



HUMAN RELATIONS COMMISSION AGENDA

DATE: March 6th, 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
- 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

5) **NEW BUSINESS**

- Funding Request - Hispanic Heritage Festival
- HRC FY2024 Budget Unused Funds
- HRC FY2025 Budget Preparations
- Sunshine Law Violation Explanation - Lance Baker, City Attorney
- Bylaws
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6) **PUBLIC COMMENT:** (allows 3 persons; 5 minutes each)

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

February 7th, 2024 Monthly Meeting

MEETING DATE: February 7, 2024

LOCATION: City Hall 4th Floor Conference Room

ATTENDANCE: Denise Smith-Martinez (Chair), called the meeting to order at 6:17 p.m. and confirmed quorum.

Present: Denise Smith-Martinez (Chair), Melissa Schaffner, Catarino Guzman (Vice Chair), Jose Vazquez, Kristi Ohlschwager (Deputy Director HR), Tessa Luntz (Director HR).

Guests: Cathy Adams, Joan Daniel

APPROVAL OF MINUTES: Denise Smith-Martinez presented the minutes from the meeting, minutes were reviewed and approved (1st Catarino Guzman and Jose Vazquez 2nd)

Old Business:

- Community Taskforce: The Commission wants to continue with planning and creation of the Taskforce. There will need to be new nominations, so we postponed overview and bylaws for next meeting (1st Catarino Guzman and 2nd Melissa Schaffner)
- Decided to move any discussion of the Diverse Abilities Committee for the next meeting.
- HRC Activities: The Commission went over the activities that are scheduled for the future: such as School Book giveaway, and plans for a Seat at the Table Community Initiative (One Voice).
- Surrounding HRC activities: Plan to visit Hopkinsville HRC Unity Breakfast in Oct.
- Multicultural Festivals:
 - Hispanic Festival in Sept.
 - Parade of Nations in Oct

New Business:

- Updates on various HR and Commission information was presented by Tessa Luntz (Director HR)
 - DE&I Position will be posted soon.
 - Updates: HRC Funding Request process has been updated, with new form and alert.
- Sunshine Law: reviewed failure for a request that was submitted. The issue at hand was that the request was never an agenda item. Any request submitted to the HRC must be voted on as an agenda item, not just part of an agenda. The commission needed to acknowledge and revote on funding the request.
 - Question was raised: Are there any implications for the violation? It was determined that it is up to the City Attorney.
 - There was a motion to vote on the Approval of Funds for Legacy Trail Funds (1st Jose Vazquez and 2nd Catarino Guzman)
- BHMC Fund Request item was presented: Tessa Luntz yielded her time to Mrs. Adams, representative of the Black History Month Closing Celebration.
 - Official and only Open/Close celebration in Tennessee
 - Mrs. Adams informed HRC of all the activities of BHMC.
 - Motion to Approve requested amount: (1st Catarino Guzman and 2nd Melissa Schaffner, Approved by all)
- Asian Island Pacific Committee:
 - Need to know the updated Request procedure.
 - Deferred to next month's agenda.