DOVER HUMAN RELATIONS COMMISSION

A G E N D A

June 22, 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
   A. Special Forum of March 17, 2011
   B. Regular Meeting of March 23, 2011
   C. Regular Meeting of May 25, 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. Annual Report
   C. Review of By-Laws, Articles I-III

9. New Business
   A. Discussion - January 6, 2011 Conference on Spirituality and Governance

10. Suggestions for Agenda Items for Future Meetings
    A. Next Regular Meeting - July 27, 2011 at 7:00 p.m.

11. Announcements

12. Adjournment by 9:00 P.M.

/dd
S:\AGENDAS & MINUTES\Misc-Agendas\HUMAN RELATIONS\2011\06-22-2011 DHRC.wpd

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 SPECIAL FORUM MARCH 17, 2011
CITY HALL COUNCIL CHAMBERS

Present: Chair Roy Sudler, Jr, Commissioners Dawn Allen-Pyne, Ellen Wasfi, Thomas Steele, and from the State Human Relations Commission, Wallace Dixon, Vince Petron, Marion Harris, and Ray Paylor.

Meeting called to order and a moment of silence at 7:11pm.

Acceptance of the Agenda; **Commissioner Wasfi** made a motion to accept the agenda and the motion carried.

Introductions the Dover Commissioners introduced themselves, and the visiting Commissioners from the State Human Relations Commission also gave their introductions.

Purpose of the Special Forum; Chair Roy Sudler said that the purpose of the forum tonight was to allow the DHRC to review the disruptive behavior that occurred on March 2, 2011 and make a determination whether or not the incident meets the criteria for a hate crime.

Chief James Hosfelt's Report; Chief Hosfelt read aloud the police report that was filed on the event. The police were called in after the altercation, so the police had to use the Internet video to determine who was involved.

Cause of Brawl; Chief Hosfelt determined the cause was alcohol related. All the neighbors were drinking and partying.

Not Race Hate Crime Incident; Chief Hosfelt said that the crime did not meet the statute of being a hate crime. **Commissioner Wasfi** asked if he would read the statute, and provide the Commission a copy of it. He then read the statute for the Commission. (See Attachment # 1)

Conflict Resolution; Chief Hosfelt told the Commission that intoxication caused the brawl, and he suggested calling the police right away to break up any future altercations.

Question Period for Commissioners; Chair Sudler wanted to know if tougher ordinances were needed in Dover. **Chief Hosfelt** replied that they are not needed as the State Law carries more impact than city ordinances. **Commissioner Wasfi** was concerned about the 12-year-old boy who was involved in the fight. **Chief Hosfelt** replied that the boy had attended several schools, an alternative school as well as being home schooled, but he has a violent nature. **Vince Petron** asked if being intoxicated made it a hate crime, and **Chief Hosfelt** said it did not. **Ray Paylor** wanted to know if the whites said racial slurs occurred, and **Chief Hosfelt** said that

there were none. **Commissioner Wasfi** wanted to know if the victim who threw the drink and provoked the brawl was charged, and was told that she was not charged. This seemed like an unequal application of justice in **Commissioner Wasfi's** view. **Vince Petron** stated that the State Commission has the power and duty to make recommendations to the governor and general assembly, so he asked if the state law should be changed. **Chief Hosfelt** answered that it was not a hate crime, and that no changes needed to be recommended. **Commissioner Allen-Pyne** said that there was a perception that the woman who threw the drink was getting off without being punished for inciting the brawl. Next **Chair Sudler** talked about the landlords holding the tenants accountable for their rowdy behavior.

Questions from the Audience: In response to concerns over the racial hate comments on the internet postings about the brawl, **Kay Sass** who is the Public Affairs Coordinator for the City of Dover told the audience that if anyone is offended by an internet website or posting, that they can go to the web master of the site and ask to have the offensive material removed**. Jeremy Kopf** said that if the victim was intoxicated she should be charged public drunkenness and not be let off for inciting the melee. **Wayne Lynch** stepped up next and said he is the owner of the property at 111 S. New St. The mother and the 12 year-old boy who were involved in the brawl were his tenants. He said he wants to see the boy get help. He said he sees no racial tension in the neighborhood, just drug and alcohol motivated behavior. He has tried to talk to the loiterers to get them to stop hanging around, but to no avail. **Chair Sudler** told Mr. Lynch that landlords can have tenants removed, and to consult with the "Landlord Tenant Summary" which outlines the procedures. **Marion Harris** owns the property next to Mr. Lynch, and she had to move people out, but said she was assessed by the city and cited for code violations. **Vince Petron** said that over his 20 years on the State Human Relations Commission, he has observed that if the incident was racially motivated or not, people's perceptions vary. Therefore the Commission wants to promote good relations, and decrease racial tension or unrest. So he asked what impact this incident had on the community, and how could the Commission help. **Larry Harris** of 38 S. New St. said that it was not just tenants who were involved, but people loitering. "No Loitering" signs need to be posted. **Clinton Brooks** of 29 S. New St. said that this loitering is just a small symptom of what's to come. These people are on SSI and SSD with nowhere to go but the streets. The community needs to provide them with somewhere safe to go. The House of Pride on New St. comes off looking negative, because of the altercations**. Marion Harris** pleaded with the city and community to help keep it going. **Dr. Kim Warfield** of 1403 Woodmill Dr. is a retired NYPD detective. She suggested that they form a tenant patrol or neighborhood watch to help curtail the loitering. A man from the House of Pride stated that he was fearful of the alcohol and illegal drug activity he has seen in the area, and a second resident at the House of Pride said he felt fearful too, and has witnessed guns being shot up into the air and has had racial remarks made towards him.

Mr. Eshed Alston's Memorandum of Record for March 17, 2011 Special Meeting which expressed his concern as a matter of law in the charging of all parties involved. He pointed out two issues;**1).** Egual Protection of Law Rights of Black \ African American constituents of **2).** Dover and Due Processes Rights. [Please refer to Memorandum dated **3 / 21 / 201**].

Acknowledgement of State and Local Officials; Chair Sudler thanked those officials who were present, and thanked everyone for coming to participate in this special forum.

Adjournment; The Special Forum was adjourned at 8:45 pm, and people were asked to fill out and return the questionnaires, which were distributed, to those in attendance.

Minutes Taken and Submitted by Mary Walson

Attachment #1

§ 1304. Hate crimes; class A misdemeanor, class G felony, class F felony, class E felony, class D felony, class C felony, class B felony, class A felony.

(a) Any person who commits, or attempts to commit, any crime as defined by the laws of this State, and who intentionally:

(1) Commits said crime for the purpose of interfering with the victim's free exercise or enjoyment of any right, privilege or immunity protected by the First Amendment to the United States Constitution, or commits said crime because the victim has exercised or enjoyed said rights; or

(2) Selects the victim because of the victim's race, religion, color, disability, sexual orientation, national origin or ancestry, shall be guilty of a hate crime. For purposes of this section, the term "sexual orientation" means heterosexuality, bisexuality, or homosexuality.

(b) Hate crimes shall be punished as follows:

(1) If the underlying offense is a violation or unclassified misdemeanor, the hate crime shall be a class A misdemeanor;

(2) If the underlying offense is a class A, B, or C misdemeanor, the hate crime shall be a class G felony;

(3) If the underlying offense is a class C, D, E, F, or G felony, the hate crime shall be one grade higher than the underlying offense;

(4) If the underlying offense is a class A or B felony, the hate crime shall be the same grade as the underlying offense, and the minimum sentence of imprisonment required for the underlying offense shall be doubled.

70 Del. Laws, c. 138, § 1; 70 Del. Laws c. 186, § 1; 71 Del. Laws, c. 175, §§ 1, 2.;

DOVER HUMAN RELATIONS COMMISSION
MINUTES OF MARCH 23,2011
CITY HALL COUNCIL CHAMBERS

Present: Chair Roy Sudler,Jr. Commissioners Maisha Britt, Dawn Allen-Pyne, and Ellen Wasfi.

Call to Order Chair Sudler waited until 7:15 to call the meeting to order in the hope that enough commissioners would be present to make a quorum.

There was a Moment of Silence and then it was decided to move on to the Presentations.

Agenda Additions/Deletions: Deferred due to lack of a quorum.

Adoption of minutes: Deferred due to lack of a quorum.

Presentations Anthony **DePrima** from the City of Dover was in attendance and he told the Commission that there was no excuse for their customer service representatives to be discourteous to any customers. He then gave the Commission an overview of the billing policies and procedures the City uses. (See Attachment # 1) He went over their deposit policy, and how they determine what a customer will have to deposit for service. Depending on their credit score, customers may pay no deposit at all, or up to 3 times the monthly amount of the past usage on that household. He told the Commission that they have various payment options if someone is having financial difficulty, or if someone has a medical condition where he needs electricity for a medical device. People have 21 days to pay, then a 14 day grace period, and they can also get a 10 day extension up to 6 times yearly. They can also get help from several local agencies including the Salvation Army, Catholic Charities, and State Social Services among others. Electric power cannot be shut off on someone who has a medical hardship, but if they cannot pay their bills, they can be put on a restrictor that limits the amount of electricity that can be drawn. **Ellen Wasfi** expressed that most people probably are not aware of all the alternatives available to them, and was told that there are brochures at the City of Dover office. A sheet was distributed (Attachment #2) to all in attendance that gave rate comparisons from several cities in Delaware**. Mr. DePrima** went on to give some facts and figures concerning the trash, water and sewer departments. Customer Service reps from the City of Dover Utilities were also present at this meeting. Kathy Divver, and Corinne Mosher each introduced themselves and spoke briefly.

Chair's Report from December 14, 2010 was read by Chair Sudler.

Committee Reports
A). Intake Screening Report was submitted by Maisha Britt

B). School Programs Report was submitted and read by Ellen Wasfi.
C). E-mail from Thomas Steele was received and needs to be discussed at the next meeting. So it should be added to the agenda for next month
D). Community Programs, the addition of a pool at the new Boys and Girl's Club had to be dropped because of budgetary restrictions. Also transportation to and from the new facility was discussed, apparently there is a bus route out that way, but no transportation provided by the city

Unfinished Business Deferred due to lack of a quorum.

New Business Deferred due to lack of a quorum.

Agenda Items for Next Meeting Mr. Steele's e-mail post

Announcements It was suggested that the American Indian Chiefs in Kent County be invited to come to a meeting of the DHRC and bring up any concerns or issues that they would like to discuss.
A). The Amish community may be invited to put a delegate on the DHRC.
B). The Mount Zion AME Church is having a meet and greet the candidate night for the 4th district on March 31 at 6:30 pm.
C). The League of Women Voters is holding a meet the Candidates night at Modern Maturity Center on April 14, from 7 to 9 pm.

Adjournment The meeting was adjourned at 8:35 pm.

Minutes Taken and Submitted by Mary Walson

Attachment # 1

Questions asked by Commissioners:

Chair Roy Sudler
1. What is the determining factor as to when the rates should be increased or decreased?
2. Was there a 30 or 60 Day notice to the residents of Dover in regards to a rate changes in the areas of Water, Trash, and Sewer Cost.
3. How many people do you service in the City of Dover?
4. Under the Medical Hardship Restrictor Program, is there a $50 reconnection fee assessed to ones' account every month even if there is a balance due?
5. What methods are used to reach out to the Blind and Deaf to let them know that these programs exist for those who are eligible?
6. How do you define hardship?
7. What is the percentage of consumers during these days that qualify for zero deposit down for utilities?
8. What is the City of Dover doing to work with consumers who make 15(k), or less as an annual household income? [Utility Deposit Issue]

Ms. Dawn Allen-Pyne
1. What is the number of extensions one may receive?
2. How does the City of Dover work with the consumer during a time of recession?

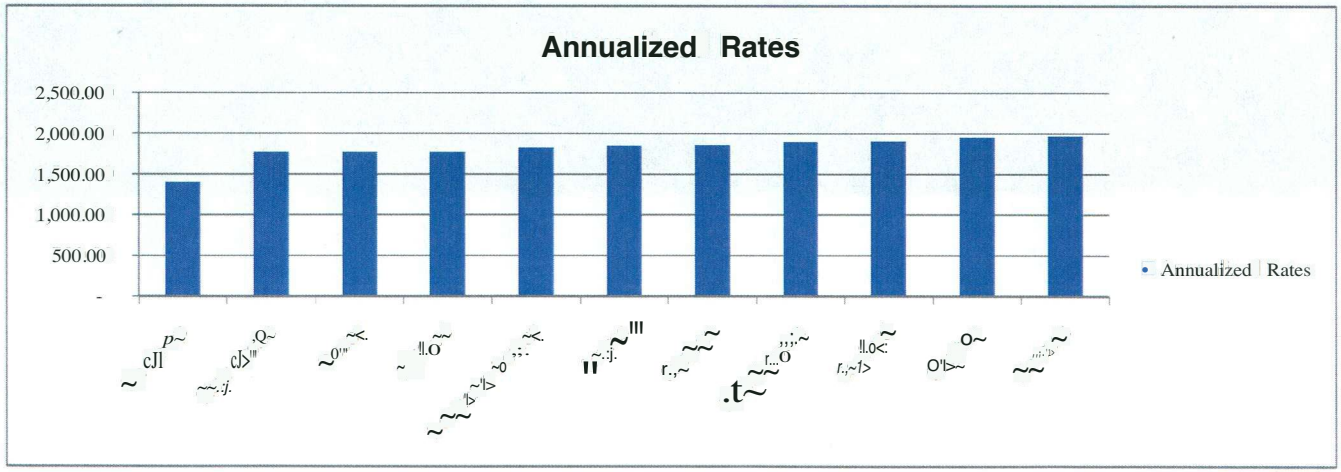
Ms. Ellen Wasfi
1. Is there solicitation available to the consumers about all the various programs available?
2. How often do you solicit them to the public?

Residential Rate Comparison Annualized at 1,000 kWh per month

As of 11/23/10

	June	July	August	September	October	November	December	January	February	March	April	May	Total
De Co-op	122.50	122.50	122.50	122.50	112.91	112.91	112.91	112.91	112.91	112.91	112.91	112.91	1,393.28
New Castle	152.13	152.13	152.13	152.13	144.63	144.63	144.63	144.63	144.63	144.63	144.63	144.63	1,765.56
Dover	147.38	147.38	147.38	147.38	147.38	147.38	147.38	147.38	147.38	147.38	147.38	147.38	1,768.56
Milford	155.27	155.27	155.27	155.27	143.53	143.53	143.53	143.53	143.53	143.53	143.53	143.53	1,769.32
Delmarva Power	154.48	154.48	154.48	154.48	151.27	151.27	151.27	151.27	151.27	151.27	151.27	151.27	1,828.08
Lewes	156.44	156.44	156.44	156.44	152.36	152.36	152.36	152.36	152.36	152.36	152.36	152.36	1,844.64
Smyrna	158.48	158.48	158.48	158.48	152.48	152.48	152.48	152.48	152.48	152.48	152.48	152.48	1,853.76
Middletown	156.76	156.76	156.76	156.76	158.70	158.70	158.70	158.70	158.70	158.70	158.70	158.70	1,896.64
Seaford	164.45	164.45	164.45	164.45	156.05	156.05	156.05	156.05	156.05	156.05	156.05	156.05	1,906.20
Clayton	162.70	162.70	162.70	162.70	162.70	162.70	162.70	162.70	162.70	162.70	162.70	162.70	1,952.40
Newark	163.71	163.71	163.71	163.71	163.71	163.71	163.71	163.71	163.71	163.71	163.71	163.71	1,964.52

Approximate DP&L's transmission capacity charge is based on each individual's Peak Load Contribution{PLC) to the overall transmission load. Each customer has a unique PLCthat changes every January.



ATTACHMENT #2
DHRC Meeting of 03/23/2011

DOVER HUMAN RELATIONS COMMISSION
MINUTES OF MAY 25, 2011
CITY HALL COUNCIL CHAMBERS

Present: Chair Roy Sudler, Jr. Vice Chair Willie Jones, Thomas Steele, Ellen Wasfi, Maisha Britt. Dawn Allen-Pyne arrived late.

Call to Order: Meeting was called to order at 7:00 p.m. and there was a moment of silence.

Agenda: Maisha Britt wanted to add City Solicitor Mr. Nicholas H. Rodriguez to the agenda, and he stepped forward and began his presentation.

Mr. Rodriguez reviewed chapter 58-32 section a. and d. and chapter 58-33 section c. of Article II and reminded the Commission that it was established as an advisory board for the Dover City Council, and its jurisdiction is confined to the City of Dover. DHRC may hear complaints, and take notes, but cannot rule, only make recommendations to the City Council. DHRC may refer the complainants to the appropriate body for help. The City Council has a public forum to hear matters and complaints from the citizens. DHRC is not to support any political issues or candidates. DHRC must comply with FOYA and use Roberts Rules of Order. Mr. Rodriguez also assured the commissioners that DHRC has a very important function in the City of Dover.
Commissioner Wasfi asked about chapter 58-32 section d. removal of officers and term of office. The Solicitor replied that commissioners are appointed for a specific term, and when that term is up, the City Council appoints new commissioners or renews the terms of the commissioner. The Council President can renew a term or not, at his discretion. Commissioner Wasfi also asked about absenteeism, where if a commissioner misses more that 3 consecutive meetings without an excuse, that they be dismissed. The Solicitor told DHRC to inform the City Council and recommend the dismissal of such a commissioner.
Mr. Rodriguez also advised the Commission not to hold "hearings" as it is not a function of the DHRC to hold a hearing for a specific person because DHRC cannot make any decisions for a person. Such persons should be referred to the Dept. Of Labor, or Public Housing or whatever agency is appropriate.
Commissioner Steele asked if the DHRC has the authority to call upon State agencies for help and direction, and how would DHRC go about asking for this help.
Mr. Rodriguez replied that if DHRC wants information on any subject, they are free to contact City or State agencies to get that information or set up time for them to come in and address the DHRC at a meeting.
Commissioner Pyne asked if we have to use the word "hearing", and the Solicitor advised not to use that word because it gives the impression that DHRC is making a decision on a particular issue or complaint, and DHRC can only gather information and make recommendations.

Commissioner Britt commented that the DHRC intake forms and by-laws were made up using the State model, and Chair Sudler said that the intake forms were developed so that people would have some way to fill out a complaint. He thought that it now seems to be watered down and the DHRC is moving away from having hearings and mediating complaints. The Solicitor said that it would be unwise to have "Hearings". If a person comes in and DHRC hears his complaint, all that DHRC can do is make recommendations. The City Council did not give DHRC the power to decide cases.

Agenda: Maisha Britt now made a motion to accept the agenda. Dawn Allen-Pyne seconded and the motion carried.

Adoption of Minutes: The minutes from April 27, 2011 were corrected and amended, and then adopted.

Chair's Report: Chair Sudler read his report (attachment # 1 –(2 pages) Included is a letter that he drafted to send to the City Council on the reappointment of DHRC commissioners to service. (attachment # 2 (1 page)

Committee Reports: Intake and Screening Commissioner Britt reported that the City Clerk's Office handled some correspondence for DHRC concerning an intake matter. The City Clerk's Office forwarded the complaint to the City Solicitor, Mr. Rodriguez. He decided that the matter was not within the jurisdiction of DHRC and sent a letter to the complaint stating such. It is not known if the complainant was referred to another agency, because the complaint was never forwarded to the DHRC for review. Ms. Britt stated that the intake form was addressed to the DHRC and should have been screened by the Commission, even as a matter of protocol and stated responsibilities.
School Programs: Ellen Wasfi contacted Terisha Collins at Dover High School and gave her materials for review. They will have a meeting to discuss how to set up the program for the fall semester. The possibility of adding it to a sociology class was mentioned. Commissioner Wasfi made a motion to put a disclaimer on the DHRC intake forms that indicate DHRC has the authority to make recommendations to the City Council and Mayor's Office, and to change the word "hearing" to Fact-Finding Session. The motion was seconded by Willie Jones, and all voted in favor.

Unfinished Business: Mental Health Forum Update Letter: (attachment # 3) The letter will be ready for the next meeting of DHRC.
Annual Report: Chair Sudler circulated a rough draft of the Annual Report, (attachment # 4 (4 pages) and invited all commissioners to review it and add comments or suggestions. He will e-mail the draft to all commissioners, and needs their input for the final draft in 2 weeks.

Review of By-Laws, Articles I-III: Commissioner Wasfi made a motion to change Article 3 section 7 line 3 and insert: during any calendar year shall "be considered in violation of 58-32 d of city code 1981 ord of 2-11-2002 in substantial neglect of duty." And to the end of the paragraph add, "and recommend termination of that individual" The motion was made by Ellen Wasfi, and seconded by Dawn Allen-Pyne, all voted in favor.

Suggestions for Agenda Items for June 22, 2011 Meeting: Commissioner Wasfi wants to discuss Native American Indian topics at the next meeting, and possibly invite some of them to come to a meeting and speak to DHRC. She has information that she will e-mail commissioners so they can be ready to discuss at the next meeting.

Announcements: Ellen Wasfi's daughter was married April 16th.
Willie Jones' granddaughter just graduated from Spellman College in Atlanta, and first lady Obama spoke at the commencement. Dawn Allen-Pyne's son just graduated also!

Chair Sudler took an opportunity to thank all the commissioners for serving on DHRC.

Adjournment: The meeting was adjourned at 9:00p.m.

Attachment # 1 (2 pages)

Chair's Report

****

May 25, 2011

CITIZENS CONCERNS & ISSUES:

On March 2, 2011, @ approximately 9:30 a.m., I was contacted by the Delaware State Housing Authority - Liberty Court Management Office in regards to a grievance hearing. Mrs. Deborah Walker Housing Manager III. @ 1289 Walker Road Dover Delaware 19904 asked if I would assist them by serving as a non-interested party in a landlord tenant dispute hearing, my immediate response was yes! After the grievance hearing was over, Mrs. Walker asked me if I could extend the offer to other commissioners to be a future hearing officer for the Delaware State Housing Authority – Liberty Court Site and again my response was yes! Please submit your name to me, so that I may forward it to Mrs. Deborah Walker Housing Manager III - DSHA.

On April 29, 2011, @ approximately 2:37 p.m. I received a phone call from a concern resident who lives in Walker – Woods Housing Development where the young 5 year old African American boy was struck by a vehicle and soon died later that day. The individuals concerns consisted of adequate speed and children signs in their community. I referred their concerns to newly elected 4th District Council Person David Anderson and he immediately responded to the residents concern. Councilman Anderson and I went to the site where the young boy was killed and searched for ways to decrease the probability of that incident occurring again. Councilman Anderson talked to a few residents and took pictures of areas where he felt could be improved in their community. The residents who spoke with him were pleased that he listen and took time to listen to their concerns.

On May 8, 2011 @ approximately 10:30 p.m., I received a phone call from one of the individuals charged in the Reed & New Street Brawl. Mrs. Gloria – expressed to me her

desire to tell her side of the story to the Dover Humans Relations Commission. As she shared her version of the incident with me, I explained to her the intake procedure and that she would have to contact the City Clerks Office to inquire about being on the agenda for May or June's scheduled meeting. Her response was okay and that she would give the city clerks office a call.

On May 12, 2011, @ approximately 6:00 p.m., I attended the Delaware State Education Association's Celebration of Diversity through Art, which High School Students received the Human & Civil Rights Award. Emeritus Councilman Reuben Salters was honored for his leadership in the City of Dover.

On May 18, 2011, @ approximately 12:30 p.m. Jeremy Kopp stopped by my office to thank the Dover Human Relations Commission for having the City Manager discuss various programs and services that are offered to the citizens of Dover Delaware. Mr. Kopp was very satisfied with the professionalism and eagerness displayed by the City Manger Tony Deprima. Mr. Kopp was very glad that he attended the DHRC meeting and feels that the City Manager provided top notch customers service when addressing his dilemma.

Attachment # 2 (1 page)

May 25, 2011

Mayor Carlton Carey & City Council of Dover Delaware
15 North Plaza City Hall
Dover, DE 19904

RE: Reappointment Policy - Suggestion

On April 27, 2011, the Dover Human Relations Commission held its monthly meeting in the City Hall Chambers between the hours of **7 – 9 p.m**. During our meeting we reviewed our bylaws and discussed the need for a smoother transition in the event of an officer or Commissioner of the DHRC not being reappointed. In our discussion a motion was made and unanimously carried that the Commission would suggest to the Mayor and City Council to consider an automatic reappointment policy if a Commissioner's term has expired and there still serving on the Commission 60 days after their term has expired. The purpose for this request is to ensure a smooth transition for future operations and function of the DHRC in order to serve the community of Dover pursuant to the powers and duties granted under **Chapter 2- Administration, Article I. Division 6, and Section 2-21 of the Dover Code.**

Thank you,

Attachment # 3 (1 page)

Mental Health Forum Recommendations:

1. Establish a committee that has been trained to assess quality healthcare services and proper code of conduct for treating and providing care to mentally challenging patients by interviews and or on-site observation.

2. Provide city programs and workshops that help to educate non-mentally challenging persons about living with a mental illness in an effort to promote tolerance and respect for one another in spite of each others differences at least 6 to 8 months out of the calendar year.

3. Provide some incentive for landlords to offer housing to mentally challenging persons.

Simon Circle Boys & Girls Club Meeting – Recommendations:

1. Provide a fixed cost of no more then $100 utility deposit for individuals who's household income is less then 20,000 annually

2. Establish a committee that reviews, and monitors the City of Dover's Customer's Service Division to ensure dealing business between the City and Dover Citizens is dealt in good faith free from duress and retaliatory acts prohibited.

3. To have the City of Dover's Police Department orchestrate a workshop or seminar in the community and school system that focus on educating citizens of Dover about gang activity, formation, and graffiti signs in the city of Dover at least 6 to 8 months out of the calendar year. [**How to become part of the solution to stopping gang formation**]

4. Continue to reach out to Hispanic Community Leaders to voice the concerns and possible remedy for addressing their concerns and increasing the quality of living in their community.

Reed & New Street Brawl Recommendations:

1. Ensure an even application of the law for all parties involved in the Reed & New Street Brawl Incident as it applies to the Delaware Criminal And Traffic Law; **Title 11 Code # 1301** Disorderly Conduct; Unclassified Misdemeanor, title **11 Code # 1302.** Riot; Class F Felony and **Title 11 Code # 1315** Public Intoxication; Unclassified Misdemeanor; Violation.

2. Establish an incentive for landlords to become more proactive in maintaining a climate that is desirable and conducive for housing all citizens of Dover.

3. Implement new ordinance that allows landlords to process undesirable residents out of their unit a lot sooner then 7 days.

Attachment # 4 (4 pages)

ANNUAL REPORT 2010

The Dover Human Relation Commission [**DHRC**] is an advisory body created by the Mayor and City Council in the year 2001. The commission's charge is to focus on helping to decreasing racial tension and discrimination throughout the City of Dover.

Pursuant to Chapter 2 – Administrative, Article I, Division 6, Section 2 – 21 of the Dover Code; 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 purpose of the Dover Human Relations Commission is to serve as the focal point for monitoring amicable relations between diverse ethnic groups throughout Dover Delaware.

The goal of the commission is to increase the quality of living in the Dover community by reviewing city programs, activities, functions and ordinance, which would encourage enhanced communication and cooperation among residents of Dover.

The Commission consists of residents that reside in the Dover community that are either appointed by the Mayor or selected by the City Council for a three year term, which commissioners receive no monetary compensation.

The current members of the commission include Samul B. Hoff – Chairman Gregory Bunckly Vice-Chair, Ellen Wasfi, Dr. Phyllis Edamatsu, Paul Flemming, Mark Monro, Ivan Finney, Dawn Allen-Pyne, and Catherine Gregory.

All Commission Members have experienced the long term demands often requiring considerable time, extended periods and dedication to addressing multi – faceted unfair treatment claims in the City of Dover. The commission efforts are aimed at those who are suffering from discrimination and racial tension in the city of Dover.

Each commissioner has a fiduciary duty to be non-bias in resolving case disputes and suggest alternative dispute resolutions between all parties. All commissioners have unique professional and personal characteristics that allow the commission to properly carry out and accomplish effectively the objectives, functions, and services contemplated by **Division 6, Section 2-21 of the Dover Code.**

The Commission has five active committees;

1. Intake Screening Committee Chair [Gregory Bunkley]
2. School Programs Chair [Ellen Wasfi]
3. Assessment Chair [Dr. Phyllis Edamatsu]
4. Election Committee Chair [Mark Monroe]
5. Community Programs Chair [Roy Sudler, Jr.]

In January 2010, the commission heard from members of the audience in regards to the Apology for Slavery Resolution proposed in 2007 by the Dover Human Relations Commission to the Mayor and City Council. Audience members were not only Dover citizens, but Camden and Magnolia as well. The majority of the audience was in agreement with the Apology for Slavery Resolution and thanked the DHRC for initiating the resolution.

In February 2010, the Apology for Slavery Resolution was voted on by the Dover City Council members and the Mayor. The Apology for Slavery Resolution was passed by the council with a vote count of 5 to 3.

In March 2010, the commission voted and approved an Earth Day Proclamation for the 40th Anniversary of Earth Day also; a Proclamation for Mental Health Awareness was voted on and passed by the commission for the month of May.

In April 2010, two intake forms were submitted to the commission. The first intake form involved a wrongful termination claim submitted by Mr. Maurice Parker, which was referred to the State Human Relations Commission for investigation. The second intake form involved an unfair treatment claim against the City of Dover's Planning and Inspections Code Enforcement Officer Mr. Edward Graves, Jr.

In the month of May 2010, the commission held a public form at the Dover Police Department. The forum provided an array of mental health agencies that discussed their unique services and programs for individuals who are faced with diverse mental challenges on a daily basis.

In June 2010, the hearing scheduled for Mr. Andile Ntozake of 777 Slaughter Street Dover, DE 19904 and the City of Dover's Code Enforcement Officer – Edward Graves, Jr. was postponed until July 2010.

The meeting for July 2010 was cancelled.

In August 2010, the State Human Relations Commission was present at the DHRC meeting to discuss the future of the DHRC and the powers, duties, bylaws and mission statement of the State Human Relations Commission. Also, three new

members were appointed and welcomed to the commission. Dr. Maisha Britt, Leigh MaCcallum and Willie Jones. After the presentation of the new commission members, the City Council President Ken Hogan and Mayor Carlton Carey, explained to the commissioners why Chairman Samuel B. Hoff and Vice – Chairman Gregory Bunkley were not reappointed to the commission. After Mayor Carey and City Council President Ken Hogan expressed their expectations for the Dover Human Relations Commission, a vote was taken to elect Mark Monroe as the Chair and Willie Jones as the Vice – Chair of the DHRC. By the end of the meeting, Commissioner Paul Flemming resigned and by the end of the month, Mark Monroe stepped down as the Chairman of the DHRC; because he was not a resident of Dover Delaware and therefore was not eligible to be on the commission.
In September 2010, the commission did not have a quorum. In spite of not having a quorum for Septembers meeting, Roy Sudler, Jr. – Chair of Community Programs was asked by acting chairman – Willie Jones if commissioner Sudler would accept the nomination for Chairman of the Dover Human Relations Commission. Mr. Sudler's Response was yes!

In October 2010, the commission took a vote to elect a new chairman of the DHRC. Commissioner Roy Sudler, Jr. was nominated and ran unopposed for the position of Chairman. Commissioner Ivan Finney opposed to Mr. Roy Sudler, Jr's leadership as Chairman and resigned immediately after commissioner Sudler was elected Chairman of the DHRC.

In November 2010, Chairman Roy Sudler, Jr. stepped down as Community Programs Chair and Dawn Allen Pyne accepted the position as Community Chair. Also, Dr. Maisha Britt accepted the Intake Chair position that was recently held by Vice Chairman Gregory Bunkley.

On 11 / 3 / 2010 @ 2:30 p.m., an intake form was filled out by a citizen of Dover involving an alleged wrongful termination of employment claim among a handicap individual. The intake form along with notations was submitted to the new Chair of Intake / Screening for the DHRC - Dr. Maisha Britt who found no merit in the claim of wrongful termination and therefore, the City Clerks Office informed the intake applicant that no hearing would be conducted by the DHRC at this time.

On 11 / 8 / 2010 @ 8:45 a.m., Chairman Sudler was contacted by the **Delaware State Humans Relations Commission** [**Mr. Paylor**] in reference to the status of Mr. Ntosake's hearing \ appeal. I advised Mr. Paylor that the DHRC encouraged Mr. Ntosake to file an appeal with the city of Dover's Board of Appeals. Mr. Paylor asked that we keep the State Humans Relations Commission updated with the results of Mr. Ntosak's case.

On 11 / 11 / 2010, @ 2:30 p.m. Chairman Sudler was contacted by Mr. Ntosake to discuss the nature of his concerns and his overview of the dilemma. After reviewing his evidence and listening to his concerns, I advised him to continue to work with the Code Enforcement Division and follow the City of Dover's Appeal Process according to the Planning & Inspection Code. Mr. Ntosake expressed that he was eager to resolve the housing violations but had limited financial resources and not enough time to be in compliance with the code enforcement officer's summons.

In closing of our 2 hour meeting with Mr. Ntosake, he said that by **11 / 1 9 / 2010**, he would call Mrs. Ann Marie Townsend to request an appeal of the summons and citations issued to him by Mr. Edward Graves, Jr.- Code Enforcement Officer instead of seeking legal action against the City of Dover.

The December 2010 meeting was cancelled and in conclusion of the year 2010, the Dover Human Relations Commission continues to promote amicable relations among all citizens of Dover and aim efforts towards helping to eliminate racial tension and unfair treatment throughout the City of Dover.

Attachment # 5 to May Minutes

Alisha Parker
1289 Walker Rd.
Dover, DE 19904

RE: Grievance Code **V**. Section (**A**)

Dear Ms. Parker:

On **April 13, 2011 @ approximately 9:00 a.m.,** a formal hearing was held in the conference room of Liberty Court Management pursuant to **Code V. Section (a)** of the Delaware State Housing Authority's Grievance Procedures.

According to Code V. Section (a), you were granted a formal hearing between the DSHA Site Manager of Liberty Court Management – Deborah Walker and Chairman of the Dover Human Relations Commission – Roy Sudler, Jr. [non-partial person]

In the formal meeting, Ms. Walker presented three Late Payment Notices that exemplifies
a Breach of Contract in adhering to **Section 14 (a)** of your Lease Agreement, which states, "Three late payments within a twelve month period is just cause for eviction".

After reviewing the facts presented by Ms. Walker and taking into consideration your presentation of defense, unfortunately, it is my recommendation that the decision to terminate your rental agreement under Section 14 (a) of the Delaware State Housing Authority's Rules & Regulations is valid and constitutes grounds for terminating your rental agreement.

- If you have any further questions concerning this matter, then please don't hesitate to contact Ms. Deborah Walker – Housing Manager II – DSHA @ (302) 739.7416

Respectfully,

Roy Sudler, Jr. Chairman – DHRC

Cc: Deborah Walker, Housing Manager II

CHAIRMAN'S REPORT - DHRC

Submitted By: Roy Sudler, Jr.

ANNUAL REPORT 2010

The Dover Human Relation Commission [**DHRC**] is an advisory body created by the Mayor and City Council in the year 2001. The commission's charge is to focus on helping to decreasing racial tension and discrimination throughout the City of Dover.

Pursuant to Chapter 2 – Administrative, Article I, Division 6, Section 2 – 21 of the Dover Code; 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 purpose of the Dover Human Relations Commission is to serve as the focal point for monitoring amicable relations between diverse ethnic groups throughout Dover Delaware.

The goal of the commission is to increase the quality of living in the Dover community by reviewing city programs, activities, functions and ordinance, which would encourage enhanced communication and cooperation among residents of Dover.

The Commission consists of residents that reside in the Dover community that are either appointed by the Mayor or selected by the City Council for a three year term, which commissioners receive no monetary compensation.

The current members of the commission include Samul B. Hoff – Chairman Gregory Bunckly Vice-Chair, Ellen Wasfi, Dr. Phyllis Edamatsu, Paul Flemming, Mark Monro, Ivan Finney, Dawn Allen-Pyne, and Catherine Gregory.

All Commission Members have experienced the long term demands often requiring considerable time, extended periods and dedication to addressing multi – faceted unfair treatment claims in the City of Dover. The commission efforts are aimed at those who are suffering from discrimination and racial tension in the city of Dover.

Each commissioner has a fiduciary duty to be non-bias in resolving case disputes and suggest alternative dispute resolutions between all parties. All commissioners have unique professional and personal characteristics that allow the commission to properly carry out and accomplish effectively the objectives, functions, and services contemplated by **Division 6, Section 2-21 of the Dover Code.**

The Commission has five active committees;

1. Intake Screening Committee Chair [Gregory Bunkley]
2. School Programs Chair [Ellen Wasfi]
3. Assessment Chair [Dr. Phyllis Edamatsu]
4. Election Committee Chair [Mark Monroe]
5. Community Programs Chair [Roy Sudler, Jr.]

CHAIRMAN'S REPORT - DHRC

Submitted By: Roy Sudler, Jr.

In January 2010, the commission heard from members of the audience in regards to the Apology for Slavery Resolution proposed in 2007 by the Dover Human Relations Commission to the Mayor and City Council. Audience members were not only Dover citizens, but Camden and Magnolia as well. The majority of the audience was in agreement with the Apology for Slavery Resolution and thanked the DHRC for initiating the resolution.

In February 2010, the Apology for Slavery Resolution was voted on by the Dover City Council members and the Mayor. The Apology for Slavery Resolution was passed by the council with a vote count of 5 to 3.

In March 2010, the commission voted and approved an Earth Day Proclamation for the 40th Anniversary of Earth Day also; a Proclamation for Mental Health Awareness was voted on and passed by the commission for the month of May.

In April 2010, two intake forms were submitted to the commission. The first intake form involved a wrongful termination claim submitted by Mr. Maurice Parker, which was referred to the State Human Relations Commission for investigation. The second intake form involved an unfair treatment claim against the City of Dover's Planning and Inspections Code Enforcement Officer Mr. Edward Graves, Jr.

In the month of May 2010, the commission held a public form at the Dover Police Department. The forum provided an array of mental health agencies that discussed their unique services and programs for individuals who are faced with diverse mental challenges on a daily basis.

In June 2010, the hearing scheduled for Mr. Andile Ntozake of 777 Slaughter Street Dover, DE 19904 and the City of Dover's Code Enforcement Officer – Edward Graves, Jr. was postponed until July 2010.

The meeting for July 2010 was cancelled.

In August 2010, the State Human Relations Commission was present at the DHRC meeting to discuss the future of the DHRC and the powers, duties, bylaws and mission statement of the State Human Relations Commission. Also, three new members were appointed and welcomed to the commission. Dr. Maisha Britt, Leigh MaCcallum and Willie Jones. After the presentation of the new commission members, the City Council President Ken Hogan and Mayor Carlton Carey, explained to the commissioners why Chairman Samuel B. Hoff and Vice – Chairman Gregory Bunkley were not reappointed to the commission. After Mayor Carey and City Council President Ken Hogan expressed their expectations for the Dover Human Relations Commission, a vote was taken to elect Mark Monroe as the Chair and Willie Jones as the Vice – Chair of the DHRC. By the end of the meeting, Commissioner Paul Flemming resigned and by the end of the month,

CHAIRMAN'S REPORT - DHRC

Submitted By: Roy Sudler, Jr.

Mark Monroe stepped down as the Chairman of the DHRC; because he was not a resident of Dover Delaware and therefore was not eligible to be on the commission. In September 2010, the commission did not have a quorum. In spite of not having a quorum for Septembers meeting, Roy Sudler, Jr. – Chair of Community Programs was asked by acting chairman – Willie Jones if commissioner Sudler would accept the nomination for Chairman of the Dover Human Relations Commission. Mr. Sudler's Response was yes!

In October 2010, the commission took a vote to elect a new chairman of the DHRC. Commissioner Roy Sudler, Jr. was nominated and ran unopposed for the position of Chairman. Commissioner Ivan Finney opposed to Mr. Roy Sudler, Jr's leadership as Chairman and resigned immediately after commissioner Sudler was elected Chairman of the DHRC.

In November 2010, Chairman Roy Sudler, Jr. stepped down as Community Programs Chair and Dawn Allen Pyne accepted the position as Community Chair. Also, Dr. Maisha Britt accepted the Intake Chair position that was recently held by Vice Chairman Gregory Bunkley.

On 11 / 3 / 2010 @ 2:30 p.m., an intake form was filled out by a citizen of Dover involving an alleged wrongful termination of employment claim among a handicap individual. The intake form along with notations was submitted to the new Chair of Intake / Screening for the DHRC - Dr. Maisha Britt who found no merit in the claim of wrongful termination and therefore, the City Clerks Office informed the intake applicant that no hearing would be conducted by the DHRC at this time.

On 11 / 8 / 2010 @ 8:45 a.m., Chairman Sudler was contacted by the **Delaware State Humans Relations Commission** [**Mr. Paylor**] in reference to the status of Mr. Ntosake's hearing \ appeal. I advised Mr. Paylor that the DHRC encouraged Mr. Ntosake to file an appeal with the city of Dover's Board of Appeals. Mr. Paylor asked that we keep the State Humans Relations Commission updated with the results of Mr. Ntosak's case.

On 11 / 11 / 2010, @ 2:30 p.m. Chairman Sudler was contacted by Mr. Ntosake to discuss the nature of his concerns and his overview of the dilemma. After reviewing his evidence and listening to his concerns, I advised him to continue to work with the Code Enforcement Division and follow the City of Dover's Appeal Process according to the Planning & Inspection Code. Mr. Ntosake expressed that he was eager to resolve the housing violations but had limited financial resources and not enough time to be in compliance with the code enforcement officer's summons.

In closing of our 2 hour meeting with Mr. Ntosake, he said that by **11 / 1 9 / 2010**, he would call Mrs. Ann Marie Townsend to request an appeal of the summons and citations issued to him by Mr. Edward Graves, Jr.- Code Enforcement Officer instead of seeking legal action against the City of Dover.

CHAIRMAN'S REPORT - DHRC

Submitted By: Roy Sudler, Jr.

The December 2010 meeting was cancelled and in conclusion of the year 2010, the Dover Human Relations Commission continues to promote amicable relations among all citizens of Dover and aim efforts towards helping to eliminate racial tension and unfair treatment throughout the City of Dover.

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

---

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,

_____

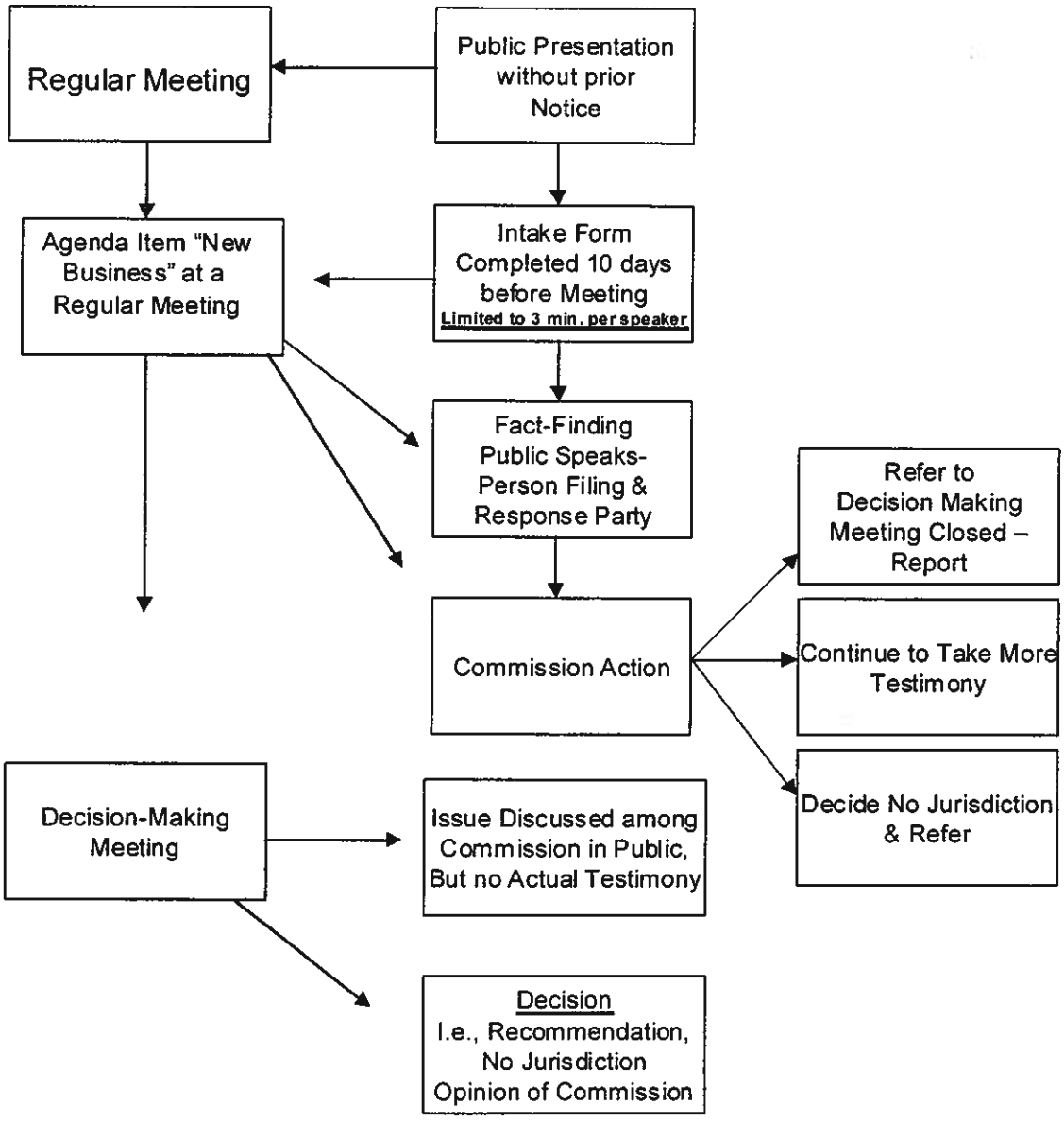
City Clerk

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