

**HUMAN RELATIONS COMMISSION (HRC)
SPECIAL MEETING – MINUTES
AUGUST 16, 2016**

Present: Kevin Washington, Chairperson, Richard Knickerbocker, Pamela Lofton-McGeorge, Patricia Mack, Viola Nahabedian, Len Swade, Max Kuziak, Diane McDougald, Liaison

Absent: Joyce Armstrong (excused), Bernice Johnson

Special Guest: Anna Posniak, Windsor Town Clerk

Call to Order: The meeting was called to order by Chairperson Kevin Washington at 6:30 p.m.

Agenda Items Discussed:

Freedom of Information Act (FOIA):

Anna Posniak, Town Clerk, attended the meeting to discuss the Freedom of Information Act. Anna provided a copy of the “Notice of Meetings” document. This document provides information in regards to when notices, agendas, record of votes or minutes for the different types of meetings (regular, special and emergency) are required to be filed on website, etc. Please refer to the following grid below that Anna provides to all town liaisons:

NOTICE OF MEETINGS

Type	Notice	Agenda/Notice Contents	Adding to Agenda/ Notice	Filing Record of Votes	Filing Minutes
Regular	File yearly schedule with Sec. of the State (state) or Town Clerk (municipal) by Jan. 31 st . <i>Notice must appear on website.</i>	Agenda available at least 24 hours before meeting.* <i>Agenda must appear on website.</i>	Agenda items may be added by 2/3rds vote of those members present and voting.	Within 48 hours of meeting (if minutes not available with 48 hours). <i>Votes must appear on website</i>	Within 7 calendar days after meeting. <i>Minutes must appear on website</i>
Special	At least 24 hours before meeting, file at Sec. of the State (state) or Town Clerk (municipal). <i>Notice must appear on website.</i>	At least 24 hours before meeting. Time, place and business must be included in notice. * <i>Agenda must appear on website.</i>	NOT Permitted.	Within 48 hours after meeting (if minutes not available within 48 hours.) <i>Votes must appear on website.</i>	Within 7 business days after meeting. <i>Minutes must appear on website</i>
Emergency	None required if emergency is justified.	None required if emergency is justified.	Only emergency matters may be considered.	Within 48 hours after meeting (if minutes not available with 48 hours.)	Within 72 hours after meeting. Must state reason for emergency.

In determining the time within which or by when notices, agendas, record of votes or minutes for **SPECIAL or EMERGENCY** meetings are required to be filed, Saturdays, Sundays, legal holidays or any day that the Town Clerk’s Office is closed shall be excluded. This does not apply to Regular Meetings.

* Available with Sec’y of State (state) or Town Clerk and in place of business.

It is important to note that the deadline dates listed above for all categories must be adhered to avoid any complaints by public.

Definition of a Meeting defined by FOIA: Anna read the definition as follows:

“Meeting” is any hearing or proceeding of a public agency, or convening or assembly of a quorum of any multimember public agency, and any communication by or to a quorum of a multimember public agency, whether in person or by means of electronic equipment, to discuss or act upon a matter over which the public agency has supervision, control, or jurisdiction or advisory power.

Anna expressed the concern with email is that you are actually conducting a meeting that is not duly noticed and the public does not have the right to be present during the meeting. She advised that commissioners should not be conducting any of HRC business in an email. Anna acknowledged that she knows it is challenging when the commission is planning an event and trying to get details accomplished between regular scheduled meetings. So Anna mentioned that she spoke with FOIA commission to verify that what she is conveying to us is true.

Here’s an example how to correspond with HRC commissioners while planning an event and providing info to group via email.

- **Email Example:** You are planning an event and need to hire a cater. A commissioner sends out an email to indicate that they have followed up with 4 caters and of the 4 Windsor Catering has the best price of \$500. So at the next meeting, they will be making a motion to approve the cater. It is important to note that **no one can respond** to the email. If someone responds, then it becomes a “meeting.”

She recommended to place a statement in the email such as ***“This is for informational purposes only. Do not respond to this email. This topic will be discussed at length at the next meeting so that the public will have opportunity to hear the information.”***

She also indicated that commissioner can email the chairperson or liaison and they can respond, which will not be considered a meeting. Such response from the chairperson or liaison could be to inform that they will put the topic on the next meeting agenda.

FOIA states that it is acceptable to send out emails to commissioners to coordinate meeting availability and the commissioners are allowed to respond to this email. This action is not considered conducting a “meeting.”

FOIA information can be found on the State of CT FOIA website:

<http://www.ct.gov/foi/cwp/view.asp?a=4161&Q=488540&foiNav=1>

Also, Chairperson Kevin Washington will forward FOI act from Anna to the commissioners, which is an acceptable email.

Bridge Builder Awards:

Revised title and purpose of award rewritten by Commissioner Len Swade:

Bridge Builder's Award for Action Against Discrimination and Cultural Diversity Award

To individuals, businesses or organizations who have opposed and acted against prejudice, intolerance, bigotry or discrimination on the basis of age, gender, sexual orientation or racial or ethnic identification

To individuals, businesses or organizations who have achieved excellence in cultural diversity, also who have promoted positive results in community collaboration. The award honors community leadership, partnership and participation, development, creative and effective programs to promote the embracing or diversity by the citizens of Windsor.

Motion: Len Swade made a motion to approve the re-written title and paragraph on the "Cultural Diversity Award." 2nd by Commissioner Violet Nahabedian. Vote: 6-0-0

Bridge Builders Award date was confirmed to be held on November 10th in the Town Council room.

Commissioner Len Swade suggested to wait to celebrate anniversary ceremony until the HRC 25th Anniversary year. So the HRC will not contact and invite past chairpersons and liaisons to honor them at this year's Bridge Builders Award. However, all are welcome to attend anytime.

International Peace Week:

Event dates have been changed to Oct 14th – 16th

Peace Dinner: Chairperson Kevin Washington indicated that he contacted Dr. Shelia Colbert's office at Loomis Chaffee to seek information about the availability of the hall to have the Peace Dinner and her availability to be the Keynote Speaker on Sunday, Oct. 16th. Her assistance mentioned that she had accepted to be the keynote speaker for the original event date. Now that we have changed the dates there may be a conflict in due to a Trustee meeting scheduled that weekend. So Dr. Colbert's assistant indicated he would need to get back to Kevin to confirm both availability hall and Dr. Colbert.

Health Fair: Collaboration with Senior Services to conduct Health & Fitness Fair on Saturday, Oct. 15th. Commissioner Pamela Lofton-McGeorge indicated that she contacted the Sr. Service and was told that they will be holding a Health Fair on Oct. 6th from 7-12pm. Since this a week earlier than HRC scheduled Peace Week, the commission has decided not to partner with Senior Services. Instead will still conduct a Health, Nutrition and Fitness Fair on Oct.15th from 10am-2pm, possibly at LP Wilson. The fair will include vendors such as American Red Cross, nutritionist, naturopaths, fitness, exercise class such as yoga and Zumba.

Action Required:

- Diane will complete and submit form to request availability at LP Wilson on Oct. 15th from 9am-3pm (includes 1 hour prior to event to set-up and 1 hour after event to clean up). Also inquire about waiver regarding liability in regards to public participating in fitness classes
- Chairperson Kevin Washington will contact past commissioner Tim Moore to inquire about his interest and availability to conduct fitness classes

Talent Show: The talent show referred to the "W Factor" will be held on Friday, Oct. 14th at Windsor High School auditorium from 7pm – 10pm. This will be a community (all ages) encouraged to participate and attend. HRC will sell tickets (cost to be determined at a later date) as fundraising event.

Applications to participate will be available in two (2) locations the schools and with Diane at Town Hall

The following process will be followed in submitting applications and selection of acts to participate in the talent show:

- Once the applications are received after deadline date, approximately 2-3 weeks participants will be contacted to audition.
- HRC commissioners will judge and select eight (8) acts to perform in talent show.
- The Poets will perform in-between acts based on a theme related to “Culture and Diversity.”
- Each act will have 3 minutes to perform.
- Most important, it will be strongly emphasized to participants that they will need to perform the same act demonstrated during auditions as well as the same attire/costumes.

Action required:

- Chairperson Kevin Washington is working with representative from Windsor High School to seek availability of Auditorium and audio support. Need to request two (2) days to factor in rain date, if need. Also, contact Tracee White, Choral Director.
- Flyers and Applications need to be created and handed out.
- Commissioner Pamela Lofton-McGeorge will contact the Community Advisor at Windsor High School to possibly get student volunteers to assist in ticket and concession tables, handing out program & seating guests, etc.

Chairperson Kevin Washington handed a samples of various images to choose as symbol for International Peace Week. The Commissioners review and selected an image illustrating a colorful mix of hands that will appear on all advertisements such as yard signs, applications, flyers and programs. Image is below:



Adjournment:

The Chairperson Kevin Washington adjourned the meeting at 8:50 pm.

Respectfully submitted

Pamela Lofton-McGeorge

Pamela Lofton-McGeorge