

Human Relations Commission Meeting

Human Relations Commission Members: Chairperson Jolie Price, Vice-Chairperson Patricia Cosby, Intake Officer, Kate Hill, Dr. Susan Worth-LaManna, Dr. Wesley Moy, Dr. George Roesser

- I. **Call to Order:** Matthew H. Candland, Township Manager, called the meeting to order via Zoom at 7:00 p.m.

- II. **Roll Call:** Present: Chairperson Price, Intake Officer Hill, Dr. Worth-LaManna, Dr. Roesser, Dr. Moy. Absent: Vice-Chairperson Cosby. Also present: Matthew H. Candland, Township Manager, Alex Baumler, Township Solicitor.

- III. **Approval of Meeting Minutes - December 3, 2020:**
 - Dr. Moy amended the minutes to formally address Dr. Moy and Dr. Worth-LaManna. Mrs. Price motioned, seconded by Dr. Worth-LaManna and the minutes were unanimously approved as amended.

- IV. **Old Business:**
 - A. **Procedural Documentation:**
 1. **Intake Template Forms:**
 - The Commission and Mr. Baumler discussed procedures for filling out the intake forms.
 - Dr. Moy suggested a review in one year, based on experience with the forms.
 - Dr. Roesser inquired on the type of guidance that can be given by the Intake Officer during a hearing process.
 - Mr. Baumler explained that when a Complainant submits an intake form, the Intake Officer notifies the Respondent and the Pennsylvania Human Relations Commission. If the Respondent does not reply to participate within 30 days, the case is closed. If the Respondent participates, then the Commission will contact a mediator to resolve the dispute. If mediation is agreed to but cannot decide on a mediator, only then would the Commission research the factual basis of the complaint.
 - Mrs. Price inquired on the relevancy of pay rates on the employment intake form. Mr. Baumler explained that it is to acquire a baseline of information for a mediator to reach a remedy or compensate damages.
 - Dr. Worth-LaManna made a motion, seconded by Dr. Moy, and the Commission approved by a vote of 5-0 the template intake forms.
 2. **Complaint Notification Template Letters:**
 - Dr. Roesser inquired about who the Intake Officer can consult for questions prior to filing a formal complaint.
 - Mr. Baumler confirmed that the Township Solicitor is available for questions, the Ordinance is to be used as a guideline, and advised them to participate in trainings.
 - Mrs. Price inquired about copying the Complainant on the letters. Mr. Baumler explained that a Complainant usually has an attorney involved and, at that point, the

Township Solicitor does not remain involved in the case.

- Mrs. Price and Dr. Roesser confirmed with Mr. Baumler that the letters do not need additional review by the Township Solicitor unless there are additional changes.
- Mrs. Price motioned, seconded by Dr. Worth-LaManna and the Commission approved by a vote of 5-0 the template letters.

B. UMHRC training options and open training participation to the Board of Commissioners:

- Mrs. Price discussed available dates to conduct an initial evening training with Carl Summerson, Hearing Examiner, from the Pennsylvania HRC.
- The Commission proposed an initial training on Tuesday, February 2, 2021 at 7 p.m. and an alternate date proposed for Tuesday, February 9, 2021 at 7 p.m. Mrs. Price will follow up with a confirmation.
- Mrs. Price suggested inviting the Board of Commissioners to the training and Mr. Baumler replied that they do not have a role, but are welcome to learn more about policies and how decisions are made.
- A discussion was held on assigning a Board Commissioner as a liaison to the HRC trainings and meetings. Mr. Candland suggested that Mrs. Price send a letter to Commissioner Kevin Spearing requesting a liaison be assigned from the Board of Commissioners.
- Dr. Roesser motioned, seconded by Dr. Worth-LaManna and the Commission approved by a vote of 5-0 a request for a liaison from the Board of Commissioners.

C. Appointments and reappointments:

- Dr. Worth-LaManna motioned, seconded by Mrs. Price and the Commission voted 5-0 to appoint Kate Hill as Chair.
- Ms. Hill motioned, seconded by Dr. Worth-LaManna and the Commission voted 5-0 to appoint Mrs. Price as Intake Officer.
- Ms. Hill motioned, seconded by Mrs. Price and the Commission voted 5-0 to reappoint Ms. Cosby as Vice-Chair.

V. New Business:

A. Draft Mission Statement:

- Ms. Hill and Dr. Roesser discussed the pamphlet version used by Abington HRC. Dr. Roesser stated that he made a comparison against the State's level and prefers Abington's version. Mr. Baumler explained that it is a marketing and advertising tool.
- Ms. Hill reviewed details of the language for the new proposed Upper Moreland HRC Mission Statement.
- Mrs. Price and Ms. Hill inquired about HRC involvement in neighborhood disputes. Mr. Baumler replied that initially a discrimination complaint would need to be filed accordingly with the Ordinance, and a mediator would be assigned to the case.
- Dr. Roesser inquired about posting an article announcing the UMHRC in the Township's Newsletter or on the website. Mr. Candland stated that an article could be posted in the

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Township's Semi-Annual Newsletter by contacting Pat Stasio, Director of Parks and Recreation.

- Dr. Roesser motioned, seconded by Ms. Hill to organize a subcommittee and create an article for the Township's Newsletter. Ms. Hill, Mr. Roesser and Mrs. Price volunteered to work on the article. Dr. Roesser recommended that appropriate titles be noted with educational backgrounds in all public communications from the Commission. Mr. Candland will have Pat Stasio follow up on publishing an article.
- Mrs. Price inquired about an email address for the UMHRC. Mr. Baumler confirmed that emails should be addressed to Mr. Candland and UMHRC will eventually have a page on the Township website with contact information and forms. Mr. Candland directed the Commission to notify him when they are ready to post a page to the Township's website.
- Ms. Hill inquired about a Facebook page for the UMHRC and explained that marketing and social media are her areas of expertise. Ms. Hill will research and follow up with ideas for the site.
- Dr. Roesser commented that communicating on a social media platform can minimize angers, allow for other perspectives, but can work in opposition as well.
- Mrs. Price suggested that the social media manager could be a member of the Commission or an employee of the Township.
- Mrs. Price discussed disabling comments and suggested using a disclaimer.
- Mr. Baumler explained the importance of carefully managing the site and stated that the laws are not set regarding turning off comments.
- Mr. Candland recommended use of caution with a social media page, which should be an objective source for accurate information.
- The Commission agreed to continue the discussion at the next meeting.

VI. Set Next Meeting Date:

- The Commission agreed to set the next Zoom meeting for Thursday, February 25, 2021 at 7:00 p.m.

VII. Adjournment:

- Dr. Roesser motioned, seconded by Dr. Moy and the meeting was adjourned at 8:30 p.m.

Respectfully submitted by Kathleen Kristire, Minute Taker.