

The City of Albany Commission on Human Rights

February 16, 2016

5:30pm-7:00 pm

Mayors Conference Room

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

Visitor: Mr. Lyons,

Brenda Robinson, CHR Chair 2/24/16

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TOPIC	DISCUSSION/INFORMATION	RECOMMENDATION/ACTION/ EVALUATION/FOLLOW-UP	RESPONSIBILITY/ TARGET DATE
Approval of Minutes	Minutes last meeting not available	Table until next meeting	
Commissioner Vacancy	1 Mayor vacancies,	2 physical vacancies, Charmel has stated the Mayor has made an appointment, still awaiting the appointee.	Charmel/Next Meeting
Chair and Secretary Vacancies	Nominations for Chair: Brenda R. Nomination for Secretary: Jacquelyn R. Nomination Vice-Chair Ron D.	Unanimous vote on all 3 officers	
Complaints	<p>In lieu of the NYS DHR decision to not agree/sign MOU, and direction given to forward all complaints to NYS DHR, CHR process and duties to be reviewed (including our mission).</p> <p>The Commission not having access to, or inclusion of, complaints (external) that are submitted to the City of Albany, EEO office was again mentioned to Charmel, EEO Manager, whether just for discussion and/or knowledge of the topics of the complaints.</p> <p>New Commissioners were inquisitive about the complaint process of the City</p>	Decision made (unanimous) to have this discussion with the Common council and clarify the intent/mission of the CHR, especially in light of the NYS DHR decision. Common Council to be contacted.	Brenda /Next Meeting

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	of Albany and was referred to past minutes (9/15/15),, which has the City of Albany EEO office process noted by Charmel .		
Complaint intake forms	<p>September 2015 the NYS DHR complaint form was sent to everyone for review. December '15 meeting , Ron stated he would prefer to create an intake forma himself rather than revise NYS form.</p> <p>Ron mentioned drawing up a letter head and form letter to address complaints in the follow up and tracking of complaints submitted to the Commission. Ron gave example of a letter being sent on behalf of an individual who says he submitted a complaint and it was not addressed by the specific body he contacted. Brenda noted this was done recently with Mr. Lyons who stated via e-mail that his complaints submitted to the City of Albany, EEO Office, were not addressed. Brenda e-mailed Charmel, EEO Manager, who responded stating she is working on his complaints.</p>	<p>Presently awaiting complaint template.</p> <p>Ron will draft a form letter for the Commission. Commissioners agreed, unanimous vote, to draft a letter to use as follow-up and tracking.</p>	<p>Ron/Next Meeting</p> <p>Ron/Next meeting</p>
Anti-Bullying	Video is complete. Questions about credits and final product. Charmel did contact Sabrina Naples regarding the credits of the video. The CHR should be credited as a whole. Agreement that the	<p>Charmel to follow up the final product (complete video with credits).</p> <p>Usage of this video briefly mentioned but no full discussion.</p>	<p>Charmel/ Next meeting</p> <p>Committee/Next Meeting</p>

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	AHS students who participated in the video would be recognized individually in the credits, as well as AHS. Video Usage to be discussed.		
HRC Reception	Nomination: one 2 received: one from Judith and 1 from Brenda. Nominations extended until 2/26/16. Charmel to update Facebook and posting. Final nomination vote at our next meeting. *Date: Two April dates given 4/19/16 and 4/26/16: Charmel to check the Mayor's availability as well as the Rotunda *Vendor info: Andres states every invoice has been submitted.	Charmel to let CHR know as soon as possible.	Committee/Next Meeting Charmel/Next Meeting Committee/Next Meeting
Commission Information Pamphlets	Pamphlets on hold until CHR mission is clarified with the Common Council	Revisit after clarification by Common Council	Committee/On Hold
New Business	CHR 2015 report	To be sent out to everyone via email.	Brenda
Public Comment	Mr. Lyons: brief comments about process.		
Adjourned 7:00pm		Next Meeting March 15, 2016 @ 5:30pm-6:30, Mayors Conference Room	

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