.

EXCERPT FROM CITY COUNCIL MEETING MINUTES OF OCTOBER 22, 2001

HUMAN RELATIONS COMMITTEE UPDATE

Ms. Juana Fuentes-Bowles, Director of the Delaware State Division of Human Relations advised members that a group of community members have worked diligently to begin dialogue, and develop objectives and strategies to restore and rebuild the community. As an enforcement agency of the State Human Relations Commission, she stated that there are many tasks one of which is to promote amicable relationships among all racial ethnical groups in the State of Delaware. During the past six (6) months, the State Human Relations Commission felt that due to the climate in the Dover community, it was important to take necessary steps to develop strategies to avoid potential escalating tension within the community.

Ms. Fuentes-Bowles relayed appreciation for those members of Council and staff that have been participating in the meetings that have occurred for the past several months. As a result, she stated that the group has identified seven (7) priority issues that need to be addressed, as follows: 1) concerns of citizens; 2) how citizens are viewed by local officials; 3) how citizens view the Dover Police Department; 4) isolation; 5) Dover Police Department recruitment, promotions, retention, new hires, minority group members, etc.; 6) role of the Capital School District; and 7) the media.

Referring to the first issue being citizens' concerns, Ms. Fuentes-Bowles explained that citizens feared that if they made a complaint, there would be adverse actions towards them, and that many were not aware of how to make a complaint to the City or the Police Department. A Task Force was developed in formulating a process to address these issues. On behalf of the Task Force, she presented a new Citizen Complaint Form and Citizen Complaint Process Brochure to Chief Horvath developed to be used by the City of Dover Police Department. It is hoped that the Chief, as well as Mayor and Council will welcome and implement the form and brochure as a part of City policy.

On behalf of the Dover Police Department, Chief Horvath commended all those that worked on this project and relayed assurance that the new form and brochure will be utilized, stating his feeling that it will enhance the department's public service.

Ms. Fuentes-Bowles advised members that the next Human Relations Commission's meeting is scheduled to be held on November 20, 2001 at 6:30 p.m. at the State DelDOT facility. The topic for discussion is to consider the establishment of a local Human Relations Commission.

Council President McGlumphy thanked Ms. Fuentes-Bowles and the members of the Human Relations Commission and other community participants for beginning the building of harmony in the City and for taking positive action in this regard.

ARTICLE II. - HUMAN RELATIONS COMMISSION

Sec. 58-31. - Purpose.
Sec. 58-32. - Established; composition; appointment; representation; holding other office; removal from office; terms of office; vacancies; reappointments.
Sec. 58-33. - Organization; quorum; meetings; rules of procedure; limitation of functions; agreements; compensation; legal counsel; reports.
Sec. 58-34. - Expenses.
Sec. 58-35. - Conflicts of interest.
Sec. 58-36. - Powers and duties.

Sec. 58-31. - Purpose.

The city council has deemed it to be in the best interest of the city to establish a human relations commission to include members who are broadly representative of the entire community and who are committed to a philosophy of inclusion, intergroup cooperation, and fair treatment that will effectively help the city meet the following needs:

(1) *Fairness, respect.* Promote and develop an environment of fairness and respect among its citizens;

(2) *Monitoring.* Develop ways to measure and monitor community relations, particularly those that are sources of intergroup conflict;

(3) *Intergroup relations.* Involve all segments of the community in understanding and appreciating the benefits of positive intergroup relations;

(4) *Issues.* Offer a range of programs and services that will help its residents and neighborhoods prevent and resolve issues of human relations; and

(5) *Intergroup conflict.* Develop ways of anticipating, preparing for, and relieving community tensions arising from intergroup conflict.

(Code 1981, § 2-16; Ord. of 2-11-2002)

Sec. 58-32. - Established; composition; appointment; representation; holding other office; removal from office; terms of office; vacancies; reappointments.

(a) *Established.* There is hereby established an advisory commission to be known as the "City of Dover Human Relations Commission," to carry out the objectives as described in this article.

(b) *Composition; appointment.* The commission shall consist of 15 members, all residents of the city. Five of these members shall be appointed by the mayor and confirmed by the city council. Ten of these members shall be appointed by the president of the council, based upon recommendations from the council and confirmed by the council.

(c) *Representation.* In selecting the membership of the commission, the mayor and president of the council and the council shall take particular care to ensure that the commission is broadly representative of racial, religious, gender and ethnic groups residing in the city.

(d) *Holding other office; removal.* No member of the commission shall hold any elected or appointed office under the government of the United States or the state, county, or city. The mayor or the city council president may remove members of the commission, with the concurrence of the city council, for substantial neglect of duty, or gross misconduct in office.

(e) *Terms of office; vacancies.* A member of the commission shall be appointed for a term of office of three years and until his successor has been appointed and has qualified. The appointees shall be appointed for staggered terms of office. When a vacancy occurs in the membership of the commission, it shall be filled by appointment for the unexpired portion of the term in the same manner as the original appointment.

(f) *Reappointments.* Members may be reappointed.

(Code 1981, § 2-17; Ord. of 2-11-2002; Ord. No. 2010-23, 8-23-2010)

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 such meetings as may be deemed necessary for the completion of its purposes, responsibilities and functions. Regular meetings shall be held at least once per month unless there is no business to be considered by the commission. Special meetings may be called by the chairperson or three members of the commission.

(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 make such reports to the mayor and city council as shall be periodically necessary. An annual report of its accomplishments and a summary of its recommendations, as appropriate, shall be sent to the mayor and the city council.

(Code 1981, § 2-18; Ord. of 2-11-2002)

Sec. 58-34. - Expenses.

(a) *Budget.* The city council may appropriate a budget for the city human relations commission to provide for necessary expenses and expenditures.

(b)

Other funding. The commission may also receive funding from other governmental, philanthropic or private organizations for the exclusive purpose of carrying out its responsibilities.

(Code 1981, § 2-19; Ord. of 2-11-2002)

Sec. 58-35. - Conflicts of interest.

If any member of the human relations commission concludes that he has a conflict of interest with respect to a matter which is pending before the commission, that member shall disqualify himself from participating in any deliberations, discussions and decision making processes of the commission.

(Code 1981, § 2-20; Ord. of 2-11-2002)

Sec. 58-36. - Powers and duties.

The powers and duties of the human relations commission shall be to:

(1) *Recommendations.* Review city programs, activities, functions and ordinances, and make recommendations to the city council for new, amended or changed programs, functions, activities or ordinances which would support inclusiveness and civility among city residents and enhance communication and understanding among residents of the city;

(2) *Intergroup conflicts.* Inquire into incidents of intergroup conflicts and disputes within the city and take such action as may be designed to alleviate such conflicts and disputes;

(3) *Intergroup cooperation.* Promote and encourage communications between and cooperation of all groups interested in bettering human relations in the city;

(4) *Complaints.* Seek the active assistance of the state human relations commission in the solution of complaints of alleged discrimination which fall within the jurisdiction of the state commission;

(5) *Research, education, etc.* Engage in such research, education and advocacy as, in the judgment of the commission or the city council, may be needed to improve human relations in the city;

(6) *Programs.* Develop and maintain programs that build positive relations among communities and enhance problem-solving skills among residents throughout the city;

(7) *Other functions.* Do all other acts and deeds necessary and proper to carry out and effectively accomplish the objectives, functions and services contemplated by the provisions of this article.

(Code 1981, § 2-21; Ord. of 2-11-2002)

DOVER HUMAN RELATIONS COMMISSION - 2013 MEETINGS SUMMARY

JANUARY 23, 2013

Four (4) members present - Sudler, Allen-Pyne, Wasfi, and Edamatsu
Five (5) members absent - (Senato), Hackett, White, Warfield, Baccio-Walker, and Brewington
Vacancies (6)
( ) = in minutes (Mr. Senato resigned September 14, 2012)
__ = omitted from minutes

Adoption of Minutes of November 28, 2012
No Action Taken - Lack of a Quorum

Comments/Presentations from Members of the Community
There were no comments made at this time

Chair's Report
Chairman Sudler reported that on January 15, 2013 at approximately 7:30am, he attended the Capital School District's School Board Meeting. There were two major concerns expressed by the parents and teachers:

1) The need for strengthening how we teach and reach students with special needs in the DCAS Testing.

2) The Contract Extensions and Specifications for Arthur Thomas with a two year renewal contractual agreement.

PURPOSE: Not within the defined purpose or powers and duties of the Commission.

Chairman Sudler reported that on January 19, 2013 at approximately 7am a historical moment took place in downtown Dover on Legislative Mall with the unveiling of the Martin Luther King Boulevard street sign.

On January 21, 2013 Chairman Sudler reported that he attended the 30th Annual Martin Luther King Prayer Breakfast in which he commented was highly attended and excellently done.

Committee Reports
School Programs: Commissioner Wasfi reported on the proposed "Study Circle" Project. This is a five week project that would run for 2 hours for five consecutive weeks and should have a minimum of 10 people participating. Commissioner Wasfi also advised that Don Blakely agreed to be the Facilitator if he can fit it into his schedule. Sessions can be held at the Dover Library on Saturday mornings from 10:00am to 12:00pm or during the week from 6:00pm to 8:00pm, if convenient for the Commissioners. It should also be noted that the Dover Library does close at 9:00pm which could create an issue if the sessions run over.

PURPOSE: Difficult to determine the purpose without knowing more about the Study Circle Project.

Community Programs: Commissioner Dawn Allen-Pyne- nothing to report at this time.

Assessment: Commissioner Edamatsu- nothing to report at this time.

Intake Forms: Commissioner Warfield - not present to report.

Brief discussion took place regarding intake forms. Commissioner Wasfi asked about the Commissions role in intake form process. She stated that the intake forms provide a channel for the citizens of Dover. It was suggested that a letter be drafted regarding the intake process.

Chairman Sudler stated that he would like to appoint Commissioner Wasfi as a liaison to get a point of clarity.

Commissioner Wasfi stated that we need to respond to the Henry Fordham matter. She also expressed the importance of letting Dr. Warfield know that those who were present for this meeting share her concerns.

CITY CLERK'S OFFICE NOTE: The Commission was advised on October 3, 2012 that the City of Dover and the DHRC should not be involved in this matter and that the complainant be referred to the State Human Relations Commission or the Attorney General.

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

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

New Business

2012 Annual Report:

(Final report must be submitted to the City Clerk's Office by 12:00 noon on February 1, 2013 for consideration by City Council at the regular Council Meeting on February 11, 2013}
[Chairman Sudler forwarded report to all of the Commissioners via email for review]

PURPOSE:

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

(i) Reports. The commission shall make such reports to the mayor and city council as shall be periodically necessary. An annual report of its accomplishments and a summary of its recommendations, as appropriate, shall be sent to the mayor and the city council.

FEBRUARY 27, 2013

Seven (7) members present	-	Sudler, Allen-Pyne, Wasfi, Hackett, Brewington, White, and Edamatsu
One (1) member absent	-	Baccio-Walker and (Warfield)

Vacancies (7)
( ) = in minutes (Ms. Warfield resigned on February 27, 2013)
__ = omitted from minutes

Agenda Additions & Deletions:
Chairman Sudler added item (a) Adoption of Minutes to the Agenda and items (b) Ad Hoc Committee for Resolution Proposal (c) Ad Hoc Committee for Grant Proposal and (d) Commissioners Wasfi report on her meeting with a Native American Chief to the New Business section of the Agenda

CITY CLERK'S OFFICE NOTE: Unless considered an emergency, items are to be added to an agenda at least six (6) hours in advance of the meeting.

Adoption of the Minutes of January 23, 2013
After reviewing the minutes of 1/23/13, Chairman Sudler asked for a motion to accept the minutes Ellen Wasfi motioned to accept the minutes of January 23, 2013 with the proper corrections.
Dr. Linda Hackett second.
Motioned carried.

Adoption of the Minutes of November 28, 2012
After reviewing the minutes of 11/28/12, Chairman Sudler asked for a motion to accept the minutes Dr. Edamatsu motioned to accept the minutes of November 28, 2012 with the proper corrections.
Vice Chair Dawn Allen-Pyne Second.
Motioned carried.

Commissioner Wasfi suggested that the Commissioners should draft a follow up letter to the Dover Police Department in regards to Henry Fordham complaint that was mentioned in November 28, 2012 minutes.

Commissioner Wasfi also suggest that we check with the State Human Relations Commission to see if they received any information on this matter first and then ask if they would jointly sign off on the letter of inquiry that will be sent to the Dover Police Department.

CITY CLERK'S OFFICE NOTE: The Commission was advised on October 3, 2012 that the City of Dover and the DHRC should not be involved in this matter and that the complainant be referred to the State Human Relations Commission or the Attorney General.

Presentation – Capital Mentoring Program:
Capital School District Mentor Coordinator, Steffi Holmes gave a presentation for the Capital School District's Mentoring Program. Miss Holmes informed the Commission that the program is geared for children grades K-12. Mentors are loving adults from the community ages 18 and up who are looking to make a positive impact in a child's life. The program offers free 3 hour training session every month for those who are interested in becoming a Mentor as well as free background checks which are completed every two years. It is a 6 week process to become a Mentor. Ms. Holmes concluded her presentation by handing out brochures and applications to everyone present and personally inviting each Commissioner to join Capital School District's Mentoring Program.
(Adjourned - 10 Minute Recess)

PURPOSE: In accordance with the following sections of the Dover Code:
Sec. 58-31. - Purpose.
(3) Intergroup relations. Involve all segments of the community in understanding and appreciating the benefits of positive intergroup relations; and

Sec. 58-36. - Powers and duties.
The powers and duties of the human relations commission shall be to:
(3) Intergroup cooperation. Promote and encourage communications between and cooperation of all groups interested in bettering human relations in the city;

(5) Research, education, etc. Engage in such research, education and advocacy as, in the judgment of the commission or the city council, may be needed to improve human relations in the city;

Comments/Presentations from Members of the Community:
There were no comments made at this time.

Chair's Report:
Chairman Suddler reported that in February 2013 he worked on a letter that needed to be drafted to the Mayor and City Council in regards to the intake form process and the Commissioners concerns.

That concluded the Chairman's Report of February 2013.

Committee Reports:

School Programs
Commissioner Wasfi – mentioned that having the Study Circle at the Dover Library during the week will not work being that the library closes at 8pm and not 9pm. It was suggested that we facilitate the Study Circle on the weekends to avoid interruption in dialogue if we go over time. After making observation it was noted that the Study Circle for the Commissioners should to be more diverse both in race and gender.

PURPOSE: Difficult to determine the purpose without knowing more about the Study Circle Project.

Community Programs:
Commissioner Dawn Allen-Pyne – nothing to report at this time.

Assessment:
Commissioner Edamatsu – nothing to report at this time.

Intake Forms:
Commissioner Warfield – not present to report.

New Business:
Annual Report – Commissioners reviewed final report that will be submitted at the next City Council Meeting for Council approval.

Chairman Sudler asked for a motion to accept the 2012 Annual Report

PURPOSE: In accordance with the following section of the Dover Code:
Sec. 58-33. - Organization; quorum; meetings; rules of procedure; limitation of functions; agreements; compensation; legal counsel; reports.

(i) Reports. The commission shall make such reports to the mayor and city council as shall be periodically necessary. An annual report of its accomplishments and a summary of its recommendations, as appropriate, shall be sent to the mayor and the city council.

Commissioner Edamatsu motioned to accept the 2013 Annual Report with the proper corrections.
Dr. Hacket Second.
Motioned carried.

Chairman Sudler suspended items b, c and d that are listed below until our next meeting.
b. Ad Hoc Committee for Resolution Proposal
c. Ad Hoc Committee for Grant Proposal
d. Commissioners Wasfi report on her meeting with a Native American Chief

Announcements:
Chairman Sudler asked if all the Commissioners could show up for the March 11th City Council Meeting at 7:30pm regards to acceptance and approval of the Dover Human Relations Commission Annual Report.

Adjournment:
Commissioner Sudler asked for motion to adjourn the meeting
Commissioner Wasfi made motion for the meeting to be adjourned
Commissioner Edamatsu second.
Motion carried.

Meeting adjourned at 9:30pm

CITY CLERK'S OFFICE NOTE: The agenda stipulated an adjournment time of 9:00 p.m.

MARCH 27, 2013

Six (6) members present - Sudler, Wasfi, Hackett, Brewington, White, and Edamatsu
Two (2) members absent - Allen-Pyne, and Baccio-Walker

Vacancies (7)
__ = omitted from minutes

Adoption of the Minutes of February 27, 2013
Chairman Sudler asked for a motion to accept the minutes of February 27, 2013.
Commissioner Ellen Wasfi motioned to accept the minutes of February 27, 2013 with the proper corrections.
Commissioner White second.
Motioned carried.

Comments/Presentations from Members of the Community:
There were no comments made at this time.

Chair's Report:
Chairman Sudler reported that on March 25, 2013 at approximately 8:33 p.m., he presented to the Mayor and City Council of Dover, Delaware the Dover Human Relations Commission's Annual Report for 2012. The PowerPoint presentation content consisted of the following:

1. Origin of the Commission
2. Enabling Legislative Powers and Duties
3. Operating Procedural Flow Chart
4. Intake Forms Reported
5. Complaint Against DHRC
6. DHRC Concerns
7. Certificates of Training
8. Special Forum on How to Report Hate Crimes
9. Proposed Resolution and Funding
10. Questions

The DHRC Annual Report for 2012 and PowerPoint Presentation were accepted by a unanimous vote. **Councilman David Anderson made a motion to forward the Cessation of Illegal Gang Formation in Dover, Delaware Resolution to the proper committee for consideration of adoption for the City of Dover.** There were no questions asked from the Mayor or City Council Members. At this meeting Dr. Wilma Mishoe was honored and recognized by the City of Dover for being inducted into the Women's Hall of Fame for the State of Delaware. Congratulations were given to Dr. Wilma Mishoe and other individuals recognized on March 25, 2013.

That concluded the Chair's report.

CITY CLERK'S OFFICE NOTE: To date, the Commission has not approved the draft resolution.

Committee Report:

School Programs
Commissioner Wasfi – nothing to report at this time.

Community Programs:
Commissioner Dawn Allen-Pyne – not present to report at this time.

Assessment:
Commissioner Edamatsu – nothing to report at this time.

Intake Forms:
Chairman Sudler asked if anyone was interested in fulfilling the Intake Form Chair position.
Commissioner Brewington asked, what were the duties of the Intake Form Chairperson?
Chairman Sudler and Commissioner Wasfi described the various duties of an Intake Chairperson.

New Business:
Formation of an Ad Hoc Committee for Resolution Proposal – Chairman Sudler asked if anyone was interested in overseeing this Committee.

Formation of an Ad Hoc Committee for Grant Proposal– Chairman Sudler asked if anyone was interested in heading up this Committee.

Commissioners Wasfi report on her meeting with a Native American Chief
Chairman Sudler deferred item (c) until the City Clerk places it on the agenda.

CITY CLERK'S OFFICE NOTE: Other than the minutes, this request was not communicated directly.

Dr. Hackett stated that she was upset about the article in March 27, 2013 Dover Post.
Dr. Hackett made a motion to address the article in the newspaper
Dr. Edamatsu second

Dr. Hackett amended the motion to address the facts used in the article in the newspaper
Commissioner White second

Chairman Sudler advised that the Commissioners should go back to the person who appointed them and express their concerns of how Commissioners not wanting to participate because of lack of follow-up.

Chairman Sudler made motion that we look for a location to have an outreach meeting or assist Vice Chair Pyne. Chairman Sudler also stated that if there is an event you would like to see the Commission participate let DHRC know of the event.

Commissioner White second
Motion carried unanimously

Announcements:
Commissioner Wasfi made an announced that November is Native American Month and stated she would like to draft a resolution. Commissioner Wasfi asked if there was a single file for all resolutions DHRC passed. Chairman Sudler said he will check with the City Council office.

CITY CLERK'S OFFICE NOTE: Other than the minutes, this request was not communicated directly.

It was also announced that Kent Count League of Women Voters held a meeting Document of Discovery. They will be showing a film of Women in the Military in April.

Edamatsu announced March is Woman's History Month and mentioned a resolution. Commissioner Sudler asked Dr. Edamatsu if she would be the liaison to find out if the previous Chair has a file of past resolutions.

Dr. Hackett announced the release of the new movie God's Amazing Grace that was filmed at Calvary Baptist Church.

APRIL 24, 2013

Four (6) members present - Sudler, Allen-Pyne, Wasfi, Hackett, Brewington, and White
Two (2) members absent - Edamatsu, and Baccio-Walker

Vacancies (7)
__ = omitted from minutes

Commissioner Wasfi motioned to have Approval of Minutes automatically placed on agenda as item number three on the agenda.

Vice Chairman Dawn Allen-Pyne second

Motioned Carried.

CITY CLERK'S OFFICE NOTE: The minutes were not placed on the agenda for approval because they had not been provided for the meeting packet. The Clerk's Office received the minutes from Ms. Talton on April 29, 2013.

Comments/Presentations from Members of the Community: **There were no comments made at this time.**

Chair's Report:
Chairman Sudler asked the Commissioners to review the Chair's Report. Chairman Sudler advised that the Flow Chart that was presented at the meeting he attended will be presented to the Commissioners at the next meeting. Chairman Sudler reported that on April 13, 2013 at

approximately 8:30 p.m. to 3:00 pm he participated in the Delaware Department of Justice Crime Free Multi-Housing Program Training which reviewed:

- City of Dover's Property Inspection Tips
- Best Practices For Landlords
- Best Eviction Process For Landlords
- Fair Housing and Tenant Screening Techniques

On April 16, 2013 at approximately 5:46pm, a resident of Dover inquired about the process for filing an intake form with the Dover Human Relations Commission. Chairman Sudler explained to the person to the process and gave them an intake form.

On April 17, 2013 at approximately 11:17am, Chairman Sudler was contacted by a resident of Dover who recently inquired about the Intake process for DHRC on April 16, 2013. The resident is working on a statement of events to file as an intake form with DHRC.

DHRC-(PO) Case #01.2013-04-17
[01=Number of Cases 2013=Year-04=Month-17Day]

On April 22, 2013 at approximately 8:30pm, Chairman Sudler spoke with Chief James E. Hosfelt of the Dover Police Department and Ann Marie Townsend, City Developer and both individuals agreed to participate in a special forum titled Landlord's and Tenant's Obligation to Adhere to New City Ordinance #2013-04 Sec 22-331 (Purpose, Applicability, Definition and Compliance).

On March 25, 2013 at approximately 7:47pm, Chairman Sudler presented the following items for review of content of the Speech Flowchart for Annual Presentation.:

- ORIGIN OF THE DHRC

In the year 2001, a Resident of Dover, Delaware named Reginald L. Hannah age 39, died while in custody of the Dover Police during a routine traffic stop. Reginald L. Hannah's controversial death accompanied by death threats and shots fired towards Dover Police Officers, in result, sparked racial tension and intergroup conflict between most Caucasian and African American Communities.

In an effort to relieve the racial tension in Dover, Delaware; Director of the State Human Relations Commission in 2001, Juana Fuentes-Bowles, NAACP, IMA, Councilman James Hutchison who was at that time was Mayor James Hutchison, Councilman Wallace R. Dixon, at that time Elder Wallace R. Dixon and myself Roy Sudler, Jr. all participated on the "Dover Community Harmony Panel" which helped to create the Dover Human Relations Commission.

The issues, strategies, objectives and clergy involvement is provided for review in your annual report packet.

2. Enabling Legislative Powers and Duties

Of the Dover Human Relations Commission is Pursuant to Chapter 2 - Administrative, Article I, Division 6, Section 2 - 21 and Article II Section 58 - 31 Titled Human Relations Commission's Purpose;

(1) Fairness and Respect among all citizens of Dover
(2) Monitoring and developing ways to measure community relations particularly those that are a source of intergroup conflict
(3) Involve all segments of the community in understanding and appreciating the benefits of positive intergroup relations
(4) Offer a range of programs and services that will help its residents and neighborhoods prevent and resolve issues of human relations; and
(5) Develop ways of anticipating, preparing for, and relieving community tensions arising from intergroup conflict.

- The Commission Members are [Look at Slide]

We will now review item #3

3. **The Commission's Meeting and Procedural Flowchart**
States that once the Commission has received an Intake Form from a Resident of Dover, it is then submitted to the City Clerk's Office for a case number and placed on the Commission's Business Meeting Agenda under New Business, ten [10] days prior to the next scheduled meeting.

Pursuant to the Flowchart, the Commission is responsible and charged with investigating the facts, merit and jurisdiction of the complaint in a hearing session.

The Commission only hears both parties testimony and does not make a decision during the night of the hearing.

The Commission's Recommendation for Action and Jurisdiction is assessed at the Decision-Making Meeting which is held at a later date determined by the Commission after considering all of the facts and circumstance related to the complaint.

CITY CLERK'S OFFICE NOTE: Intake forms are not placed directly on the Commission agenda; City staff reviews each intake form to determine the appropriate course of action, and requests the opinion of the City Solicitor when necessary. In most cases, the intake forms received involve matters that are not within the Commission's jurisdiction.

We will now review item #4

4. 2012 INTAKE FORMS REPORTED

The first report was filed in January 2012, which involved an array of
1. 3/5 Index Cards that were disseminated on the streets of Down - Town Dover and Delaware State University's Campus which displayed an image of a person of color hanging by a rope tied to his or her neck from a tree with a racial slur statement saying, "Cleaning Up the Streets One Nigger at a Time"

The second report was also filed in January 2012, which involved an

2. Alleged Excessive Force Complaint between a Dover Police Officer and a Dover Resident. The witness to the alleged assault feared for his or her safety and chose not to report the incident to Industrial Affairs for the Dover Police Department.

The third report was filed in September 2012, which involved an

3. Alleged Hanging Report that according to Henry Fordham, took place at Silver-Lake Recreational Park located in Dover, Delaware on September 21, 2012.

On September 28, 2012, The Dover Human Relations Commission scheduled a Special Roundtable Meeting for October 5, 2012, to hear the testimony of Mr. Henry Fordham.

[Please see Roundtable Agenda pg. 30, City Solicitor's Opinion pg.34 and 4th District Councilmen Andersons Opinion on pg. 35 in Annual Report]

PURPOSE: The City Solicitor opined that the complaints alleged in these intake forms were not within the jurisdiction of the Commission, in accordance with Sec. 58-33. - Organization; quorum; meetings; rules of procedure; limitation of functions; agreements; compensation; legal counsel; reports - (e) Functions limited. The commission shall not involve itself in activities or functions already assigned by law or decree to other governmental bodies.

We will now review item # 5.
ITEM 5
Complaint against DHRC
On November 5, 2012, the City Clerk's Office and City Manager received an official complaint from Mr. Eshed Alston a resident of Dover, who claims that the Commission is not investigating or informing the Black Community of the factual existence of lynching activity in the City of Dover.
[Please review pg. 33 of Annual Report

Item 6
DHRC - CONCERNS:
The Dover Human Relations Commission is very concerned about the amount of intake forms that indicate racial tension in the City of Dover being deferred out to other agencies for investigation. Pursuant to Chapter 2 - Administrative, Article I, Division 6, Section 2 - 21 and Article II Section 58 - 31 Titled Human Relations Commission's Purpose; the Commission has been granted the Powers and Duties to investigate claims of unfair treatment and develop ways to monitor intergroup conflict among all segments of the City of Dover.

The ambiguity of our purpose and constant deferrals of intake complaint forms followed by constant ostracism from constituents of Dover regarding the Commission's lack of investigating official intake complaint forms have unfortunately, contributed significantly to the resignation of current and previous commission members, especially after hearing the nature and urgency of resident's concerns and not being able to investigate the merit of their complaint.

In an effort to avoid further resignations of current and future Commission Members, it is my recommendation, as Chairman of the Dover Human Relations Commission, that the Mayor and City Council of Dover, Delaware, conduct a Special Meeting with the Dover Human Relations Commission, City Clerk's Office and City Solicitor in quest of interpreting Chapter 2 - Administrative, Article I, Division 6, Section 2 - 21 of the Dover Code and Article II.

Human Relations Commission, Sec. 58-31. Purpose: to mitigate or eradicate current and future Commission Member's concerns and feelings of not fulfilling their duties as Commissioners who advocate Human and Civil Rights for all segments of Dover, Delaware.

We will now review item # 7.
Item 7 Certificates of Training
Were received in the areas of
1) Title 25 State of Delaware's Landlord / Tenant Codes
This training covered key issues involving:
Fair Housing Initiatives
Landlord & Tenant's Remedies for Breach of Rules and Covenants; and
Zero-Tolerance Rules & Regulations for Subsidy Housing [HUD]
[Please refer to pg. 16 of your annual report packet]
The second training identified
2) How to Investigate and Prosecute Hate Crimes
The training covered an array of topics such as the need for Non-Governmental Organizations to be more proactive and aware of the statutes and laws involving hate crimes.
" This training was the foundation of the Dover Human Relations Commission's Special Meeting conducted on August 9, 2012
[Please review attachment for training outline on pg. 7 of your Annual Report Packet]

Item 8
****
SPECIAL FORUM ON COMMUNITY AND STUDENT INVOLVEMENT IN REPORTING AND RESOLVING HATE CRIMES IN COMMUNITIES AND HIGHER LEARNING INSTITUTIONS:
****
Was a partnership initiative with the State Human Relations Commission, Delaware Department of Justice, Delaware State University Police Department, Delaware State University's Counseling Division, 31st District House of Representative Darryl Scott and the Dover Human Relations Commission in accordance with Article II. Section 58 - 21 (1) Fairness \ Respect and (4) Prevent and Monitor Human Relations in Dover, Delaware.

The forum focused on raising the awareness and involvement in resolving and reporting racial and sexual orientation hate crimes in Dover and throughout the State of Delaware.
In addition, to review ethical remedies for dealing with emotional, spiritual, and social challenges for victims of bias-motivated violence.
Some of the highlighted information discussed was Title 42 U.S.C. Code 3631 as a Hate Crime covered under the State of Delaware's Title 11 Code 1304 Section (a) (2), selection of victim due to race and sexual orientation.
Chief Prosecutor of Kent County, Delaware {Ken Haltom Esq.} from the Department of Justice stated, "He knows that hate crimes occur more often than what is being reported and he feels and understands the frustration that a person can experience, but he believes that forums such as this one would help to promote healthy dialogue and change in the State of Delaware.
In fact, Chief Haltom shared with the Commission that out of 15 years of practicing law, this forum was the first of its kind according to his experience, which he feels is a big change for him, one which he embrace and is eager to be a big part of.

[Please Review Special Forum Minutes Located on pg. 18 - 29 Annual Report]

In conclusion of the Dover Human Relations Commission's 2012 Annual Report Presentation, Item number 9 titled:
PROPOSED RESOLUTION AND FUNDING
was approved by the Commission on June 27, 2012,
The Commission's approval of the final resolution draft, titled:
Cessation of Illegal Gang Formation in Dover, Delaware, was due to the amount of complaints and concerns from Dover Residents and Business Owners complaining about the enormous amount of gang activity and graffiti growth in the City of Dover and throughout Kent County.

CITY CLERK'S OFFICE NOTE: CITY CLERK'S OFFICE NOTE: To date, the Commission has not approved the draft resolution.

This Resolution was written as a plan of action to provide the City of Dover with additional monetary resources and youth enrichment programs that will help eliminate illegal gang activity in the City of Dover.
According to the City's Controller Mrs. Donna Mitchell, the City's Human Relations Commission is the first Commission to seek or inquire about a grant on behalf of the City during her tenure with the City of Dover.
The Principle of the Grant is provided by OJJDP, which promotes Defending Childhood Resource Centers and Improving the Nation's Response to Children Exposed to Violence.
[Please turn to page 13 - 15 of the annual report and follow me as I read the resolution.]
DHRC - 2012 PROPOSED RESOLUTION & FUNDING
FOR CESSATION OF ILLEGAL GANG FORMATION IN DOVER, DELAWARE
****
Whereas; The City of Dover, the State Capital, strives to be a model for all cities in Delaware and the United States.
Whereas; The Mayor and City Council have granted Powers and Duties to the Dover Human Relations Commission, Pursuant to Article II. Sec. 58-31.
Whereas; Article II Sec. 58-31 titles (2), (4) and (5) charges the DHRC with developing ways to measure and monitor community relations and offer a range of programs and services that will help Dover residents identify and resolve issues of human relations; anticipating, preparing for, and relieving community tensions arising from intergroup conflict.(Code 1981, § 2-16; Ord. of 2-11-2002)
Whereas; The Dover Human Relations Commission through open discussion with members of the community and the knowledge of local events has found that gun possession and illegal gang activity is at an all-time high.
Whereas; Illegal gangs are a group of individuals consisting of three or more persons whose demoralizing influence, common interest, attitude and graffiti signs significantly contribute to the commission of disruptive behavior and criminal enterprises in the City of Dover.
Whereas; the number of illegal gang organizations in Dover and Kent County has increased over the last few years, cultivating an environment of psychic imprisonment, mistrust and fear among citizens of Dover.

Whereas; Illegal gang culture and activities have played a significant role in student dropout rates, drug activity and random acts of violence, often leaving innocent bystanders paralyzed and traumatized for life.
Whereas; Illegal gang graffiti promoting hate, fear and danger has defaced public and private sector facilities, impeding home and business owner's rights to market or enjoy their property, without unwelcomed and unauthorized graffiti signs.
Therefore, Be it Resolved; That the Residents of Dover, Delaware, the Mayor, City Council, Dover Police Department, Delaware Department of Justice and the Dover Human Relations Commission have observed with dismay the escalation of gang growth and development in our communities and will merge resources and efforts to intensify the pursuit of eliminating illegal gang formation, activities, and communication, including the display of graffiti signs in Dover, Delaware.

Be it Further Resolved; that we will accomplish this goal and establish a New Community and Family Involvement Paradigm for Cessation of Illegal Gang Formation by
1. Cleaning up our streets together, showing resistance to illegal
gang formation and unwelcomed graffiti signs through unity and clear purpose;
2. Increasing individual's awareness and accountability for reporting known illegal gang activity and \ or formation in your community.
3. Strengthening parent and family involvement in the childrearing and educational process
4. Implementing and supporting additional intervention and summer programs; and
5. Providing additional funding to the Dover Police Department through grant and other resources to establish additional police stations in areas with high volumes of crime to protect Dover residents from being a target of bias-motivated violence in the City of Dover.
As the year 2013 continues, the Dover Human Relations Commission looks forward to addressing unfair treatment claims in an effort to promote and monitor amicable relations between all races in the City of Dover.
On behalf of the Dover Human Relations Commission, we thank
The Mayor and Dover City Council Members for appointing each and every one of us, to serve the Dover Community in such an imperative and essential way.
o That will conclude the Dover Human Relations Commission's 2012 Annual Report
Thank You. Are there any Questions???????????
That concluded the Chair's report.

Dr. Hackett commented that the report was very well done.

Chairman Sudler stated that the new Commissioners should express their concerns. He also mentioned the problem with the turnover of Commissioners.

Dr. Hackett and Commissioner White mentioned that they attended the Mayors Reception and spoke to the Mayor regarding more support.

Commissioner Wasfi mentioned that we should have a follow through with what was mentioned in the Annual Report.

Committee Report:

School Programs
Commissioner Wasfi - nothing to report at this time.

Community Programs:
Commissioner Dawn Allen-Pyne - nothing to report at this time.

Assessment:
Commissioner Edamatsu - not present to report.

Intake Forms:
Chairman Sudler asked if anyone was interested in fulfilling the Intake Form Chair position. Commissioner Brewington and Vice Chair Allen-Pyne agreed to oversee this position. Commissioner White said she will help as needed.

Chairman Sudler appointed Commissioner Brewington and Vice Chair Allen-Pyne fill this position.

Dr. Hackett stated that the problem she sees is where people go in with an intake and the Commissioners are not aware of it. She believes that we should be made aware and advised if it was out sourced.

Commissioner Wasfi suggested that we need to inquire about obtaining a mailbox for the Commission in order to receive incoming intake forms.

CITY CLERK'S OFFICE NOTE: The Clerk's Office advises the DHRC of all action related to intake forms.

Unfinished Business:
Formation of an Ad Hoc Committee for Grant Proposal - Chairman Sudler differed this until our next meeting.

Formation of an Ad Hoc Committee for Resolution Proposal - Chairman Sudler differed this until our next meeting.

New Business:
Commissioners Wasfi meeting with a Native American Chief - Commissioner Wasfi reported that November is Native American Heritage Month and she is working on creating a Resolution. She also reported that the League of Women Voters had a program of Document of Discovery telling of the problems they face in society. Chief Dennis Coker will work with the Commission on a Resolution. Commissioner Wasfi stated once we review the Document of Discovery, we will see their struggles as a minority and as part of the community.

PURPOSE: In accordance with the following sections of the Dover Code:
Sec. 58-31. - Purpose.
(1) Fairness, respect. Promote and develop an environment of fairness and respect among its citizens; and

Sec. 58-36. - Powers and duties.

(3) Intergroup cooperation. Promote and encourage communications between and cooperation of all groups interested in bettering human relations in the city;

(5) Research, education, etc. Engage in such research, education and advocacy as, in the judgment of the commission or the city council, may be needed to improve human relations in the city;

Chairman Sudler asked if we can review the last part of his packet labeled "Landlord Tenants Ordinance". Chairman Sudler stated that the Commissioners need to educate the community on how they will be affected by this new ordinance.

Chairman Sudler mentioned that we should have a Special Forum.

Commissioner Wasfi said this ordinance was in the paper change and followed by Council.

Chairman Sudler ask for a motion to accept a Special Forum to go over Landlord Tenant Ordinance
Commissioner White motioned

Commissioner Wasfi second

It was agreed up that on Wednesday, June 5, 2013 at 7pm this Special Forum will take place. Chairman Sudler advised that Dover Chief of Police and Ann Marie Townsend said they will attend such a forum to go over the new ordinances. This will be advertised in the newspaper and Commissioner White will get the information for the press release from the Dover Post.

PURPOSE: In accordance with the following sections of the Dover Code:

Sec. 58-31. - Purpose.

(2) Monitoring. Develop ways to measure and monitor community relations, particularly those that are sources of intergroup conflict;

(3) Intergroup relations. Involve all segments of the community in understanding and appreciating the benefits of positive intergroup relations; and

Sec. 58-36. - Powers and duties.

The powers and duties of the human relations commission shall be to:

(3) Intergroup cooperation. Promote and encourage communications between and cooperation of all groups interested in bettering human relations in the city;

(5) Research, education, etc. Engage in such research, education and advocacy as, in the judgment of the commission or the city council, may be needed to improve human relations in the city;

CITY CLERK'S OFFICE NOTE: The Clerk's Office assisted Chairman Sudler with scheduling a special meeting for June 13, 2013. Although copies of the agenda were provided for

distribution, a flyer prepared by Mr. Sudler was also distributed. The flyer indicated the wrong date for the meeting which created confusion for members as well as the community.

DHRC Community Meetings: Dr. Hackett was appointed by Chairman Sudler to oversee this task.

Chairman Sudler reported that Bible Way has agreed to allow the Commission to meet in their basement for Community Meetings.

Commissioner White said Village II will also make their facility available.

Dr. Hackett said Calvary will let us use their facility.

Dr. Hackett stated that she will shoot for Sunday, June 23rd for the Commissions first visitation.

Scheduling of the Next Regular Meeting: May 22, 2013 @ 7pm at Dover City Hall

Announcements:
Commissioner Wasfi announced that the YMCA will be sponsoring a Race Relations Forum this Saturday in Newark. She advised that she will email the announcement to the Commissioners. Commissioner Wasfi also announced that April 26, 2013 is International Seed Day.

Chairman Sudler announced that the Department of Justice plans on having a document shredding event on Saturday, May 4, 2013 from 9am to 1pm in DelDOT' S Administration Building parking lot.

Adjournment:
Commissioner Sudler asked for motion to adjourn the meeting
Commissioner Wasfi made motion for the meeting to be adjourned
Vice Chair, Dawn Allen-Pyne second.
Motion carried.

Meeting adjourned at 9:10pm

CITY CLERK'S OFFICE NOTE: The agenda stipulated an adjournment time of 9:00 p.m.

COMMITTEES WHICH MEET AS NEEDED

Awards committee. The awards committee shall consist of three members, ***to be appointed by the mayor upon receipt of a nomination for a CDM and shall serve for deliberation of the nomination for which they were appointed***. The mayor shall designate a member to serve as chairperson, who shall be responsible for organizing and calling the meetings of the awards committee. The awards committee shall make recommendations to the city council for awards of the CDM. No city employee, retired employee, volunteer firefighter, or appointed or elected official shall be eligible to serve on the awards committee. The awards committee shall serve without compensation.

Election Board. There is hereby created an election board which shall be **a non-elected body to oversee the municipal elections, as well as to serve as an advisory board to Council on such matters as voter registration, municipal elections, election rules and regulations, and polling locations for City elections.** The board shall be composed of five members, serving three-year terms, to be appointed by the Mayor and confirmed by council at the Annual Meeting, or as necessary to fill vacancies as they occur. One member shall be appointed from each district into which the city has been divided for election purposes, and one member shall be appointed on an at-large basis. The City Clerk shall serve as a liaison member of the board. Upon expiration of the term of appointment, a member shall serve until his/her successor has been duly appointed. If a vacancy occurs during the term of any member of the election board, a person residing in the same numbered district shall be appointed to fill the remainder of said term. Members serve without salary, but shall be paid a per diem allowance as specified by City ordinances.

Ethics Commission. Established; composition; removal. The city ethics commission is hereby established to administer and implement this chapter. The ethics commission shall consist of five members appointed by the mayor and confirmed by the city council. No member of the commission shall hold any elected or appointed office under the government of the United States or the state, county, or city. Members of the ethics commission may be removed by the mayor, with the concurrence of the city council, for substantial neglect of duty, gross misconduct in office or a violation of this chapter.

The powers and duties of the ethics commission shall be:

(1) Rules of conduct. To recommend to the mayor and council, from time to time, such rules of conduct for public employees and officials as it shall deem appropriate.

(2) Advisory opinions. To issue written advisory opinions, upon the request of any city employee or official, as to the applicability of this chapter to any particular factual situation.

(3) Referrals to solicitor. To refer to the city solicitor for investigation any alleged violation of this chapter and, after notice and hearing, to recommend such disciplinary action as it may deem appropriate to such appropriate official or agency as the ethics commission shall determine, or to take such other disciplinary action as authorized by section 30-73(d) or other provisions of the city Charter or this Code. The ethics commission may dismiss, without reference to the city solicitor, any complaint which the ethics commission determines is frivolous or fails to state a violation.

(4) Report of crimes. To report to the appropriate federal, state or city authorities any substantial evidence of a violation of any criminal law which may come to its attention in connection with any proceeding, whether advisory or disciplinary.

(5) Records. To maintain a file of its proceedings, waiver decisions and advisory opinions with a view toward achieving consistency of opinions and recommendations subject to the confidentiality requirements of sections 30-35(d) and 30-73(h).

(6) Procedures. To follow the procedural rules specified in section 30-73 and to establish such other procedural rules as shall be consistent with the rules prescribed therein.

(7) Witnesses, evidence. To subpoena witnesses, compel their attendance and testimony, administer oaths and affirmations, take evidence and require, by subpoena, the production of books, papers, records or other evidence needed for the performance of the ethics commission's duties or exercise of its powers.

(8) Assistance to city personnel. To provide assistance to any city employee, official or agency in administering the provisions of this chapter.

(9) Provide information. To prepare any necessary reports and studies to advance the purpose of this chapter, to provide any necessary materials explaining the duties of individuals covered by this chapter, and to supply instructions and public information materials to facilitate compliance with, and enforcement of, this chapter.

(10) Request city agencies for assistance. To request appropriate city agencies to provide such professional assistance as it may require in the discharge of its duties.

Sec. 30-73. - Complaints; hearings; dispositions.

(a) Investigation of violations. Upon the sworn complaint of any person or on its own initiative, the ethics commission may refer to the city solicitor for investigation, any alleged violation of the conflict of interest provisions and of the code of conduct provisions in sections 30-33 and 30-34, respectively. The city solicitor shall be the prosecuting attorney in all disciplinary proceedings before the ethics commission. In any such investigation or proceeding, a defendant shall be given an opportunity to be heard after notice, to be advised and assisted by legal counsel, to produce witnesses and offer evidence, and to cross examine witnesses. A transcript of any such proceeding shall be made and retained, subject to the confidentiality requirements of this chapter.

(b) Omitted
(c) Omitted

(d) Actions by ethics commission. With respect to any violation with which a person has been charged and which the ethics commission has determined as proved, the ethics commission may take any one or more of the following actions:

(1) Reprimand. Issue a written reprimand or censure of that person's conduct.

(2) Discipline. With respect to a city employee, remove, suspend, demote or take other appropriate disciplinary action with respect to that person, without regard to any limits imposed by this chapter, but within the limits of the constitution, the laws of the state, the Charter of the city, and ordinances and existing collective bargaining agreements.

(3) Recommend removal. With respect to an appointed official, recommend that appropriate action be taken to remove the official from the appointed position.

(4) Recommend fine. With respect to an elected city official, recommend that such official be fined in an amount recommended by the ethics commission.

(e) Rights of person charged. In any proceeding before the ethics commission, upon the request of any person charged with a violation of this chapter, such person shall be permitted to inspect, copy or photograph books, papers, documents, photographs or other tangible objects which will be used as evidence against that person in a disciplinary hearing and which are material to the preparation of his defense.

(f) Exculpatory information. In any proceeding before the ethics commission, if the city solicitor or ethics commission at any time receives any exculpatory information concerning an alleged violation against any person, it shall forthwith make such information available to such person.

(g) Subpoenas. Any person charged with a violation of this chapter may apply to the ethics commission for the issuance of subpoenas for the appearance of witnesses and for the production of documents on his behalf. The application shall be granted upon a concise showing by such person that the proposed testimony or evidence is relevant (or is reasonably calculated to lead to the discovery of relevant evidence) and is not otherwise available. The application shall be denied if not made at a reasonable time or if the testimony or evidence would be merely cumulative.

(h) Confidentiality of proceedings.

(1) City employee. All proceedings before the ethics commission relating to a violation of this chapter by a city employee shall be maintained confidential by the ethics commission, unless:

a. Public disclosure is requested, in writing, by the person charged; or

b. The ethics commission determines after a hearing that a violation has occurred.

(2) City official. All proceedings before the ethics commission relating to a violation of this chapter by a city official, appointed or elected, shall be maintained confidential by the ethics commission, unless:

a. Public disclosure is requested, in writing, by the person charged; or

b. The ethics commission determines after a hearing that a violation has occurred.

(3) Appeals; public inspection. Notwithstanding the confidentiality requirements of subsections (h)(1) and (2) of this section, the ethics commission shall make available for public inspection the record of all proceedings relating to any decision of the ethics commission which is appealed to the superior court and the ethics commission shall report to appropriate federal, state and/or city authorities any substantial evidence of a violation of any criminal law which comes to its attention in connection with any proceeding under this chapter.

(4) Confidentiality procedures. The chairperson of the ethics commission shall, with the approval of the ethics commission, establish such procedures as, in the chairperson's judgment, may be necessary to prevent the disclosure of any record of any proceedings or other information received by the ethics commission, except as permitted by this chapter.

Sec. 30-74. - Judicial review.

In the event that the ethics commission finds that any person has violated any provision of this chapter, said person shall have a right of appeal to the superior court of any such finding, and of any sanctions imposed with respect thereto, by filing a notice of appeal with the superior court within 30 days of the final action by the ethics commission in a particular case. The appeal shall be on the record without a trial de novo. If the court determines that the record is insufficient for its review, it shall remand the case to the ethics commission for further proceedings on the record. The court's review, in the absence of actual fraud, shall be limited to a determination of whether the ethics commission's decision was supported by substantial evidence on the record. The burden of proof in any such appeal shall be on the appellant.

Property Maintenance Code Board of Appeals. There shall be a board to be referred to as the "property maintenance code board of appeals," consisting of three members, one of whom shall be the city manager, one a resident generally selected as a representative of homeowners, and one representative of the local real estate industry association. The members shall be appointed by the mayor, subject to confirmation of a voting majority of the city council at its annual meeting. Decisions of the board shall be final.

/tm

DOVER HUMAN RELATIONS COMMISSION
MEMBERSHIP SUMMARY AND LIST OF RESIGNATIONS 2010-2013

Current Membership Names and Term Expiration, as of June 17, 2013

Mayor Appointments:

Roy Sudler, Jr., Chairman (2/14)
Justina Brewington (2/13)
Linda D. Hackett (2/15)
~~Richard Senato (2/15)~~ **VACANCY**
~~G. Thomas Steele (2/12)~~ **VACANCY**

Council President Appointments:

Dawn Allen-Pyne (2/14)
Anlee Baccio-Walker (2/14)
Dr. Phyllis Edamatsu (2/13)
Ellen O. Wasfi (2/12)
Faye White (2/13)
~~Willie Jones (2/13)~~ **VACANCY**
~~Catherine M. Gregory (2/10)~~ **VACANCY**
~~Reverend Charles Lee MacCallum (2/13)~~ **VACANCY**
~~A. Aaron Yatskevich (2/15)~~ **VACANCY**
~~Kim Warfield (2/13)~~ **VACANCY**

DHRC Resignations 2010-2013

2010
Katrina Brumble, August 2007 - February 2010
Brian Lewis, October 2008 - February 2010
Catherine Gregory, January 2009 - February 2010
Mark Monroe, October 2008 - September 2010
Ivan Finney, October 2006 - October 2010

2011
Charles Lee MacCallum, October 2010 - May 2011
Catherine Gregory, July 2010 - August 2011
Maisha Britt, July 2010 - October 2011

2012
A. Aaron Yatskevich, November 2011 - February 2012
Willie Jones, July 2010 - March 2012
Richard Senato, January 2012 - September 2012

2013
Kim Warfield, November 2011 - February 2013

/dd

THE CITY OF DOVER
HUMAN RELATIONS COMMISSION BY-LAWS

PREAMBLE

The City of Dover has granted the Human Relations Commission the following powers and duties pursuant to Chapter 2 – Administration, Article I, Division 6, Section 2-21 of the Dover Code:

A. Review City programs, activities, functions, and ordinances, and make recommendations to the City Council for new, amended or changed programs, functions, activities or ordinances which would support inclusiveness and civility among Dover residents and enhance communication and understanding among residents of Dover

B. Inquire into incidents of inter-group conflicts and disputes within the City and take such actions as may be designed to alleviate such conflicts and disputes.

C. Promote and encourage communications between and cooperation of all groups interested in bettering human relations in the City.

D. Seek the active assistance of the State Human Relations Commission in the solution of complaints of alleged discrimination, which fall within the jurisdiction of the State Commission.

E. Engage in such research, education and advocacy as in the judgment of the Commission or the City Council may be needed to improve human relations in the City.

F. Develop and maintain programs that build positive relations among communities and enhance problems-solving skills among residents throughout Dover.

ARTICLE I - OFFICERS

SECTION 1.
The Officers of the City of Dover Human Relations Commission shall be a Chairperson and a Vice-Chairperson.

SECTION 2.
The Chairperson or Chairperson's designee shall preside at all meetings of the Commission. The Chairperson or the Chairperson's designee shall be the only person authorized to make public announcements for the Commission. The Chairperson shall be a member of all committees of the Commission, ex officio. The Vice Chairperson shall be a member of all committees of the Commission, ex officio. The Chairperson shall designate members of the Commission and/or its Staff to represent the Commission and/or its Staff upon all affiliated associations, committees, organizations, and meetings. No Commissioner shall be eligible to become the Commission Chairperson unless that person has served on the Commission for one year. The one-year period shall run from the time the individual is appointed to the Commission to the date the individual would take office if elected to be Chairperson.

SECTION 3.
The Vice-Chairperson shall be vested with all powers and perform all the duties of the Chairperson in his/her absence or disability, to the extent which may be permitted by city ordinance, and the Vice-Chairperson shall perform such other duties as may be prescribed from time to time by the Commission. The Vice-Chairperson shall be a member of all standing and special committees of the Commission, ex officio.

SECTION 4.
All officers of the Commission shall be elected to office by secret ballot of Commission members, and the number of votes for each officer shall be recorded and be part of the public record.

ARTICLE II – PART-TIME ASSISTANT

SECTION 1.
The Commission shall decide each year at its February meeting whether or not to hire a Part-Time Assistant for the purpose of preparing the minutes of the Commission meetings and performing other administrative and secretarial functions as deemed appropriate and necessary by the Commission. The Part-Time Assistant shall be financially compensated for the work performed at a rate that is approved by the Commission, and the Commission may amend the rate at any time.

ARTICLE III - MEETINGS

SECTION 1.
Unless the Commission decides otherwise the Commission shall hold one regular meeting per month for the completion of its purposes, responsibilities and functions. The Commission shall designate the date, time and location of its meeting. The Part-time Assistant shall mail a written notice of the regular meeting to each Commissioner at least seven (7) days prior to the date of the regular meeting. The City Clerk shall give proper notice of all the Commission's regular meetings to the public and Commissioners.

SECTION 2.
Special meetings may be called by the Chairperson or by three members of the Commission. The Part-time Assistant shall give notice of the special meeting to each Commissioner at least two (2) days prior to the date of the special meeting. "Notice" here means, in writing, by facsimile, email and/or telephone conversation/voicemail.

SECTION 3.
A meeting of the Executive Committee may be called at any time by the Chairperson or by three (3) members of the Executive Committee acting independently of the Chairperson. The Part-time Assistant shall give notice of the Executive Committee meeting to each member of the Executive Committee at least two (2) days prior to the date of the Executive Committee meeting. "Notice" here means, in writing, by facsimile, email and/or telephone conversation/voicemail.

SECTION 4.
Five members of the Commission, including the Chair, shall constitute a quorum at a regular meeting being held at the Commissioner's normal meeting location. However, when the Commission has a meeting at a community location, a quorum is not needed for the Commission to open its meeting, but no vote by the Commission can be taken at such a meeting being held at a community location when there is not a quorum.

SECTION 5.
At all meetings of the Commission or of the Executive Committee thereof, all proceedings shall be conducted in accordance with Robert's Rules of Order (Newly Revised), unless suspended by the majority of the Commissioners present. The Commission's Chairperson or Vice Chairperson shall maintain order at Commission meetings.

SECTION 6.
Any member of the Commission who fails to attend three (3) consecutive regular meetings without the Chairperson finding that there was reasonable cause for being absent or fails to attend at least half of all regular business meetings during any calendar year shall automatically be deemed to have resigned from the Commission. The Chairperson shall promptly notify the Mayor and City Council President of the situation and request a replacement.

ARTICLE IV - COMMISSION INTAKE, NOTICE, AND MEETING PROCEDURES

SECTION 1.

Meetings of the Commission or of the Executive Committee thereof, shall be conducted according to procedures established by the Procedures Committee and accepted by the Commission.

I. PROCEDURE FOR BRINGING A CONCERN OR MATTER BEFORE THE CITY OF DOVER HUMAN RELATIONS COMMISSION

A. Intake Procedure:

The City of Dover Human Relations Commission (hereinafter referred to as the "Commission") shall adopt an INTAKE FORM. Each Commissioner and the City Clerk shall have INTAKE FORMS available for distribution to the public. Any member of the public or an organization that wants the Commission to consider, recommend or rule on a concern or matter within the Commission's jurisdiction shall file an INTAKE FORM with the City of Dover Clerk's Office. The Commission shall maintain a record of all INTAKE FORMS received.

B. Scheduling the Concern or Matter Expressed in the INTAKE FORM Before the Commission:

To the best of the Commission's ability, with the assistance of the City Clerk's Office, any INTAKE FORM received at least 10 days prior to a Business Meeting of the Commission shall be placed on the next Business Meeting Agenda under the "New Business" section. The City Clerk will send notice by regular mail to the person or organization who filed the INTAKE FORM informing them of the date, time and location of the Commission's Business Meeting when the concern will be considered.

A similar notice will be sent by regular mail to any party or organization identified on the INTAKE FORM as being an interested party or a party-giving rise to the concern. This notice shall request the presence of the recipient and also extend an invitation for that party to address the Commission.

C. Consideration by the Commission of a Concern Set Forth in an INTAKE FORM:

The concern set forth in an INTAKE FORM will be considered by the Commission at its Business Meeting at the time new business is discussed. The Commission reserves the right to limit the time a person has to present the concern to the Commission, as well as limit the amount of time a party has to respond to the concern in issue. Any party testifying before the Commission shall not be sworn in. The party who filed the INTAKE FORM shall make their presentation first, followed by any party that has been invited to respond. The party filing the INTAKE FORM shall have a time to rebut or answer the party that presented a response. The Commission may limit the length of the rebuttal or answer. All parties appearing before the Commission may submit written exhibits, documents, photographs or other materials, which shall become part of the record of the proceedings.

The Commission may table a matter, decide not to take any action because of jurisdictional or other issues, refer the matter to a Commission Decision-Making meeting, or take any other action within its jurisdiction that is fair, reasonable and in the interest of justice.

D. Commission's Decision-Making Meeting:

At the Commission's Decision-Making Meeting, items referred by the Commission at its Business Meeting to the Agenda by the Commission shall be considered before members of the public, but the public will not be allowed to present any further facts and circumstances relating to a concern set forth in the original INTAKE FORM. The Commission members shall discuss and vote upon any issue being considered at a Decision-Making Meeting in public. Furthermore, the Commissioners shall state the reason(s) for their vote, if a vote is taken.

II. MEETINGS

A. Notice of Meetings:

The City of Dover Clerk, pursuant to legal requirements, will give notice of Commission meetings to the public. The Agenda of the Commission's Business Meetings and a copy of the proposed Minutes of the previous Business Meeting shall be submitted to the City Clerk's Office 14 days prior to the next Business Meeting. The Agenda for the Commission's Decision-Making Meeting shall be submitted to the City Clerk's Office 10 days before the Decision-Making Meeting. (A procedural flowchart is attached.)

B. Business Meeting Agenda:

1. The items on the Agenda for the Commission's Business Meeting shall include the following:

   a. Amendments to Agenda

   b. Presentations by Community Members: This segment of the Agenda is limited to 30 minutes. Members of the public shall have three minutes per person per issue to address the Commission. The Commission's Chairperson or designee will give the Commission's response, if any.

   c. Approval of the Minutes of the Last Commission Business Meeting

   d. Report of the Chairperson (or Designee)

   e. Reports by Committee Chairpersons (or their Designees)

   f. Unfinished Business

   g. New Business

   h. Suggestions for the Agenda for the Commission's Next Business Meeting

   i. Suggestions for the Agenda for the Commission's Next Decision-Making Meeting, and Setting Date, Time and Location

   j. Executive Session (if Needed)

   k. Adjournment

2. The items on the Agenda for the Commission's Decision-Making Meeting shall include the following:

   a. Amendments to the Agenda

   b. Approval of the Minutes of the Last Decision-Making Meeting

   c. Consideration of Matters for Decision

   d. Executive Session

   e. Suggestions for the Agenda for the Commission's Next Decision-Making Meeting, and Setting Date, Time and Location

III. MINUTES AND RECORDING OF COMMISSION MEETINGS

All Business Meetings and Decision-Making Meetings of the Commission shall be recorded, and the Commission shall prepare minutes of the Meetings. The recordings and minutes shall be maintained by the City of Dover Clerk's Office.

IV. IDENTIFICATION AND ANNOUNCEMENT OF POTENTIAL CONFLICTS OF INTEREST

All Commission members shall avoid the appearance of impropriety. All conflicts of interest, whether they be personal, legal, financial or otherwise, between a Commission member and a party appearing before the Commission shall be identified and announced by the Commissioner having the conflict. The Commissioner also shall announce on the record that he or she will abstain from all consideration of the matters being presented by the party, and that the Commissioner will not discuss the matter with any other members of the Commission.

V. DEVIATION FROM ORDER OF BUSINESS

The Chairperson shall have the authority to deviate from the order of business as circumstances warrant.

VI. LIMITATIONS ON PUBLIC PRESENTATIONS

Presentations by members of the public shall be limited, unless approved by the Chairperson. Speakers are requested to give presentations in the order of sign in. The Chairperson may limit the number of speakers heard, as circumstances warrant.

VII. FORMS

The following forms and documents shall be used by the Commission to carry out its duties:

A. Intake Form Front Page

THE CITY OF DOVER HUMAN RELATIONS COMMISSION
INTAKE FORM

Name of person or organization filing: (last name, first name, middle initial) ☐ Mr. ☐ Miss ☐ Mrs. ☐ Ms.		Home Phone: ( )	Business Phone: ( )	Fax: ( )
Street Address:	City:	County:	State:	Zip Code:
Identify the contact person that the Commission should notify:				
List the name, address and telephone number of any person or organization that you believe should be invited to appear before the Commission to help resolve your concern:				
Summarize what has or will occur that has given rise to your concern. Use this space for a brief and concise statement of facts (who, what, where, when, why, how). Additional details may be submitted on an attachment.				
What relief or action is being requested?				
Completion of the following questions is ***OPTIONAL***: Ethnicity: ☐ Black ☐ White ☐ Hispanic ☐ Asian ☐ Native American ☐ Other: _____ Sex: ☐ Male ☐ Female Age: _____ Nation of Origin: _____				
NOTICE: ALL DOCUMENTS AND TESTIMONY PRESENTED TO THE HUMAN RELATIONS COMMISSION ARE AVAILABLE TO THE PUBLIC AND THE PRESS.				
Signature:		Date:		
This form was delivered to: _____(person) on _____(date), located at _____(address). This form was mailed to: _____(person) on _____(date), located at _____(address).				

A. Intake Form - Back of Page

THE CITY OF DOVER HUMAN RELATIONS COMMISSION
RECORD OF ACTION

Case No. _____

CITY CLERK ACTION:

1. On _____ (date), the INTAKE FORM was received by the City Clerk's Office.

2. On _____ (date), the concerns expressed in the INTAKE FORM were placed on the New Business section of the Agenda for the Commission meeting to be held.

3. On _____ (date), a copy of the INTAKE FORM was mailed to members of the Commission along with the Agenda for the Commission meeting.

4. On _____ (date), notice of the date, time and location of the Commission meeting at which the concern(s) expressed in the INTAKE FORM will be considered by the Commission was mailed to the following:
   a.) the party(ies) filing the INTAKE FORM;
   b.) the interested party(ies) identified in the INTAKE FORM; and
   c.) the person(s) or entity(ies) who caused the concern(s) to be raised.

5. On _____ (date), notice of the Commission's final action was sent to the person(s) filing the INTAKE FORM and the other party(ies) listed on the INTAKE FORM.

COMMISSION ACTION:

1. On _____ (date), the Commission decided it did/did not have jurisdiction over the matters set forth in the INTAKE FORM.

2. On _____ (date), the Commission considered the matters set forth in the INTAKE FORM.

3. On _____ (date), the Commission took the following action:

_____
_____
_____
_____
_____

B. Notice to Public of Commission Business Meeting

NOTICE OF THE CITY OF DOVER HUMAN RELATIONS COMMISSION BUSINESS MEETING

TO: _____ (Name)

_____ (Street Address)

_____ (City, State, Zip)

DATE: _____

RE: Business Meeting of the City of Dover Human Relations Commission on Issues Indicated on the INTAKE FORM Submitted to the City of Dover on _____ (date)

The City of Dover Human Relations Commission has added to its Business Meeting Agenda the matters indicated on the attached INTAKE FORM. Please note that these matters will be considered at the Business Meeting to be held at the following date, time and location:

DATE: _____

TIME: _____

LOCATION: _____

The presentation of your concern(s) will be limited to _____ (minutes).

The Commission will not make a decision on your concern(s) on the night of the hearing. That will occur at a Decision-Making Meeting at a date to be determined by the Commission after considering all of the facts and circumstances related to your concern. You may speak at the Business Meeting, followed by any party you identified as being an interested party, and then you will be given a chance to speak again after that party.

Sincerely,

_____

City Clerk

Enclosure: INTAKE FORM

cc: Chairperson, City of Dover Human Relations Commission

C. Notice to Interested Parties of a concern that will be before the Commission and Invitation to attend and speak at the Commission Meeting

NOTICE OF THE CITY OF DOVER HUMAN RELATIONS COMMISSION BUSINESS MEETING AND INVITATION TO INTERESTED PARTY TO ATTEND

TO: _____ (Name)

_____ (Street Address)

_____ (City, State, Zip)

DATE: _____

RE: Invitation to Interested Party to Attend the City of Dover Human Relations Commission Business Meeting

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You have been identified as an interested party or a party-giving rise to a human relations concern in the City of Dover. Please refer to the City of Dover Human Relations Commission INTAKE FORM attached to this letter. In the interest of fairness, the Commission wants to hear from all sides before making any decisions.

The City of Dover Human Relations Commission has added the matters set forth in the attached INTAKE FORM to the Agenda for consideration at the Business Meeting to be held at the following date, time and location:

DATE: _____

TIME: _____

LOCATION: _____

You or your designated representatives are invited to attend the Business Meeting to observe and respond to the concern(s) expressed by the party that filed the INTAKE FORM.

If you decide to respond to the party that filed the INTAKE FORM at the Commission meeting, your response time may be limited. It will be the same amount of time that the party who filed the INTAKE FORM will have to make their presentation. That party will speak first, followed by your presentation, and then the party will be given a chance to speak again after you. ***Please contact the City Clerk (736-7008) to verify if you will attend or not attend the meeting.***

The Commission will not make a decision on the matters presented on the night of the hearing. That will occur at a Decision-Making Meeting at a date and time to be determined by the Commission after considering all of the facts and circumstances related to the concern.

Sincerely,

_____

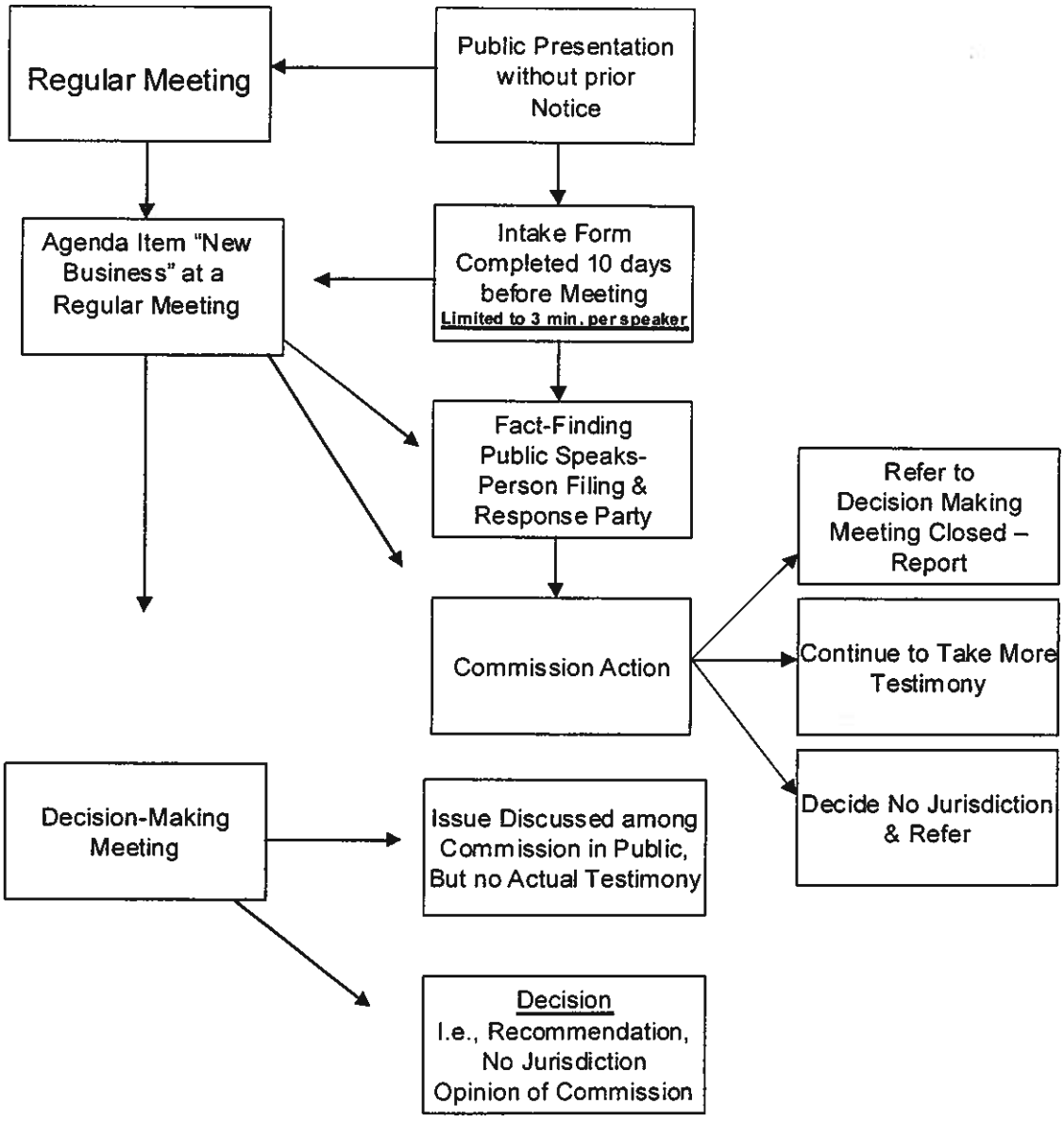
City Clerk

Enclosure: INTAKE FORM

cc: Chairperson, City of Dover Human Relations Commission

D. Commission Meeting Flowchart

Meeting Procedural Flowchart



ARTICLE V - COMMITTEES

The Commission shall create all standing and special committees.

SECTION 1.
The standing committees of the Commission shall be as follows: (1) Executive Committee; (2) Assessment Committee; (3) Community Programs Committee; and (4) School Programs Committee.

1.1 The Executive Committee shall be composed of the officers of the Commission and charged with acting on the business of the entire commission in between its regular meetings. It shall be responsible for interfacing with other City Departments and Offices including City Council.

1.2 The Assessment Committee shall be responsible for measuring and monitoring community relations. The duties of the Committee shall include meeting with different groups; developing assessment tools; analyzing results; and making proposals to the Human Relations Commission based on its analysis.

1.3 The Community Programs Committee shall be responsible for offering a range of programs and services that help community residents and neighborhoods prevent human relations problems and resolve issues of human relations. The Committee shall develop, implement, and sustain community- wide programs that foster a spirit of understanding and unity.

1.4 The School Programs Committee shall be responsible for offering a range of programs and services that help community residents and neighborhoods prevent human relations problems and resolve issues of human relations. The Committee shall develop, implement, and sustain community-wide programs that foster a spirit of understanding and unity with a particular emphasis on oneness of humanity as a part of the regular school curriculum or program.

Section 2.
The Special Committees of the Commission shall be as follows: (1) Media Relations Committee; (2) Intake Screening Committee; (3) Education and Development Committee; (4) Nominating Committee; and (5) By-Laws Committee. The Commission and/or the Chairperson shall have the discretion to create and terminate special committees.

2.1 The Media/Public Relations Committee shall be responsible for publicizing all programs and activities through communication channels. The Committee shall: (a.) prepare and send Press Releases to local Newspaper Editors, and Radio/TV Station Managers; (b.) disseminate information to local community organizations, and prepare correspondence in response to inquires and complaints; (c.) submit copies of all correspondence and releases to the Part-time Assistant, and; (d.) submit an oral and written report of all its activities to the Commission at its regular meetings.

2.2 The Intake Screening Committee, when the procedures set forth in Article IV do not apply and when so designated by the Commission or Chairperson to do so, shall be responsible for receiving and screening all intakes from the public. The Committee shall: (a.) Make recommendations to the Commission on matters such as jurisdiction, referral and preliminary solution; (b.) submit copies of Intakes to Commissioners at least 2 days before a regular or special meeting called for discussion of the matter; (c.) submit oral and written Committee activities to the Commission at the Commissions regular meeting; and (d.) notify the Part-time Assistant of all proceedings.

2.3 The Education and Development Committee shall be responsible for providing educational materials to the public and the Commission, and organize development programs for the benefit of Commissioners. The Committee shall: (a.) focus on diversity training, problem solving, conflict resolution, parliamentary procedures and similar initiatives; (b) schedule programs involving lectures and role play, and distribute materials to Commissioners at least 30 days in advance of such presentation or discussion, and; (c.) submit an oral and written report of its activities to the Commissioners at the regular meetings.

2.4 The Nominating Committee shall be responsible for nominating a slate of candidates who will seek election as officers of the Commission. The Nominating Committee shall consist of three Commission members appointed by the Chairperson in December of each year. One member shall be designated by the Chairperson as the Nominating Committee Chairperson. The Committee shall present its nominees to the Commission in January of each year for election at the February meeting.

2.5 The By-Laws Committee shall be appointed by the Chairperson to review any proposed amendments to the By-Laws and present them to the full Commission for action.

ARTICLE VI - AMENDMENTS

SECTION 1.
Any member of the Commission may at any time propose an amendment to these BY-LAWS, by submitting the same in writing to the Chairperson. All proposed amendments shall be initially reviewed by a Special By-Laws Committee for recommendations then submitted to the full Commission for action as per Section 2.5.

SECTION 2.
A copy of any proposed amendments of these BY-LAWS shall be forwarded by mail to each member of the Commission at least ten (10) days prior to the meeting of the Commission at which it is to be presented and acted upon, together with a written notice of the date, hour, and place of such meeting.

SECTION 3.
Any amendment to these BY-LAWS must first be adopted by the affirmative vote of two-thirds of the active members of the Commission, before the same shall become effective.

ARTICLE VII - BUDGET PLANNING, CONTROL AND REPORTING AND PAYMENT OF EXPENSES

SECTION 1.
Budget planning, control and reporting and all accounting and financial transactions of the Commission shall be governed by the City of Dover procedure F359 d/7-22-2002 and subsequent amendments thereto. The fiscal year of the commission shall coincide with that of the City of Dover.

SECTION 2.
The procedures for payment of expenses by the Commission shall be as follows: (a) The City of Dover shall handle the accounting and financial functions of the Commission as set forth in the City of Dover procedure F359 d\7-22-02; (b) All requests for expenses relating to purchase of supplies and services shall be submitted to the Part-time Assistant on the Payment Request Form with the supporting documents; (c) Every payment request shall indicate the budget account to be charged ; (d) A payment request shall not be approved by the requestor but shall be approved by another authorized person after review; (e) All payment requests shall be routed to the City of Dover Director of Finance by the Part-time Assistant for processing and payment; and (f) An expense of less than $30.00 shall be paid out of the petty cash account, but all other payment requests shall be processed according to the Purchasing Policy and Guidelines of the City of Dover.

ARTICLE VIII - SAVINGS ARTICLE

SECTION 1.
If any part or section of these Bylaws is determined to be unlawful or unconstitutional, the remaining parts or sections of these Bylaws shall remain in force and effect.

Adopted: September 6, 2002
Amended: December 15, 2004

DOVER HUMAN RELATIONS COMMISSION
INTAKE FORM LOG
2010 - PRESENT

DATE RECEIVED by Clerk's Office	FILED BY/ CONTACT PERSON	SUBJECT MATTER	LEGAL OPINION	CLERK'S OFFICE ACTION	CONTACT PERSON NOTIFIED
01/01/2010	Maurice Parker	Allegation of discrimination by Delaware State University - employment termination	Case is a private matter between Mr. Parker and Delaware State University	Notified Mr. Parker that this matter was not within the jurisdiction of the DHRC	10/20/2010
04/01/2010	Peter Andile Ntozake	Complaint against City of Dover Inspections Officer / appeal of property maintenance code violations	Strongly advised that the Commission not discuss this matter.	Notified Mr. Ntozake that the proper venue to appeal property maintenance code violations is through the City of Dover Property Maintenance Code Board of Appeals	08/26/2010 10/25/2010
12/30/2010	Marsha Misenheimer	Allegation of discrimination - employment termination	Case is a private matter between Ms. Misenheimer and Carmike Cinema	Notified Ms. Misenheimer that this matter was not within the jurisdiction of the DHRC	01/18/2011
05/10/2011	Nina Shahin	Allegation of discrimination based on race and national origin of the City's Board of Assessments in its 2009 assessments of real estate properties located on Shinnecock Road in Fox Hall West	Not within DHRC jurisdiction	Notified Ms. Shahin that this matter was not within the jurisdiction of the DHRC	05/12/2011
01/03/2012	Joe Burden, Jr.	Request for investigation in the downtown area and suggestion for a forum on racial/cultural awareness and sensitivity to highlight and discuss racial issues in the Dover area...	Not within DHRC jurisdiction; should not discuss	Documents attached to intake form were part of an ongoing police investigation and forwarded to the Dover PD Criminal Investigations Unit. Referred Mr. Burden to contact the PD. DHRC members considered his suggestions regarding a forum during their meeting of 02/22/2012	01/27/2012

DATE RECEIVED by Clerk's Office	FILED BY/ CONTACT PERSON	SUBJECT MATTER	LEGAL OPINION	CLERK'S OFFICE ACTION	CONTACT PERSON NOTIFIED
01/03/2012	William Copeland	CONFIDENTIAL	Not within DHRC jurisdiction; should not discuss	Intake form was forwarded to Lt. Benton Counselman, Internal Affairs, Dover PD. Mr. Copeland was provided Lt. Counselman's information.	01/27/2012 Confidential Correspondence
09/27/2012	Henery Fordham; Lida Darling; and Anna Watson	Allegations of attempted murder.	Not within DHRC jurisdiction; should not discuss. Suggested that the complainant be directed to speak with the DSHRC or the Attorney General's Office.	Mr. Sudler and Dr. Warfield were provided Mr. Rodriguez' legal opinion on 10/03/2013.	
06/03/2013	Joybeth I. Guy	Alleging unfair housing practices against the Dover Housing Authority and Colonial Investment Public Housing Program	Not within DHRC jurisdiction; should not discuss	(07/02/13) As recommended by the DSHA, City Clerk forwarded to DSHRC, DDJCPU, and HUD (06/10/13) Forwarded to Delaware State Housing Authority Director; Council on Housing	07/02/2013 06/10/2013

/dd