



## NOTICE OF PUBLIC MEETING

### HUMAN RELATIONS COMMISSION

City Hall Willamette Room  
Tuesday, December 16, 2008  
7:00 p.m.

### AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
  - October 28, 2008. [Pages 1-3]
  - Action: \_\_\_\_\_
4. SCHEDULED BUSINESS
  - a. Business from the Public
  - b. Progress report on mental health working group. [Verbal] (Jodi Nelson/Kim Whitley)  
Action: \_\_\_\_\_
  - c. Progress report on plans for Martin Luther King, Jr., Day 2009. [Verbal] (Jodi Nelson/Marilyn Smith)  
Action: \_\_\_\_\_
  - d. City compliance with the Americans with Disabilities Act. [Verbal] (C. Jeffery Evans)  
Action: \_\_\_\_\_
5. BUSINESS FROM THE COMMISSION
6. NEXT MEETING DATE: *Tuesday, January 27, 2009*
7. ADJOURNMENT

City of Albany Web site: [www.cityofalbany.net](http://www.cityofalbany.net)

*The location of the meeting/hearing is accessible to the disabled. If you need special accommodations to attend or participate, please notify the Human Resources Department in advance by calling (541) 917-7500.*



APPROVED:

## NOTICE OF PUBLIC MEETING

HUMAN RELATIONS COMMISSION  
City Hall Municipal Court Room  
Tuesday, October 28, 2008  
7:00 p.m.

### MINUTES

Commissioners present: C. Jeffery Evans, Marian Anderson, Jodi Nelson, Rick Hammel, Jr., John Hartman, Kim Whitley (arrived at 7:05 p.m.)

Commissioners absent: Blanca Ruckert (excused)

Staff present: Wes Hare, City Manager; David Shaw, Human Resources Director; Matt Harrington, Web and Graphics Specialist

Others present: None

### CALL TO ORDER

Chair Jeffery Evans called the meeting to order at 7:00 p.m.

### APPROVAL OF MINUTES

MOTION: Rick Hammel moved to approve the September 23, 2008, minutes; seconded by Jodi Nelson. Approved 6-0.

### Business from the Public

None.

### City Web Site Overview

David Shaw said that he believes we have a diverse applicant pool. Shaw gave an example using the Police Officer recruitment. He said that although there may be a pool of 300-400 candidates, it is typical to end up with only one or two good, qualified candidates. Wes Hare said that it isn't just a local trend having difficulties finding qualified applicants. Shaw handed out an Application Summary Report (included with the minutes). Shaw said that we look at the Linn County Labor Trends as the benchmark to follow. Chair Evans asked if we should be looking at what the demographics will be in 20 years from now. Evans said that the demographics are changing and will continue to change within the next twenty years. Shaw said that good succession planning will help to fill the vacancies that occur later on. Evans asked how do you retain management employees. Shaw said that the City offers a competitive compensation package and that the turnover rate is 7-8 percent. Evans asked if it is possible to track the geographics of possible applicants. Shaw said that we can only track that type of information if a person applies for a position. Matt Harrington clarified that this is on the NeoGov Web site. Shaw said that we advertise in *El Hispanic*, *The Asian Reporter*, and *The Portland Observer* to reach a more diverse applicant pool; but we don't get a good return on these advertisements. Hare said that one of the questions that was raised was if we could be doing more with our Web site. Harrington said that he has been updating the Web site so that it is uniform and easier to read and find items on the pages. Discussion continued on the Web site changes that have been made to make it more accessible to people with disabilities. Evans asked if there has been a discussion about deciding to go one way or another regarding offering a multilingual Web site. Hare said that we have made a decision to be as accommodating as possible in the City, but we don't have anything in writing implementing a procedure.

Annual Report to City Council

Evans said that he will take the lead on this unless someone has an objection. Hartman asked what will be included in the report. Evans said that items from the last year will be included in the report and also what we see as a continuing approach and recommendations for the future. Hartman asked if the Commissioners will be able to add input and comments. Evans said yes. Hammel asked when the report would be available. Evans said that he hopes to have it available in January.

Progress Report on Mental Health Working Group

Kim Whitley said that she and Jodi Nelson met last week. Nelson said that OSU has arranged for a speaker to discuss mental illness. The name of the speaker is Ross Szabo, and he is the coauthor of *Behind Happy Faces: TAKING CHARGE OF YOUR MENTAL HEALTH*. He will be doing some sessions on campus regarding young people and taking charge of their mental well-being. These sessions are open to the public and will take place in February. Nelson said that there were two NAMI programs that would be great to use as a public information piece. The first program is called Family to Family, which is a 12-week course for family caregivers of individuals with severe mental illnesses. The second program is called In Their Own Voice in which people living with mental illness are trained to speak directly to community audiences about their experiences. Hare suggested advertising this in the *City Bridges* and putting an announcement on the City Web site. This item will be included on November's agenda.

Progress Report on Profiling Working Group

Evans gave an update to the new members of the Commission regarding the racial profiling issue as Blanca was unavailable tonight. Blanca and Delia haven't had a chance to meet with Ed Boyd yet. Evans said that this item doesn't need to be added to the next agenda unless there is new information.

Report on Plans for Martin Luther King, Jr., Day 2009

Nelson said that she had sent Marilyn her ideas for speakers. Nelson said that it would be good to select someone tonight. Wes said that he and Marilyn would start at the top of the list and start contacting people to see if they would be available. Nelson said that she would suggest Allison Davis and Tammy Bray. This item will be included on November's agenda.

**BUSINESS FROM THE COMMISSION**

Nelson would be interested in starting a half hour earlier from now on. Hartman said that he has a schedule conflict and the change wouldn't work for him. Evans said that the meeting would continue to be at 7:00 p.m.

Evans said that he won't be at the November meeting and asked if Jodi could chair the meeting if Blanca isn't available. Jodi said yes.

**NEXT MEETING DATE:**

Tuesday, November 18, 2008, 7:00 p.m.

**ADJOURNMENT:**

The meeting adjourned at 8:10 p.m.

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Respectfully submitted,

Diana Eilers  
Administrative Assistant I

Reviewed by,

Wes Hare  
City Manager