

Borough of Carlisle
Human Relations Commission
Meeting Minutes
August 3, 2021
7:30 AM

Present at the meeting: Commission members Carlos Rojas-Gaona, Wanda Hunter, Chris Kapp, John Seivers, McKenzie Clark, Officer Rucinsky, Officer McDowell, Borough Manager Armstrong, Assistant Borough Manager Snyder, Public Information Coordinator Taylor and Borough Secretary Stone.

The meeting was call to order by Borough Manager Armstrong at 7:38 AM.

I. Commission Member Update

A. Borough Manager Armstrong explained that due to the recent vacancies and new appointments to the commission, a chair, vice-chair and intake person must be elected.

B. Board Nominations

1. Discussion ensued regarding the need to train the intake person. Mr. Clark explained the intake person does not require additional training other than the initial training received after being appointed to the commission.

a. The Commission voted 3-0 to appoint Carlos Rojas-Gaona as the Human Relations Commission intake person. (Clark/Kapp)

2. The Nomination for Chair and Vice-Chair were accepted as follows.

a. The commission voted 3-0 to appoint Wanda Hunter as the Chair on the Human Relations Commission. (Clark/Rojas-Goana)

b. The commission voted 3-0 to appoint McKenzie Clark as the Vice-Chair on the Human Relations Commission. (Kapp/ Rojas-Goana)

Discussion was held regarding the second alternate position that remains unfilled. Secretary Stone explained the opening was advertised and that she is waiting to hear from the ERCP if submissions of interest have been received.

II. Approval of Minutes

A. The Commission voted 3-0 to approve the May 4, 2021 Human Relations Commission meeting minutes. (Clark/Rojas-Goana)

III. Outreach

The commission discussed having the approved HRC poster printed. Secretary Stone was directed to email a draft of the poster to the members for their approval and authorization to have printed.

Ms. Hunter expressed that it is important for the commission to have a presence in the community in order for the public to know the purpose of the HRC. She shared that there are people who think the Commission goes out looking for individuals with issues to help.

There was discussion on making the HRC pamphlets available in various languages.

- Borough Manager Armstrong mentioned that Dickinson College has offered to help with translation if needed.
- Ms. Kapp will provide a list of the top five most requested languages.
- Public Information Coordinator Taylor recommended in the interim of the new pamphlets, persons could be directed to the website where a text version of the document could be translated into many languages.

Ms. Hunter noted the HRC was represented at the Juneteenth and Unity Day events. Upcoming events for outreach opportunities were a Welcome Back Festival at Dickinson Law School and the Downtown Mile. Ms. Hunter and Mr. Clark volunteered to host a table at the Dickinson Law School event.

IV. Discussion Items

- A. PowerPoint training is currently being implemented by Mr. Rojas-Goana and he will distribute the draft to the other members.
- B. Mediation procedure content is now current on website.
- C. Meeting dates for the upcoming for the Moving Circles, Not in Our Town, and Community Responders Network meetings will be forwarded to the members by Ms. Hunter.

V. Municipal Equality Index (MEI)

- A. Borough Manager Armstrong provided an overview of the Human Rights Campaign. She noted the Borough has been selected the past three years to participate. She stated the Borough scored 86 in the 2020 Municipal Equality Index (MEI). Manager Armstrong noted we have improved our score under the categories of nondiscrimination laws, municipal services, law enforcement, and leadership on LGBTQ equality. She remarked that the Borough will continue to improve the employer portion of the scorecard with the help of the new Human Resources Manager. This person will be charged with developing methods to improve this score area. Manager Armstrong expressed that we should be proud of this score when compared to others in Pennsylvania, but there is room for improvement.

There was discussion on the MEI flex points and how they can be improved to increase the score. Manager Armstrong responded to a question regarding the scoring criteria for race, ethnicity, and gender, stating the police department has done a great job of creating a diverse workforce. She noted there are other agencies within the Borough that are addressing these topics and those services may increase the MEI score. The MEI scores received in previous years were 71 in 2018, 86 in 2019 and then 86 in 2020. The information will be provided to Council once the scores are released, as well as included in the Commission's quarterly report.

Mr. Rojas-Goana conveyed the need for sharing information and documents among commission members. He proposed for the Commission to begin using an information platform. Assistant Manager Snyder stated the Borough is in the process of creating "carlislepa.org" email addresses for all members of the Borough's boards and commissions. The use of google drive is also being explored. He explained the reason for the creation of "carlislepa.org" email addresses was initiated by the fact that all information in personal email accounts used for borough business would be subject to right-to-know law. When a borough email account is used, a right-to-know request would be restricted to the members Borough email address.

B. Next Meeting Date:

A. The Commission voted 4-0 to schedule the next HRC meeting on Tuesday, November 9, 2021 at 7:30 AM.

C. Announcements

Officer Rusinsky inquired if the police department offers outreach to the LGBTQ homeless population, could that be additional flex points for the MEI score. Mr. Clark noted that is good outreach and we can explore that aspect of the flex points for the police department.

D. Public Comment

No public comment was heard.

E. Adjournment

The meeting was adjourned at 8:40 a.m.

Sincerely,

Joyce Stone
Borough Secretary