

The City of Albany Commission on Human Rights

December 15 , 2015

5:45pm-7:30pm

Mayors Conference Room

Name	Oct FY 16	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Total # Meetings Attended
Charmel McCormick, Executive Director	p	p	p										3
Commissioner Brenda Robinson	E	p	p										2
Commissioner Andres Rivera	p	p	P (phone)										3
Commissioner Al Delossantos	p	A	P										
Commissioner Linda Hunt	p	P	P										3
Commissioner Janneh Bakary	P	P											
Commissioner Judith Mazza	p	P	P										3
Commissioner Ronald Dunn	p	E	P										2
William Kelly, Ass. Corporate Counsel	A	P	P										2

Visitors: None

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TOPIC	DISCUSSION/INFORMATION	RECOMMENDATION/ACTION/ EVALUATION/FOLLOW-UP	RESPONSIBILITY/ TARGET DATE
Approval of Minutes		Approved unanimous	
Commissioner Vacancy/Interviews	Common Council 5 candidates were interviewed on 2 dates. One candidate on December 7th and the other 4 candidates on December 10th, which Brenda, Charmel, and Al attended. Mayoral 2 seats remain vacant	Selection Pending; Kathy Fahey stated that the Council will make every attempt to get this process completed quickly, hopefully by our next meeting.	Charmel/Next Meeting
Vice-Chair Vacancy vote	Al D., last CHR meeting, position is vacant. Al, Bakary (last meeting) supported Brenda in her request for the vacant seat. No other member interested. Nominated. Linda was volunteered to be secretary, will vote next meeting on the vacant secretary position.	Unanimous vote. Accepted.	Closed
MOU Update	MOU submitted to NYS DHR for signature.	No response from Helen Foster, NYS DHR; no follow up and no contact. Suggestion made that Charmel to contact NYS regarding our request, such as a friendly inquiry via letter/e-mail. Charmel says she is working with the Common Council. Charmel says she will make contact with NYS prior to the next meeting.	Charmel/Next Meeting

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Pamphlets	Tabled	Charmel/Brenda submitted pamphlet. Al says he will e-mail one. Linda submitted the language from our bylaws. Next meeting everyone will bring a pamphlet and ideas.	Committee/Next Meeting
Human Rights Complaints Process/NYS DHR training	Tabled		Charmel/ On-going
Complaint Intake Forms	Ron stated he would prefer to create an intake form himself rather than use the NYS form.	Ron to present intake form template next meeting	Ron/Next Meeting
Anti-bullying Video	Revisions pending. E-mail was sent out to everyone.	Director of the video was delayed in making the agreed upon revision. They will be done prior to the next meeting.	Committee/ Next Meeting
Facebook/Website	Charmel sent out samples via e-mail. Charmel is the administrator of the Facebook page. The page is outdated. Website belongs to the city.	Information needed. Committees need to be established	Committee/Next Meeting

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Fundraising Guidelines	<p>Charmel spoke to Shaw regarding the reception. Commission is set for any month. The reception can be done any time.</p> <p>Charmel states we have a budget of \$2,500 for contractual services.</p>	<p>Need solicitation process. Andres spoke on the process and mentioned there is process in place and he will send out information regarding the process. 6 awardees.</p> <p>Will continue this discussion when Andres is here.</p>	Committee/Next Meeting
MLK	<p>Al was the contact person. Al gave out informational brochures and discussed volunteer opportunities. Charmel also gave information regarding MLK. .</p> <p>Parking validation given for MLK and Charmel also sent out info via e-mail.</p>	<p>MLK March and program. Commission to designated seating. Charmel will follow up on our position in the march. Further info will be via e-mail.</p>	closed
New Business			
Vacancies	<p>Ron mentioned that the Chair has not been voted on and overdue. Andres has been Chair longer than 1 year and a vote is needed for this position.</p>	<p>Next meeting we will vote on the position of Chair and Secretary.</p>	Committee/Next meeting.
Adjourned 7:30pm		<p>Next Meeting January 19, 2015 @ 5:30pm-6:30, Mayors Conference Room</p>	