MINUTES
HUMAN RIGHTS COMMISSION
March 19, 2019 6:00 p.m.
4th Floor Conference Room, City Hall

<table>
<thead>
<tr>
<th>Name</th>
<th>Members' Term Attendance (mtgs attended-mtgs absent)</th>
<th>End of Current Term of Office</th>
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<tbody>
<tr>
<td><strong>MEMBERS PRESENT:</strong></td>
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<tr>
<td>Dr. Kay Siebler</td>
<td>(04-00)</td>
<td>10/08/19</td>
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<tr>
<td>Michael Jasper</td>
<td>(04-00)</td>
<td>10/08/19</td>
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<tr>
<td>Sharon Luce</td>
<td>(03-01)</td>
<td>10/08/19</td>
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<td>Claire Clark</td>
<td>(03-01)</td>
<td>10/08/20</td>
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<td>Rev. Brian Kirk</td>
<td>(04-00)</td>
<td>10/08/20</td>
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<td>Rusty Summers</td>
<td>(04-00)</td>
<td>10/08/21</td>
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<tr>
<td>Hamilton Henderson</td>
<td>(01-00)</td>
<td>10/08/21</td>
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<tr>
<td><strong>MEMBERS ABSENT:</strong></td>
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<tr>
<td>Terri Lowdon</td>
<td>(03-01)</td>
<td>10/08/20</td>
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<tr>
<td>Bridget Supple</td>
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<td>10/08/21</td>
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**STAFF PRESENT:**
Bryan Carter, City Attorney
Brianna Moe, Recording Secretary

**Item #1 Call to Order**

Dr. Siebler called meeting to order at 6:01 p.m.


**Item #2 Approval of Minutes**

Hamilton Henderson made a motion to approve minutes. Rev. Brian Kirk seconded. Voice vote – all present voted in favor; no one opposed.

**Item #3a Discussion of information disseminated to the public/Report on public Service announcement assignments**

Carter indicated Clark, Jasper and Summers were researching Public Service Announcements.

Jasper stated he contacted Alan VanZandt, the lead anchor at KQ2, and was advised to speak with the station manager. The station manager was very receptive, had no problem with producing and airing the PSA’s but must have final say on the script. She would like to meet in person once the script is done. Jasper recommended having the Mayor, and Council Members Myers and Blessing do a PSA and possibly two members of the HRC do one if they want to run three.
Jasper asked how they wanted to do the script, he volunteered to write it and e-mail it out and members can send the edits back to Carter, so the editing process does not take so long. Dr. Siebler asked if Jasper would have the KQ2 station manager come to the next meeting. Jasper said he could invite her or get the information on the specifics she will need to know and bring that to the next meeting and in the interim he recommended inviting the Mayor and Council to the next meeting to see if they are willing to do the PSA. Dr. Siebler asked about the scripts. Commission members discussed what would be in the scripts. Jasper wanted to ensure that the City staff members receiving requests for mediation inform the filer of the limits of the Commission’s powers and inform them about the Sunshine Laws; Jasper stated he does not think that needs to be on the PSA. Dr. Siebler asked Jasper to write up a couple of scripts and asked if Jasper wanted to invite the KQ2 station manager to the next meeting to talk about what she needs. Summers and Luce expressed agreement.

Rev. Kirk stated that he spoke to Eagle Radio since they oversee all the local radio stations. Eagle is more than happy to do a thirty-second PSA, if the Commission provides a script. There would be no cost if the Commission does not have a problem with Eagle airing the PSA whenever Eagle chooses. If the Commission wants the PSA ran certain times, there would be a cost. Eagle would have one of its people produce the PSA if there was a script. Dr. Siebler asked if the same script could be used for video and audio, Rev. Kirk recommended adapting the script for each form of media. Dr. Siebler asked if both media would be at no cost. Jasper said that was his understanding, but KQ2 did not say when it would air the PSA.

Dr. Siebler spoke about quotes on a billboard on the Belt Highway. She called two companies; Lamar charges $1,000 for four weeks for a small one; the price goes up in size.

During Dr. Siebler’s presentation, a member of the public entered and interjected, inquiring about the role of the Commission. Dr. Siebler advised that the Commission was working through the agenda and there is a public comment portion near the end of the meeting. The member of the public asked if the meeting was open to the public and Dr. Siebler advised that is was.

Dr. Siebler proceeded, seeking feedback on the billboard and on approaching the Chamber of Commerce for the funding for a billboard. Luce asked if it was a standard billboard, Dr. Siebler confirmed. Dr. Siebler stated she was uncertain if the location would change the price.

Summers asked if the Commission could try the television and radio PSAs first and see how those did due to billboard costs. Rev. Kirk reminded the Commission about the stipulations the Chamber of Commerce imposed to use the funds the Chamber previously offered and reminded the Commission that the Chamber wanted the funds to be spent on something that was directly related to the Chamber’s constituents. Dr. Siebler confirmed.

The member of the public who previously spoke interjected, stating he wasn’t sure if he was in the right place or not because he thought the meeting “was on the base of human rights.” Dr. Siebler confirmed the Commission addresses complaints brought against employers and landlords. The member of the public proceeded to state that the place he lives is a hostile environment and the owner won’t fix anything. Summers asked his name and he declined to give it. Summers asked the housing location and the member of the public stated 1823 Clay and 1821 Clay. He stated that “Every other word is ‘F’ this and ‘F’ that;” he went on to state he has a heart condition and the situation is affecting his health, he is going to leave the rental property and St. Joseph because the landlords in St. Joseph do not care about the tenants. He stated he has basic rights as a human being to be treated with respect
and went on to explaining a conversation he had with his landlord. The individual referred to himself as Ricky and Dr. Siebler told him that he can file a complaint but that there is a process that he must follow.

Ricky interjected that he will be evicted if he files a complaint. Dr. Siebler stated that he must go through the appropriate channels; he stated that the City has already had hassles with the particular landlord and described the landlord as “the guy who put up the disrespectful signs.”

Carter advised that Ricky could file a complaint or evaluate the process by visiting the Legal Department during regular office hours. Carter stated that the office can go over the process and provide information to help him evaluate if his interest is best served by filing a complaint or hiring a private attorney.

Ricky said that he would have to leave St. Joseph or go to the Salvation Army and that he has already been to Legal Aid. Carter informed him that the Commission has some limitations on their powers in this situation and if it is a landlord tenant issue, he would need a private attorney; if it is a property maintenance issue, the Property Maintenance Division can provide assistance; but the Commission must stay on agenda to avoid violating the law.

Dr. Siebler explained that he can file a complaint but must go to the office during normal business hours. Ricky mentioned he had gone to the Legal Department before, and he does not want to do that again.

Summers stated no one should be able to kick him out or make him leave because of him feeling like that. Ricky stated he would call some attorneys to find out his rights, but he thinks he knows what they are.

Dr. Siebler proceeded to present information about a class at Missouri Western in the Communications Department that works with one business a year to help design a logo, Facebook page, plans, and mockups. The class presents its work in the spring, and it is 100% free. Dr. Siebler distributed informational packets for the group to look at and provide feedback.

Jasper introduced a brochure he obtained from Columbia, Missouri’s HRC. The Commission discussed developing a similar brochure and asking to place it in businesses’ human resource offices and employee lounges, and other public places. Dr. Siebler noted that development of such a brochure is a full-year process, from fall to spring. Jasper suggested development of an interim brochure. Rev. Kirk, Summers, Luce, and Clark concurred with getting the community involved.

Jasper mentioned Prairie Village’s HRC website and suggested the commissioners review it. Discussion briefly ensued regarding the differences in processes between the development of Prairie Village’s HRC and St. Joseph’s HRC.

Dr. Siebler solicited suggestions for public outreach or potential Facebook posts. No commissioners offered suggestions.

Item #3b Discussion of organizations to work with in exercising the Commission’s powers and duties
Jasper stated he had not reached out to Kristy Bailed as mentioned in the previous meeting minutes and asked how the Commission wanted to proceed.

Dr. Siebler asked Jasper to reach out to Kristy Bailey at the Chamber of Commerce about them making a brochure and logo. Discussion ensued regarding printing costs.

Henderson stated he was at the City Council meeting where the Chamber of Commerce offered $5,000.00 and he was not excited about outside money influencing the Commission. Henderson explained that he thought the HRC should own anything that represents it. Using Missouri Western would take away from the committee. Dr. Siebler noted that she does not have the skillset to develop material and may need to rely on third-parties. Summers asked about having someone else like Cookman Printing assist. Dr. Siebler asked who would pay for it. Jasper stated the need to accept available funds and stated he thinks the Commission should try to accommodate the Chamber of Commerce, provided the Commission retains control. Discussion ensued on the stipulations of the money and where the money for prints would come from.

Summers mentioned asking City Council for the money from the General Fund. Henderson mentioned the Commission was created by the City Council and suggested seeking funding from the City Council. Jasper agreed but noted that the Commission was never promised funding. Rev. Kirk stated he would be more comfortable with that. Dr. Siebler stated that materials should be developed before the Commission requests funding. Jasper offered his husband’s skills to create the brochure because he does have the skillset.

Carter mentioned there is a specific procedure for requesting funds from the City Council and that now would be a good time to initiate the process as the City is working on the FY 2020 budget. Carter described the process to request funding. Rev. Kirk stated he would rather approach the City Council first then look at other avenues if funding is denied.

Discussion about a funding request ensued.

Rev. Kirk asked about the City’s policies. Carter explained the city’s procurement policy for making purchases and clarified that the City has limited in-house printing capabilities. Jasper recommended seeking out businesses who have civil rights programs and would help or give a discount. Dr. Siebler stated they first must decide if they want to approach the City for a budget. Clark stated she thinks they should ask the City for a budget. Discussion ensued about the amount to request.

Carter stated that current requests would be for budget year July 2019-June 2020. Luce stated they would need something for now until then. Carter confirmed that the City Council has the ability to amend the budget, but smaller amounts can likely be paid out of related available funds. Rev. Kirk asked if it is in their best interest to price things out before they ask for funds rather than just asking for a general amount. Carter stated it just depends but recommended if they ask for funds for this year to have a project in mind. Carter mentioned the possibility of using the Legal Department’s budget for small expenditures. Dr. Siebler recommending asking for something from the actual budget. Carter explained the process of the budget, the amount of time it takes and the City Council’s abilities when it comes to the budget.

Rev. Kirk asked if one of the members needed to be there to present the rationale for the request and he mentioned the educational piece of the commission. Carter stated that was a good idea and
explained that this Commission is unique in having the educational component and he is not sure if the others have that component. Rev. Kirk stated he thought the City Council had the understanding that the need for speakers would arise and that someone needs to explain why the Commission is not going to the Chamber of Commerce for the funds because of the way they wanted their money spent. Jasper thought the chamber would be agreeable to pay for speakers for small businesses.

Dr. Siebler asked if the Commission members wanted to propose a short-term amount of money to do brochures or should they go ahead and see if the Legal Department can pay to print them to do a test run with them. Jasper mentioned getting quotes to be able to ask for funds based on actual information. Henderson mentioned postage to send out the brochures. Dr. Siebler stated she would take the list and get some estimates and asked Rev. Kirk to get a price for the PSA’s. Dr. Siebler asked if the City had a bulk rate postage and if they could access that. Carter stated that speakers may be a challenge on paying and he would have to look into the process for that. He will get with the Purchasing Division and obtain restrictions.

**Item #3c  Outside organization presentation**

Dr. Siebler stated the NAACP speaker is not present, he was prepared to be at the last meeting, but not reminded of the current meeting. She will ask if he is available for the next meeting.

**Item #3d  Discussion of potential new Commission member**

Carter stated the agenda item was left from last month’s agenda and that the new Commission member is present. Dr. Siebler welcomed Henderson to the Commission.

**Item #3e  Other related new business**

Commission members referred to a poster created by Supple. Dr. Siebler stated that looking at the poster it looked good and she wondered if there was a link to the form. She asked about the form being on the website. Carter stated they developed a form for them to fill out when they come into the office and that Supple had prepared it as a fillable PDF. Dr. Siebler wanted the specifics on how to file the complaint on the poster; Carter mentioned concerns with having the form on the website and the importance of ensuring people are aware of the implications of submitting a request before they do so. Jasper agreed they should have that warning and understand the implications of filing a complaint. Rev. Kirk stated the poster looked good.

Dr. Siebler agreed and asked for a motion to approve the poster. Luce moved to approve, and Jasper seconded the motion. All were in favor. Motion passed.

Carter will request to have the poster placed on the website. Locations for distribution of flyers were discussed among the group. Clark mentioned asking the Chamber of Commerce to distribute it with the monthly flyer and recommended distributing the flyer electronically. Carter stated he will reach out to the Chamber of Commerce.

Dr. Siebler asked for other old business. Jasper referred to a letter he prepared to be sent to elected State officials. Dr. Siebler recommended addressing an individual letter to each elected official rather than all in one letter. Recommendations on revisions were made by the group. Carter recommended tying the purpose of the HRC, as stated in the letter, to the powers and duties listed in the Code of
Ordinances; Dr. Siebler stated agreement. Henderson asked if anyone knew the stance of the people the letter is addressed to, no one indicated they did. Dr. Siebler recommended making a quick phone call to each office to see what their stance is and reword the letter to reflect that. Carter asked what bill number the letter was referencing and suggesting including reference to that bill. Jasper stated it was MONA but did not know the number. Dr. Siebler stated including the number would be a good idea. Dr. Siebler asked Jasper to make those changes and send it to Bryan in an e-mail so they can get the letter sent out sooner rather than later.

Dr. Siebler asked if there was any other business. No other business was offered.

Item #4a Discussion of survey models

Dr. Siebler stated the individual she spoke with from Columbia told her Columbia did not do a survey. Dr. Siebler will contact other HRCs that did a climate survey. No suggestions were made.

Item #4b Other related new business

Dr. Siebler stated she spoke to the President of the State HRC, Melody Smith, and Smith stated they have an office in Kansas City with a staff where they do occasional educational sessions. Carter stated if there are more than 5 Commission members present for a session, it must be noticed up as a meeting and be at a location the public can access. Dr. Siebler stated she would contact Smith for more information.

Dr. Siebler asked for any other new business. None was mentioned.

Item #5 City Staff Update

Carter stated he was still working with Brandi Judah on a date she can attend the mediation training.

Carter stated two people have inquired about filing a claim. He has given them the request form and informed them of the process and implications, but none have filed. Dr. Siebler stated she was approached via social media and she encouraged them to file a complaint. The issue she was approached about was a sign outside the Clerk’s Office stating they would only speak to customers in English and not Spanish. Rev. Kirk pulled the video for Carter’s review. Carter stated because it was a County office and did not appear to address employment or housing, therefore, it was out of the Commission’s purview. Dr. Siebler stated they could act as individual citizens and speak up if they would want to call the County Collector’s Office.

Dr. Siebler asked if there was any other business. Summers stated she sits on the CDBG Committee and attended a meeting about AFL-CIO Community Services and thought it was a great resource for people who need information on anything. They have a “Help Me Hotline” that people can call, do a survey of their needs, and the hotline staff will direct them to available services. Summers suggested including the flyer on the website. Carter discussed challenges that could pose. Jasper asked if they could put their link on their website. Carter stated they could, and they could also select information and post general information; Carter stated he would check with the City’s Communication Department but believes a general phone number would be fine to put on the website. Summers stated they were going to inform her when their site was up and going and she would communicate to them that they would like the HRC link on their website.
Dr. Siebler reminded members of agenda items for the next meeting:

- Dr. Siebler will report back on budget items.
- She hopes to approve the letter before the next meeting.
- Jasper will follow up with Heather Sharons with KQ2 about when she could come speak.
- Dr. Siebler will contact the NAACP Representative and Missouri Western Professor about speaking to the group.
- Rev. Kirk will get more information on costs for PSA’s and send them to Dr. Siebler before the next meeting.

Public comment

None.

Item #6  Adjourn

The next meeting of the Human Rights Commission will be held on April 16, 2019 at 6:00 p.m. in the 4th Floor Conference Room, City Hall.

Luce made a motion to adjourn, Summers seconded.

No members opposed the motion.

The meeting adjourned at 7:39 p.m.

Minutes respectfully submitted,

Brianna Moe, Recording Secretary (Legal Assistant)