

<b>MINUTES</b>	Thursday April 11 <sup>th</sup> , 2024 At 12:00pm	
Human Relations Commission Meeting	Commission Room 1st Floor—City Hall 224 West Ninth Street Sioux Falls, South Dakota	

**BOARD MEMBERS PRESENT:** Joyce, Jackson, Stewart, Delibasic, Grode-Wolters, Libengood, Smith, Bannister

**BOARD MEMBERS ABSENT:** Yemam

**STAFF PRESENT:** Mulder, Stansell, Meier, Pfeifle

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**CALL TO ORDER**

A quorum being present, the meeting was called to order at 12:04pm.

**ADOPT AGENDA**

M/S/C by Joyce, Stewart to adopt the agenda.

**APPROVAL OF MINUTES**

M/S/C by Joyce, Delibasic to approve the minutes from the March 2024 meeting.

**OFFICE UPDATES**

**Quarterly Case Updates**

Office has three active cases, all filed under employment. The oldest case is from late 2021. Bases identified on the complaints include retaliation (3), race (1), color (1), and sex (1).

Seven cases were closed this year: one after Complainant withdrawal, one after a finding of no probable cause, two were transferred to the EEOC, two closed after negotiating settlements, and one was removed to circuit court by Respondent after a probable cause finding. Meier is working with potential new complainants.

**EEOC Audit**

Meier shared that the EEOC is completing a virtual technical review in July. EEOC will go over best practices and ways to improve investigation processes.

Stansell shared an additional update that she accepted a position with the LSS Center for New Americans and will remain in touch with Human Relations/Commissioners as appropriate.

**OLD BUSINESS**

**Mediation Contract**

At the request of Burke, Mulder confirmed with Pfeifle that there is no conflict of interest in maintaining a mediation contract with Joyce. The contract will be finalized with Finance.

## **HRC Creating PSA – Staff Update**

Stansell shared that CityLink could likely help produce a PSA. Per City Communications staff and the City's contact at Midco, the Commission will need to share the intended message and runtime to determine whether a PSA can be broadcast for HRC as the Commission is not a non-profit. Bannister would like a 30 second summary of the Commission's purpose and mission. At Delibasic's suggestion, Bannister may invite someone in Midco's Public Relations department to a future HRC meeting. Grode-Wolters suggested a subcommittee be established for creating a PSA.

M/S/C by Joyce, Delibasic to establish a subcommittee for a PSA. PSA subcommittee will be comprised of Bannister, Delibasic, and Joyce.

Discussion followed regarding the name change and next steps. Mulder indicated that Ch. 98 needs one final legal review. Grode-Wolters asked that the Commission be kept up to date on the status of Ch. 98 revisions.

## **Cinco de Mayo Fiesta – Saturday, May 11<sup>th</sup> @ Falls Park**

Meier discussed Cinco de Mayo Fiesta. No materials are provided, and Commission is required to have a canopy, table, and chairs. Meier will resend the sign up sheet. Delibasic requested restock on stickers.

## **ANY BUSINESS OR PENDING ISSUES TO BE BROUGHT BEFORE THE BOARD**

### **Strategic Planning Session Follow Up:**

#### **Approval of Priorities**

Based on the discussions during planning, Vaney identified 5 priority areas for the Commission: improve communications between Commission and staff; clarify expectations and improve accountability; clean up and enhance existing frameworks; enhance marketing and available materials; improve relationships between Commissioners & key stakeholders.

M/S/C by Joyce, Stewart to approve the priorities as written.

#### **Commitment & Action Items**

Vaney suggested that the Commission commit to one to two activities and take action(s) necessary prior to the May meeting. Stansell asked Commissioners to discuss which activities should be selected.

Grode-Wolters's takeaway was that foundational pieces should be put in place before moving towards external facing work. She expressed a preference for working on by-laws, talking points, and a refresher session. Joyce agreed with the preference for bylaws, talking points, and a refresher session. Delibasic wants to have a reference list of available trainings and talking points. Bannister would like to focus on improving the onboarding process.

Staff will start the May meeting with a refresher presentation, bring in all available marketing materials, and discuss talking points. Joyce suggested building in 10 to 15 minutes of Commissioner education into the agenda every month. Grode-Wolters suggested sharing civil rights updates during meetings. Jackson would like the opportunity to discuss personal experiences and conversations had in the community as Commissioners. Joyce will take responsibility for by-laws.

Mulder shared that Vice Chair Burke resigned.

Bannister inquired about the requirement for Commissioners to be registered voters. Pfeifle shared that there is a lack of consensus about maintaining such a requirement. Mulder will update the current draft of Ch. 98 amendments to remove the requirement for HRC.

**HRC Refresher**

Discussed in previous agenda item. Staff will prepare refresher materials and send out information related to activities on the approved priority list.

**OPEN BOARD DISCUSSION/UPDATES FROM COMMISSIONERS**

Joyce expressed that this month’s meeting was very productive, and that the strategic planning session was valuable and gave Commissioners a necessary pep talk.

Officer elections are next month. Moving forward, staff will meet with officers on a quarterly basis.

Stansell will create and distribute materials relevant to identified activities, to include the list of existing trainings, past talking points, description of staff functions, and draft by-laws. Meier will send out the Human Relations Overview presentation prior to the May meeting.

Meier will send out registration link for the EEOC-HRC Training on May 2<sup>nd</sup>.

**PUBLIC INPUT**

No public was present for public input.

**NEXT MEETING**

Regular Meeting: May 9<sup>th</sup> @ 12:00pm in City Hall 1<sup>st</sup> Floor Commission Room

**ADJOURNMENT**

M/S/C by Joyce and Delibasic to adjourn the meeting.

Meeting adjourned at 1:06pm.

Respectfully submitted,

Sage Stansell  
Housing Intake Specialist