



**CITY OF GRAND RAPIDS HUMAN RIGHTS COMMISSION
CITY HALL CONFERENCE ROOM 2B – 420 NORTH POKEGAMA AVE.
DATE: FEBRUARY 23, 2011
TIME: 4:00 P.M.**

Est. Times

ACTION

4:00 CALL TO ORDER:

CALL OF ROLL:

	Present	Absent
Commissioner Wartchow, Chair	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Downing	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Freeman	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Hain	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Hall	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Learmont	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Mundt	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Sanderson	<input type="checkbox"/>	<input type="checkbox"/>

MEETING PROTOCOL POLICY:

Please be aware that the Council has adopted a Meeting Protocol Policy which informs attendees of the Council's desire to conduct meetings in an orderly manner which welcomes all civil input from citizens and interested parties. If you are unaware of the policy, copies (orange color) are available in the wall file by the Council entrance.

WELCOME GUESTS:

SETTING OF REGULAR AGENDA:

This is an opportunity to approve the regular agenda as presented or add/delete by a majority vote of the Councilmembers present an agenda item.

TREASURERS REPORT:

- Approval of Invoices as presented:
- Budget update:
 1. 2010 YTD
 2. 2011 YTD

CORRESPONDENCE:

PUBLIC COMMENT:

GUEST SPEAKER:

OLD BUSINESS:

- Contact/Distribution List Update
- Discussion - Election of Officers
- Signing of By-Laws
- Update on the film "Bullied"
- ICC Update regarding Rapids Read discussion
- Kathleen Nuccio – update donation amount for fall program

NEW BUSINESS:

REPORTS ON CALLS AND INQUIRIES:

PENDING COMPLAINTS:

OTHER:

ADJOURNMENT:

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PENDING COMPLAINTS:

OTHER:

ADJOURNMENT:

**CITY OF GRAND RAPIDS HUMAN RIGHTS COMMISSION
REGULAR MEETING
CONFERENCE ROOM 2B – 420 NORTH POKEGAMA AVENUE
WEDNESDAY, JANUARY 26, 2011 – 4:00 P.M.**

CALL TO ORDER: Pursuant to due notice and call thereof a regular meeting of the Grand Rapids Human Rights Commission was held in Conference Room 2B of City Hall, 420 North Pokegama Avenue, Grand Rapids, Minnesota, on Wednesday, January 26, 2011, at 4:00 p.m.

CALL OF ROLL: On a Call of Roll, the following members were present: Commission Interim Chair Wartchow, Commissioners: Downing, Hain (arrived 4:17 p.m.), Learmont, Mundt and Sanderson. Absent: Commissioners Freeman and Hall.

Staff: Lynn DeGrio, Human Resources Director

MOTION BY COMMISSIONER SANDERSON, SECOND BY COMMISSIONER DOWNING TO ADD TWO ADDITIONAL ITEMS TO THE AGENDA:

APPROVAL OF INVOICES AS PRESENTED:

League of Human Rights Dues Statement in amount of \$55.00.

OLD BUSINESS:

Report on Human Rights Day Conference and Forum.

The following voted in favor thereof: Sanderson, Downing, Wartchow, Learmont and Mundt. Opposed: None, motion carried.

WELCOME GUESTS:

- 1) Lorraine Giles, Access Healthcare, Inc. and Door Service, Inc. to speak on handicap accessibility.
- 2) Kathleen Nuccio, ICC teacher, Student Advisor of Gay Student Alliance to talk about a program they are planning for next fall.

MOTION BY COMMISSIONER DOWNING, SECOND BY COMMISSIONER LEARMONT TO ADD KATHLEEN NUCCIO TO THE AGENDA UNDER NEW BUSINESS. The following voted in favor thereof: Downing, Learmont, Wartchow, Mundt and Sanderson. Opposed: None, motion carried.

TREASURERS REPORT:

Approval of Invoices as presented:

MOTION BY COMMISSIONER SANDERSON, SECOND BY COMMISSIONER LEARMONT TO APPROVE THE LEAGUE OF HUMAN RIGHTS COMMISSIONS DUES STATEMENT IN THE AMOUNT OF \$55.00 FOR 1/1/2011 TO 12/31/2011. The following voted in favor thereof: Sanderson, Learmont, Wartchow, Downing and Mundt. Opposed: None, motion carried.

Budget Update:

Human Resources Director reviewed the Schedule of Changes in Revenue and Expenditures for the Period Ending December 30, 2010. The \$1500 grant will not show on this report as it will be paid directly to the Rapids Read speaker and to the Library Commission for expenses. The 2011 budget was approved by the City Council for \$4,000. The Minnesota Department of Human Rights will reimburse \$400 to the City for the cost of the Human Rights Conference and Forum for two Commission members through a Bremer Grant.

GUEST SPEAKER:

Lorraine Giles of Access Healthcare, Inc. and Door Service, Inc. presented information on handicap door accessibility, ADA guidelines and Door Service, Inc. products. Ms. Giles left a notebook with her information presented for the Community Development Department. Commissioner Learmont recommended discussing their work with Community Development and Engineering in addition to the architectural firms they have already contacted.

OLD BUSINESS:

Results of request to change By-Laws.

Human Resources Director DeGrio reported the City Council approved the request to change the By-Laws from meeting quarterly at 3:30 p.m. to meeting monthly at 4:00 p.m. effective January 1, 2011. The City Council was pleased to hear of the need to meet more often. Human Resources Director DeGrio will forward a copy of the new By-Laws to Commission members.

Feedback from 11/17/2010 Symposium.

Commissioner Sanderson reported on the Symposium in November which the Human Rights Commission co-sponsored. The sponsorship was acknowledged and speakers were exceptional. All around it was an excellent program.

Appointment of Chair.

After a brief discussion, the following motion was made:

MOTION BY COMMISSIONER SANDERSON, SECOND BY COMMISSIONER LEARMONT TO APPOINT THE ACTING CHAIR WARTCHOW AS THE CHAIR PERSON.

During the discussion, Commissioners thanked Interim Chair Wartchow for his excellent work as Chair. This appointment will be brought back on the March, 2011 Agenda as the position is usually appointed in March.

The following voted in favor thereof: Sanderson, Learmont, Downing, Hain and Mundt. Abstained: Wartchow. Opposed: None, motion carried.

APPROVAL OF MINUTES:

November 10, 2010 special meeting

Because Approval of Minutes was not included on the Agenda, the following motion was made:

MOTION BY COMMISSION CHAIR WARTCHOW, SECOND BY COMMISSIONER MUNDT TO ADD THE MINUTES OF NOVEMBER 10, 2010 SPECIAL MEETING TO THE AGENDA. The following voted in favor thereof: Wartchow, Mundt, Hain, Downing, Learmont and Sanderson. Opposed: None, motion carried.

MOTION BY COMMISSIONER DOWNING, SECOND BY COMMISSIONER HAIN TO APPROVE THE MINUTES OF NOVEMBER 10, 2010 SPECIAL MEETING AS PRESENTED. The following voted in favor thereof: Downing, Hain, Wartchow, Mundt, Learmont and Sanderson. Opposed: None, motion carried.

OLD BUSINESS (continued):

Contact/Distribution List Update.

For the Contact/Distribution List for the Human Rights Commission, Sue Lehto will be removed from the list and redistributed to the Commission members.

Human Resources Director DeGrio will send an email to all Commission members requesting names of community members who should be contacted to inform them of coming speakers, seminars or workshops.

Commissioner Hall is working with Community Development Director Mattei on the handicap accessibility distribution list.

Update on Blandin Foundation grant extension request.

Commission Chair Wartchow spoke to Mary Kosak, Program Officer at the Blandin Foundation and there is no problem with extending the deadline to sometime this summer. Community Development Director Mattei and Commissioner Hall have the letter composed by Commissioner Sanderson for mailing this spring. At this point, the Commission is mostly concerned with parking and access from the parking lot to the door.

Rapids Read Discussion.

Commissioner Freeman was unable to report back on ICC's involvement regarding a discussion on campus of "The Latecomer" as she was absent. Commissioner Sanderson will contact Commissioner Freeman. Commissioner Sanderson informed the Commission of the Kick off schedule for Thursday at 12:00 pm on February 17, 2011 and the speaker presentation on Thursday, 7:00 pm March 17, 2011 in which the Commission is cordially invited to attend.

Minnesota Department of Human Rights grant request for Community Read 2011.

Commissioner Sanderson pointed out an error in the agenda item being the above grant rather than Blandin Foundation grant. The grant requested the Commission come up with ideas to welcome new people into the community. Commissioner Learmont will contact Esser Steel about making a power point presentation at the February meeting.

Report on Human Rights Day Conference and Forum.

Commission Chair Wartchow reported the conference and forum were very good and encouraged Commissioners to attend next year to be informed on what is happening throughout the state. Commissioner Sanderson also reported on the excellence of the conference and distributed several brochures she received. She discussed one brochure for employers of Islamic employees to help them better understand Islamic holidays, prayer, etc. Commissioner Learmont noted these brochures are available on line. He would like to see the links to these resources noted on the Human Rights website through the City of Grand Rapids. After some discussion in regard to various brochures offered, the following motion was made:

MOTION BY COMMISSIONER SANDERSON, SECOND BY COMMISSIONER DOWNING TO SPEND APPROXIMATELY \$30.00 AND PURCHASE A HANDFUL OF BROCHURES AT APPROXIMATELY \$2.00 EACH AND DISTRIBUTE TO PEOPLE IN THE COMMUNITY. The following voted in favor thereof: Sanderson, Downing, Wartchow, Hain, Learmont and Mundt. Opposed: None, motion passed.

Commissioner Sanderson also noted Paul Lelii, Human Rights Attorney for the State of Minnesota offered to speak to our community on Human Rights mediation. She also

referred Gary Gorman to the Commission, who is retired from the State is also willing to come and speak to the community in regard to the Hispanic culture.

Commissioner Sanderson was asked to speak on the Grand Rapids Human Rights Commission, as the Commission is considered a model for smaller cities.

NEW BUSINESS:

Review By-Laws.

Please see minutes under Old Business where it was previously discussed.

Discussion on election of officers: Vice-Chair, Secretary, Treasurer.

Since the appointments should be done in March and the meeting was running late, this will be put on the February 23, 2011 agenda.

Possibly co-host viewing of film "Bullied".

Commissioner Mundt asked the Commission to co-sponsor "Bullied" (in HRC name only). He is willing to represent the Commission on planning the event. OutFront has the film and will host for free. They have been considering hosting it at ICC. Commissioners recommended hosting it at the Reif Center which might be more accessible to the community. Commissioners also suggested a five minute portion could be used as a trailer to the HRC video. After discussion, the following motion was made:

MOTION BY COMMISSIONER DOWNING, SECOND BY COMMISSIONER SANDERSON TO CO-SPONSOR THE FILM, "BULLIED".

It was recommended that the HRC video precede the viewing of "Bullied". After this brief discussion the vote was taken.

**The following voted in favor thereof: Downing, Sanderson, Wartchow,
Hain, Learmont and Mundt. Opposed: None, motion carried.**

Kathleen Nuccio, ICC teacher and Student Advisor of Gay Student Alliance to spoke about a program they are planning for next fall.

Kathleen Nuccio addressed the Commission requesting endorsement and funding for a program called "Respect Awareness Program Rap". She reported a number of violent acts against GLBT in our community and on campus and an increased number of GLBT suicides and felt there is a need for this program. They are looking at a speaker who was brutally beaten in Wisconsin because of sexual preference. The Commission requested Ms Nuccio bring back a suggestion as to the financial amount they would like to see the Commission donate. After discussion, the following motion was made:

MOTION BY COMMISSIONER SANDERSON, SECOND BY COMMISSIONER MUNDT TO CO-SPONSOR "RESPECT

AWARENESS PROGRAM RAP” WITH THE FINANCIAL AMOUNT TO BE DETERMINED AT ANOTHER TIME. The following voted in favor thereof: Sanderson, Mundt, Wartchow, Downing, Hain and Learmont. Opposed: None, motion passed.

REPORTS ON CALLS AND INQUIRIES:

None reported.

PENDING COMPLAINTS:

Human Resources Director DeGrio and Commissioner Sanderson received a report of an employment issue. Commissioner Sanderson will assist the complainant with the report.

OTHER:

None reported.

The next regularly scheduled meeting will be February 23, 2011 at 4:00 p.m. unless otherwise noted.

ADJOURN:

There being no further business the following motion was made to adjourn the meeting:

MOTION BY COMMISSIONER MUNDT SECOND BY COMMISSIONER DOWNING TO ADJOURN THE MEETING AT 5:30 P.M. The following voted in favor thereof: Mundt, Downing, Wartchow, Hain, Learmont and Sanderson. Opposed: None, motion carried.

Respectfully submitted,

Dawn Schaefer, Recorder

**CITY OF GRAND RAPIDS
HUMAN RIGHTS COMMISSION**

**SCHEDULE OF CHANGES IN REVENUE AND EXPENDITURES
FOR THE PERIOD ENDING DECEMBER 30, 2010**

With Comparative Totals for the Period Ending December 31, 2009

Preliminary	<u>2010 Actual</u>	<u>2010 Budget</u>	<u>Balance Available</u>	<u>2009 Actual</u>
Revenues:				
Blandin Foundation Grant	\$ -	\$ -		\$ -
Donations	-	-		-
Total Revenues	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>
Expenses:				
Brochures	\$ -	\$ -		\$ 650
Poster, Letterhead & Reprints	-	-		-
Copy Supplies	118	-		25
Video	919	-		-
Advertising	-	-		184
Dues	-	-		55
Postage	162	-		62
Seminars/Meetings/Schools	-	-		584
Speaker Expenses	350	-		1,355
Awards	-	-		-
City Staff Training	-	-		-
Contracted Services-Legal	-	-		-
Total Expenses	<u>\$ 1,549</u>	<u>\$ 2,000</u>		<u>\$ 2,915</u>
Revenues>Expenditures	<u>\$ (1,549)</u>	<u>\$ (2,000)</u>	<u>\$ 451</u>	<u>\$ (2,915)</u>

Blandin Foundation Grant of \$3,000 will be deferred until following year.

**CITY OF GRAND RAPIDS
HUMAN RIGHTS COMMISSION**

**SCHEDULE OF CHANGES IN REVENUE AND EXPENDITURES
FOR THE PERIOD ENDING FEBRUARY 14, 2011**

With Comparative Totals for the Period Ending December 31, 2010

	<u>2011 Actual</u>	<u>2011 Budget</u>	<u>Balance Available</u>	<u>2010 Actual</u>
Revenues:				
Blandin Foundation Grant	\$ 3,000	\$ -		\$ -
Donations	-	-		-
Total Revenues	<u>\$ 3,000</u>	<u>\$ -</u>		<u>\$ -</u>
Expenses:				
Brochures	\$ -	\$ -		\$ -
Poster, Letterhead & Reprints	-	-		-
Copy Supplies	-	-		118
Video	-	-		919
Advertising	-	-		-
Dues	-	-		-
Postage	-	-		162
Seminars/Meetings/Schools	-	-		-
Speaker Expenses	-	-		350
Awards	-	-		-
City Staff Training	-	-		-
Contracted Services-Legal	-	-		-
Total Expenses	<u>\$ -</u>	<u>\$ 4,000</u>		<u>\$ 1,549</u>
Revenues>Expenditures	<u>\$ 3,000</u>	<u>\$ (4,000)</u>	<u>\$ 7,000</u>	<u>\$ (1,549)</u>

GRAND RAPIDS HUMAN RIGHTS COMMISSION

AMENDED BYLAWS OF JANUARY 1, 2011

ARTICLE ONE

The office of the Commission shall be located in the City Hall, City of Grand Rapids, County of Itasca, State of Minnesota.

ARTICLE TWO

The Commission shall meet monthly at such time and place as agreed upon by a majority of the Commission. Meetings will be rescheduled when they conflict with major holidays. The chair or any two commissioners together may call special meetings of the Commission as is deemed appropriate, on 72 hours written notice to all members of the Commission. No business shall be conducted at a special meeting that was not stated in the written notice of the special meeting. All notices of meetings shall comply with the Minnesota's open meeting law.

ARTICLE THREE

The Commission has 9 commissioners, there were originally 7 commissioners but was modified by the City Council on August 8th, 2005. Each commissioner is appointed by the Grand Rapids City Council. The initial term of office shall be for one, two and three years to be determined by a lottery draw system so as to provide for staggered terms. There shall be placed in a receptacle, three numbered pieces of paper with the number "1", two numbered pieces of paper with the number "2", and two numbered pieces of paper with the number "3". These numbers shall reflect the length of the Commissioner's initial term. Commissioners who are appointed to the Commission to fill an unexpired term shall be appointed to the unexpired portion of the previous commissioner's term.

On August 8th, 2005, the City Council added 2 member positions to the Commission. These two additional members shall be appointed by the City Council and their terms shall be for two years, and three years respectively. The first person appointed by the council shall serve a two year term, and the second a three year term. The term of each member shall be deemed to have officially begun March 1, 2005, for the sake of consistency. This will result in three members serving a one year term, three members serving a two year term and three members serving a three year term, all beginning March 1, 2005.

ARTICLE FOUR

Each commissioner present shall be entitled to one vote in the actions and decisions of the Commission. A quorum is necessary in all voting by the Commission. A majority of

commissioners shall constitute a quorum at meetings of the Commission. Any action taken or decision made must be by a majority vote of commissioners present. .

ARTICLE FIVE

The elective officers of the Commission shall be a chair, a vice-chair, a secretary and a treasurer. The Grand Rapids City Council shall appoint the initial chair. The election of each officer shall take place annually at the time and place of the regular Spring quarter meeting of the Commission. A candidate for office must be nominated by a commissioner and seconded by at least one other commissioner. Any commissioner shall be eligible for office, but only commissioners who are present shall be entitled to vote. Candidates who receive a majority of votes so cast shall be elected.

ARTICLE SIX

The chair shall be the chief officer of the Commission. The chair shall perform or delegate to the vice-chair all duties necessarily incident to the office including but not limited to, organizing meetings, meeting with outside community organizations or persons, and providing overall leadership for the Commission. In the event the chair is absent from a meeting or unable to attend to a duty, the vice-chair shall fill in for the chair. In the event both the chair and vice-chair are unable to attend a meeting, a temporary chair shall be elected by a majority of commissioners present.

ARTICLE SEVEN

The vice-chair shall perform the duties of the chair in the absence or at the request of the chair. The vice-chair shall assist the chair in planning, administering and conducting Commission business.

ARTICLE EIGHT

The secretary shall keep a complete record of all proceedings of the Commission. The secretary shall keep a roll of the members of the Commission and shall perform all other duties usually appertaining to the office of secretary. In the event that the secretary is absent from a meeting, the chair shall appoint a secretary pro tempore to record the proceedings of the Commission meeting. Minutes of each meeting shall be submitted to City Administrator and will be mailed or e-mailed out to all Commission members one week before the next meeting. Copies shall be submitted to the City Administrator and the City Council.

ARTICLE NINE

The treasurer shall have access to and report all financial transactions of the Commission and shall submit a report of all disbursements and other commitments of the Commission. The report is to be mailed or e-mailed out with the minutes one week before each meeting and review at each quarterly meeting.

ARTICLE TEN

A yearly budget shall be prepared by the treasurer subject to the approval of the City Council each year. Each yearly budget shall be submitted to the City Administrator and to the City Council for approval. Budgeted funds should be used for the following:

1. Workshops for commissioners;
2. Public Relations;
3. Educational purposes;
4. Grants for services with the purpose of promoting Human Rights issues;
5. Participation in organizational events;
6. Enrichments and awards;
7. Memberships in organizations;
8. Per diems for commissioners;
9. Other items deemed appropriate.

ARTICLE ELEVEN

At the quarterly meetings of the Commission, the order of business shall in general be as follows:

1. Call to order;
2. Welcome guests;
3. Minutes of preceding meeting and action thereon;
4. Treasurer's report;
5. Correspondence;
6. Public comment;
7. Old business;
8. New business;
9. Reports on calls and inquiries;
10. Pending complaints;
11. Adjournment.

ARTICLE TWELVE

Every member of the Commission shall be required to attend at least seventy five percent of all meetings each calendar year. Commission members who are unable to meet the attendance requirement may be removed from the Commission. Any member of the Commission may voluntarily terminate membership by written resignation to the chair and the City Council.

ARTICLE THIRTEEN

These Bylaws may be amended by the affirmative vote of two-thirds of the membership, at any regular meeting of the Commission, provided notice of such amendment or

amendments and the nature thereof shall have been given to the members at least one month prior to the date of the meeting at which said amendment or amendments are to be presented for consideration. The proposed amendment(s) must meet with the approval of the Grand Rapids City Council.

ARTICLE FOURTEEN

The foregoing Bylaws comprising four (4) pages, constitute the Bylaws of the Grand Rapids Human Rights Commission as duly amended at the regular meeting of the commissioners, duly held on _____.

IN TESTIMONY WHEREOF, we the undersigned directors, have declared the above by-laws to be the By-Laws of the Grand Rapids Human Rights Commission

Adopted by the Grand Rapids Human Rights Commission on the
22 day of NOVEMBER, 2010 on the following roll call vote:

Motioned by: ZABINSKI

Seconded by: CHRISTY

Ayes: CHANDLER, MCINERNEY, CHRISTY, ZABINSKI, ADAMS

Nays: NONE

ATTEST: _____
Grand Rapids Human Rights Commission Chair

ATTEST: _____
Grand Rapids Human Rights Commission Treasurer