



HUMAN RELATIONS COMMISSION AGENDA

DATE: April 9, 2025

TIME: 5:00 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**

- Open Commission Seats

5) **NEW BUSINESS**

- CHAFF Funding Request
- Discussion - Creating marketing brochures for tables at events
- Review and approval of FY26 budget request

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

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



HUMAN RELATIONS COMMISSION MINUTES

DATE: 04 December 2024

TIME: 5:00 p.m.

LOCATION: City Hall 4th Floor Conference Room

CALL TO ORDER:

Denise Smith-Martinez called meeting to order 5:00 p.m.

ATTENDANCE:

Present:

Denise Smith-Martinez

Catarino Guzman

Joe Shakeenab

Jose Vasquez

Absent:

Melissa Schaffer

Laneeca Williams

Armi Rhodes

Guest:

Zach Johnston

Eric Bittner

Kristi Ohlscwager

Tessa Luntz

APPROVAL OF MINUTES:

Approve September 2024 Minutes

- Motion – Catarino
- Second – Joe Shakeenab
- Aye's – 4 Denise, Joe, Catarino, Jose
- Nay's - 0
- Comments/Discussion - None

OLD BUSINESS:

None

NEW BUSINESS:

Attorney Client Review of Title VI complaint

Motion to enter executive Session

- Motion – Joe Shakeenab
- Second – Jose Vasquez
- Aye's – 4 Denise, Joe, Catarino, Jose
- Nay's - 0
- Comments/Discussion - None

Motion to exit executive Session

- Motion – Jose Vasquez
- Second – Joe Shakeenab
- Aye's – 4 Denise, Joe, Catarino, Jose
- Nay's - 0
- Comments/Discussion - None

Motion to find that the alleged discrimination did occur

- Motion – Jose Vasquez
- Second – Joe Shakeenab
- Aye's – 0
- Nay's - 4 Denise, Joe, Catarino, Jose
- Comments/Discussion – Motion did not pass

Discussion of re-appointment

- Denise Smith Martinez – Will Accept
- Catarino Guzman – Will Accept
- Joe Shakeenab – Will Not Accept
- Melissa Schaffer – Will Not Accept

PUBLIC COMMENT:

None

ADJOURNMENT:

- Motion - Joe Shakeenab
- Second -. Catarino Guzman
- Aye's - 4 Denise, Joe, Catarino, Jose
- Nay's - 0
- Comments/Discussion - None

/s/

Catarino Guzman

City of Clarksville Human Relations Commission

Funding Request

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) and funds requests must be submitted to the HRC no later than 90 days prior to the event/project for fund use. 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.

Please complete all fields outlined above, incomplete requests will not be considered by the City of Clarksville HRC.

Organization Information

Organization Name: Clarksville Hispanic American Family Foundation/ C.H.A.F.F

Organization Chairperson: Elizabeth Adamski

<u>Elizabeth Adamski</u>	<u>931-302-2464</u>	<u>evachaff@gmail.com</u>
Contact Person	Phone	Email

Event Information

Name of Event: Dia del Niño - Children's Day event

<u>04/26/2025</u>	<u>1:00pm - 3:00pm</u>	<u>1009 S Riverside Dr. Clarksville</u>	<u>300</u>
Date	Time	Location	Anticipated Number of Attendees

Event Description and Mission: At Dia del Niño, we celebrate the joy, creativity, and potential of every child. Our mission is to honor and uplift children by fostering a world where they feel valued, protected, and empowered. Through education, play, and community engagement, we aim to inspire a future where every child has the opportunity to learn, dream, and thrive. We are committed to promoting children's rights, ensuring their well-being, and nurturing their development through love, respect, and inclusion. By uniting families, educators, and communities, we create meaningful experiences that reinforce the importance of childhood and the responsibility we all share in shaping a brighter tomorrow.

We put together a playful day, with heroes, characters, games, firetrucks, inflatables, and other organizations that work with kids for family resources, and at the end the children are provided with toys.

This event gives us the opportunity to do outreach and provide the families with much needed resources. For in our hearts we know children are the most vulnerable amongst us, and we believe that every child should be happy, safe and healthy.

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: \$ 5,000

Itemization of Request:
See Attachments

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

https://library.municode.com/mn/clarksville/codes/code_of_ordinances?nodeId=TIT1.5HURE_CH16HURECO_S1.5-1608RESCPOREIN

We are fostering community relations without regard to culture, race, color, ethnicity, gender, age, disability and the opportunity for diversity and inclusiveness, by inviting low income children in the community and having

a free event.

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 no later than 30 days following the event/project. 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: Elizabeth Adamski

Print Name

Elizabeth Adamski

Signature

03/04/2025

Date

HRC Action:

- Approve Request
- Deny Request

HRC Chair/Representative Signature: _____

Date Action was Taken: _____

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JAN 05 2018

CLARKSVILLE HISPANIC AMERICAN
FAMILY FOUNDATION
146 LOOKOUT DR
CLARKSVILLE, TN 37040-0000

Employer Identification Number:
82-3585329
DLN:
26053742001327
Contact Person:
CUSTOMER SERVICE ID# 3195
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
October 1, 2017
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

Criteria	Target	Walmart	Amazon	Description
0-3mo Girls	1@6.39 - 63.90	1@7.47 - 74.70	1@9.96 - 99.60	FP Laugh & Learn, learn remote
0-3mo boys	1@6.39 - 63.90	1@7.47 - 74.70	1@9.96 - 99.60	FP Laugh & Learn, learn remote
6-36mo Girls	1@9.99 - 99.90	1@9.97 - 99.70	1@12.97 - 129.99	FP Laugh & Learn Game controller
6-36mo Boys	1@9.99 - 99.90	1@9.97 - 99.97	1@12.97 - 129.99	FP Laugh & Learn Game controller
18mo+ Girls	1@8.99 - 89.90	1@17.96 - 179.60	1@23.57 - 235.70	VT animal Rymes storytime
18mo+ Boys	1@12.99 - 129.99	1@12.97 - 129.70	1@12.97 - 129.70	LP 100 Animals book
2-5 Girls (3)	1@79.00 - 239.97	1@ 48.00 - 144.00	1@59.99 - 179.97	12in bike
2-5 Boys (3)	1@79.00 - 239.97	1@48.00 - 144.00	1@59.99 - 179.97	12in bike
3-7 Boys (3)	1@65.99 - 197.97	1@78.00 - 234.00	1@83.00 - 249.00	16in Bike
3-7 Girls (3)	1@65.99 - 197.97	1@78.00 - 234.00	1@83.00 - 249.00	16in bike
2- 5 Girls	1@ 7.99 - 79.90	1@7.97 - 79.70	1@6.14 - 61.40	Princess Petite Doll
2-5 Boys	1@19.99 - 199.90	1@19.99 - 199.90	1@19.99 - 199.90	Dump Trucks
5-7 Girls	1@6.59 - 65.90	1@6.51 - 65.10	1@7.99 - 79.90	Disney's fashion dolls
5-7 Boys	1@14.49 - 144.90	1@ 10.58 - 105.80	1@9.98 - 99.80	Spiderman webshooter
7+ Girls	1@8.69 - 86.90	1@15.99 - 159.90	1@8.69 - 86.90	SG Magic Reveal Art Unicorn
7+ Boys	1@12.99 - 129.90	1@14.97 - 149.70	1218.20 - 182.00	Ram 2500 Remote-control truck
8+ Girls	1@8.99 - 89.90	1@12.97 - 129.70	1@8.99 - 89.90	MIR halo charms Think Pink Kit
8+ Boys	1@9.99 - 99.90	1@12.97 - 129.70	1@16.93 - 169.30	Lamborghini Roadster Remote control
9-12 Girls	1@9.19 - 91.90	1@16.94 - 119.80	1@16.99 - 169.90	CM Go glam Glitter Nail kit
9-12 boys	1@24.99 - 249.90	1@11.98 - 119.80	1@15.99 - 159.90	Hoover Soccer ball

Clarksville Hispanic American Family Foundation/C.H.A.F.F.

Día Del Niño - Children's Day Event

Criteria	Description	Target Quote			Walmart Quote			Amazon Quote		
		Unit Cost	Quantity Needed	Total	Unit Cost	Quantity Needed	Total	Unit Cost	Quantity Needed	Total
0-3mo Girls	FP Laugh & Learn, Learn Remote	\$6.39	10	\$63.90	\$7.47	10	\$74.70	\$9.96	10	\$99.60
0-3mos Boys	FP Laugh & Learn, Learn Remote	\$6.39	10	\$63.90	\$7.47	10	\$74.70	\$9.96	10	\$99.60
6-36mo Girls	FP Laugh & Learn Game Controller	\$9.99	10	\$99.90	\$9.97	10	\$99.70	\$12.97	10	\$129.70
6-36mo Boys	FP Laugh & Learn Game Controller	\$9.99	10	\$99.90	\$9.97	10	\$99.70	\$12.97	10	\$129.70
18mo+Girls	VT Animal Rymes Storytime	\$8.99	10	\$89.90	\$17.96	10	\$179.60	\$23.57	10	\$235.70
18mo+ Boys	LP 100 Animals Book	\$12.99	10	\$129.90	\$12.97	10	\$129.70	\$12.97	10	\$129.70
2-5 Girls (3)	12in Bike	\$79.00	3	\$237.00	\$48.00	3	\$144.00	\$59.99	3	\$179.97
2-5 Boys (3)	12in Bike	\$79.00	3	\$237.00	\$48.00	3	\$144.00	\$59.99	3	\$179.97
3-7 Boys (3)	16in Bike	\$65.99	3	\$197.97	\$78.00	3	\$234.00	\$83.00	3	\$249.00
3-7 Girls (3)	16in Bike	\$65.99	3	\$197.97	\$78.00	3	\$234.00	\$83.00	3	\$249.00
2-5 Girls	Princess Petite Doll	\$7.99	10	\$79.90	\$7.97	10	\$79.70	\$6.14	10	\$61.40
2-5 Boys	Dump Trucks	\$19.99	10	\$199.90	\$19.99	10	\$199.90	\$19.99	10	\$199.90
5-7 Girls	Disney's Fashion Dolls	\$6.59	10	\$65.90	\$6.51	10	\$65.10	\$7.99	10	\$79.90
5-7 Boys	Spiderman Webshooter	\$14.49	10	\$144.90	\$10.58	10	\$105.80	\$9.98	10	\$99.80
7+ Girls	SG Magic Reveal Art Unicorn	\$8.69	10	\$86.90	\$15.99	10	\$159.90	\$8.69	10	\$86.90
7+ Boys	Ram 2500 Remote-Control Truck	\$12.99	10	\$129.90	\$14.97	10	\$149.70	\$18.02	10	\$180.20
8+ Girls	MIR Halo Charms Think Pink Kit	\$8.99	10	\$89.90	\$12.97	10	\$129.70	\$8.99	10	\$89.90
8+ Boys	Lamborghini Roadster REmote Control	\$9.99	10	\$99.90	\$12.97	10	\$129.70	\$16.96	10	\$169.60
9-12 Girls	CM Go Glam Glitter Nail Kit	\$9.19	10	\$91.90	\$16.94	10	\$169.40	\$16.99	10	\$169.90
9-12 Boys	Hoover Soccer Ball	\$24.99	10	\$249.90	\$11.98	10	\$119.80	\$15.99	10	\$159.90
Totals				\$2,656.34			\$2,722.80			\$2,979.34



**Budget
FY2025-2026**

Human Relations Commission FY26 Budget Proposal			
OUTREACH		Estimated Exp	Commission Objective
	\$5,000 max for organizational funding requests**		
	Black History Month	\$1,300 February	Partnership, Marketing, Community Involvement, & Continuing Education
	API	\$1,300 May	Partnership, Marketing, Community Involvement, & Continuing Education
	Hispanic Heritage	\$5,000 September	Partnership, Marketing, Community Involvement, & Continuing Education
	Women's Expo	TBD Table Only	Partnership, Marketing, Community Involvement, & Continuing Education
	Multicultural Festival	\$3,000	Partnership, Marketing, Community Involvement, & Continuing Education
	Wear Your Crown	TBD October	Partnership, Marketing, Community Involvement, & Continuing Education
	Juneteenth	TBD June	Partnership, Marketing, Community Involvement, & Continuing Education
	Pride Events	TBD June	Partnership, Marketing, Community Involvement, & Continuing Education
	Women's Equality Day with APSU	TBD August	Partnership, Marketing, Community Involvement, & Continuing Education
	Disability Employment Month - APSU	TBD October	Partnership, Marketing, Community Involvement, & Continuing Education
	American Indian Events	TBD November	Partnership, Marketing, Community Involvement, & Continuing Education
	MLK Jr. Day	TBD January	Partnership, Marketing, Community Involvement, & Continuing Education
	Holocaust Awareness Month - Partnership	TBD April	Partnership, Marketing, Community Involvement, & Continuing Education
	Other community requests throughout the year	TBD	Partnership, Marketing, Community Involvement, & Continuing Education
EDUCATION	Books for schools in Montgomery County	\$1,000 March	Community Involvement and Continuing Education
	Distinguished Educators Event	\$5,000 May	Community Involvement and Continuing Education
	Seat at the Table/Community Forum	\$5,000	Community Involvement and Continuing Education
TOTAL		\$40,000.00	
MARKETING/MATERIALS			
	Women's Expo - Table Materials		Marketing and Continuing Education
	Juneteenth Event - Table Materials		Marketing and Continuing Education
	MLK Jr. Day - Tote Bags - NAACP Partnership		Marketing and Continuing Education
	Brochures/Printing		Marketing and Continuing Education
	Misc SWAG		Marketing and Continuing Education
TOTAL		\$2,500.00	
TRAVEL			
	Attending other HRC Events - Hopkinsville/Nashville		Partnership and Continuing Education
TOTAL		\$2,500.00	
Consultants/Training			
	Seat at the Table		Partnership, Marketing, Community Involvement, & Continuing Education
	DEI		Continuing Education
	Title IV, Title VII, Sexual Harassment		Partnership, Marketing, Community Involvement, & Continuing Education
TOTAL		\$5,000.00	
Total FY26 Expenses		\$50,000	

HUMAN RELATIONS COMMISSION



MISSION STATEMENT AND DEPARTMENT OVERVIEW

The purpose of the Human Relations Commission (HRC) is to safeguard equal access and opportunity for all members of the community while furthering understanding and mutual respect for all residents. The Human Relations commission works to foster and further diversity, inclusion, and equity through community education, workshops, cultural literacy events, and advocacy for all members of the community in the areas of human and civil rights, employment, housing, education, social, and economic justice.

FY 2025 GOALS ACCOMPLISHED

- Partnered with community organizations for various cultural events
- Enhanced HRC knowledge
- Refilled our empty commission seats

FY 2026 GOALS

- Expand Community Education and Engagement: Partner/support with at least one organization per quarter
- Training: Enhance our knowledge by visiting other HRCs

FY 2026 BUDGET HIGHLIGHTS

- Education/Community Outreach = \$40,000 to provide funding support for events that align with the HRC Mission (upon request). Not to exceed 8 events for the fiscal year.
- Consultants/Training = \$5,000 this funding will provide education on civic engagement in the areas of social justice, equity, advocacy and leadership
- Travel Expenses = \$2,500 this funding will be utilized for commissioners traveling to visit other HRC's in order to expand the commissioner's knowledge.
- Marketing/Materials = \$2,500 this funding will include tangible Resources to educate the community in the areas of human and civil rights, employment, housing, education, social and economic justice.



**Budget
FY2024-2025**

Human Relations Commission FY25 Budget Proposal				
OUTREACH		Estimated Exp	Commission Objective	
	\$5,000 max for organizational funding requests**			
	Black History Month	\$1,300	February	Partnership, Marketing, Community Involvement, & Continuing Education
	API	\$1,300	May	Partnership, Marketing, Community Involvement, & Continuing Education
	Hispanic Heritage	\$5,000	September	Partnership, Marketing, Community Involvement, & Continuing Education
	Women's Expo	TBD	Table Only	Partnership, Marketing, Community Involvement, & Continuing Education
	Multicultural Festival	\$3,000		Partnership, Marketing, Community Involvement, & Continuing Education
	Wear Your Crown	TBD	October	Partnership, Marketing, Community Involvement, & Continuing Education
	Juneteenth	TBD	June	Partnership, Marketing, Community Involvement, & Continuing Education
	Pride Events	TBD	June	Partnership, Marketing, Community Involvement, & Continuing Education
	Women's Equality Day with APSU	TBD	August	Partnership, Marketing, Community Involvement, & Continuing Education
	Disability Employment Month - APSU	TBD	October	Partnership, Marketing, Community Involvement, & Continuing Education
	American Indian Events	TBD	November	Partnership, Marketing, Community Involvement, & Continuing Education
	MLK Jr. Day	TBD	January	Partnership, Marketing, Community Involvement, & Continuing Education
	Holocaust Awareness Month - Partnership	TBD	April	Partnership, Marketing, Community Involvement, & Continuing Education
	Other community requests throughout the year	TBD		Partnership, Marketing, Community Involvement, & Continuing Education
EDUCATION	Books for schools in Montgomery County	\$1,000	March	Community Involvement and Continuing Education
	Distinguished Educators Event	\$5,000	May	Community Involvement and Continuing Education
	Seat at the Table/Community Forum	\$5,000		Community Involvement and Continuing Education
TOTAL		\$40,000.00		
MARKETING/MATERIALS				
	Women's Expo - Table Materials			Marketing and Continuing Education
	Juneteenth Event - Table Materials			Marketing and Continuing Education
	MLK Jr. Day - Tote Bags - NAACP Partnership			Marketing and Continuing Education
	Brochures/Printing			Marketing and Continuing Education
	Misc SWAG			Marketing and Continuing Education
TOTAL		\$5,000.00		
TRAVEL				
	Attending other HRC Events - Hopkinsville/Nashville			Partnership and Continuing Education
TOTAL		\$2,500.00		
Consultants/Training				
	Seat at the Table			Partnership, Marketing, Community Involvement, & Continuing Education
	DEI			Continuing Education
	Strategic Planning			Partnership, Marketing, Community Involvement, & Continuing Education
	Title IV, Title VII, Sexual Harassment			Partnership, Marketing, Community Involvement, & Continuing Education
TOTAL		\$15,000.00		
Total FY25 Expenses		\$62,500		

HUMAN RELATIONS COMMISSION



MISSION STATEMENT AND DEPARTMENT OVERVIEW

The purpose of the Human Relations Commission (HRC) is to safeguard equal access and opportunity for all members of the community while furthering understanding and mutual respect for all residents. The Human Relations commission works to foster and further diversity, inclusion, and equity through community education, workshops, cultural literacy events, and advocacy for all members of the community in the areas of human and civil rights, employment, housing, education, social, and economic justice.

FY 2024 GOALS ACCOMPLISHED

- ☒ Partnered with Community Organizations
 - ☒ Women's Expo
 - ☒ MLK Jr Day Educational Services
 - ☒ Black History Month Committee
 - ☒ African American Legacy Trail
 - ☐ AAPI Event (May)

- ☒ Training
 - ☒ Title IV
 - ☒ Title VII
 - ☒ Strategic Planning

FY 2025 GOALS

- ☐ Partner with community organizations for various cultural events (8 maximum)
- ☐ Attend at least 2 educational training events in order to enhance HRC knowledge.
- ☐ A Seat At The Table Event/One Voice Community Forum

FY 2025 BUDGET HIGHLIGHTS

- Education/Community Outreach = \$40,000 to provide funding support for events that align with the HRC Mission (upon request). Not to exceed 8 events for the fiscal year.
- Consultants/Training = \$15,000 this funding will provide education on civic engagement in the areas of social justice, equity, advocacy and leadership
- Travel Expenses = \$2,500 this funding will be utilized for commissioners traveling to visit other HRC's in order to expand the commissioner's knowledge.
- Marketing/Materials = \$5,000 this funding will include tangible Resources to educate the community in the areas of human and civil rights, employment, housing, education, social and economic justice.