DOVER HUMAN RELATIONS COMMISSION

A G E N D A

July 27, 2011 - 7:00 P.M. - Council Chambers - City Hall - City of Dover

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.

1. Call to Order/Roll Call

2. Moment of Silence

3. Agenda Additions/Deletions

4. Adoption of Minutes - Regular Meeting of June 22, 2011

5. Comments/Presentations from Members of the Community
   This segment is provided to extend the opportunity to the general public to share their questions, thoughts, comments, concerns, and complaints. Discussion of any item appearing on the agenda is prohibited. Citizen comments are limited to three (3) minutes, and this segment will not exceed 30 minutes.

6. Chair's Report *(Sudler)*

7. Committee Reports
   A. Intake Screening/Hearing(s) *(Britt)*
   B. School Programs *(Wasfi)*
   C. Community Programs *(Allen-Pyne)*
   D. Assessment *(Edamatsu)*

8. Unfinished Business
   A. Mental Health Forum Update - Letter to City Council
   B. 2010 Annual Report
   C. Review of By-Laws, Articles I-III

9. New Business
   A. Discussion - Proposed Forum on Native American Indian Issues
   B. Report - Regular Meeting of February 23, 2011, Simon Circle Boys & Girls Club

10. Suggestions for Agenda Items for Future Meetings
    A. Next Regular Meeting - September 28, 2011 at 7:00 p.m.

11. Announcements

12. Adjournment by 9:00 P.M.

/dd
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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.

DOVER HUMAN RELATIONS COMMISSION
MINUTES OF JUNE 22, 2011
CITY HALL COUNCIL CHAMBERS

Present: Chair Roy Sudler, Jr. Commissioners Ellen Wasfi, Thomas Steele. Phyllis Edamatsu arrived late.

Call to Order: Chair Sudler waited till 7:15 to call the meeting to order to see if there would be enough commissioners present to constitute a quorum.

Comments from Members of the Community: Ms. Calmetta Brinkley from Mt. Zion Church came forward to express concern about the graffiti that has been appearing on buildings around Dover. Her Social Action Committee at the church has some photos of the graffiti and they are concerned that it might be gang related. Commissioner Wasfi asked her if they reported it to the Dover Police, and she responded that they have not yet done so. Wasfi next asked if they brought it before the City Council, and Ms. Brinkley said they had not gone there either. Commissioner Wasfi then recommended that the church should send a letter to the Dover Police, the City Council, and also to their District Representative, Councilwoman Russell. She told her to enclose the photos, and ask if the police can interpret the graffiti to connect it to gang activity, and if they have measures to remove it from the buildings and clean it up. Chair Sudler asked in what area of town the graffiti is located. Ms. Brinkley said they saw some on the side of a building on Forrest Ave & Lincoln St. and also there were similar drawings elsewhere. She indicated that the Commission was her first contact and now she knew how to proceed in her inquiries. Commissioner Wasfi told her that if she does not get a response from the Police or the City Council, to please return to the Commission, and DHRC could make a recommendation to the City Council to investigate further.

Agenda Additions/Deletions: There were no additions or deletions.

Adoption of Minutes: The Minutes from March 17, 2011 were adopted with no corrections or additions. The Minutes from March 23, 2011 were corrected and approved as amended. The Minutes from May 25, 2011 were corrected and approved as amended.

Chair's Report: Chair Sudler passed around a hand written letter (see Attachment # 1) from Jeremy Kopp and Jackie Jones from 10 Mishoe St. Dover. They have a complaint with the City of Dover's Utility Customer Service employee, Corinne Mosher. Chair Sudler is referring the matter to Commissioner Britt as head of the Intake Screening Committee. Next Chair Sudler brought up the letter to the Mayor & City Council dated May 25, 2011. The commissioners reviewed it and made corrections. (Refer to Attachment # 2 of the May 25, 2011 Minutes). The Commission will review and vote to send the letter at the next DHRC meeting.

The Commissioners reviewed the Draft of the Annual Report. Several corrections were made, and discussed. (Refer to Attachment # 4 from May 25, 2011 Minutes). Chair Sudler said that Commissioner Britt has some things to add, and since she was absent tonight, they should wait and be ready to discuss and vote on the final report at the next meeting.

Committee Reports;

A. Intake Screening: Jeremy Kopp's letter will be forwarded to Commissioner Britt.
B. School Programs: Commissioner Wasfi said she has not had a meeting yet, but will have a report as soon as she does.
C. Community Programs: Commissioner Pyne was absent.
D. Assessment: Commissioner Edamatsu said she is working on tallying the responses from the Boys and Girls Club meeting, and will have a report ready soon.

Unfinished Business:

A. Mental Health Forum Update: (See Attachment # 2) Commissioner Wasfi circulated her draft of the letter, and a few corrections were made in the wording. Then she suggested that the recommendations from Chair Sudler should be incorporated into the draft (See Attachment # 3 from May 25, 2011 Minutes). At the next DHRC meeting it should be discussed and voted on after all the commissioners have had a chance to view all the revisions.
B. Status of Slavery Apology: DRHC will be drafting a letter to the City Council to follow up on the Apology for Slavery Resolution that was passed last year by the City of Dover. It is unclear if the resolution was sent to the State Legislature, and if so, what has become of it.

New Business: Commissioner Wasfi brought a report entitled "Spirituality and Governance" (See Attachment # 3). The underlined sections of the report were items that the commissioners discussed and reviewed. Commissioner Wasfi suggested that the DHRC should have a public forum on Native American Indian issues. She would invite the Native American Indians to help formulate the agenda, and plan and host the meeting so that the public can learn more about their concerns and issues. It was noted that the City Council, Dover State Representatives, the Dover Post, State News, and various agencies from city and state government should all be invited to attend. There are many points that could be incorporated into a resolution that the DHRC could make on behalf of the Indians. Commissioner Wasfi made a motion to investigate the possibility of holding a Forum for the Native American Indians to discuss their concerns for fair treatment in city and state government. Commissioner Steele seconded and the motion carried.

Suggestions for Agenda Items for Future Meetings:

A. Finalize the Annual Report
B. Finish the Mental Health Forum Recommendations
C. Discuss having a Forum on Native American Indian Issues
D. Report on Boys and Girls Club Forum

Announcements:

A. There will be an African American Festival this Saturday at the Legislative Mall. Headliner singer will be Sharon Katz from 6 to 8.
B. PBS recently interviewed Commissioner Edamatsu's mother and sister for a TV documentary on the Japanese interment camps during WWII. Commissioner Edamatsu has a copy of the DVD.

Adjournment: The meeting was adjourned at 9:00.

Minutes taken and submitted by Mary Walson

ATTACHMENT
1
6-22-11

6/21/2011

Kopp Jeremy & Jackie Jones
10 mishoe St
dover de 19901
302-883-3378
white

person to contact:
City of dover

On or about november 2010 we had some communication problems with the Coustmer Service Supervisor Kerin for the City of dover. we had went to get our electric turned on in our name and was told we had a past due Bill and even if we paid it we couldnt get it turned on and wouldnt give us a reason why and we asked to speak to someone higher then her she stated she was the boss.

on and around April-
we went to a humcin relations meeting I Jeremy was about to ask questions to the electric compeny and Kerin was present and me Deprimed by the time I was gonna confront her she left the

Meeting. Afterwards we spoke to Mr. DeprimA and he said we could get the electric in our name and he be checking into. Kenins actions.

We would like her communication skills checked into. We've have seen some changes in the electric bill and we highly appreciate that. There should be more details on how to get help with your electric bill if there's a problem paying it.

Jacob Jones

ATTACHMENT #2
6-22-11

DRAFT

June 22, 2011

City Council President
Dover City Council
City Hall, Dover, DE 19903

Dear Council President:

On May 26, 2010, the Dover Human Relations Commission (DHRC) held a Mental Health Forum in the Community Meeting Room at Dover Police Headquarters. This event followed a proclamation, May as Mental Health Month, which was unanimously approved by the Commission and issued by Mayor Carleton Carey. Please find enclosed copies of the proclamation and the meeting minutes.

The stated purpose of the forum was to share experiences, concerns, knowledge, and information about mental health issues. The event included professionals representing advocacy and treatment organizations in the mental health field, such as PSI-Dover, the Delaware Board of Mental Health, the Division of Substance Abuse for the State of Delaware, and the National Alliance on Mental Issues. Additionally, both individuals and families from the Dover community attended.

Unquestionably, the forum uncovered a number of challenges facing the mental health field, which were articulated by various speakers; these are outlined below:

(1) Lack of coordination between stages of treatment for mental illness;

(2) The need for augmented mental health services, particularly for specific groups like students and military veterans;

(3) Concern over violation of the rights of patients undergoing treatment, including but not limited to unauthorized restraining of patients, denial of medicine, and failure to inform caregivers or guardians about changes in patient care;

(4) Inadequate training of some workers in the mental health field and a lack of quality mental health professionals to make assessments of mental illness;

(5) Insufficient financial resources furnished to organizations and agencies offering mental health services;

(6) Difficulty in locating information about various mental illnesses and in securing assistance for same;

(7) Regional disparities in mental health treatment;

(8) Overall lack of transparency and accountability in administering regulations governing treatment of mental health patients and their families.

As a path forward in addressing the aforementioned problems, the Commission recommends that several actions be taken:

(1) Keep promoting the message that mental health is attainable;

(2) Institutionalize annual events concurrent with May as Mental Health Month;

(3) Simplify and expand outlets which provide information about mental health facilities, services, and treatment;

(4) Appointment of a mental health ombudsman, who could serve as a conduit between local, county, or state government agencies on the one hand and professional groups and patients on the other hand;

(5) Revision of present procedures which unfairly penalize the caregiver/guardian of patients undergoing treatment;

(6) Establishing a method of acknowledging and rewarding individuals and groups which initiate projects aimed at treating or preventing mental illness or promoting mental health;

(7) Regular evaluation of performance of mental health staff and continuing education opportunities for same, including periodic retraining and recertification of mental health professionals and caregivers;

(8) Educating police about mental illness and how to properly handle individuals displaying such traits;

(9) Creating a method for persons to report wrongdoing or violation of regulations in the mental health field and ensuring protection for them.

(10) Recognition of regional disparities in the quality and availability of health care.

The Commission appreciates the participation of Councilman Thomas Leary at the mental health forum. With the commitment of City Council as a whole, this issue will receive the attention it deserves and the improvements necessary.

Thank you for your attention and consideration of these suggestions.

ATTACHMENT # 3
6-22-11

"SPIRITUALITY AND GOVERNANCE"
A Conference Presented by
The Interfaith Council of Central Delaware
And
Native American Tribal Leaders of Delaware
January 6, 2011
Christ Episcopal Church, Dover

In her introduction to the program, moderator Ellen Wasfi of the League of Women Voters of Kent County raised the question of how local Native American tribes and their ongoing contributions to American life can be better integrated and recognized by the State of Delaware. She highlighted the theme of "Spirituality and Governance," and shared what she had learned from Lenape Chief Dennis Coker that in traditional Native American culture, spirituality and governance were one and the same, involving interaction with nature and treating fellow human beings with respect and friendship. This spirituality guided relationships between individuals and communities without formal governing structures until these were required in order to deal with state and federal governments, especially with respect to land ownership. Today, the major issue of "Governance" revolves around official state recognition of local Native American communities. A parallel concern is the lack of acknowledgment of tribal identity throughout the state educational system where indigenous cultures and history have not been adequately documented or appreciated.

The first speaker was Chief Dennis J. Coker, Chief of the Lenape Indian Tribe of Delaware. Chief Coker pointed out that the Lenape were an aboriginal people of northern Kent County who were still thriving intact as a native community. They insist upon maintaining their status as a native people, and their religion is based on their symbiotic relationship with Mother Earth which insures the survival of all of creation. Although contemporary spirituality is now expressed primarily through Christian form of worship, many in the native community still prefer traditional forms of worship. He reiterated the confluence of governance and spirituality as respect for each other and the land. To adapt to contemporary governance, the Lenape developed a constitution.

Chief Coker stressed that the State of Delaware's tacit recognition of the Lenape is insufficient for the tribe to receive full government benefits. He brought this concern to the attention of Governor Markell, and urged the governor to pay special attention to the neglect of Native American history and culture in Delaware's educational system. He also emphasized the critical role of the faith community in rectifying these wrongs. Other issues that must be addressed include: 1) the need for an official disavowal by contemporary Christian churches of the 15th-century Papal Bull, the Doctrine of Discovery, which laid the basis for the oppression and enslavement of native peoples by the Catholic colonial powers; and 2) the United States affirmation of the UN Declaration on the Rights of Indigenous Peoples, the aim of which is the elimination of human rights violations against the planet's 370 million indigenous people and assisting them in combating discrimination and marginalization.

The second speaker was Chief Bill Daisey, Assistant Chief of the Nanticoke Indian Tribe of Southern Delaware. Chief Daisey described the close relationship between the Nanticoke and the Lenape, and expressed his concern that state census reports tried to eliminate the category of Native American despite the tribes' existence in Delaware. He criticized the fact that Native Americans in Delaware had received inferior education due to years of segregation. He revealed that in their need to adapt to the dominant culture, Native Americans had to blend into the greater society in order to circumvent negative media images and the fact that at times it was "dangerous" to be Native American. Indian students were often ridiculed in the school environment for their heritage. He cited the widespread belief held in the indigenous community that Delaware was reluctant to grant code (legal) recognition to the Lenape and the Nanticoke because of the fear that once such recognition was granted, the tribes would qualify to receive federal recognition of their nation status and would then be free to open casinos which would compete with the state's existing gambling industry. He expressed his indignation that in order to be counted in the census, Native Americans had to prove their identity, a requirement that is not applied to any other ethnic, racial or national group.

Chief Daisey repeated Chief Coker's description of the Native American relationship to the land as an integral part of their spirituality, and the importance of not wasting resources. He reiterated that Native American churches were diverse, blending Christianity with traditional religion. He mentioned the annual Nanticoke Powwow in Millsboro attended by 30,000, as a means of familiarizing the public with the traditions and practices of Nanticoke culture as well as communicating Nanticoke traditions to the young who face pressures of assimilation into the wider society. The preservation of Nanticoke heritage is reflected in the effort to retain their native language with its Algonquin roots. The concern with not losing their heritage is critical in a society where many believe and are taught that there are no Native Americans in Delaware.

The third speaker was Chief Mark "Quiet Hawk" Gould, Chief of the Lenni-Lenape Indian Tribe of New Jersey. He referred to the Bible's teaching to love and respect as the essence of governance. He also emphasized the need to preserve the Native American heritage and to maintain communication between tribes. He pointed out that Delaware's tribal genealogy is mixed due to generations of tribal intermarriage, and that tribes needed unity to survive and counteract the forces pulling them apart, i.e., the lack of support for their heritage in school or the workplace and the resultant fear of admitting that heritage. In order to combat these centrifugal forces, Native Americans had to bring Jesus Christ into the worship circle since the traditional church was no longer being respected by all traditional peoples. Tribal members are now spread out among various, mostly Protestant denominations (and some Catholic) which maintain a mutual respect for each other's Christian beliefs. Chief Gould described the need to acknowledge Jesus Christ in religious ceremonies in order to engender unity and to teach love and respect. He concluded that although Native Americans are being listened to now more than before, there still exists a mutual distrust between the Native American community and the government. He stressed the need to forgive the past.

The final Native American speaker was the Reverend John Norwood of the Sovereign Nentego-Lenape Tribal Confederation. He confirmed that the Nanticoke and Lenape were genealogically-linked tribes that collaborated on issues of tribal governance and survived through informal family and tribal structures. They elect tribal councils that run Native American affairs with a structure that ensures that neither member tribe dominates the other. Member tribes have evolved a structure to adapt to governance and define the scope of tribal authorities. They share the history of confederated tribes which is preserved in expanding museums of Native American culture and history. The Confederation Charter mandates that a prayer invoking the Creator's guidance begin every meeting. While there is a strong Christian link between the tribes, there is no single spiritual belief system and traditional values are expressed across tribes throughout the country.

The first response to the concerns expressed by tribal leaders came from Debora Hansen, Education Associate for Curriculum, Instruction, and the Professional Development Working Group of the State Department of Education (DOE). She commented that the national focus on education formed the backdrop for discussion with the goal of improving educational outcomes for all children. She reviewed the development of New Standards comprising the priorities of the State Department of Education which were intended to fuse a common core of initiatives into the state's program and, thereby, blend Native American concerns into the educational infrastructure. The standards were developed by states across the country establishing learning targets. Ms Hansen reiterated that this process created the opportunity for indigenous peoples to be incorporated into the standards, known as the Delaware Prioritized Curriculum. She also cautioned that the DE Department of Education was entering "uncharted waters" with its budget reduced by one-third. The recent "Race to the Top" grant awarded to Delaware by the US Government was a challenge to improve all levels of education for life after high school.

The final presentation was made by Dr. Steven Newton, History Department Interim Chair and member of the Office of Community Relations and Organizational Development at Delaware State University (DSU). In order to establish a plan of action, Dr. Newton advocated inviting tribal leaders to the University to discuss issues of upgrading the status of Delaware tribes and enhancing tribal leaders' ability to apply for federal Native American preservation grants. He estimated that $49,000 – $70,000 in grant funding was available. He indicated that DSU could apply for grants on behalf of the tribes. He also stated that mini-grants from the National Endowment for the Humanities (NEH) were available for summer classroom workshops and that Native American expertise was required to develop curriculum. DSU also expressed an interest in discussing preservation projects and could make internships available to research local history. The point is to bring education to local communities which have been locked out. Dr. Newton also indicated that the New Jersey tribes would be included and that it was important to emphasize what we share as a community and to move from conversations to work.

In the discussion that followed the presentations, Chief Coker stated that the DSU initiative was long overdue and welcome. Many Native Americans never attended high

school and it was extremely important to get the youth involved in projects of sustainability, e.g., returning to the traditional diet to improve health, reemphasizing the Lenape farming tradition, restoring the Lenape language and refamiliarizing children with techniques that enable them to move into a sustainable future. Chief Daisey recalled that the previous generation was denied a high school education, and that education proved inferior even after integration with limited and often primitive facilities. Chief Gould cited his work with the New Jersey Office of Indian Affairs in changing the content of what is being taught in public schools, i.e., bringing Indian education into the present in order to depict an accurate picture of the history of local tribes, e.g., why massacres occurred.

When queried on the specific nature of the DOE focus on indigenous people, Ms Hansen admitted that the DOE has no programs in the pipeline geared specifically to Native Americans but she agreed bring this need to the attention of the Secretary of Education, with special focus on the initial exposure to Delaware history in the fourth grade. She cited the opportunity for using the visual arts and appreciated the opportunities opening up to collaborate with institutions of higher education. She further suggested that such curriculum initiatives be developed at the local level and cited the example of the Nanticoke Powwow as an opportunity to insert local content into the standard of "Celebrations."

Dr. Newton commented that it was insufficient simply to change curriculum. It was necessary to use federal grant money to create multimedia resources for teachers, citing the Sojourner Project in New Jersey as an example. All schools and teachers in the state should have access to these resources. He added that DSU is in a position to identify such resources as it has done with African-American studies. It is important to encourage institutional involvement in the pursuit of funding for these projects.

RuthAnn Purchase, coordinator of the day's event, provided all the guest speakers with publications detailing highlights of Delaware's Native American culture, including a poster that featured a stone tablet engraved with a quote in the Munsee dialect of the Lenape language taken from a Civil Rights Monument in Ontario, Canada. The quote included the words for "Civil Rights" translated literally as: Equity (To treat one another the same), Dignity (Pride in Oneself) and Rights (Honest Heart). Ms Purchase suggested that this tablet be replicated in Dover, Delaware. Ms Purchase also expressed the appreciation of all the attendees to Jeanine Kleimo and Ted and Mary Torsch for arranging the Christ Episcopal Church venue to host the event.

Moderator Ellen Wasfi also thanked the program organizers, presenters and the audience for their enthusiastic participation, and concluded by urging local faith institutions to pursue within their religious communities the formal disavowal of the Doctrine of Discovery as a step towards the restoration of justice. She also encouraged all those in attendance to press their state and federal representatives to join the rest of the global community in affirming the principles of the UN Declaration of the Rights of Indigenous Peoples.

Respectfully submitted,
Ellen Wasfi

Subj: **Delaware National Coastal Heritage Park**
Date: 2/18/2011 3:26:47 P.M. Eastern Standard Time
From: EWasfi@aol.com
To: larry.windly@carper.senate.gov

Dear Senator Carper:

Earlier this week, I spoke with Olivia in your Capitol Hill office about your proposal for a Delaware National Coastal Heritage Park. Although the proposal contains the following language, "Delaware is rich with the history of Native American tribes such as the Nanticoke and Lenni Lenape," there does not appear to be a provision in the themes section for a specific area devoted solely to Native American culture. In my view, it would be a travesty to dedicate such an historical monument to the early Swedish, Finnish and Dutch settlers without also honoring the heritage and legacy of the Native American tribes who were the earliest inhabitants of what eventually became the State of Delaware, and whose descendents continue to reside in the State and the region.

On January 6, 2011, the Interfaith Council of Central Delaware and the Native American Tribal Leaders of Delaware cosponsored a forum entitled, "Spirituality and Governance." I am attaching the summary of the conference, which was held in Dover, and which presented the views and concerns of Delaware's Native American leaders, as well as the responses of representatives from the Delaware Department of Education and Delaware State University. Although the conference did not touch specifically on the Park proposal, Native American concerns about their history and contributions being better integrated and recognized throughout Delaware's educational system should be considered when planning a project of this historical significance. I hope you will incorporate their views and perspectives as you proceed with plans to create the Delaware Coastal Heritage Park. Thank you.

Sincerely,

Ellen O. Wasfi

286 Pine Valley Road

Dover, DE 19904-7111

(302) 734-1545

DRAFT

July 27, 2011

City Council President
Dover City Council
City Hall, Dover, DE 19903

Dear Council President:

On May 26, 2010, the Dover Human Relations Commission (DHRC) held a Mental Health Forum in the Community Meeting Room at Dover Police Headquarters. This event followed a proclamation, May as Mental Health Month, which was unanimously approved by the Commission and issued by Mayor Carleton Carey. Please find enclosed copies of the proclamation and the meeting minutes.

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Unquestionably, the forum uncovered a number of challenges facing the mental health field, which were articulated by various speakers. These challenges are outlined below:

(1) Lack of coordination between stages of treatment for mental illness;

(2) The need for augmented mental health services, particularly for specific groups like students and military veterans;

(3) Concern over violation of the rights of patients undergoing treatment, including but not limited to unauthorized restraining of patients, denial of medicine, and failure to inform caregivers or guardians about changes in patient care;

(4) Inadequate training of some workers in the mental health field and a lack of quality mental health professionals to make assessments of mental illness;

(5) Insufficient financial resources furnished to organizations and agencies offering mental health services;

(6) Difficulty in locating information about various mental illnesses and in securing assistance for same;

(7) Regional disparities in mental health treatment;

(8) Overall lack of transparency and accountability in administering regulations governing treatment of mental health patients and their families.

As a path forward in addressing the aforementioned problems, the Dover Human Relations Commission recommends that several actions be taken:

(1) Keep promoting the message that mental health is attainable;

(2) Institutionalize annual events concurrent with May as Mental Health Month;

(3) Simplify and expand outlets which provide information about mental health facilities, services, and treatment;

(4) Appoint a mental health ombudsman, who could serve as a conduit between local, county, or state government agencies on the one hand and professional groups and patients on the other hand;

(5) Revise of present procedures which unfairly penalize the caregiver/guardian of patients undergoing treatment;

(6) Establish a method of acknowledging and rewarding individuals and groups which initiate projects aimed at treating or preventing mental illness or promoting mental health;

(7) Regularly evaluate of performance of mental health staff and continuing education opportunities for same, including periodic retraining and recertification of mental health professionals and caregivers;

(8) Educate police about mental illness and how to properly handle individuals displaying such traits;

(9) Create a method for persons to report wrongdoing or violation of regulations in the mental health field and ensuring protection for them.

(10) Recognize regional disparities in the quality and availability of health care.

On July 6, 2011, Governor Jack Markell announced that Delaware's mental health care system will undergo a major transformation in order to be in compliance with the Americans with Disabilities Act (ADA). Federal and state officials came to an agreement that more patients should be treated in community settings rather than in institutions. The agreement is part of a nationwide effort to enforce a U.S. Supreme Court ruling declaring that the ADA requires states to serve disabled people in the most integrated setting appropriate to their needs. A major addition to the state's mental health care system

would be a 24-hour-a day crisis system to be supplemented with intensive and targeted case management, housing and employment support, rehabilitation services, family support and transitional planning for those currently institutionalized because of a lack of community support systems. In keeping with these proposed innovations to Delaware's mental health care system, the DHRC adds the following recommendations for local action:

1) Establish a committee whose members have been trained to assess quality health care services and proper codes of conduct for treating and providing care to mental health patients through interviews and on-site observation;

2) Provide city programs and workshops at least six to eight months of the year to educate the public about living with someone who suffers from mental illness in an effort to promote tolerance and respect; and

3) Provide incentives for landlords to offer housing to individuals coping with mental health issues.

The Commission appreciates the participation of Councilman Thomas Leary at the May 2010 mental health forum. We hope the Dover City Council will follow through on the federal and state initiatives and promote the long overdue improvements outlined above at the community level.

Thank you for your attention and consideration of these suggestions. We look forward to hearing from you.

_____

Roy Sudler, Jr., Chair
Dover Human Relations Commission

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,

_____

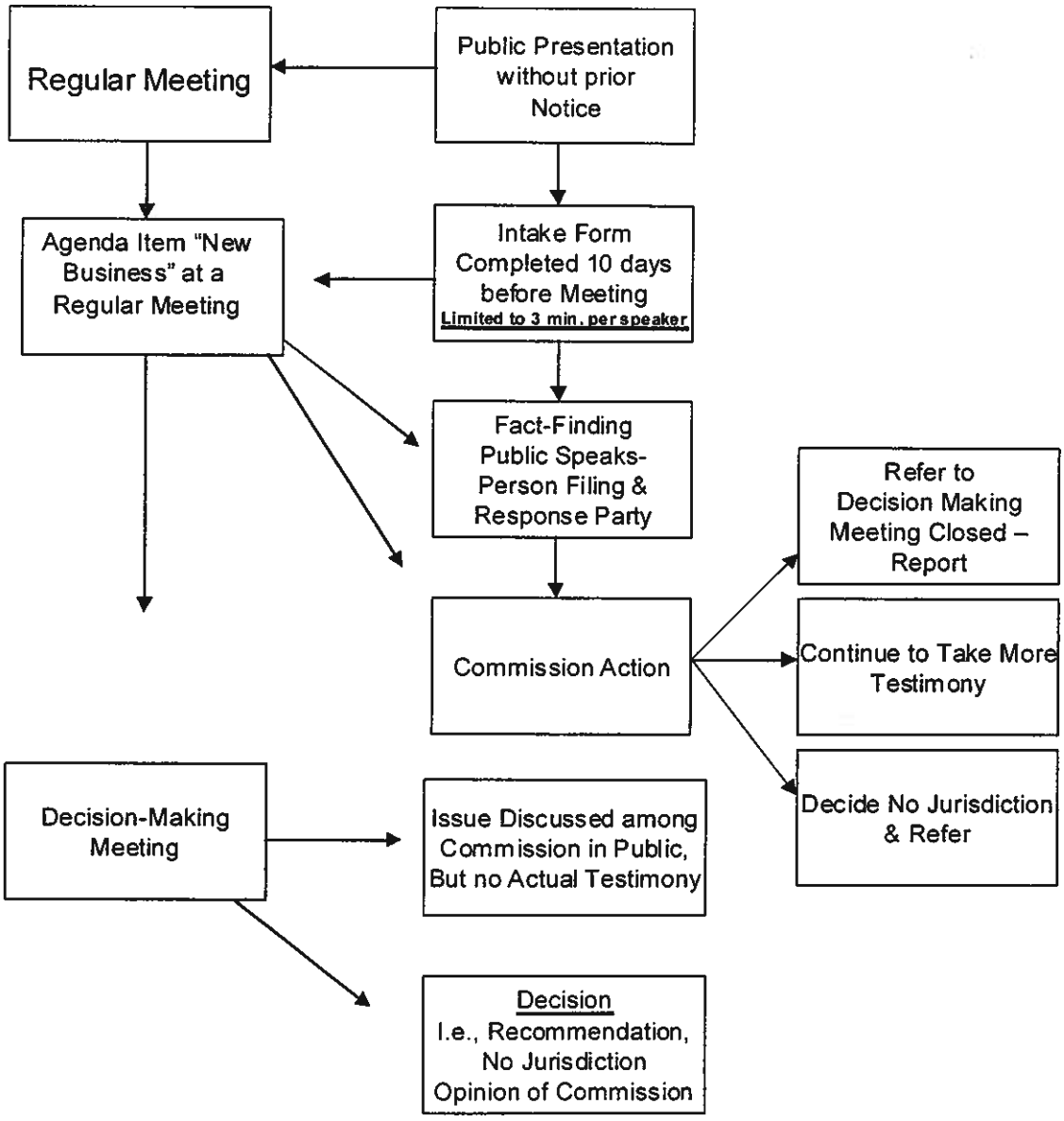
City Clerk

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