

# MINUTES

Thursday, July 10, 2014



Sioux Falls  
Human Relations  
Commission

12 Noon—1 p.m.  
Commission Room  
First Floor, City Hall  
224 West Ninth Street

## Commissioners:

Present: Bouwman, Haase, Jones, Larson, Mortenson, and Pagan-Rosario. DAC liaison: Walt Schaefer

Absent: Brennan, Harkness, Kaiser, and Scere.

## Staff:

Colleen Moran, Human Relations Manager and Carol Garry, Human Relations Technician

## Guests:

### 1. Call to Order/Welcome Guests

Chairperson Haase called the meeting to order at 12:00 pm. Roundtable introductions were done to introduce the new DAC liaison, Walt Schaefer, Vice President of Human Resources at LifeScape.

### 2. Approval of Minutes

Mortenson moved to approve the June 12, 2014, meeting minutes, Larson provided the second. The minutes were unanimously approved.

### 3. Status of Cases Report

Two cases filed in June were removed to the SD Division of Human Rights for processing.

One case has gone out for review and another one is almost ready.

### 4. Civil Rights Update

Moran wanted to bring attention to the fact that on July 26<sup>th</sup> twenty-four years ago the Americans with Disabilities Act was signed into law. This was a significant piece of civil rights legislation. Forty-six percent of the cases filed with the EEOC are ADA cases. And with that in mind, what role does the HRC want to play in the 25<sup>th</sup> anniversary celebration next year? The Disability Awareness Commission is taking the lead with this event and the HRC is encouraged to partner with them on planning and hosting the event.

Moran asked if the Commissioners would like her to forward any of the civil rights updates that she receives on a regular basis. It was agreed that she would do this.

**5. Appointment—July Case Panel – Case Panel A**

Bouwman, Harkness, Kaiser, Larson, and Scere

**6. Continuing Business**

**a. Marketing - Mortenson.**

Mortenson went over the information again that he presented at the April 2014 meeting.

Other suggestions for the website:

- List the address of the relocated office with a picture to help individuals find the office.
- Use HRC as our identifier
- Add how to file a discrimination complaint under the 'How do I ...' section on the City's home page
- Have posters available for businesses to print out and post in their workplaces
- Videos need work; updating, not captioned, not in stereo. A subcommittee was set up to determine topics, format, etc. for new, updated videos. If needed, subcommittee members don't all have to be HRC members. Finding someone creative to put these together is a priority. CH 16 can produce them (with timely requests) Video subcommittee members are Mortenson, Jones, and Bouwman. A subcommittee meeting prior to the next HRC meeting is preferred.

There was more discussion on providing information in other languages. English is the official language of SD according to state law; however our federal contract with the EEOC may allow information regarding employment discrimination to be provided in languages other than English.

Staff needs to set up a meeting with the webmaster's office to discuss concerns and suggested changes.

**c. Humanitarian Award Planning**

A subcommittee was set up to put together the criteria for judging the nominations.

This year's award will honor works in three categories: individual, business, and organization/group.

Subcommittee members are: Larson, Pagan-Rosario, and Haase, +staff.

**7. New Business –**

**a. Discussion of Commission's role/responsibilities**

Tabled until the next meeting

**8. Disability Awareness Commission Report:**

Schaefer reported the DAC has two new members: Sarah Jo Jorgenson and Deb Aden. Most of last month's meeting was getting the new members familiar with the projects/activities that the DAC is involved with.

The new co-chairs of the Commission are Walt Schaefer and Michelle Grimm. Walt will act as liaison with the HRC and attend both commissions' meetings and Michelle will lead the DAC's monthly meetings.

**9. Public Comment –**

No public present.

Moran reminded the Commission not to 'reply all' to emails as it could be seen as conducting business and violate open meeting laws if the public is not included.

**10. Adjournment**

**Having no further business Jones moved to adjourn; Bouwman seconded. The meeting was adjourned at 1:02p.m.**

***Minutes respectfully submitted by Carol Garry.***