

# MINUTES

Thursday, September 13, 2012



**Sioux Falls  
Human Relations  
Commission**

12 Noon—1 p.m.  
Commission Room, First Floor  
City Hall  
224 West Ninth Street

Commissioners: Present: Ahrendt, Brennan, Carlson (12:25), Haase, Hariri, Salihagic and Simon. DAC liaison – Vicki Nelson

Absent: Aware, Guzman, and Knobloch

Staff: Colleen Moran, Human Relations Manager and Carol Garry, Human Relations Assistant

Guests:

## 1. Call to Order/Welcome Guests/New Member

Chairperson Hariri called the meeting to order at 12:07 p.m.

Roundtable self-introductions were done for those who have not yet met the new member, Bo Salihagic.

## 2. Approval of Minutes

**Ahrendt moved to approve the August 9, 2012, meeting minutes, Brennan provided the second.** The minutes were unanimously approved.

## 3. Status of Cases Report

Four more cases, as of today, are still needed to meet our EEOC contract. More cases will be sent out, next week at the latest.

## 4. Appointment— September Case Panel – Panel B

Case Panel A - Ahrendt, Carlson, Haase, Salihagic and Simon

Case Panel B – Aware, Brennan, Guzman, Knobloch, and Hariri (substitute until new commissioner is named)

Both case panels have read three cases since the last Commission meeting. A panel of the more timely readers will be assigned for the remaining cases needed for the EEOC contract - Ahrendt, Brennan, Carlson, Haase, and Hariri.

## 5. Continuing Business

Commission Chair: Vaney Hariri

Commission Vice Chair: Valorie Ahrendt

Commission 3<sup>rd</sup> Officer: Joanne Haase

### EXECUTIVE COMMITTEE

Chair – Vaney Hariri  
Val Ahrendt  
Joanne Haase

Staff – Colleen Moran

### EDUCATION COMMITTEE

Chair –  
Joanne Haase  
Steve Brennan  
Vaney Hariri  
Kathy Knobloch

Staff – Colleen Moran  
Carol Garry

### EVENTS COMMITTEE

Chair – Rod Carlson  
Val Ahrendt  
Vaney Hariri  
Bojan Salihagic  
Dan Simon

Staff – Colleen Moran  
Carol Garry

**a. Education Committee Report – no meeting, no update**

Due to the current workload of staff, a meeting could not be scheduled.

Next month's agenda will include a discussion on committee assignments and a plan to get back on track with the Education committee.

**b. Events Committee – Humanitarian Award event update**

Tony's Catering has been selected as this year's event caterer. The program will include three entertainment acts. The City representative to present H/Award will be Colleen due to the City Council changing the day of their meeting from Monday to Tuesday after we had committed to our Tuesday date.

The Colwill Youth Leadership in Diversity award will recognize a youth/young adult who shows an involvement in the community. It is hoped this will help instigate the involvement of Jr HRC commissioners. Criteria for future Colwill awards will include SALSA & school involvement.

**c. Community Connections update –**

The Community Connection program has been re-vamped to cover two full, consecutive days ending at the City Council meeting. It will run 8:30 – 4:30 on Monday and Tuesday. Lunch will be provided and the program attendees will be bussed around to the outlying departments. September 14 was the published deadline, but will be considered if submitted soon after that deadline. Please encourage all to apply.

**6. New Business –**

**a. Update Committee Assignments**

This will be on the October agenda for review and serious discussion.

**b. Staff Activities**

Moran presented an outline of some of the activities HRC staff is involved with; a more comprehensive list is attached.

**7. Disability Awareness Commission Report –**

Vicki Nelson, co-chair of the DAC brought the Commission up -to -date on the DAC's activities.

The DAC met at the end of August with the Transition Plan Coordinators where accessible sidewalks/curb cuts, emergency evacuation planning and polling places were discussed.

The DAC recently co-sponsored the ADA Celebration. They are continuing with their plans for the October 11<sup>th</sup> NDEAM event, the January/February 2013 ArtAbility art exhibit, October's Mentoring Day and White Cane Day events.

8. Public Comment –

9. Adjournment

Having no further business Chairperson Hariri adjourned the meeting at 1 p.m.

*Minutes respectfully submitted by Carol Garry.*

## Staff Activities – by job title

### **ADA Coordinator - Colleen**

- Liaison to ADA Accessibility Review Board  
This Board reviews plans for City facilities & programs ensuring they comply with the Americans with Disabilities Act (ADA) as it applies to public entities (Title II). This typically requires:
  - One meeting per month with the Board
  - Online review of City projects, frequently prior to construction season, at least a couple per month off season
  - Requests for input/clarification from City departments and some outside entities
  - Planned and attended several meetings for the public on accessibility issues with the events center
  
- Special Events Planning  
This involves meeting with those who want to hold events in City parks or in downtown Sioux Falls. There is a group that meets for both venues and as the City ADA Coordinator gives guidance on ADA as it applies to public entities. Checklist includes accessible paths, restrooms, parking, and reasonable accommodations.
  
- ADA Coordinator Certification - 40 hours of course work, including training seminar
  
- ADA Transition Plan - several meetings with City departments to prepare information for the ADA Transition Plan Coordinators.  
Meetings with ADA Transition Plan Coordinators – usually over 2 days with meetings scheduled with City departments and community organizations – approximately three times so far this year.
  
- Sign off on Paratransit appeals. Hold appeal hearings as requested by appellant.
  - Met with Sioux Area Metro (SAM) regarding their changes to the paratransit screening process and again with SAM and the contractor doing the screenings
  - Attended meeting with service agencies and SAM staff when SAM explained their new screening process for paratransit eligibility
  
- Reasonable job accommodation requests for City employees
- Functional job analysis – determining the physical essential functions of City's jobs
  
- Member of the Sioux Falls Business Network (BRN) – working with other employers to find employment for people with disabilities

- Plan review – review plans submitted by City engineers on City projects, includes streets, water, sewer projects. Review for Title VII compliance, provide input.
- Signs off on bid notices/budget requests for the above referenced projects

### **Assistant City Attorney – Colleen**

- Prosecute court cases ( traffic violations) for the CAO
  - At least 5 times per month
  - This involves several phone calls and police video reviews
- Draft and execute contracts between City Departments and other entities
- Provide legal guidance to other City Departments

### **Human Relations Manager – Colleen**

- Liaison to Human Relations Commission
- Investigates, writes reports pertaining to the HRC charges
- Monitors EEOC contract cases, maintains EEOC work-sharing agreement that allows the HRC to dual-file charges with the federal govt. & attends the EEOC's Fair Employment Practice Agency (FEPA) yearly conference.
- Attend HRC's subcommittee meetings (Education, Event, and Executive)
- Liaison to the Disability Awareness Commission
  - Working on White Cane Day event with blind/visually impaired group
  - Working on Mentoring Day with BRN
  - Attend People First Meetings
  - Developing Citizens on Parking Patrol program
- Worked on an update of the HRC's pages on the City's website
- Reviewed Ordinance – Chapter 211/2 for obsolete language
- Work with individuals referred from the Mayor's office on a plethora of issues from guiding a group through the process to become a non-profit to finding a place, furniture, and equipment to staff an office for a non-profit.
- Instituted the Community Connections (CC) program, met with depts. to explain the program, and scheduled the meetings with the depts. and the CC program members. Developed an application process for a second term of the program.
- Liaison with the Mayor's Diversity Roundtable group
- Member of the Diversity Conference Committee and also their speaker subcommittee

- Attend Housing Trust Fund monthly meetings
- Attend Leadership Training (City program) – weekly for 14 wks. Sept – Dec
- Planned for and attended cultural events to promote the Commission (Cinco de Mayo, Juneteenth, Festival of Cultures and Diversity Conference)
- Worked on HRC marketing – banners, brochures, giveaways and ‘Awareness’ wear
- New employee training for City employees - monthly for general employees or as needed for police/fire
- Training for City’s seasonal employees
- Provided training to numerous and varied organizations on various topics related to HRC issues (USF, Elemen Rental, SDN Communications, Pavilion, Americore, C.A.S.A, Diversity Kiwanis, Morning Optimists, Downtown Lions, Daybreak Lions, Multi-Cultural Center, Zoo, and City supervisory employees to name a few.)

### **Human Relations Assistant – Carol**

- Manages administrative process for Commission’s discrimination charges
  - Intake
  - Formalize charge & send to respondent
  - Input charge information into HRC’s data base and the EEOC’s system when charges are dual-filed
  - Review response & provide information to CP for their rebuttal
  - Send cases to the Commission’s review panel
  - Track review panel’s responses
  - Send out Notice of Entry to parties after Commission’s votes are in
  - Input closure information into data bases
  - Copy files for EEOC dual-filed cases and send to Chicago Dist. Office for substantial weight review
  - Set up mediation/conciliation meetings
- Provide administrative support for the ADA Accessibility Review Board, Disability Awareness Commission, the Human Relations Commission, and the ADA Celebration committee & any respective subcommittees.
  - Prepare meeting materials

- Send meeting notices, check for quorum
  - Document meeting minutes/notes
- Meeting coordination for:
  - Event Center public meetings with the disability community
  - Transition Plan Coordinator meetings with City depts. and community service agencies
  - Mayor's Roundtable
  - Community Connections
  - Diversity Conference
  - EEOC trainer
- Plan for and attend cultural events to promote the Commission (Cinco de Mayo, Juneteenth, Festival of Cultures) and the ADA Celebration
- Research and prepare ADA Paratransit appeals for ADA Coordinator. Sit in on appeal hearings.
- Maintain phone log of HRC phone calls – yearly report