

SPECIAL DOVER HUMAN RELATIONS COMMISSION

A G E N D A

August 4, 2010 - 7:00 P.M. - City Hall Conference Room - City of Dover

Public comments are welcomed on any item and will be permitted at appropriate times. When possible, please notify the City Clerk (736-7008 or e-mail at Tmcowell@dover.de.us) should you wish to be recognized.

1. Call to Order/Moment of Silence
2. Approval of Agenda
3. Introduction of Members
4. Introduction of State Human Relations Commissioner Christopher
5. Review of Mission and By-laws
6. Election of Chair and Vice Chair
7. Adoption of Minutes - April 28, May 26, and June 30, 2010
8. Announcements
9. Adjournment

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**CITY OF DOVER
HUMAN RELATIONS COMMISSION
BY-LAWS**

**Adopted On: 09-06-02
Amended On: 01-28-04**

The City of Dover Human Relations Commission was formed pursuant to Chapter 2, Article I, Division 6 of the City of Dover Code.

ARTICLE I - OFFICERS

SECTION 1.

The Officers of the City of Dover Human Relations Commission shall be a Chairperson, Vice-Chairperson, and a Treasurer.

SECTION 2.

The Chairperson or Chairperson's designee shall preside at all meetings of the Commission. The Chairperson or the Chairperson's designee shall be the only person authorized to make public announcements for the Commission. The Chairperson shall be a member of all committees of the Commission, ex officio. The Chairperson shall designate members of the Commission and/or its Staff to represent the Commission and/or its Staff upon all affiliated associations, committees, and organizations; at meetings; and the like. No Commissioner shall be eligible to become the Commission Chairperson unless that person has served on the Commission for one year. The one-year period shall run from the time the individual is appointed to the Commission to the date the individual would take office if elected to be Chairperson.

SECTION 3.

The Vice-Chairperson shall be vested with all powers and perform all the duties of the Chairperson in his/her absence or disability, to the extent which may be permitted by city ordinance, and the Vice-Chairperson shall perform such other duties as may be prescribed from time to time by the Commission. The Vice-Chairperson shall be a member of all standing and special committees of the Commission, ex officio.

SECTION 4.

The Treasurer shall advise the Commission on matters of financial and budget planning, and the control and reporting on Commission finances, including matters relating to City of Dover procedure F 359 d\7-22-2002 and subsequent amendments thereto. The Treasurer shall have the following duties: (a) Be an Ex-Officio member of all Committees that disperse money, without a vote; (b) Prepare and present an annual budget for adoption by the City Council; (c) Determine that all funds allocated and spent are in accordance with the approved budget; (d) Act with the Chairperson on all budget questions that may arise between meetings; (e) Evaluate the financial status of the Commission and make necessary recommendations; (f) Suggest ways and means of raising traditional funds if needed; (g) Report to the Commission on the financial status of the Commission as received from the City Director of Finance at the regular monthly Business Meeting of the Commission; and (h) Be the point of contact for the Commission with the City of Dover Director of Finance.

SECTION 5.

All officers of the Commission shall be elected to office by secret ballot of Commission members, and the number of votes for each officer shall be recorded and be part of the public record.

ARTICLE II – STAFF, PART-TIME ASSISTANT, HISTORIAN AND PARLIAMENTARIAN

SECTION 1.

The City Clerk upon receiving notice of the date, location and time for a Commission meeting shall give proper notice of the meeting to the public and all Commission members.

SECTION 2.

The Commission shall decide each year at its February meeting whether or not to hire a Part-Time Assistant for the purpose of preparing the minutes of the Commission meetings and performing other administrative and secretarial functions as deemed appropriate and necessary by the Commission. The Part-Time Assistant shall be financially compensated for the work performed at a rate that is approved by the Commission, and the rate may be amended by the Commission.

SECTION 3.

The Historian shall be appointed by the Chairperson at the February meeting of the Commission. The term of the Historian shall be twelve (12) months from February to January. The duties of the Historian shall include: (a) documenting special events of the Commission as deemed appropriate and important to the Chair; (b) cataloging all media coverage of the Commission functions and public statements; (c) taking photographs at special events of the Commission and keeping a photo album; (d) maintaining a scrapbook/journal of all Commission events and activities; (e) maintaining any banners and other publicity materials used by the Commission; (f) making Commission materials available upon request; and (g) training the incoming Historian.

SECTION 4.

The Parliamentarian shall be appointed by the Chairperson at the February meeting of the Commission. The term of the Parliamentarian shall be twelve (12) months from February to January. The Parliamentarian shall have the following duties: (a) advise the Commission Chairperson, officers, committees and members on matters of parliamentary procedures; (b) serve on the Commission Executive Committee without vote; (c) advise the Commission on points not covered in the Bylaws according to the parliamentary authority in Robert's Rules of Order Newly Revised and any amendments thereto; (d) exercise general supervision of parliamentary instruction using the accepted authority; and (e) serve as advisor to the Nominating Committee.

ARTICLE III - MEETINGS

SECTION 1.

The Commission shall hold such meetings as may be deemed necessary for the completion of its purposes, responsibilities and functions. Regular meetings shall be held at least once per month unless there is no business to be considered by the Commission.

SECTION 2.

Special meetings may be called by the Chairperson or by three members of the Commission.

SECTION 3.

A meeting of the Executive Committee may be called at any time by the Chairperson or by three (3) members of the Executive Committee acting independently of the Chairperson.

SECTION 4.

A written notice of each regular meeting of the Commission or of the Executive Committee shall be mailed by the Office of Human Relations to each member of the Commission or of the Executive Committee, as the case may be, at least seven (7) days prior to the date of such regular meeting. Notice shall be given by the Office of Human Relations to each member of the Commission or of the Executive Committee, as the case may be, at least two (2) days prior to the date of any special meeting which may be duly called, as aforesaid.

SECTION 5.

A majority of the membership of the Commission shall constitute a quorum.

SECTION 6.

At all meetings of the Commission or of the Executive Committee thereof, all proceedings shall be conducted in accordance with Robert's Rules of Order (Newly Revised), unless suspended by the majority of the Commissioners present. The Commission's parliamentarian or assistant shall maintain order at Commission meetings.

SECTION 7.

Any member of the Commission who fails to attend three (3) consecutive regular meetings without the Chairperson finding that there was reasonable cause for being absent or fails to attend at least half of all regular business meetings during any calendar year shall automatically be deemed to have resigned from the Commission. The Chairperson shall promptly notify the Mayor and City Council President of the situation and request a replacement.

ARTICLE IV - COMMISSION INTAKE, NOTICE, AND MEETING PROCEDURES

SECTION 1.

Meetings of the Commission or of the Executive Committee thereof, shall be conducted according to procedures established by the Procedures Committee and accepted by the Commission.

I. PROCEDURE FOR BRINGING A CONCERN OR MATTER BEFORE THE CITY OF DOVER HUMAN RELATIONS COMMISSION

A. Intake Procedure:

The City of Dover Human Relations Commission (hereinafter referred to as the "Commission") shall adopt an INTAKE FORM. Each Commissioner and the City Clerk shall have INTAKE FORMS available for distribution to the public. Any member of the public or an organization that wants the Commission to consider, recommend or rule on a concern or matter within the Commission's jurisdiction shall file an INTAKE FORM with the City of Dover Clerk's Office. The Commission shall maintain a record of all INTAKE FORMS received.

B. Scheduling the Concern or Matter Expressed in the INTAKE FORM Before the Commission:

To the best of the Commission's ability, with the assistance of the City Clerk's Office, any INTAKE FORM received at least 10 days prior to a Business Meeting of the Commission shall be placed on the next Business Meeting Agenda under the "New Business" section. The City Clerk will send notice by regular mail to the person or organization who filed the INTAKE FORM informing them of the date, time and location of the Commission's Business Meeting when the concern will be considered.

A similar notice will be sent by regular mail to any party or organization identified on the INTAKE FORM as being an interested party or a party giving rise to the concern. This notice shall request the presence of the recipient and also extend an invitation for that party to address the Commission.

C. Consideration by the Commission of a Concern Set Forth in an INTAKE FORM:

The concern set forth in an INTAKE FORM will be considered by the Commission at its Business Meeting at the time new business is discussed. The Commission reserves the right to limit the time a person has to present the concern to the Commission, as well as limit the amount of time a party has to respond to the concern in issue. Any party testifying before the Commission shall not be sworn in. The party who filed the INTAKE FORM shall make their presentation first, followed by any party that has been invited to respond. The party filing the INTAKE FORM shall have a time to rebut or answer the party that presented a response. The length of the rebuttal or answer may be limited by the Commission. All parties appearing before the Commission may submit written exhibits, documents, photographs or other materials which shall become part of the record of the proceedings.

The Commission may table a matter, decide not to take any action because of jurisdictional or other issues, refer the matter to a Commission Decision-Making meeting, or take any other action within its jurisdiction that is fair, reasonable and in the interest of justice.

D. Commission's Decision-Making Meeting:

At the Commission's Decision-Making Meeting, items referred by the Commission at its Business Meeting to the Agenda by the Commission shall be considered before members of the public, but the public will not be allowed to present any further facts and circumstances relating to a concern set forth in the original INTAKE FORM. The Commission members shall discuss and vote upon any issue being considered at a Decision-Making Meeting in public.

Furthermore, the Commissioners shall state the reason(s) for their vote, if a vote is taken.

II. MEETINGS

A. Notice of Meetings:

Notice of Commission meetings will be given to the public by the City of Dover Clerk, pursuant to legal requirements. The Agenda of the Commission's Business Meetings and a copy of the proposed Minutes of the previous Business Meeting shall be submitted to the City Clerk's Office 14 days prior to the next Business Meeting. The Agenda for the Commission's Decision-Making Meeting shall be submitted to the City Clerk's Office 10 days before the Decision-Making Meeting. (A procedural flowchart is attached.)

B. Business Meeting Agenda:

1. The items on the Agenda for the Commission's Business Meeting shall include the following:
 - a. Amendments to Agenda
 - b. Presentations by Community Members: This segment of the Agenda is limited to 30 minutes. Members of the public shall have three minutes per person per issue to address the Commission. The Commission's response, if any, will be given by the Commission's Chairperson or designee.
 - c. Approval of the Minutes of the Last Commission Business Meeting
 - d. Report of the Chairperson (or Designee)
 - e. Reports by Committee Chairpersons (or their Designees)
 - f. Unfinished Business
 - g. New Business
 - h. Suggestions for the Agenda for the Commission's Next Business Meeting
 - i. Suggestions for the Agenda for the Commission's Next Decision-Making Meeting, and Setting Date, Time and Location
 - j. Executive Session (if Needed)
 - k. Adjournment
2. The items on the Agenda for the Commission's Decision-Making Meeting shall include the following:
 - a. Amendments to the Agenda
 - b. Approval of the Minutes of the Last Decision-Making Meeting
 - c. Consideration of Matters for Decision
 - d. Executive Session
 - e. Suggestions for the Agenda for the Commission's Next Decision-Making

Meeting, and Setting Date, Time and Location

III. MINUTES AND RECORDING OF COMMISSION MEETINGS

All Business Meetings and Decision-Making Meetings of the Commission shall be recorded, and minutes of the Meetings shall be prepared by the Commission. The recordings and minutes shall be maintained by the City of Dover Clerk's Office.

IV. IDENTIFICATION AND ANNOUNCEMENT OF POTENTIAL CONFLICTS OF INTEREST

All Commission members shall avoid the appearance of impropriety. All conflicts of interest, whether they be personal, legal, financial or otherwise, between a Commission member and a party appearing before the Commission shall be identified and announced by the Commissioner having the conflict. The Commissioner also shall announce on the record that he or she will abstain from all consideration of the matters being presented by the party, and that the Commissioner will not discuss the matter with any other members of the Commission.

V. NOTICE OF COMMISSION'S POWERS AND DUTIES

The Commission shall adopt a document that gives the public notice of what the Commission's powers and duties are so the public can quickly determine if a matter can be presented to the Commission.

The following forms and documents shall be used in connection with the Commission carrying out its duties.

VI. DEVIATION FROM ORDER OF BUSINESS

The Chairperson shall have the authority to deviate from the order of business as circumstances warrant.

VII. LIMITATIONS ON PUBLIC PRESENTATIONS

Presentations by members of the public shall be limited, unless approved by the Chairperson. Speakers are requested to give presentations in the order of sign in. The Chairperson may limit the number of speakers heard, as circumstances warrant.

A. Intake Form Front Page

**THE CITY OF DOVER HUMAN RELATIONS COMMISSION
INTAKE FORM**

Name of person or organization filing intake (last name, first name, middle initial): <input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.		Home Phone: ()	Business Phone: ()	Fax Number: ()
Street Address:	City:	County:	State:	Zip Code:
Identify the contact person that the Commission should notify:				
List the name, address and telephone number of any person or organization that you believe should be invited to appear before the Commission to help resolve your concern:				
Summarize what has or will occur that has given rise to your concern. Use this space for a brief and concise statement of facts (who, what, where, when, why, how). Additional details may be submitted on an attachment.				
What relief or action is being requested?				
Completion of the following questions is OPTIONAL:				
Ethnicity: <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Native American <input type="checkbox"/> Other: _____				
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female Age: _____ Nation of Origin: _____				
NOTICE: ALL DOCUMENTS AND TESTIMONY PRESENTED TO THE HUMAN RELATIONS COMMISSION ARE AVAILABLE TO THE PUBLIC AND THE PRESS.				
Signature: _____			Date: _____	
This form was delivered to: _____ (person) on _____ (date), located at _____ (address).				
This form was mailed to: _____ (person) on _____ (date), located at _____ (address).				

**THE CITY OF DOVER HUMAN RELATIONS COMMISSION
RECORD OF ACTION**

Case No. _____

CITY CLERK ACTION:

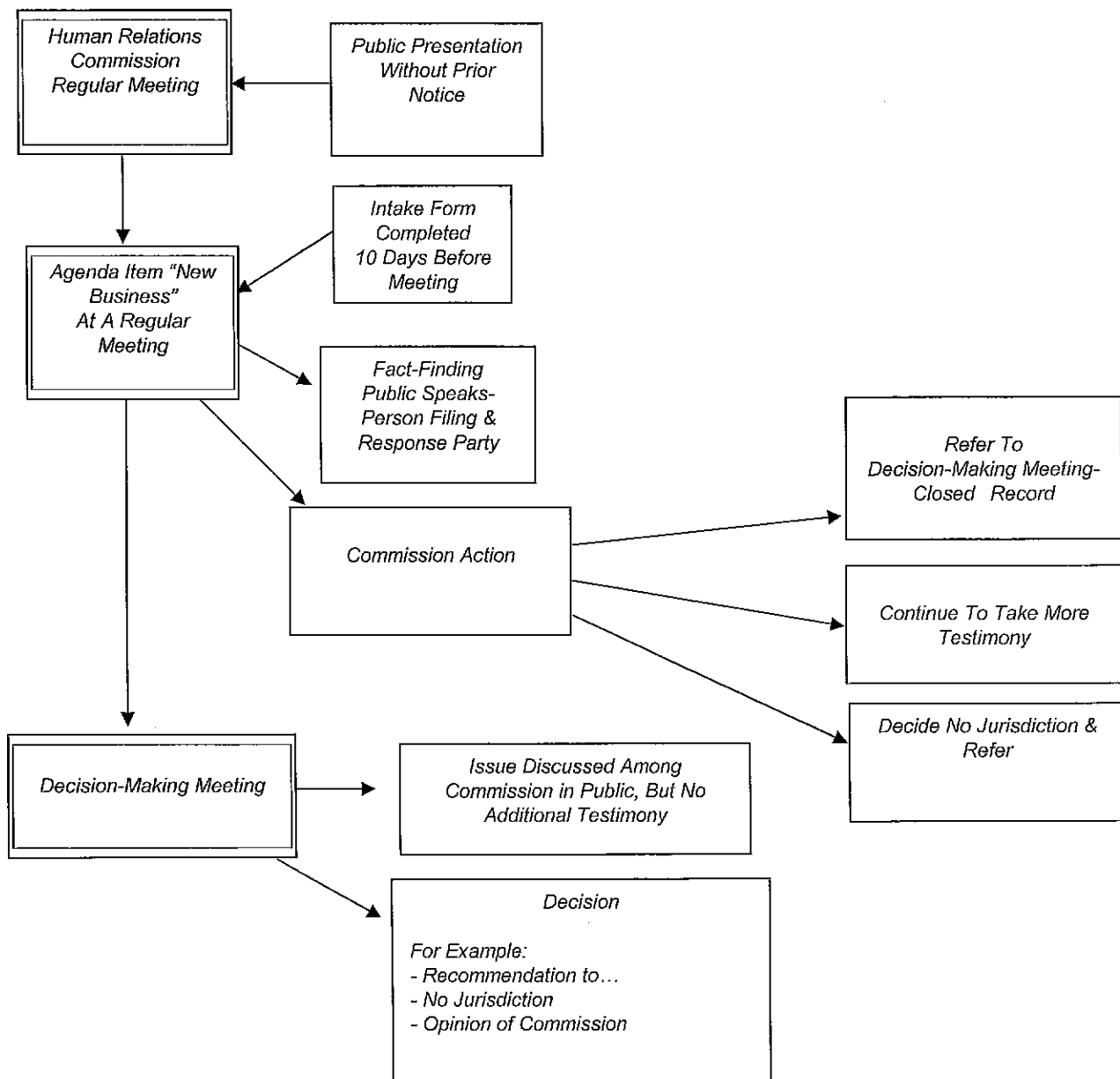
1. On _____ (date), the INTAKE FORM was received by the City Clerk's Office.
2. On _____ (date), the concerns expressed in the INTAKE FORM were placed on the New Business section of the Agenda for the Commission meeting to be held.
3. On _____ (date), a copy of the INTAKE FORM was mailed to members of the Commission along with the Agenda for the Commission meeting.
4. On _____ (date), notice of the date, time and location of the Commission meeting at which the concern(s) expressed in the INTAKE FORM will be considered by the Commission was mailed to the following:
 - a.) the party(ies) filing the INTAKE FORM;
 - b.) the interested party(ies) identified in the INTAKE FORM; and
 - c.) the person(s) or entity(ies) who caused the concern(s) to be raised.
5. On _____ (date), notice of the Commission's final action was sent to the person(s) filing the INTAKE FORM and the other party(ies) listed on the INTAKE FORM.

COMMISSION ACTION:

1. On _____ (date), the Commission decided it did/did not have jurisdiction over the matters set forth in the INTAKE FORM.
2. On _____ (date), the Commission considered the matters set forth in the INTAKE FORM.
3. On _____ (date), the Commission took the following action:

D. Commission Meeting Flowchart

CITY OF DOVER
HUMAN RELATIONS COMMISSION
MEETING PROCEDURAL FLOWCHART



E. Public Notice of Commission Powers and Duties

**NOTICE OF THE CITY OF DOVER HUMAN RELATIONS COMMISSION
POWERS AND DUTIES**

TO: All Members of the City of Dover Community
FROM: City of Dover Human Relations Commission

The City of Dover has granted the Human Relations Commission the following powers and duties pursuant to Chapter 2 - Administration, Article I, Division 6, Section 2-21 of the Dover Code:

- A. Review City programs, activities, functions and ordinances, and make recommendations to the City Council for new, amended or changed programs, functions, activities or ordinances which would support inclusiveness and civility among Dover residents and enhance communication and understanding among residents of Dover.
- B. Inquire into incidents of inter-group conflicts and disputes within the City and take such action as may be designed to alleviate such conflicts and disputes.
- C. Promote and encourage communications between and cooperation of all groups interested in bettering human relations in the City.
- D. Seek the active assistance of the State Human Relations Commission in the solution of complaints of alleged discrimination which fall within the jurisdiction of the State Commission.
- E. Engage in such research, education and advocacy as in the judgment of the Commission or the City Council may be needed to improve human relations in the City.
- F. Develop and maintain programs that build positive relations among communities and enhance problem-solving skills among residents throughout Dover.
- G. Do all other acts and deeds necessary and proper to carry out and accomplish effectively the objectives, functions and services contemplated by the provisions of this Division.

ARTICLE V - COMMITTEES

The Commission shall create all standing and special committees.

SECTION 1.

The standing committees of the Commission shall be as follows:

- 1) Executive Committee
- 2) Assessment Committee
- 3) Community Programs Committee
- 4) School Programs Committee
- 5) Nominating Committee

SECTION 2.

The Executive Committee shall be composed of the officers of the Commission and charged with acting on the business of the entire commission in between its regular meetings. It shall be responsible for interfacing with other City Departments and Offices including City Council.

SECTION 3.

The Assessment Committee shall be responsible for measuring and monitoring community relations. The duties of the Committee shall include meeting with different groups; developing assessment tools; analyzing results; and making proposals to the Human Relations Commission based on its analysis.

SECTION 4.

The Community Programs Committee shall be responsible for offering a range of programs and services that help community residents and neighborhoods prevent human relations problems and resolve issues of human relations. The Committee shall develop, implement, and sustain community-wide programs that foster a spirit of understanding and unity.

SECTION 5.

The School Programs Committee shall be responsible for offering a range of programs and services that help community residents and neighborhoods prevent human relations problems and resolve issues of human relations. The Committee shall develop, implement, and sustain community-wide programs that foster a spirit of understanding and unity with a particular emphasis on oneness of humanity as a part of the regular school curriculum or program.

SECTION 6.

The Nominating Committee shall be responsible for nominating a slate of candidates who will seek election as officers of the Commission. The Nominating Committee shall consist of three Commission members appointed by the Chairperson in December of each year. One member shall be designated by the Chairperson as the Nominating Committee Chairperson. The Committee shall present its nominees to the Commission in January of each year for election at the February meeting.

SECTION 7.

The Commission shall have the discretion to create and terminate special committees that are not listed in the Bylaws.

ARTICLE VI - AMENDMENTS

SECTION 1.

Any duly-appointed member of the Commission may at any time propose an amendment to these BY-LAWS, by submitting the same in writing to the Chairperson.

SECTION 2.

A copy of any proposed amendments of these BY-LAWS shall be forwarded by mail to each member of the Commission at least ten (10) days prior to the meeting of the Commission at which it is to be presented and acted upon, together with a written notice of the date, hour, and place of such meeting.

SECTION 3.

Any amendment to these BY-LAWS must first be adopted by the affirmative vote of two-thirds of the active members of the Commission, before the same shall become effective.

ARTICLE VII - BUDGET PLANNING, CONTROL AND REPORTING AND PAYMENT OF EXPENSES

SECTION 1.

Budget planning, control and reporting and all accounting and financial transactions of the Commission shall be governed by the City of Dover procedure F359 d/7-22-2002 and subsequent amendments thereto. The fiscal year of the commission shall coincide with that of the City of Dover. By March 1 of every year, all Commission Committees and the Chairperson of the Commission shall prepare and present their estimated financial request for the upcoming year under the various line items of expenditure. The budget estimates shall be prepared in two parts: (i) General Fund met from the City Council Budget and (ii) Restricted Fund met from other external agencies. These proposed estimates shall be discussed at the Regular Business Meeting of the Commission in April of each fiscal year. The final draft of the proposed budget shall be presented to the City Director of Finance, with a copy to the City Clerk before the last day of May in each fiscal year, for their consideration and appropriation of funds. Necessary internal adjustments to the allocated funds shall be made on the basis of the final budget for the Commission as allocated by the City Council. The Treasurer shall mail two copies of the approved budget to the City Clerk. All funds shall be spent in accordance with the final approved budget.

SECTION 2.

The procedures for payment of expenses by the Commission shall be as follows: (a) The City of Dover shall handle the accounting and financial functions of the Commission as set forth in the City of Dover procedure F359 d\7-22-02; (b) All requests for expenses relating to purchase of supplies and services shall be submitted to the Treasurer on the Payment Request Form with the supporting documents; (c) Every payment request shall indicate the budget account to be charged and each respective Committee Chairperson; (d) A payment request shall not be approved by the requestor but shall be approved by another authorized person after review; (e) All payment requests shall be routed to the City of Dover Director of Finance by the Treasurer for processing and payment; and (f) An expense of less than \$30.00 shall be paid out of the petty cash account, but all other payment requests shall be processed according to the Purchasing Policy and Guidelines of the City of Dover.

ARTICLE VIII - SAVINGS ARTICLE

SECTION 1.

If any part or section of these Bylaws is determined to be unlawful or unconstitutional, the removing parts or sections of these Bylaws shall remain in force and effect.

DOVER HUMAN RELATIONS COMMISSION
Minutes for April 28, 2010
City Hall Council Chambers

PRESENT: at 7:00 p.m. were Dr. Samuel Hoff, Chair, Mr. Mark Monroe, Ms. Ellen O. Wasfi. Dr. Phyllis Edamatsu and Mr. Roy Sudler, Jr. arrived late. Excused were Mr. Gregory J. Bunkley, Ms. Dawn Allen-Pyne, and Mr. Paul J. Fleming.

I: The meeting was called to order at 7:10, and there was a moment of silence.

II & III: The agenda and minutes were skipped over because there was not a quorum present to vote.

IV: Comments from the Community: There were no community members present tonight.

V: Chair's Report: A: Commissioner Wasfi reported that the League of Women Voters held Candidates Night on April 14th at the Modern Maturity Center and drew 105 people. On May 5 they will be hosting Candidates Night for the Capital School Board. Also on May 19th they will have a panel presentation on Civics Education in Delaware. Commissioner Monroe reported that the Delaware National Guard will host a Diversity Day on August 17 in Wilmington, and on September 22nd there will be an all day event focusing on gender issues in the workplace.

B: Status of Filling Vacancies on the DHRC: Chair Hoff recommends another wave of ads and announcements be put out to fill the vacancies on the board. The City Human Resources Office, PR Office and the City Managers Office should be asked to help announce the vacancies and recruit members.

C: Other: Chair Hoff brought up the recent Arizona law dealing with illegal aliens. The law allows police to stop people at will and ask for ID. He feels that this is a human relations issue. Commissioner Wasfi said she thinks the DHRC should look at the actual wording of the law and see what it said based on the constitution, and be sure to be well educated on the issues. Chair Hoff then brought up the controversy over National Prayer Day. A federal judge ruled the day unconstitutional. The city has made 3 previous proclamations declaring the day here in Dover, last year being the most recent.

II & III: The arrival of Commissioner Sudler and Dr. Edamatsu made a quorum and the Agenda was voted on and approved, and then the Minutes from March 24, 2010 were voted on and adopted without any corrections.

VI: Committee Reports:

A: Intakes: Chair Hoff reported for Vice Chair Bunkley that the hearing for Maurice Parker will now be shifted until June. The case came to the Commission in January, and Parker's witnesses were successfully invited to the meeting, but they were unable to get a response from the DSU witnesses. There is now a second case

being processed on behalf of Peter Andile. Vice Chair Bunkley has started processing Mr. Andile's complaint that City grounds inspectors treated him unfairly. The State Human Relations Commission due to jurisdictional issues turned over the case to DHRC. There is no news on Rev. Butler's case. The May meeting of DHRC is a dedicated forum on mental health issues, and Chair Hoff hopes Rev. Butler will attend.

B: School Programs: Commissioner Wasfi has not heard back from Ms. Williams yet, and she left tapes and study circle guides with Ms. Williams to look over.

C: Community Programs: Commissioner Sudler had nothing to report. He will help get the May mental health community forum scheduled and organized.

D: Assessments: Dr. Edamatsu suggested that a questionnaire be circulated after the upcoming forum to see if the public learned anything new.

VII: Unfinished Business: The Slavery Apology is still percolating following the City Council's approval. The Episcopal Church is having a service in the fall on the issue of apology for slavery. Hopefully the Delaware General Assembly will ultimately approve the resolution for the state.

Commissioner Wasfi will compose a letter to SURJ to encourage them to network on common issues of mutual concern. She will update the Commission on her progress. There was some discussion of Native American Issues that DHRC may look into here in Delaware and Dover. Suggestion included attending a Pow Wow in September, and contacting some of the representatives of the Indians to see if they have any concerns that could be addressed.

VIII: New Business: It was suggested that DHRC invite the Mayor or City Council President or the Police Chief to come visit at future meetings of the Commission. It was brought up that DHRC should have a table at Race Unity Day in June and also at Positively Dover Day celebration. Chair Hoff publicly commended 3rd District City Councilman Clavens especially on his approval of the Slavery Apology Resolution.

IX: Announcements and Discussions: The next DHRC meeting will be a public forum on Mental Health Issues on May 26 at 7:00. Location to be announced. Dr. Edamatsu spoke last Saturday at the Dover Art League at their fundraiser for Power of One. This organization raises money for the building of libraries and schools in foreign countries.

X: Adjournment: The meeting was adjourned at 8:30.

DOVER HUMAN RELATIONS COMMISSION
Minutes for May 26, 2010
Dover Police Headquarters

PRESENT: Dr. Samuel Hoff, Chair, Mr. Gregory J. Bunkley, Vice Chair, Ms. Dawn Allen-Pyne, Mr. Paul Fleming, Mr. Mark Monroe, Mr. Roy Sudler, Jr., Ms. Ellen Wasfi, Mr. Ivan Finney, and Dr. Phyllis Edamatsu.

The Public Forum on Mental Health was called to order at 7:08 pm. Various Professionals in the field of Mental Health were present, as well as members of the community and people who have issues with the system. Chair Hoff opened by asking each one present to introduce themselves and say a few words about what brought them to this meeting.

After the introductions, Chair Hoff asked the members of the Mental Health Care Profession who were in attendance to give a brief account of their various services. He stressed the need to obtain testimony, views, and input from the community as well as from the professionals in order to open the lines of communication and dialog between the two groups.

The first speaker was Jim Lafferty from the Board of Mental Health. He agrees how important it is to have these forums, and reminded us of how we cannot separate mind from body. He feels that mental and medical health should be integrated. He discussed how the age of onset of many mental illnesses begins around age 14, but is not diagnosed and treated until age 24.

Speaker # 2 was from the Division of Substance Abuse. They are on call 24 hrs for Kent & Sussex Counties. They provide emergency intervention for mental problems, drug problems, situational, suicidal and substance abuse problems. They aim for prompt, empathetic help in situations of bizarre behavior, stress, family conflict, and they provide assistance and assessment.

Speaker # 3 was from The National Alliance on Mental Illness (NAMI). They educate and advocate and assist in suicide prevention. They work in the schools to reach the students and provide social workers and councilors. The new military initiative to help vets was discussed. More military personnel die of suicide than in combat.

Next we heard from Morris Phinnessee of PSI Dover. He helps kids that are in trouble and their families. The State has cut services for mental counseling, so the therapists now go into the schools and talk directly to the kids. They treat depression, adjustment disorders and help kids resist peer pressure to do drugs. Kids show onset of mental illness at age 14, and PSI has helped drug abusers in their Bridges Program, helped sex offenders in re-entry programs. The adult programs they run help people coming out of hospitals and jails get outpatient care, housing, jobs, and benefits.

The comments from the community were heard next, once the professionals were done with their presentations.

Rev. Butler spoke up about his issues concerning his son's treatment. His son had an apartment and developed serious side effects from some of his court ordered meds. Rev. Butler claims that the psychologists over-medicated his son and used "polypharmacy" to treat his son's disorder. He was even put in restraints and moved against his will to a house in Wilmington. He feels that his son was discriminated against because of his mental illness. He also said he thinks there is a conspiracy and a monopoly on housing and care, and he fears that his son is being denied services because of the complaint filed by Rev. for his son.

Norberto David Geluz spoke next and told how there is not enough money to properly staff and train counselors in these institutions. He hopes the DHRC may be able to get some answers as to why some patients died while being housed by the state. He described how frustrated he is trying to get satisfactory housing and treatment for his stepson.

A woman from the community spoke next about her desire to get help for herself and her daughter. She heard about NAMI at her church, and came to the forum to get information on treatment for her daughter who has ADHD and who is suicidal.

Rev. Butler's son spoke about his doctors putting him on polypharmacy. He feels that the doctors need to communicate with each other about what drugs they are prescribing and what interactions they are causing. He would like to see more counseling and less drugs in his treatment. He also voiced his concern that his brother was treated unfairly and was being retaliated against for the complaint his father had filed in his behalf.

A response to these fears came from one of the mental health workers who said that unfortunately, funds are being cut from the budgets of the care facilities and caregivers are strapped for time. They do not discuss the various cases with the other doctors. They all have too many patients and too few doctors. She hopes that the patients can participate more in their own treatments, or that they should say no to treatments they don't want.

The next person to come forward was a man who lost his father some time ago, but had difficulties with the staff who cared for him during the end of his life. His father was considered a "troublemaker" by the staff at the nursing home, and his human rights were violated. This man felt these care givers should be held accountable for their bigotry and complacency.

Another man from the community was a patient in the system in Dover. He discussed how he was put into an apartment with a roommate who pulled a knife on him. He stated that he filed a complaint with the State DHRC and got no reply. He went on to agree with some of the others that it's difficult to get any answers or cooperation.

Kim Butler pastor Butler's sister, spoke next, and she told how she was appointed guardian for her nephew. She went through programs to get educated about the mental illness her nephew has. She said that it turned into a nightmare trying to get the help he needed for his mental illness. She ran into people in the system who were not trained on how to deal with mental illness. People like Kim who try to advocate for them become the "bad guys" and the patient is pushed aside. She saw where the mental illness was used against the patient.

Mr. Butler's grandmother spoke up next and said she thinks the mentally ill should be able to get a second opinion, just like regular patients. She taught school for years and saw many kids who were problematic. The schools would not tolerate this bad behavior and sent the kids home. She could see how their parents were getting confused and frustrated, and how they needed help to deal with their kids and understand their illness.

In conclusion, Chair Hoff summed up the meeting by saying that DHRC held the forum in the community to gather information. The Commission will discuss all the aspects of these issues and concerns and come up with cogent and cohesive recommendations to the Dover City Council. DHRC serves as a clearinghouse that links groups and individuals. The Commission will take into account the issues of resources, the lack of counselors and funds, issues of treatments for kids, and for adults and serve as a nexus between mental and medical communication and lack thereof. Nobody's perfect, and the Commission is looking at mental illness as a continuum on the road to mental wellness. The time to act on these issues is now, and DHRC hopes to initiate the process.

The meeting was adjourned at 10:00pm.

DOVER HUMAN RELATIONS COMMISSION
Minutes for June 30, 2010
City Hall Council Chambers

Present: At 7:00 p.m. were Dr. Samuel Hoff, Mr. Mark Monroe, and Ms. Ellen O. Wasfi. Mr. Ivan Finney arrived late. Excused were Ms. Dawn Allen-Pyne, Dr. Phyllis Edamatsu, and Mr. Paul Fleming.

I: The meeting was called to order at 8:05 and a moment of silence was observed. Chair Hoff reminded those present that “binding business” could not be conducted this evening because of the lack of the required quorum to vote. So items 2, 3, and 4 on the agenda were skipped.

V: Unfinished Business: A: Mental Health Forum Follow-Up: Chair Hoff expressed his gratitude to the organizations and community members who made the forum a success. The mental health professionals who spoke gave their perspectives on the trends and challenges faced by their profession. Dover citizens and caregivers and patients gave testimonies, which were entered into the minutes and notes from the forum. DHRC wants to serve as a link between the citizens and the sources for help. Chair Hoff came up with a draft for action that he presented which contained 6 problems he identified and 6 proposed solutions. Commissioner Wasfi added another concern of hers, that there is a lack of transparency and accountability by those administering meds and treatments. Mr. Norberto Geluz added that there is a need for internal re-assessment from top to bottom of the chain of command. He feels that staff members can help by reporting any concerns to their supervisors. He feels that continuity and cohesive communications are a must between patients and caregivers. Rev. Butler agreed with him. Rev. Butler also advocates for recovery, and thinks DHRC can help by continuing to have forums and issuing proclamations. A lady in attendance tonight said she has been in the mental health profession in Delaware for 30 years, and she sees a serious lack of quality professionals in Dover. She sites many who are poorly trained and others who are lacking of training in the field. She said she herself would not know where to go to report abuses by so-called professionals in the mental health community. She feels that the police and hospital staff need more education on how to deal with mental illness. Chair Hoff concluded the discussion by promising to consider all these suggestions in his final draft that he will be putting together soon. He hopes to personally address the City Council at one of their meetings to present this.

B: Letter to SURJ (Stand Up for what's Right and Just): Commissioner Wasfi gave a brief overview of what SURJ does, and believes that they have much in common with DHRC's goals of fostering fairness, understanding and mutual respect. She wants SURJ to send a speaker to one of DHRC's meetings so they can update the Commission on their activities and share information, and advocate for the rectification of the issues outlined in her letter. Chair Hoff thanked Commissioner Wasfi for her work and plans to send the letter along to SURJ.

VII: A: Intake Screenings/Hearings: There were two parties waiting to be heard by the Commission, Mr. Maurice Parker, and Mr. Ntozake. Both had to be postponed until the July meeting of DHRC when hopefully a quorum of commissioners will be present to hear their cases.

B: Budget Report: The final budget report for 2010 was disseminated tonight, and the budget for next year, 2011, will be \$3,000.

C: Status of Filling Vacancies on DHRC: There will be another series of advertisements put out seeking to fill the vacant seats on the Commission. Some of the budget money will be used to pay for these ads.

D: Assessment: Chair Hoff reported that there were a number of assessment forms filled out at the May Mental Health Forum, and turned in. More information on the response will be forthcoming.

IX: Adjournment: The meeting of DHRC was adjourned at 9:25 p.m.