

Meeting Place: Remote

Meeting Called To Order: 6:08, Monday, March 8, 2021

Chair read the Chairperson Statement.

Role Call: Loreen Flockerzie, Daniel Yalowitz, Maureen Lyons, Carolyn McDaniel, Peter Michael Smith, Wendy Goodman, Wid Perry

Regrets: Tracey Burley,

Others Present: Keith Barnicle, Communications Director, Town of Greenfield

(There was some log in confusion as the Commission did not receive the customary e-mail from City Hall with the link to the meeting and Commissioners had to go to the HRC Website to find the meeting).

A motion was to approve the January Minutes, motion seconded and approved with one abstaining.

Public Open Forum: Nothing to discuss.

Announcements: Officer Laura Gordon has been assigned from the Greenfield Police Department as the Liaison to the Human Rights Commission. She serves as the new Community Resource Officer.

We will need to draft a description of expectations for the Liaison Position.

Old Business.

Draft Incident/Complaint Form.

Is it too long and intimidating to complete? Are we requiring too much information, some of which might turn away perspective complainants?

Need to have final version available in multiple languages.

The cover letter should be much simpler and some of the information contained on our draft provided in response to the complaint submission instead of providing it on the front end.

Assign a sub-committee to revise/fashion the complaint form with Keith's input and Legal Consult review.

Motion: (Daniel): Form a sub-committee to revise/formalize Incident Complaint Form. Motioned Seconded by Pete and passed 6-0.

New Agenda Format.

Old format

AGENDA:

1. Call to Order
2. CHAIRPERSON STATEMENT: If any person present is recording this meeting you must notify the Chairperson at this time.
3. Roll Call-
4. Approve minutes.
5. Public Open Forum
6. Guest speaker-.
7. Notices/Announcements
8. Recommendations from the Subcommittee - Re-Mission statement and By-laws.
9. Old Business
- 10 New Business
11. Adjournment

Proposed format:

AGENDA:

1. Call to Order (with the first 4 items using 5 minutes)
2. CHAIRPERSON STATEMENT: if recording meeting, you must notify the Chairperson at this time.
3. Roll Call-
4. Approval of previous meeting minutes .
5. Public Open Forum (open)
6. Guest speaker (1/2 hour)
7. Old Business (Items begun previously or on previous agenda that didn't get addressed
 - A. Recommendations from Subcommittee: by laws/process (1/2 hour)
 - B. *Note: under this model, the agenda and intake process would fall under old business, as they would have been on the previous months agenda, specifically and did not get addressed.*
8. *New Business: (items (sent by commissioners) Prior to publication of agenda*
 - a. Agenda creation (15 Minutes)
 - b. Intake process (15 minutes)
9. Current concerns:
 - a. items coming to notice after the agenda was submitted.
10. Announcements/ Information *We might choose to do this upfront?*

- 11 Send off/Reminders: next meeting , don't "reply all" (Open meeting laws reminder)
12. Adjournment

Concern that two agenda items submitted to the Chair for inclusion did not make the agenda (United Nations Human Resources; Nature Gap).

Who determines what makes the agenda?

There needs to be a feedback loop regarding agenda item submissions so Commissioners know what to expect regarding the Agenda (before the meeting).

Ground rules for Agenda criteria.

Communication between Chair and Commissioners regarding Agenda requests

Avoiding Confrontational Communication

Motion: (Wendy) Create feedback mechanism and establish agenda items criteria. Seconded: Daniel.

Discussion: Clarify how agenda items are accepted (or not) and ensuring the person submitting the agenda items receives proper feedback regarding agenda items.

Chair agreed to draft criteria feedback.

Let's be aware of the tone of our e-mail communications. We need to remember "Best Intentions" when reading such communications.

Does past practices apply forever?

How do we communicate said practices to new members?

Motion passed unanimously

New Business.

Motion: (Carolyn) Establish two extra meetings to work on specific issues (Mission/Vision Statement and Annual HRC Calendar. Seconded (Pete).

Discussion:

Proposed Dates:

March 22nd (Mission/Vision)

April 26th (Calendar)

We would need to verify with City Hall availability of Zoom access.
Research Mission/Vision statements for March 22nd meeting

Motion passed 5-0 with one abstaining.

Announcements:

Several upcoming local racial seminars were discussed. Information links will be sent to the Commission.

Motion made at 7:30 to adjourn meeting (Carolyn). Motion Seconded (Pete).
Meeting adjourned.

Next (Regular) Meeting: Monday, April 12th 2021 at 6:00 p.m. Submit agenda items to Loreen no later than noon, Monday, April 5, 2021.

Tentative Special Meeting – Monday, March 22nd at 6:00 p.m. (pending City Hall approval).