



NOTICE OF PUBLIC MEETING

HUMAN RELATIONS COMMISSION (HRC)
City Hall, Municipal Court Room
Tuesday, November 22, 2016
7:00 p.m.

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

- October 25, 2016, joint meeting with HAC. [Pages 3-5]
Action:
October 25, 2016. [Pages 6-8]
Action:

4. SCHEDULED BUSINESS

a. Business from the Public

b. Senior & disability services in your community. [Verbal & PowerPoint Presentation] (Whitley)
Dave Toler, Director, Senior & Disability Services, Oregon Cascades West Council of Governments
Action:

c. Public meeting information and protocols. [Page 9] (Hare/Salinas)
Action:

d. Protection of our most vulnerable communities now that the election is over. [Verbal] (Cervantes)
Action:

e. Debriefs

- 1) "Freedom of Expression When I Agree With It" presentation [Wednesday, October 26]. [Verbal] (Cervantes)
Action:
2) Annual Summit on Homelessness [Wednesday, November 2]. [Verbal] (Cervantes)
Action:
3) Albany Public Library's Day of the Dead/Día de los Muertos program [Wednesday, November 2]. [Verbal] (Cervantes)
Action:
4) Mid Valley Stand Down for Homeless Veterans [Thursday, November 3]. [Verbal] (Cervantes)
Action:
5) Caregiver Appreciation Day [Wednesday, November 9]. [Verbal] (Cervantes)
Action:
6) International Culture Night [Thursday, November 18]. [Verbal] (Cervantes)
Action:

## f. Updates

1) Human Relations Award for Calendar Year 2016. [Page 10] (Cervantes)

Action: \_\_\_\_\_

2) Other volunteer opportunities. [Verbal] (Cervantes)

Action: \_\_\_\_\_

3) Linn-Benton Hispanic Advisory Committee (HAC). [Verbal] (Dodge Vera)

Action: \_\_\_\_\_

4) 2016 Calendar of Events. [Pages 11-12] (Cervantes)

Action: \_\_\_\_\_

5) 2017 Calendar of Events. [Page 13] (Cervantes)

Action: \_\_\_\_\_

## 5. BUSINESS FROM THE COMMISSION

6. NEXT MEETING DATE: *Tuesday, December 20, 2016 [week earlier due to the holidays]*

## 7. ADJOURNMENT

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

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*The location of the meeting/hearing is accessible to the disabled. If you have a disability that requires accommodation, advance notice is requested by notifying the City Manager's Office at 541-917-7508, 541-704-2307, or 541-917-7519.*

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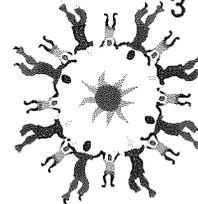
HUMAN RELATIONS COMMISSION & HISPANIC ADVISORY COUNCIL

City Hall, Municipal Court Room

Tuesday, October 25, 2016

3:00 p.m.

APPROVED: Draft 3



MINUTES

Human Relations Commissioners present: Kim Whitley, Tina Dodge Vera, Graham Kislingbury, Javier Cervantes, Chris Equinoa

Human Relations Commissioners absent: Denise Hughes-Tafen (excused)

Hispanic Advisory Committee members present: Dania Samudio, Tammy Skubinna, Maria Solis-Camarena, Maria Torres Andrade, Yesenia Gutierrez, Ariana Villegas, Raquel Miller, Joyce Thompson Graham

Staff present: Jorge Salinas, Assistant City Manager/CIO; Katie Nooshazar, Recreation Programs Manager; Lynne Smith, Event & Program Coordinator; Rose Lacey, Recreation Coordinator; Anj Brown, Resource Development Coordinator

Others present: None

CALL TO ORDER

Human Relations Commission (HRC) Chair Javier Cervantes called the meeting to order at 3:12 p.m.

SCHEDULED BUSINESS

Introductions

Cervantes welcomed the HAC members and had everyone introduce themselves, starting with the Commission.

Sharing of respective missions and focus

Tammy Skubinna and Dania Samudio shared about the HAC. They exist to be a link between the Hispanics and area organizations. The committee has been around for over 20 years and serves to be a voice for the Hispanic community.

Cervantes shared the mission of the HRC and the events that the Commission has been involved in. Equinoa gave an overview of the Sunrise Park project. Cervantes then announced that the HRC are taking applications for this year's Human Relations Award. Skubinna requested that an email with the HRC nomination form be sent to Committee member Rosa Mendez.

Cervantes asked how the HRC could support the HAC. Skubinna expressed that it would be beneficial for the HRC to invite Senator Sara Gelsler to an HRC meeting. The HAC shared their concerns with Senator Gelsler, and Skubinna said that the Senator needs to hear the concerns for Albany. Whitley questioned whether it was appropriate for the HRC to host an elected official. Yesenia Gutierrez asked how the groups could encourage Linn and Benton Counties to share information with each other regarding the needs of the communities and what needs to be worked on. Cervantes suggested a needs assessment. Kislingbury asked the HAC how their meetings are publicized to the community. Skubinna responded that they could work on their public relations. She explained that they meet at different locations, and they will post the meeting announcement at those locations.

Cervantes asked what the two groups could work on for further exploration. He mentioned the City's efforts on their Limited English Proficiency Plan. Assistant City Manager/CIO Jorge Salinas explained that the City is trying to address and include translation in their relations with the public. He shared that the Fire Department has done a tremendous job on translating their documents.

There was additional discussion on a needs assessment with Tina Dodge Vera sharing about the one conducted in the past through the education system and how it's important to use focus groups to facilitate assessments. She would love to do one for Albany. Equinoa asked if the partnership with the U of O could be used for an assessment. It was explained that the partnership has established projects that coincide with the University's classes. Recreation Programs Manager Katie Nooshazar said that Parks & Recreation Director Ed Hodney put in for a sustainability study for the underserved populations, but she does not know if it went through. Cervantes read an email he received from a U of O student that said the Community Cultural Development class he was in was helping the City of Albany do their Cultural inventory, and he wanted to ask Cervantes questions regarding the Latino community (*see agenda file*).

#### Follow-up on 2016 Festival Latino

The Parks & Recreation Department provided a preliminary summary of the event from their perspective (*see agenda file*). The summary includes an overview of the expansion, efforts made, and accomplishments. There will be a debriefing meeting with the planning committee tomorrow where feedback can be given on what went well and what didn't. Cervantes asked for feedback now from anyone that would not be able to attend the meeting tomorrow. Some of the feedback mentioned was that the publicity was effective, the layout improved, the event better organized, and the music great. The food was noted to be good with a better selection, but some said it was expensive. A passport system was suggested for next year. There was discussion on changing the date of the event. Nooshazar noted that the current time of year for the event is difficult for the Parks & Recreation Department since they are just wrapping up the Northwest Art and Air event.

Cervantes thanked the Parks & Recreation Department for their partnership and embracing this part of the community. He also thanked the HAC for their work. Skubinna shared that she wrote a letter to the editor to thank the Parks & Recreation Department.

#### UPCOMING EVENTS

##### GAPS Community Meeting – bond discussion

No discussion.

##### Event for Martin Luther King, Jr., Day

Kislingbury explained the event planned at the Pix Theater and said that there will not be a charge for the movie but there would be for the concessions. He invited the audience to participate as readers to read a Martin Luther King, Jr., speech at the event.

##### 2016 Human Relations Award

Cervantes reminded the group that applications are out and available to the public. He encouraged people to go to the website and fill one out.

Kim Whitley announced the Annual Summit on Homelessness.

Cervantes invited everyone to the Freedom of Expression (When I Agree With It) conversation at noon tomorrow at LBCC.

#### NEXT MEETING DATE

Tuesday, April 25, 2016

#### ADJOURNMENT

Cervantes adjourned the meeting at 3:57 p.m.

Respectfully submitted,

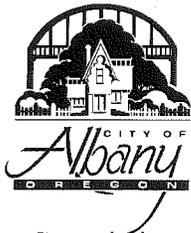
Reviewed by,

*Signature on file*

*Signature on file*

Gina Burrese  
Administrative Assistant

Jorge Salinas  
Assistant City Manager/Chief Information Officer



## HUMAN RELATIONS COMMISSION (HRC)

City Hall, Municipal Court Room

Tuesday, October 25, 2016

## MINUTES

Commissioners present: Javier Cervantes, Kim Whitley, Chris Equinoa, Tina Dodge Vera, Graham Kislingbury

Commissioners absent: Denise Hughes-Tafen (excused)

Staff present: Jorge Salinas, Assistant City Manager/CIO

Others present: Brad Conners, Crime Prevention Specialist

## CALL TO ORDER

Chair Javier Cervantes called the meeting to order at 4:00 p.m.

## APPROVAL OF MINUTES

September 27, 2016

**MOTION:** Graham Kislingbury made a motion to approve the minutes; Chris Equinoa seconded. Approved 5-0.

## SCHEDULED BUSINESS

Business from the Public

None.

Report on National Night Out

Assistant City Manager/CIO Jorge Salinas introduced Brad Conners to the group. Conners explained that he took over in Sandy Roberts' position of Police Community Education Specialist. With Conners extensive police background, the position has transitioned from being one of mainly community education to one of crime prevention. It is the Department's intent to bring on another Community Education Specialist. Conners passed out a National Night Out (NNO) event summary, an NNO brochure, his business card, and cards explaining the Nixle alerts (*see agenda file*). Conners started with the City on June 1. Roberts and Lead Volunteer Connie Erikson had started up the NNO event plans, and then Conners added onto those plans. He pointed out how the NNO brochure was printed up for individual neighborhoods and held specific crime stats for that neighborhood.

Conners reported that 21 Police Officers participated along with the Albany Mayor. The local *Target* store and distribution center helped by providing volunteers and \$630.00 in gift cards. Conners explained how he shifted from issuing door prizes to having officers giving out prizes as random acts of kindness. Included in the event was a food drive for *FISH*. There was enough food collected to fill the back of the Community Service Officer's pickup.

Cervantes asked if the brochures could be done in Spanish. Conners said that it could be done. He explained that for the event, the Department's Spanish speaking Officers were placed in neighborhoods with the highest Latino populations. Conners shared that when residents register with Nixle notification system, they can choose to receive the notifications in Spanish. Conners also shared that he is minimally bilingual and used to work for a department that served an area with a large Hispanic population.

Conners described that the Police Department held a decent presence at Festival Latino with festival goers lining up to interact with them. He informed the group that Coffee with a Cop will continue as a quarterly event. Conners would like to see local businesses to continue hosting the event. Cellar Cat is one downtown business that has expressed interest in hosting the event. Also, the Police Department has started a Business Watch downtown.

The group invited Conners to speak next year at an HRC meeting prior to the National Night Out event.

## DEBRIEFS

### Community meals

There was no discussion.

### GAPS Community Meetings – Bond Discussion

Equinoa attended the meeting held at West Albany High School, and Kislingbury attended the last part of the same meeting. Equinoa reported that the meeting was more of the district sharing their plans rather than of soliciting feedback from the community. The school district described their three-phase plan for remodeling West Albany High School's building. Kislingbury stressed that now would be the time to speak up and express opinions to the school district. The bond measure will be on the May ballot. Equinoa said that suggestions of rebuilding instead of remodeling were negated.

### 2016 Oregon Conference on Aging

Kim Whitley attended the conference. She reported that the conference was well attended. Information was shared on having healthy communities that foster healthy aging. Whitley said that it was inspiring for people to get involved in elder justice. She recognized several community advocates at the conference.

### Fair Housing Law (free workshop)

Equinoa attended the workshop on the 18<sup>th</sup>. It had a small turnout of about six individuals. The individuals were landlords and not residents seeking to know their rights. Cervantes said that he was surprised by that since he had just received an email from a family that feels they are being discriminated against.

The group did not know how the bilingual workshop on the 20<sup>th</sup> was attended.

### FISH food drive

Kislingbury reported that it was the largest food drive in five or six years. It had a good turnout with volunteers collecting food for over three hours. Kislingbury said there were a great bunch of kids as part of those collecting.

## UPCOMING EVENTS

### Annual Summit on Homelessness

Equinoa and Kislingbury plan on attending.

### Mid Valley Stand Down for Homeless Veterans

There was no discussion.

### Caregiver Appreciation Day

There was no discussion.

## UPDATES

### Human Relations Award for Calendar Year 2016

The award was announced to the Hispanic Advisory Committee. No applications have been received yet. Kislingbury suggested using the Facebook group Albany Happenings to get the word out. He volunteered to work with staff to post an announcement on Facebook.

Showing of *Selma* on Saturday, January 14, 2017

Kislingbury said that he is looking into reserving a few tables at Monkey Fridays for those interested in having a post discussion lunch.

Other volunteer opportunities

No discussion.

Linn-Benton Hispanic Advisory Committee (HAC)

There was no discussion as the group had met with the HAC right before this meeting.

Calendar of Events: 2016

The Mental Health Christmas Dinner on December 12 was announced.

BUSINESS FROM THE COMMISSON

Cervantes asked Salinas if the City had any plans for a grocery store in North Albany. Salinas answered that the City has been working on it for a long time.

Tina Dodge Vera announced that the Library will be recognizing the Mexican holiday Day of the Dead.

NEXT MEETING DATE:

Tuesday, November 22, 2016

ADJOURNMENT

Cervantes adjourned the meeting at 4:46 p.m.

Respectfully submitted,

Reviewed by,

Gina Burrese  
Administrative Assistant

Jorge Salinas  
Assistant City Manager/Chief Information Officer

## Public Meeting Information and Protocols

Boards, commissions, and committees (BCCs) are under the authority of the City Council. BCCs almost always serve in an advisory capacity, whereby they make recommendations to the Council and then the Council decides if, or how, to proceed with the recommendation(s). BCCs must abide by Oregon's public meetings laws.

### Briefly, public meetings include the following elements:

1. Proper notification and archiving.
2. Proper meetings following provisions of the AMC, Charter, Robert's Rules (if applicable), and Oregon laws.
  - A quorum is required to conduct business.
    - Without a quorum, the meeting should be adjourned. Staff should list the meeting as "no quorum," and minutes should not be prepared. Discussion should cease in order to avoid the appearance that a public meeting is taking place in violation of Oregon's public meetings laws.

### Inadvertent public meetings must be avoided. If elected officials willfully violate public meetings laws, they can be personally liable for attorney fees.

- Inadvertent public meetings may occur when:
  - A quorum of BCCs meets outside of a public meeting (i.e., For a body of seven, one, two, or three can gather, but four cannot).
    - This applies to the attendance of meetings of other public bodies (i.e., another City Council or a County governing body). If a quorum gathers, then it should be properly noticed as a joint meeting.

Quorums do not apply to social gatherings; although no official business can be discussed lest the social gathering turn into a public meeting.

- Field trips: There is a difference between information gathering vs. deliberating. For example, a firefighter points out to four Councilors that there is mold in the fire station which they are visiting. If the Councilors just listen, it's information gathering; but if they discuss how to get the mold fixed, it's crossed the line to deliberating.

Generally, at the City of Albany, field trips are discouraged; but with City Manager approval, they are allowed; public notice is provided in order to avoid the appearance of impropriety; public officials are advised not to deliberate; and formal minutes are not prepared.

- Members participate in non-contemporaneous communications. This is an evolving area of the law based on the outcome of recent court rulings surrounding "inadvertent public meetings" and the interpretations of the ORS in regards to the terms "convening," "quorum," and "decision." This may impact several areas in local government. Local government attorneys await the result of the case to see if or how city policies should be revised.
  - Staff should be cautious of being an intermediary in a serial communication that taken as a whole turns into deliberation and, thus, a public meeting.
  - Public officials are discouraged from using "Reply All" in emails.

### In conclusion, it is recommended that public officials:

1. Do not use "Reply All" in emails that may cross over into deliberating. It is more appropriate to include items in the formal agenda or to enter items into the record at the meeting.
2. Do not participate in a serial communication (email, phone, face to face, social media) that, taken as a whole, may violate public meetings laws. Be cautious not to put staff in a position where they are acting as intermediaries.
3. Avoid sharing opinions or views on items that the body would need to vote on in public. Save the conversation for the public meeting.

# Human Relations Award

## Process

- Two categories
    - Individuals
    - Albany organizations or businesses
  - Publicity seeking nominations *[October 7 thru December 9, 2016]*
    - News release
    - Posting on City's website
    - Nomination forms available in English and Spanish
    - Provide Greg Roe at United Way, Love INC, and Chamber with the nomination form (English and Spanish) and the news release for distribution via their networks
    - Nomination forms due by 5:00 p.m. Friday, December 9, 2016
  - **HRA Subcommittee makes HRA selections** *[after December 9 deadline]*
    - Selects top three finalists for the two categories (if enough applications are submitted)
      - Selects award recipients for the two categories [receives award]
      - Selects up to two runners-up for the two categories [receives certificate]
    - If needed, HRA Subcommittee will resolve any confusion about category of nominee.
    - HRA Subcommittee reports their selections to the HRC.
- [Name of "award" recipients to be kept confidential so that it's a surprise at the awards presentation in January.]***
- City orders award(s) and prepares certificates.
  - HRA Subcommittee presents the awards and certificates at *January 25, 2017, city council meeting*
    - Finalists attend city council meeting

## Time Schedule

- *October 7 thru December 9, 2016:* Submission of HR award applications
    - Nomination forms due by 5:00 p.m. Friday, December 9, 2016
  - *After December 9 application deadline:* HRA Subcommittee makes HRA awards selections
    - Selects top three finalists for the two categories
      - Selects award recipients for the two categories [receives award]
      - Selects up to two runners-up for the two categories [receives certificate]
    - HRA Subcommittee reports their selections to the HRC.
- [Name of "award" recipients to be kept confidential so that it's a surprise at the awards presentation in January.]***
- *January 25, 2017, city council meeting:*
    - HRA Subcommittee:
      - 1) attends meeting;
      - 2) gives foundational introduction that sets the stage for public understanding of the award's purpose; and
      - 3) for each category:
        - a) reads info about the recipient and presents the award; and
        - b) reads info about the runner-up(s) and presents the certificate(s).
    - Finalists attend city council meeting



## Calendar of Events for 2016

- October 2016** – Mental Illness Awareness month  
 – Submission of Human Relations Award (HRA) nomination forms [*October 7-December 2*]
- October 4, 11, 18, and/or 25, 2016** – Community Meal (in conjunction with Mental Illness Awareness month)  
 4:30-6:30 p.m., First Christian Church, 432 Ferry Street SW, Albany
- October 5, 2016** – GAPS Community Meeting – Bond Discussion, 6:00 p.m., Timber Ridge School
- October 12, 2016** – 2016 Oregon Conference on Aging, 9:00 a.m.-5:00 p.m., OSU Alumni Center, Corvallis
- October 12, 2016** – GAPS Community Meeting – Bond Discussion, 6:00 p.m., Oak Grove School
- October 18, 2016** – Fair Housing Law – free workshop (in English), 5:30-6:30 p.m., City Hall Municipal Court Room
- October 20, 2016** – Fair Housing Law – free workshop (in Spanish), 5:30-6:30 p.m., Sunrise Elementary School Cafeteria
- October 20, 2016** – GAPS Community Meeting – Bond Discussion, 6:00 p.m., West Albany High School
- October 22, 2016** – FISH food drive
- October 25, 2016** – HRC/Linn Benton HAC joint meeting, 3:00 p.m., City Hall Municipal Court Room  
 – October HRC meeting, 4:00 p.m., City Hall Municipal Court Room
- October 26, 2016** – “Freedom of Expression When I Agree With It” presentation, noon, LBCC
- October 26, 2016** – GAPS Community Meeting – Bond Discussion, 6:00 p.m., South Albany High School
- November 2016** – Submission of HRA nomination forms [*October 7-December 2*]
- November 2, 2016** – Annual Summit on Homelessness, 9:00 a.m.-noon, City Hall
- November 2, 2016** – Albany Public Library’s Day of the Dead/Día de los Muertos program, 6:00 p.m., Main Branch,  
 2450 14<sup>th</sup> Avenue SE
- November 3, 2016** – Mid Valley Stand Down for Homeless Veterans, 9:00 a.m.-2:00 p.m.,  
 The River Center, 3000 S. Santiam Highway, Lebanon
- November 9, 2016** – Caregiver Appreciation Day, 11:00 a.m.-2:00 p.m., First United Methodist Church Fellowship Hall,  
 1115 28<sup>th</sup> Avenue SW, Albany
- November 18, 2016** – International Culture Night, 7:00-9:00 p.m., LBCC-Albany Campus, Tripp Theater
- November 22, 2016** – HRC meeting, 7:00 p.m., City Hall Willamette Room
- December 9, 2016** – Deadline for submission of HRA nomination forms
- After December 9, 2016** – HRA Subcommittee meets to evaluate HRA applications and makes recommendations
- December 12, 2016** – Annual Mental Health Association Christmas Dinner, ?? (time), ?? (location)
- December 20, ~~27~~ 2016** – HRC meeting, 7:00 p.m., City Hall Willamette Room

- January 13, 2017** – ??Martin Luther King, Jr., event, noon, City Hall Council Chambers??
- January 14, 2017** – Showing of the movie *Selma*, ?? (time), Pix Theater  
 – Post-*Selma* lunch discussion, Taqueria Alonzo, Two Rivers Mall
- January 24, 2017** – HRC meeting, 7:00 p.m., City Hall Willamette Room
- February 28, 2017** – HRC meeting, 7:00 p.m., City Hall Willamette Room
- March 28, 2017** – HRC meeting, 7:00 p.m., City Hall Willamette Room
- April 25, 2017** – HRC/HAC joint meeting, 3:00 p.m., City Hall Municipal Court Room  
 – April HRC meeting, 4:00 p.m., City Hall Municipal Court Room
- May 2017** – Mental Health month
- May 18, 2017** – HEART to Heart Resource Fair @ Boys & Girls Club, 9:00 a.m. – 1:00 p.m.
- May 23, 2017** – HRC meeting, 7:00 p.m., City Hall Willamette Room
- June 27, 2017** – HRC meeting, 7:00 p.m., City Hall Willamette Room
- July 6, 2017** – River Rhythms concert (first concert of the 2017 series) [??], Monteith Riverpark
- July 20, 2017** – River Rhythms concert [??], Monteith Riverpark
- July 27, 2017** – River Rhythms concert [??], Monteith Riverpark
- July 25, 2017** - HRC meeting, 7:00 p.m., City Hall Willamette Room
- August 1, 2017** – National Night Out Event
- August 3, 2017** – River Rhythms concert [??], Monteith Riverpark
- August 10, 2017** – River Rhythms concert [??], Monteith Riverpark
- August 25-27, 2017** – Northwest Art & Air Festival, Timber-Linn Memorial Park
- August 22, 2017** - HRC meeting, 7:00 p.m., City Hall Willamette Room
- September ??, 2017** – Festival Latino, 11:00 a.m.-6:00 p.m., Monteith Riverpark
- September 26, 2017** – HRC meeting, 7:00 p.m., City Hall Municipal Court Room
- October 2016** – Submission of Human Relations Award (HRA) nomination forms [October 6-December 1]  
 – Mental Illness Awareness month
- October 3, 10, 17, and/or 24, 2017** – Community Meal (in conjunction with Mental Illness Awareness month)  
 4:30-6:30 p.m., First Christian Church, 432 Ferry Street SW, Albany
- October 24, 2017** – HRC/HAC joint meeting, 3:00 p.m., City Hall Municipal Court Room  
 – October HRC meeting, 4:00 p.m., City Hall Municipal Court Room
- November 2017** – Submission of HRA nomination forms [October 6-December 1]
- November 1, 2017** – Annual Summit on Homelessness, 9:00 a.m.-noon, ?? (possible new location)
- November 28, 2017** - HRC meeting, 7:00 p.m., City Hall Willamette Room
- December 1, 2017** – Deadline for submission of HRA nomination forms
- After December 1, 2017** – HRA Subcommittee meets to evaluate HRA applications and makes recommendations
- December 26, 2017** – HRC meeting, 7:00 p.m., City Hall Willamette Room