

The City of Albany Commission on Human Rights

June 21, 2016

5:30 p.m. - 6:30 p.m.

Mayors Conference Room

Name	Oct. FY 16	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	August	Sept.	Total # Meetings Attended
Commissioner Chair Brenda Robinson	E	P	P	P	P	P	N/A	P	P	N/A	N/A		
Commissioner Vice Chair Ronald Dunn	P	E	P	P	P	A	N/A	P	P	N/A	N/A		
Commissioner Secretary Jacquelyn C. Richards				P	P	P	N/A	E	P	N/A	N/A		
Commissioner Treasurer Andres Rivera	P	P	P (phone)	P	P	P	N/A	A	E	N/A	N/A		
Commissioner Linda Hunt	P	P	P	P	P	P	N/A	P	P	N/A	N/A		
Commissioner Judith Mazza	P	P	P	P	P	P	N/A	P	E	N/A	N/A		
Commissioner Latwana Ellis				P	P	P	N/A	P	P	N/A	N/A		
Commissioner Valerie Wilkins-Roberts						P	N/A	P	E	N/A	N/A		
Commissioner Shontell Smith							N/A	A	P	N/A	N/A		
Executive Director Charmel McCormick	P	P	P	P	P	P	N/A	P	P	N/A	N/A		
Ass. Corporate Counsel William Kelly	A	P	P	P	P	P	N/A	A					
Ass. Corporate Counsel Marisa Franchini									P	N/A	N/A		
Commissioner Al Delossantos	P	A											
Commissioner Janneh Bakary	P	P											

Visitor(s): None

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TOPIC	DISCUSSION/INFORMATION	RECOMMENDATION/ACTION/ EVALUATION/FOLLOW-UP	RESPONSIBILITY/TARGET DATE
Welcoming New Commissioner	Welcoming New Commissioner, Shontell Smith		Closed
Minutes: Approval and Discussion	Commissioners discuss the May minutes and request changes to reflect the last meeting	Secretary Jacquelyn will update May minutes and complete June minutes	Closed
Treasure Report	Charmel discusses with Commissioners the remaining budget for the Commission		Closed
HR Form Discussion	Brenda discusses the problems that raised when using a different version of the HR form	Commissioners agree to use the NYS form, which will allow the commission to remain consistent with state regulations as well as local	Committee/Next Meeting
Executive Director Report		Tabled	Charmel/Next Meeting
CHR Complaint Process/Follow-up from Common Council (Internal Process)	Commissioners discuss the Commissions way to receive and review complaints, approved by the Council	Commissioners must agree on an appropriate timeframe for turnaround when reviewing complaints	Committee/Next Meeting
Human Rights Reception Feedback	Commissioners discuss the reception and what they would like to see next year	Jacquelyn would like more involvement in creating the flyer. Latwanna would like to see better awards given. All commissioners agree the food was spectacular and had a very good turnout	Closed
Committees Solicitation (MLK, Juneteenth, Anti-Bullying, Education)	Brenda encourages commissioners to think about joining existing and/or creating their own standing committee	Commissioners will present a work plan to the commission on new committees and decide on what existing committee they'd like to be a part of; Latwanna suggested an events committee	Committee/Next Meeting

Carnival on the Hill	August 20 th and would like to have a Commission on Human Rights table for the public to access information	Brenda will update Commission on process of requesting a table at the event	Brenda/Next Meeting
New Business	CDTA Task Force was created and looking for members of the public to join	Commissioners Linda and Latwanna volunteer their efforts to join this taskforce	Closed
Public Comment	None		
Adjourned 6:30 p.m.		Next Meeting September 20 th , 2016 at 5:30 p.m. – 7 p.m., Mayors Conference Room	