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**AGENDA
HUMAN RELATIONS COMMISSION
SPECIAL MEETING**

**August 14, 2018
6:30 p.m.**

MEMBERS

Jackie Broxton, Chair, District 1
Theresa Robinett, Vice Chair, District 2
Justin Jones, District 3
Emmell Beech, District 4
Nat Nehdar, District 5
Sonia Singla, District 6
Joseph Ruedaflores, District 7
Emma Oshagan, At Large
Brandon Lamar, Mayor

STAFF

Susana Porras, Senior Community Relations Representative
Araceli López Mellem, Recording Secretary

MISSION STATEMENT

The City of Pasadena is dedicated to delivering exemplary municipal services, responsive to our entire community and consistent with our history, culture and unique character.

In compliance with the Americans with Disabilities Act of 1990, listening assistive devices are available from the HUMAN SERVICES AND RECREATION DEPARTMENT with a 24-hour advance notice. Please call 626/744-4386 to request use of a listening device.

Language translation services are available for this meeting by calling 626/744-7333 at least 24 hours in advance.

Habr  servicio de interpretaci n disponible para  stas juntas llamando al 626/744-7333 por lo menos con 24 horas de anticipaci n.

Public meeting begins at 5:30 p.m. Items on the agenda may not be called in order listed. Agendas and supporting documents are available on the Internet.

Materials related to an item on this Agenda submitted to the Human Relations Commission after distribution of the agenda packet are available for public inspection at the reception counter at the Jackie Robinson Community Center at 1020 N. Fair Oaks Ave. during normal business hours.



**AGENDA
CITY OF PASADENA
HUMAN RELATIONS COMMISSION
SPECIAL MEETING
TUESDAY AUGUST 14, 2018
6:30 P.M.
JACKIE ROBINSON COMMUNITY CENTER
1020 NORTH FAIR OAKS AVENUE
PASADENA, CA 91103**

- 1. CALL TO ORDER; WELCOME; ROLL CALL**
- 2. PUBLIC COMMENT- LIMITED TO ITEMS ON THIS SPECIAL MEETING AGENDA**
Please limit comments to 3 minutes per speaker.
- 3. REVIEW AND APPROVAL OF MINUTES, July 11, 2018***
- 4. OLD BUSINESS**
ACTION ITEM
 - **REVIEW AND UPDATE OF COMMISSION WORK PLAN FOR FY 2018-2019***
- 5. NEW BUSINESS**
INFORMATION ITEMS
 - **REVIEW OF COMMISSION ATTENDANCE RULES AND REGULATIONS***
 - **DISCUSSION OF FISCAL SPONSORSHIP**
 - **DISCUSSION OF COMMUNITY SURVEY**
- 6. REPORTS, COMMENTS, UPDATES**
INFORMATION ONLY (unless otherwise noted)
 - **REPORT FROM CHAIR**
 - **STAFF UPDATES**
 - **COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**
- 7. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS**

8. ADJOURNMENT

*Attachment



Jackie Broxton, Chair
Pasadena Human Relations Commission

I HEREBY CERTIFY that this notice, in its entirety, was posted on the Internet at <http://ww5.cityofpasadena.net/commissions/human-relations-commission/>, Council Chamber Bulletin Board, Room 249, Jackie Robinson Center, the Bulletin Board in the rotunda area of City Hall, and a copy was distributed to the Central Library for posting on this 10th day of August 2018, by 5:30 p.m., and that copies were emailed or delivered, and/or notice accepted by telephone not less than 24 hours prior to the meeting, to each member of the Human Relations Commission and emailed to each local newspaper of general circulation, radio or television station requesting notice in writing, all of which media recipients are identified on the distribution list below:



Araceli López Mellem, Recording Secretary
Human Services & Recreation Department

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In compliance with the Americans and Disabilities Act, if you need special assistance to participate in this meeting, please contact the Human Services and Recreation Department at (626) 744-4386. Notification 24 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting. Habra servicio de interpretación disponible para éstas juntas llamando al (626) 744-4386 por lo menos con 24 horas de anticipación.

3.
MINUTES OF JULY 11, 2018

***MINUTES ***



**CITY OF PASADENA
HUMAN RELATIONS COMMISSION
SPECIAL MEETING
JULY 11, 2018
5:30 P.M.
JACKIE ROBINSON COMMUNITY CENTER
1020 NORTH FAIR OAKS AVENUE
PASADENA, CA 91103**

COMMISSIONERS PRESENT:

Jackie Broxton, Theresa Robinett, Nat Nehdar, Joseph Ruedaflores, Emma Oshagan, Brandon Lamar

COMMISSIONERS ABSENT:

Justin Jones (excused), Emmell Beech (absent), Sonia Singla (excused)

STAFF PRESENT: Susana Porras

CALL TO ORDER; WELCOME; ROLL CALL

Chair Broxton called the special meeting to order at 6:34 p.m. and welcomed everyone. Susana Porras called the roll. A quorum was established for the Commission.

1. PUBLIC COMMENT

No public comment.

2. REVIEW AND APPROVAL OF MINUTES, June 12, 2018*

After review, it was moved (Nehdar) and seconded (Robinett) to approve the Minutes of June 12, 2018. (Motion carried) (Absent: Jones, Beech, Singla) (Abstain: Ruedaflores, Oshagan, Lamar)

3. OLD BUSINESS

INFORMATION & ACTION ITEMS

▪ **REVIEW AND APPROVAL OF END OF YEAR ACCOMPLISHMENTS FOR FY 2017-2018**

After review, it was moved (Ruedaflores) and seconded (Oshagan) to approve the report of End of Year Accomplishments for FY 2017-2018. (Motion unanimously carried) (Absent: Jones, Beech, Singla)

▪ **REVIEW AND APPROVAL OF COMMISSION WORK PLAN FOR FY 2018-2019**

After review, it was moved (Nehdar) and seconded (Oshagan) to approve the Commission Work Plan for FY 2018-2019. (Motion unanimously carried) (Absent: Jones, Beech, Singla)

4. NEW BUSINESS

INFORMATION & ACTION ITEMS

▪ COMMISSION ATTENDANCE DISCUSSION

Chair Broxton discussed the importance of Commissioner attendance at meetings and how it impacts the Commission's ability to accomplish work plan objectives. The Commission requested a review of the Commission's Rules and Regulations to be added to the agenda for the next meeting.

▪ DISCUSSION OF COMMISSIONER ANNUAL CALENDAR

The Commissioner Annual Calendar was briefly discussed and distributed to Commissioners who were absent at the previous meeting.

▪ WORK PLAN OBJECTIVES COMMISSIONER ASSIGNMENTS

After discussion, it was moved (Lamar) and seconded (Ruedaflores) to approve the following Commissioner assignments for the FY 2019 Work Plan:

Objective 3: Commissioner Broxton

Objective 4: Commissioner Oshagan

Objective 5: Commissioner Nehdar

Objective 6: Commissioner Broxton

Objective 7: Commissioner Ruedaflores

▪ DISCUSSION OF WESTIN HOTEL INCIDENT

After discussion, the Commission agreed they would like to explore different ways to address this topic, including a possible forum topic that would provide information for the community on how to help prevent these sort of incidents.

5. REPORTS, COMMENTS, UPDATES

INFORMATION ONLY (unless otherwise noted)

A. Report from Chair

None.

B. Commissioner Announcements/Comments

None.

C. Staff Updates/Reports

None.

6. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

- Review of Commission Attendance Rules and Protocols
- Survey Discussion

7. ADJOURNMENT

It was moved (Nehdar) and seconded (Oshagan) to adjourn the meeting. (Motion unanimously carried) (Absent: Jones, Beech, Singla) The meeting was adjourned at 7:50 p.m.



Araceli López Mellem, Recording Secretary
Human Services & Recreation Department

4. Old Business

**CITY OF PASADENA HUMAN RELATIONS COMMISSION
DRAFT WORK PLAN: 7/1/18 - 6/30/19**

MISSION (as stated in Charter/Ordinance):

The purpose of the Human Relations Commission is to aid the city in achieving better human relations in city government, and to provide assistance to private persons and groups in promoting good will and better relations among all people. The Human Relations Commission is an advisory body.

OBJECTIVES:

1.	<p>By June 30, 2019, conduct an Annual Meeting to review accomplishments for the FY2018-2019, member attendance for the year ended 6/30/19, and draft a work plan for FY2019-2020 (July 1, 2019 to June 30, 2020).</p> <p>STATUS:</p>
2.	<p>By August 31, 2018, submit to City Council an Annual Report of Accomplishments per the FY 2017-2018 Work Plan , a Commission Membership Attendance Report for the year ended 6/30/18, and a Work Plan for FY 2018-2019 (July 1, 2018-June 30, 2019).</p> <p>STATUS:</p>
3.	<p>To advise City Council on Human Relations issues of public, local and national concerns with regular updates to provide an opportunity to review and understand issues for the decision making process.</p> <p>STATUS:</p>
4.	<p>To present public forums, panels, and lectures on issues that affect human relations in the City of Pasadena.</p> <p>STATUS:</p>
5.	<p>To continue building relationships with schools and community organizations in order to engage and promote positive human relations in youth and the community. To continue to engage and empower various groups and community organizations who support those groups that have been historically underrepresented and disadvantaged by attending meetings and programs or through public recognition.</p> <p>STATUS:</p>

6.	To enhance the profile of the Human Relations Commission within the City of Pasadena through outreach, visibility, collaborations and accessibility with increased community involvement. <i>STATUS:</i>
7.	To identify potential funding sources to supplement the City budget to support Human Relations Commission programs and activities. <i>STATUS:</i>

NOTE: Objectives are subject to change with approval by the Commission.

5. New Business

The following rules and regulations were adopted by the Human Relations Commission
on
April 4, 1988, for the conduct of its business consistent with the Pasadena Municipal
Code.

HUMAN RELATIONS COMMISSION
RULES AND REGULATIONS

ARTICLE I
NAME

The name of this advisory body is the Human Relations Commission.

ARTICLE II
PHILOSOPHY

The philosophy of this commission is that all citizens of the city should have an opportunity for full participation in normal community life with the privileges and responsibilities attached thereto. The Commission is concerned with all aspects of community life, which affect wholesome and positive community relations. The commission will seek to enlist the support of all citizens in cooperative efforts to carry out measures to improve relations among all groups in the city; to the end that discrimination among such groups and their individual members will be discouraged and eliminated.

ARTICLE III
MEMBERSHIP

SECTION 1. The membership of this commission shall be limited to 11 members.

SECTION 2. Members shall be appointed in conformity with applicable provisions in Chapter 2.85, Title 2 of the Pasadena Municipal Code.

SECTION 3. Any member desiring to resign from the commission shall submit his/her resignation in writing to the chair of the commission and to the person who appointed and/or nominated the member to the commission, or his/her successor.

SECTION 4. Any member with three consecutive unexcused absences may be removed from the commission by the city council. The chair of the commission may excuse absences. If a member does not advise the chair in advance of any anticipated absence from a scheduled meeting, such absence shall be considered unexcused.

SECTION 5. Absent members cannot vote by proxy on issues before the commission at scheduled meetings.

SECTION 6. Upon appointment, all members shall receive a copy of these rules and regulations and Chapter 2.85 of the Pasadena Municipal Code relating to this commission.

SECTION 7. Each member has the right:

- a. To receive timely notice of all meetings with accompanying documents;
- b. To receive a copy of the minutes prior to approval;
- c. To make motions or to second them;

- d. To debate motions;
- e. To vote on motions;
- f. To hold office on the commission; and
- g. To make recommendations to the commission.

SECTION 8. No member shall purport to represent or speak on behalf of the commission without the prior approval of a majority of the commission.

SECTION 9. If, due to any of the following factors, a member has a conflict of interest in a matter before the commission, that member shall declare the interest publicly, refrain from participating in the deliberations, abstain from voting on the matter, leave the hearing room during any hearing and deliberations and not discuss the matter with any other commission member prior to final action by the commission:

- (1) Member is a client, employee or business associate of a party with a matter before the commission;
- (2) Member is related by blood, marriage or adoption to a party with a matter before the commission;
- (3) Member has a financial interest in the matter before the commission;
- (4) Member and the party with a matter before the commission are affiliates in an association which would cause a reasonable person to question the commission member's impartiality in resolving the matter before the commission;
- (5) Member is a friend or acquaintance of a party with a matter before the commission which would cause a reasonable person to question the commission member's impartiality in resolving the matter before the commission.
- (6) Member may have a bias prejudicial to the interests of the public or which would give the appearance of impropriety.

ARTICLE IV OFFICERS

SECTION 1. The officers of the commission shall be a chair, vice chair, and secretary. The secretary shall be a member of the city staff. The commission may have a parliamentarian at its option, who is appointed by the chair at the annual meeting.

SECTION 2. The chair shall have the following authority: preside at all meetings of the commission; vote on every motion as other members; call special meetings; compose the agenda; prepare the annual report for submission to the city council; set the date, hour and place of the regular meeting with approval of the commission; make appointments to committees; execute official communications; recommendations of the commission; advise the city council of the names of members with three unexcused absences and of upcoming vacancies; and conduct commission business in a manner consistent with these rules and regulations.

SECTION 3. The vice-chair shall perform the duties of an absent or disabled chair and perform such other duties as are assigned by the chair. In the absence of both the chair and vice-chair, the members shall select a temporary chair.

SECTION 4. In the event the commission elects a secretary, the secretary shall have the following responsibilities; record the minutes of all proceedings before the commission; maintain the records of the commission in complete and up-to-date order; report all correspondence to the commission; advise the chair three months prior to expiration of appointments; advise the chair of any members with three consecutive unexcused absences; assist in the preparation of the agendas; and make and post all notices.

SECTION 5. In the event the commission elects a parliamentarian, the parliamentarian shall assist the commission to resolve questions of parliamentary procedure using Robert's Rules of Order as a guide. The rules contained in the current edition of Robert's Rules of Order (newly revised) shall govern the commission in all cases to which they are applicable and are not inconsistent with these rules, the Pasadena Municipal Code, or the Ralph M. Brown Act.

SECTION 6. The officers shall be elected by open ballot to serve for one year or until their successors are elected. Their offices' terms of office shall begin at the close of the annual meeting at which they were elected.

SECTION 7. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office.

ARTICLE V MEETINGS – GENERAL RULES

SECTION 1. The regular meetings of the commission shall be held on the first Monday of each month at 6:30 p.m. Written notice of these meetings, including the date, time and location, shall be given to each member, the City Council and the City Manager.

SECTION 2. The regular meeting in June shall be known as the annual meeting and shall be for the purpose of electing officers, and for any other business.

SECTION 3. Special meetings may be scheduled by the chair or a majority of the commission. The purpose of the meeting shall be stated in the notice. Notice of special meetings shall be given at least 24 hours in advance.

SECTION 4. Majority of members of the commission shall constitute a quorum.

SECTION 5. All meetings of the commission shall be held in accordance with the Ralph M. Brown Act and shall be open to the public as provided by law.

SECTION 6. A matter shall be on the agenda to be discussed and acted upon unless otherwise provided by law. A matter maybe included on the agenda by a member, or by staff.

ARTICLE VI MEETINGS – SPECIAL RULES

SECTION 1. Scheduled meetings should begin no later than 7:00 p.m. and adjourn by 10:30 p.m. unless otherwise extended by the commission.

SECTION 2. Members shall not prolong discussions by repeating an argument already made by another member.

SECTION 3. The order of business at all meetings shall be as follows:

- a. Call to order
- b. Roll call

- c. Public comment previous meeting.
- d. Review and approval of minutes.
- e. Public comments.
- f. Old business.
- g. New business.
- h. Reports, comments, and updates, and announcements.
- i. Comments from the commissioners.
- j. Adjournment.

ARTICLE VII
MEETINGS – MOTIONS

SECTION 1. The commission may employ five motions in reaching decisions:

- a. Motion for Action: A proposal by a member that the commission do a special thing.
- b. Motion to Amend: A proposal to amend a motion made by insertion, addition, deletion, or substitution.
- c. Motion to Rescind: A proposal to repeal a motion before a different course of action is decided.
- d. Motion to Table: A proposal to cut off discussion and action on a motion that has been made.
- e. Motion to Suspend the Order of Business: A proposal made when circumstances such as an interruption, late arrival, or early departure necessitate an alteration or change in the agenda.

SECTION 2. Once a motion is before the commission, the chair shall not permit the public to speak nor comment during the commission's discussion of that motion.

SECTION 3. All votes on issues before the commission shall be by voice vote unless a roll call is requested by the chair or a member of the commission. There shall be no secret ballots.

SECTION 4. After a motion has been made and seconded, the chair shall repeat the motion for the commission. The chair may rule the motion out of order or restate the motion so that the commission may know what is before it for consideration and action.

SECTION 5. The chair shall announce the vote on the motion. In announcing the vote, the chair shall state whether the motion carried or failed.

ARTICLE VIII
MEETINGS – HEARING PROCEDURES

SECTION 1. The commission shall follow the procedure outlined below in conducting public hearings:

- a. The title of the matter shall be announced by the chair.
- b. A city staff member shall then present the matter to the commission.
- c. The chair shall call for the applicant, proponent, or opponent to present his/her view, additional facts, or evidence.
- d. The chair shall call for the statements from other persons favoring the matter; then from persons opposing the matter under consideration.
- e. The applicant, proponent or opponent shall be given an opportunity for rebuttal at the completion of the statements.
- f. The chair shall declare the hearing closed.
- g. By motion, the commission shall take action on the matter.
- h. The chair shall announce the decision of the commission.
- i. All decisions of the commission relating to matters requiring a public hearing shall be in writing and shall be mailed to the parties within a reasonable time after the hearing.

ARTICLE IX
COMMITTEES AND PANELS

SECTION 1. The chair may appoint members to ad hoc committees created to assist in the work of the commission and select delegates to represent the commission, as appropriate. The chair shall establish their area of operation and concern, and establish rules of operation. The chair shall be an ex officio member of all committees so created.

SECTION 2. The commission hereby establishes a nominating committee which shall recommend nominees for office on the commission. The nominating committee shall consist of three persons appointed by the chair. The committee shall be activated at the April meeting and shall report its nominees at the May meeting.

SECTION 3. The commission hereby establishes an executive committee. The executive committee shall consist of five persons. The chair and vice-chair shall be members of the committee and three other members appointed by the chair.

SECTION 4. The commission hereby establishes a police community relations committee to execute the police community relations function of the ordinance. Actions agreed upon in meetings shall be reported to the full commission. The police community relations committee shall consist of three members.