



## HUMAN RELATIONS COMMISSION AGENDA

**DATE:** February 7th, 2024

**TIME:** 6:00 p.m.

**LOCATION:** City Hall 4th Floor Conference Room

1) **CALL TO ORDER:** *Chair, Denise Smith-Martinez*

2) **ATTENDANCE:** (Confirm Quorum) *Chair, Denise Smith-Martinez*

3) **APPROVAL OF MINUTES:** *Chair Denise Smith-Martinez*

4) **OLD BUSINESS**

- commUNITY Taskforce Committee develop plan and guidelines
- Diverse Abilities Committee (Title I & V)—develop plan and guidelines
- HRC Activities and focus—Set priorities
- Visiting Surrounding HRC's—Hopkinsville and Nashville HRC visits
- Multicultural Festival Committee—develop plan and guidelines

5) **NEW BUSINESS**

- City of Clarksville Human Resources - Updates and information regarding HRC Liaison.
- City of Clarksville Human Resources - Process update, HRC Funding Requests.
- Sunshine Law Violation - Approval of Legacy Trail Funds
- Black History Month Closing Celebration - HRC Funding Request
- Asian Pacific Islander Committee - HRC Funding Request

6) **PUBLIC COMMENT:** (allows 3 persons; 5 minutes each)

7) **ADJOURNMENT:** *Chair, Denise Smith-Martinez*



## HUMAN RELATIONS COMMISSION MINUTES

### November Monthly Meeting

**MEETING DATE:** November 8, 2023

**TIME:** 6:12 p.m.

**LOCATION:** City Hall 4th Floor Conference Room

**ATTENDANCE:** (Confirm Quorum) *Chair, Denise Smith-Martinez*

*Absent: Joe Shakenaab,*

**APPROVAL OF MINUTES:** *Denise Smith-Martinez* , minutes from October 4, 2023  
APPROVED (1<sup>st</sup> Catarino Guzman, 2nd Melissa Schaffner).

Old Business:

- Diversity Taskforce Committee-Newly named CommUNITY Task Force will consist of diverse members from the community. Michelle would like to start meetings with this team by the first of the year. Please continue to remit fully vetted names of individuals that you feel will represent this community to Michelle. (Jose submitted: Hilda Hernandez. Melissa submitted Kenneth Waters, Jr).

Some guidelines have been established for committee members:

- Team of 21
- Good attendance
- Active participation
- Commitment
- Open-minded
- 18 and older
- Must be able to pass a background check
- Represent HRC at events
- 1 year term

Vision: Building Community Bridges

Mission: Bringing Clarksville together by providing a safe space, not defined by walls, where all voices are welcomed, heard and appreciated, in order to cultivate a community of belonging.

- HRC Event Sponsorship for 2023-2024

Update: January 2024—in partnership with NAACP and local churches, the HRC will provide 50 bags for adults. Motion submitted by 1<sup>st</sup> Jose Vazquez, 2<sup>nd</sup> Catarino Guzman). APPROVED by HRC.

Denise to drop off HRC bags to this group in January

Update: March 2024—Women's History Month, the HRC will provide 1 book (no more than \$20 per book) to each of the 49 schools within Montgomery County. Each book must be created by a female author, from the Clarksville, TN area.. Of these books, one book will be selected for elementary, one book for middle and one book for high school. We would like a sticker to notate the donation from the HRC.

Previous approval: Motion submitted by (1<sup>st</sup> Jose Vazquez, 2<sup>nd</sup> Catarino Guzman). APPROVED by HRC.

Please continue to submit authors and book titles to Michelle

May 2021—Re-create the Seat at the Table Event/Community Forum, New name: One Voice. Michelle Lowe to speak to Lavon Bracey to discuss details about the formation. More to come.

## **NEW BUSINESS**

- Diverse Abilities Committee (Title I & V)

Nakia Grant will come to speak to the HRC to share her story. Michelle still needs names of individuals who would like to be on this committee to address the needs and accommodations for those with disabilities.

- HRC Activities and focus  
focus on upcoming sponsorships—Tabled

- Visiting Surrounding HRC's—Michelle made a call to the Nashville and Hopkinsville, KY HRC's to visit to share best practices and is waiting on callbacks.

- Multicultural Festival Committee—A fest to bring together all cultures in the City for October 2024. If possible, coordinate with Parks and Rec, Montgomery County, and Fort Campbell.

To Be Determined: Budget, size of planning committee, location

Chair Denise Smith-Martinez moved to adjourn the meeting at 7:17 p.m. (1st Jose Vazquez, 2nd Catarino Guzman (Vice Chair).

/s/ Ebony Parsons

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Ebony Parsons, Secretary

*The City of Clarksville Human Relations Commission (HRC) may vote to make a purchase of goods and/or services supporting events or activities for community organizations that support the mission of the HRC and provide opportunities for education and/or community engagement by promoting inclusivity in the City of Clarksville. The HRC will not fund general sponsorships without the purchase of specified good/service. Such purchases must support the HRC mission by aligning with the responsibilities and scope of power as outlined in City Code (Sec. 1.5-1608). Additionally, all purchases must follow purchasing policies as outlined in Appendix F of City Code and applicable City Policies and Procedures as outlined by the Finance Department including approval through a majority vote by the HRC subject to the Tennessee Open Meetings Act T.C.A. § 8-44-101.*

## Organization Information

**Organization Chairperson:** \_\_\_\_\_

### Event Information

| Date | Time | Location | Anticipated Number of Attendees |
|------|------|----------|---------------------------------|
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[illegible]

## **Funds Request**

*The Mission of the Commission is to promote equal opportunity, diversity, inclusiveness, civility and the elimination of illegal discriminatory policies or practices with regard to all City employees and citizens conducting business with the City of Clarksville, and to foster community relations without regard to culture, race, color, ethnicity, gender, age, sexual orientation, disability or religion of city residents.*

**Total Amount Requested:** \$ \_\_\_\_\_

**Itemization of Request:**

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**How does this fund request align with the mission, roles, and responsibilities of the HRC?**

[https://library.municode.com/tn/clarksville/codes/code\\_of\\_ordinances?nodeId=TIT1.5HURE\\_CH16HURECO\\_SI.5-1608RESCPOREIN](https://library.municode.com/tn/clarksville/codes/code_of_ordinances?nodeId=TIT1.5HURE_CH16HURECO_SI.5-1608RESCPOREIN)

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*By signing below, I acknowledge that I understand payment will not be made until the HRC receives an invoice or itemized receipt for the purchase of the specific good/service requested above. Additionally, I understand that approval of this request is for the sole purpose of the outlined event/activity above and any request in the future for the same event/activity or any new event/activity will require submission of a new HRC Fund Request and approval by the HRC.*

**Requester:** \_\_\_\_\_

Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**HRC Action:**

- ☐ Approve Request  
☐ Deny Request

HRC Chair/Representative Signature: \_\_\_\_\_

Date Action was Taken: \_\_\_\_\_