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**AGENDA
HUMAN RELATIONS COMMISSION
SPECIAL MEETING**

**June 12, 2018
5:30 p.m.**

MEMBERS

Justin Jones, Chair, District 3
Jackie Broxton, Vice Chair, District 1
Theresa Robinett, District 2
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.

Habrá servicio de interpretación disponible para éstas juntas llamando al 626/744-7333 por lo menos con 24 horas de anticipación.

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, JUNE 12, 2018
5:30 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, May 1, 2018***
- 4. OLD BUSINESS**
INFORMATION & ACTION ITEMS
 - **REVIEW OF MINOR MODIFICATIONS TO THE HUMAN RELATIONS COMMISSION PROCEDURES AND POLICIES AS WELL AS TO THE PASADENA MUNICIPAL CODE CHAPTER 2.85***
- 5. NEW BUSINESS**
ACTION ITEMS (unless otherwise noted)
 - **NOMINATIONS FOR COMMISSION OFFICERS FOR FY 2018-2019**
 - **ELECTION OF COMMISSION OFFICERS FOR FY 2018-2019**
 - **REVIEW OF COMMISSION ATTENDANCE IN FY 2017-2018***
 - **REVIEW OF COMMISSION ACCOMPLISHMENTS IN FY 2017-2018***
 - **ESTABLISH COMMISSION WORK PLAN FOR FY 2018-2019**
 - **DISCUSS ATTENDANCE AT ANNUAL 41ST ASSEMBLY DISTRICT COMMUNITY RESOURCE FAIR AND BLOCK PARTY ON AUGUST 4, 2018**

- **DISCUSS AND APPROVE DATE AND TIME FOR JULY MEETING**

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



Justin Jones, 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 8th day of June 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. Habrá servicio de interpretación disponible para éstas juntas llamando al (626) 744-4386 por lo menos con 24 horas de anticipación.

3.
MINUTES OF MAY 1, 2018

***MINUTES ***



**CITY OF PASADENA
HUMAN RELATIONS COMMISSION
REGULAR MEETING
May 1, 2018
6:30 P.M.
JACKIE ROBINSON COMMUNITY CENTER
1020 NORTH FAIR OAKS AVENUE
PASADENA, CA 91103**

COMMISSIONERS PRESENT:

Justin Jones, Jackie Broxton, Theresa Robinett, Emmell Beech, and Nat Nehdar

COMMISSIONERS ABSENT:

Sonia Singla, Joseph Ruedaflores, Emma Oshagan, and Brandon Lamar

STAFF PRESENT: Horace Wormely, Susana Porras, Araceli López Mellem

1. CALL TO ORDER; WELCOME; ROLL CALL

Chair Jones called the regular meeting to order at 6:41 p.m. and welcomed everyone. Araceli López Mellem called the roll. A quorum was established for the Commission.

2. PUBLIC COMMENT

No public comment.

3. REVIEW AND APPROVAL OF MINUTES, April 3, 2018*

After review, it was moved (Nehdar) and seconded (Beech) to approve the Minutes of April 3, 2018. (Motion unanimously carried) (Absent: Singla, Ruedaflores, Oshagan, Lamar) (Abstain: Beech)

4. OLD BUSINESS

INFORMATION & ACTION ITEMS

▪ **ANNUAL ESSAY CONTEST & AWARDS CEREMONY UPDATE**

Commissioner Nehdar provided an update regarding the upcoming Annual Awards Ceremony including Commissioner assignments.

5. NEW BUSINESS

INFORMATION & ACTION ITEMS

▪ **“JOIN THE CONVERSATION” PRESENTATION AND SURVEY**

Brenda Harvey-Williams, Special Assistant to the City Manager, presented on behalf of the City Manager’s office. Through the “Join the Conversation” campaign, the City of Pasadena is engaging the community around upcoming budget planning. Residents are encouraged to complete a survey, which is

available online, to ensure that the City continues to address the community's priorities in its long-range planning.

▪ **VALUE OF THE HUMAN RELATIONS COMMISSION TO PASADENA POLICE DEPARTMENT**
INFORMATION ITEM

Interim Chief John Perez along with Lt. Clawson, engaged the Commission in a conversation regarding his vision for the police department moving forward and how the Commission could participate in that vision.

▪ **DISCUSS DATE, TIME, LOCATION FOR ANNUAL MEETING**

After discussion, the date of the annual meeting was set for June 12, 2018 at the Jackie Robinson Community Center. The start time will be earlier than regular meetings but will be finalized pending venue availability and the availability of Commissioners who were not present.

▪ **ESTABLISH NOMINATING COMMITTEE FOR FY 2018-2019 COMMISSION OFFICERS**

After discussion, it was moved (Nehdar) and seconded (Broxton) to establish a nominating committee for FY 2018-2019 Commission officers. Commissioners Beech, Robinett, and Nehdar were appointed to the committee. (Motion unanimously carried) (Absent: Singla, Ruedaflores, Oshagan, Lamar)

▪ **REVIEW OF MINOR MODIFICATIONS TO THE HUMAN RELATIONS COMMISSION PROCEDURES AND POLICIES AS WELL AS TO THE MUNICIPAL CODE CHAPTER 2.85**

Staff (Porras) provided the Commission with a preliminary draft of the proposed modifications and encouraged the Commission to submit feedback to staff via email.

6. REPORTS, COMMENTS, UPDATES
INFORMATION ONLY (unless otherwise noted)

▪ **FY 17/18 WORK PLAN UPDATES***

- Community Survey Update**
None.

A. Report from Chair

Chair Jones reminded the Commission about the importance of attendance at Commission meetings.

B. Commissioner Announcements/Comments

Commissioner Broxton distributed information regarding a scholarship opportunity for foster youth.

C. Staff Updates/Reports

Staff provided a brief update regarding summer recreation programming.

7. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

- None

8. ADJOURNMENT

It was moved (Nehdar) and seconded (Beech) to adjourn the meeting. (Motion unanimously carried) (Absent: Singla, Ruedaflores, Oshagan, Lamar) The meeting was adjourned at 7:53 p.m.


Araceli López Mellem, Recording Secretary
Human Services & Recreation Department

4.

Old Business

Chapter 2.85
HUMAN RELATIONS COMMISSION

Sections:

- 2.85.010 Short title.**
- 2.85.020 Establishment.**
- 2.85.030 Membership-Appointment and terms.**
- 2.85.040 Qualifications.**
- 2.85.050 Absences and vacancies.**
- 2.85.060 Elections of officers.**
- 2.85.070 Meetings - Records.**
- 2.85.080 Rules and regulations.**
- 2.85.090 Annual report.**
- 2.85.100 Disclosure requirements.**
- 2.85.110 Purpose and functions.**

2.85.010 Short title.

This chapter shall be known as the “Human Relations Commission Ordinance.” (Ord. 6229 § 2 (part), 1987)

2.85.020 Establishment.

There is created and established a commission of the city to be known as the “human relations commission” and hereinafter called “commission.” (Ord. 6229 § 2 (part), 1987)

2.85.030 Membership-Appointment and terms.

A. The commission shall consist of 9 members, who shall be appointed as follows:

1. Each of the 7 councilmembers and the mayor shall nominate 1 member for a total of 8 members.

2. The mayor shall nominate the remaining 1 member from persons recommended by the 7 councilmembers.

3. All nominations are subject to ratification by city council.

B. Members shall be appointed for a term of 3 years, and shall serve no more than 2 consecutive terms. A term of less than 1 year shall not be considered a full term. Terms expire on June 30th of the applicable years. A member shall continue in office for the term for which he/she was appointed or until his/her successor is appointed. No member who has serve 2 consecutive terms shall be eligible for reappointment to the commission prior to the passage of a 2-year interval.

C. If a member ceases to reside in the city prior to the expiration of a term, the member may complete the term only upon approval by the city council pursuant to Section 2.45.020.

D. Any member of the commission may be removed by the city council at its pleasure. (Ord. 6820 §§ 19,45 (part), 2000; Ord. 6229 § 2 (part), 1987)

2.85.040 Qualifications.

A. All members shall be residents of the city; provided, however, that a person nominated by a director need not reside in said director’s district.

B. Members should be committed to the principle of equal opportunity for all people and have the ability to function harmoniously within a heterogeneous group. (Ord. 6229 § 2 (part), 1987)

2.85.050 Absences and vacancies.

A. In the event a member has three consecutive unexcused absences from meetings of the commission, the city council may declare the office of such member vacant. The staff to the commission shall advise the secretary to the mayor of any member with 3 consecutive unexcused absences. The chair of the commission may excuse absences.

B. Vacancies, whether scheduled or unscheduled, shall be filled by the person who nominated the member to the vacant office, or by his/her successor, in the same manner as set forth in Section 2.85.030. (Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

2.85.060 Elections of officers.

At the first meeting of the commission, and there-after at its first meeting of each subsequent year, the members shall elect a chair and a vice chair. In the absence or disability of the chair and vice chair, the commission may designate a temporary chair. (Ord. 6229 § 2 (part), 1987)

2.85.070 Meetings-Records.

A. The commission shall meet at least once a month. All its meetings shall be held in accordance with the Ralph M. Brown Act and shall be open to the public except as provided by law. Special meetings may be called by the chair or a majority of the commission.

B. A quorum shall be a majority of the commission seats filled by the city council. A seat is deemed to be filled by the city council. A seat is deemed to be filled after a nominee has been sworn in by the city clerk. No action of the commission shall be valid without the affirmative vote of at least 3 members.

C. The commission shall keep a record, which shall be available for public inspection, of all of its resolutions, proceedings, and other actions. (Ord. 6820 § 20, 45 (part), 2000; Ord. 6675 § 1 (part), 1996; Ord. 6229 § 2 (part), 1987)

2.85.080 Rules and regulations.

The commission shall adopt and amend, by the affirmative vote of 5 members, rules and regulations for the conduct of the commission's business consistent with the chapter. Such rules and regulations shall be submitted to the city council and shall not become effective until approved and ordered filed by the council. (Ord. 6820 § 21, 2000; Ord. 6229 § 2 (part), 1987)

2.85.090 Annual report.

The commission shall submit an annual report and workplan to the city council no later than September 1st of each year. Attendance records of members shall be included as part of the annual report. (Ord. 6930 § 9, 2003; Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

2.85.100 Disclosure requirements.

Members of the commission shall not be required to file annual statements of economic interest pursuant to the city's conflict of interest code. (Ord. 6229 § 2 (part), 1987)

2.85.110 Purpose and functions.

A. The purpose of this commission is to aid the city in achieving better human relations in city government, and to provide assistance to private person, and groups in promoting good will and better relations among all people.

B. The purpose of this 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.

C. The commission shall:

1. Formulate ideas and suggest programs in the areas of research and educate for the purpose of lessening racial and religious prejudice and of fostering attitudes among the various-groups within its jurisdiction which lead to civic peace and intergroup understanding:

2. Develop and participate in plans and programs designed to promote the full acceptance of all citizens in the community in all aspects of community life, without regard to race, religion, national origin, age, sex or minority affiliation:

3. Participate with community agencies engaged in fostering mutual understanding and respect among all racial, religious and cultural groups in the city, or in attempting to discourage discrimination practices against any such group or any of its members.

4. Maintain close liaison with the police department through the police chief or his/her representatives and promote understanding and cooperation between the police department and residents of the community;

5. Encourage and assist representatives of the local law enforcement agencies, the judicial system and other interested community groups in developing and maintaining harmonious relationships between the law enforcement agencies and the residents of the city. (Ord. 6905 §§ 1,2, 2002; Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

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 may be 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.

5. New Business

CITY OF PASADENA HUMAN RELATIONS COMMISSION

MEETING ATTENDANCE: 7/1/17 - 6/30/2018

NAME	2017							2018							
	7/8	8/1	8/22	9/5	10/3	11/7	12/5	1/2	2/6	2/13	3/6	4/3	5/1	6/5	6/12
<i>Beech, Emmell</i>	P		E				P			P	P	A	P		
<i>Broxton, Jackie</i>	P		P				E			E	P	P	P		
<i>Jones, Justin</i>	P		P				P			P	P	P	P		
<i>Lamar, Brandon</i>	P		P				P			P	E	A	A		
<i>Nehdar, Nat</i>	P		E				P			P	P	P	P		
<i>Oshagan, Emma</i>	P		P				P			P	P	P	E		
<i>Robinett, Theresa</i>							P			P	P	P	P		
<i>Rueda Flores, Joseph</i>							P			P	P	P	E		
<i>Samra, Mandip</i>	E														
<i>Singla, Sonia</i>	E		P				E			P	E	P	E		
<i>Yedalian, Sahag</i>	A														

KEY:

P=PRESENT

A=ABSENT (UNEXCUSED)

E= EXCUSED ABSENCE

SHADED=NOT APPLICABLE

C=DARK/MEETING CANCELLED/HOLIDAY

S=SPECIAL MEETING

AM = Annual Meeting

Meeting Attendance FY17-18; Approved: _____

CITY OF PASADENA HUMAN RELATIONS COMMISSION
WORK PLAN: 7/1/17 - 6/30/18
Year End Report of Accomplishments June 30, 2018

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 July 31, 2018, conduct an Annual Meeting to review accomplishments for the FY2017-2018, member attendance for the year ended 6/30/18, and draft a work plan for FY2018-2019 (July 1, 2018 to June 30, 2019).</p> <p>STATUS:</p>
2.	<p>By August 31, 2017, submit to City Council an Annual Report of Accomplishments per the FY 2016-2017 Work Plan , a Commission Membership Attendance Report for the year ended 6/30/17, and a Work Plan for FY 2017-2018 (July 1, 2017-June 30, 2018).</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: ONGOING.</p>
4.	<p>To present public forums, panels, and lectures on issues that affect human relations in the City of Pasadena.</p> <p>STATUS: COMPLETED. Held a forum on July 11, 2017 on the topic of community engagement.</p>
5.	<p>To continue building relationships with PUSD are schools by attending school board meetings quarterly and participating in and sponsoring events and programs to engage and promote positive human relations in youth. To explore and develop a relationship with the Pasadena Youth Council and other youth groups in the Pasadena area and maintain a student intern.</p>

	<p><i>STATUS: COMPLETED. Annual Essay High School Essay Contest held in Spring of 2018.</i></p>
6.	<p>To recognize individuals, neighborhood groups, youth and City staff who have improved human relations in the City of Pasadena.</p> <p><i>STATUS: COMPLETED. Annual Awards Ceremony held on May 17, 2018; the following awards were awarded: Harry Sheldon Memorial Award, Model of Unity Award, and Raymond Pitts Human Relations Award.</i></p>
7.	<p>To enhance the profile of the Human Relations Commission within the City of Pasadena through outreach, visibility, collaborations and accessibility with increased community involvement.</p> <p><i>STATUS: COMPLETED. The Commission held and also held their annual Rekindling the Light of Peace event on January 6, 2018.</i></p>
8.	<p>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. To promote collaboration between other City Commissions and Committees as it relates to better human relations efforts.</p> <p><i>STATUS:</i></p>
9.	<p>To identify potential funding sources to supplement the City budget to support Human Relations Commission programs and activities.</p> <p><i>STATUS: IN PROGRESS. The Commission established an ad hoc committee and has identified a potential fiscal sponsor.</i></p>
10.	<p>To develop compliance guidelines and accountability for the Human Relations Commission members.</p> <p><i>STATUS:</i></p>

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