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**AGENDA
HUMAN RELATIONS COMMISSION
SPECIAL MEETING**

**July 11, 2018
6:30 p.m.**

MEMBERS

Jackie Broxton, Chair, District 1
Theresa Robinett, Vice Chair, District 2
Justin Jones, Chair, 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 6:30 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
WEDNESDAY, JULY 11, 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, June 12, 2018***
- 4. OLD BUSINESS**
INFORMATION & ACTION ITEMS
 - **REVIEW AND APPROVAL OF END OF YEAR ACCOMPLISHMENTS FOR FY 2017-2018***
 - **REVIEW AND APPROVAL OF COMMISSION WORK PLAN FOR FY 2018-2019***
- 5. NEW BUSINESS**
INFORMATION & ACTION ITEMS
 - **COMMISSION ATTENDANCE DISCUSSION**
 - **DISCUSSION OF COMMISSIONER ANNUAL CALENDAR**
 - **WORK PLAN OBJECTIVES COMMISSIONER ASSIGNMENTS**
 - INFORMATION ITEM ONLY**
 - **DISCUSSION OF WESTIN HOTEL INCIDENT**
- 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 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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3.
MINUTES OF JUNE 12, 2018

***MINUTES ***



**CITY OF PASADENA
HUMAN RELATIONS COMMISSION
SPECIAL MEETING
June 12, 2018
5:30 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 (excused), Joseph Ruedaflores (excused), Emma Oshagan (excused), and Brandon Lamar (absent)

STAFF PRESENT: Horace Wormely, Araceli López Mellem

1. CALL TO ORDER; WELCOME; ROLL CALL

Chair Jones called the special meeting to order at 5:40 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, May 1, 2018*

After review, it was moved (Nehdar) and seconded (Beech) to approve the Minutes of May 1, 2018. (Motion carried) (Absent: Singla, Ruedaflores, Oshagan, Lamar) (Abstain: Beech)

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**

After review, it was moved (Nehdar) and seconded (Robinett) to approve the minor modifications. (Motion unanimously carried) (Absent: Singla, Ruedaflores, Oshagan, Lamar)

5. NEW BUSINESS

INFORMATION & ACTION ITEMS

▪ **NOMINATIONS FOR COMMISSION OFFICERS FOR FY 2018-2019**

Commissioner Nehdar reported that the Nominating Committee recommends Commissioner Broxton for the position of Chair and Commissioner Robinett for the position of Vice Chair.

▪ **ELECTION OF COMMISSION OFFICERS FOR FY 2018-2019**

After review, it was moved (Nehdar) and seconded (Beech) to elect Commissioner Broxton as Chair of the Commission and Commission Robinett as the Vice Chair. (Motion unanimously carried) (Absent: Singla, Ruedaflores, Oshagan, Lamar)

▪ **REVIEW OF COMMISSION ATTENDANCE IN FY 2017-2018**

After discussion, it was moved (Nehdar) and seconded (Beech) to approve the Commission Attendance Report with minor amendments. (Motion unanimously carried) (Absent: Singla, Ruedaflores, Oshagan, Lamar)

▪ **REVIEW OF COMMISSION ACCOMPLISHMENTS IN FY 2017-2018**

The Commission discussed and reviewed their accomplishments. Staff will prepare another draft for review and approval at the July meeting.

▪ **ESTABLISH COMMISSION WORK PLAN FOR FY 2018-2019**

The Commission discussed the Work Plan for FY 2018-2019. Staff will prepare a draft for review and approval at the July meeting.

▪ **DISCUSS ATTENDANCE AT ANNUAL 41st ASSEMBLY DISTRICT COMMUNITY RESOURCE FAIR AND BLOCK PARTY ON AUGUST 4, 2018**

After discussion, it was moved (Nehdar) and seconded (Robinett) to approve the Commission's participation in the Annual 41st Assembly District Community Resource Fair and Block Party; Commissioner Robinett will staff the table. (Motion unanimously carried) (Absent: Singla, Ruedaflores, Oshagan, Lamar)

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

After discussion, it was moved (Nehdar) and seconded (Beech) to hold a special meeting on July 11, 2018 in lieu of the regular meeting on July 3, 2018 due to the holiday. (Motion unanimously carried) (Absent: Singla, Ruedaflores, Oshagan, Lamar)

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

A. Report from Chair

None.

B. Commissioner Announcements/Comments

None.

C. Staff Updates/Reports

Staff (Wormely) provided a brief update regarding the department's summer programming and reported that the budget is scheduled to be approved at the next City Council meeting.

7. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

- PUSD
- MYPD at Muir High School

8. ADJOURNMENT

It was moved (Nehdar) and seconded (Robinett) to adjourn the meeting. (Motion unanimously carried) (Absent: Singla, Ruedaflores, Oshagan, Lamar) The meeting was adjourned at 7:04 p.m.


Araceli López Mellem, Recording Secretary
Human Services & Recreation Department

4. Old Business

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.	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). STATUS: COMPLETED.
2.	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). STATUS:
3.	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. STATUS: ONGOING.
4.	To present public forums, panels, and lectures on issues that affect human relations in the City of Pasadena. STATUS: COMPLETED. Held a forum on July 11, 2017 on the topic of community engagement.
5.	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><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. A community survey was developed and will be distributed in FY 2018-2019.</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: 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>
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: COMPLETED.</i></p>

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

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.	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). STATUS:
2.	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). STATUS:
3.	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. STATUS:
4.	To present public forums, panels, and lectures on issues that affect human relations in the City of Pasadena. STATUS:
5.	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. STATUS:

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.