Pottstown Human Relations Commission
Minutes
Of the August 2017 General Meeting
August 8, 2017
6:00 PM

Chairperson Levengood opened the meeting at 6:25 P.M. upon the arrival of Commissioner Corson. A moment of silence and the Pledge of Allegiance followed.

Roll call
Commissioners Corson, Levengood, Lister and Watson were present. Commissioners Lawrence and Miller had excused absences. Consultant Hicks, former Commissioner Paez, and Mrs. Pegoza also attended the meeting.

Approval of Minutes - Commissioner Corson moved to accept the July minutes. - Motion approved.

October 2017 meeting -Chairperson Levengood reported that the October 10, 2017 meeting needed to be changed to October 11 or 12. Commissioners were polled regarding their availability, Commissioner Watson made a motion to change the meeting date to October 12 at 6:00 p.m. in Council Chambers - Motion Approved.

Finance Report
Chairperson Levengood reported the following reallocation of the 2017 budget: $ 50.00 from Transportation to Supplies, $150.00 from Training to Supplies, $ 25.00 from Processing to Supplies. Commissioner Corson made the motion to approve the reallocation - Motion approved

Consultant Hicks submitted her invoices for the past four months as approved in the 2017 budget. Commissioner Watson made a motion to pay invoices - Motion approved.

The letter for office rent will be resubmitted for approval of payment for $120.00 a month retroactive back to January.
One concern raised was that there may be a conflict between the church that houses the office and Borough Hall. As previously noted and understood, the need for a secure office space is necessary for the following reasons:
- Training sessions held by and for Pa. HRC.
- Storing the locked file cabinet, computer, and supplies.
Motion made by Commissioner Lister to pay the rent - Motion approved
Motion was made by Commissioner Watson to reimburse Chairperson Levengood $70.97 for pencils that will be distributed at events and pay any fees for advertising, supplies and participation in the Pet Fair, Latin Festival and Veteran’s event - Motion approved

Summary of Chairperson's report:
- Borough email account cleared of past emails from 2013.
- Consultant Hicks will check the Pottstown HRC Gmail account and the telephone system daily.
- Formation of committees to include training, communication, and programs. Chairperson will be the ex-officio on all subcommittees. By-laws must be updated to include committees.

Motion was made by Watson. Motion approved.

Commissioner Watson made a motion to assign members to the three committees: Communication, assigning Lawrence/Miller; Programs/Events, assigning Watson and new commissioner; and Training, assigning Lister/Corson - Motion approved

A suggestion was introduced to invite volunteers to be part of the Commission. Volunteers can assist with programs, projects and events, but will not assist in administrative functions or have the ability to process cases. The volunteers will have to present background checks and resumes to be considered for this post. The motion was made by Commissioner Carson - Motion approved.

Report of Events attended:
NAACP August meeting - Chairperson Levengood and Commissioner Lister met members from the Advisory Council of Montgomery County Human Relations Commission.

Harris Family Ministry - Chairperson Levengood attended

National Night Out - Pottstown HRC had a table and distributed embossed pencils. Chairperson Commissioner Levengood, Commissioners Lister, Watson, and Consultant Hicks attended.

Feria Latina - Consultant Hicks attended

Future Events/Projects:
Pet Fair - September (Pottstown HRC will have a table and assist).
Latin Festival - September (Pottstown HRC will have a table)
Veteran's event - September (Commissioner Watson may attend) more information needed
Safe House - October (Commissioner Levengood plan to attend) more information needed
Other discussion:
Letter to Borough Council - Further discussion needed
Background checks needed to complete Commissioner’s files
By-laws - Update needed

Vacancy - We have 3 applications to be reviewed to fill the vacancy left by former Commissioner Peaz.

Chairperson Levengood stated the next meeting of the Commission will be held on September 12, 2017 at 6:00 PM.

Chairperson Levengood adjourned the meeting at 8:10 PM.

(Submitted by DJH)

The entire Chairperson’s message is attached on the next page.

Minutes approved September 12, 2017

[Signature]
Chairperson
The Chairperson's Report

There have been many new ideas commissioners have suggested over the past few months.

As a Commissioner of the Borough of Pottstown Human Relations Commission, we are under the umbrella of the Borough of Pottstown; Therefore, the Commission is a representative of the Borough of Pottstown. Not only do we represent the Human Relations Commission and the purpose of the ordinance, we all fall under the mission statement of the Borough of Pottstown. Individually and as a group, our positive attitudes and resulting behaviors have the capabilities to move us towards our duties and goals as described in the ordinance.

As Chairperson, I have sent a series of emails to the Borough Manager, Mark Flanders and copied Council President Dan Weand.

The first email was informing the Borough Manager of the Commissioners upcoming public appearances and the information that we needed: Identification, Shirts, ID's Business Cards. The shirts, what was readily available, were distributed. The Borough has to order some for the sizes that were not on hand. When they arrive, I will distribute them.

Business Cards- completed

The Borough of Pottstown has an email address on the Human Relations page on their website.

I inquired about this email address. Borough Officials provided me with the access information and unfortunately, the email has not been accessed since 2013. I worked through over 300 unopened emails. I will check this email daily. One email was from the state. It was a request for contact information on all commissioners to be submitted to the Pennsylvania Human Relations Commission in Harrisburg.

The Gmail email will be checked by myself and Consultant Hicks.

The phone.
I was made aware about two weeks ago, that it was not working properly. In response to the email, the Borough changed the server and I was provided instructions to set up the message and the corresponding instructions to check the voice messages. Consultant Hicks will check the voicemail for messages daily and inform the Chairperson of any messages that need to be acted upon.

I am waiting on communication from the Borough Manager regarding the Guideline/Policy on Social Media (Facebook Twitter) This information is on hold until I receive the information from the Borough.
As Chairperson, a goal that we all want, is to be successful in the community representing what we can do to make a positive impact. Therefore, I am recommending that we approve three committees – Communication (Commissioners Lawrence and Miller) Training (Commissioners Corson and Lister) Programs/Events (Commissioner Watson and the new commissioner)

I will be a member of each committee. We will still be able to share ideas but the focus of the committees will be on an event/program we are working on. The committees will report at each meeting. We should be able to have committee meetings between our regular meetings.

Training for us and community- Communications- social media, brochures and Events/Programs- Events and programs we plan for the community.

All Commissioners will be placed on cases as they become available.

Borough Manager has responded to some of my emails, he has been out for the a number of weeks due to illness. We need to take our time moving through the process of getting started.

Commissioner vacancy, I have spoken with individuals that might be interested in joining the commission. I will follow up with Borough Manager Flanders on the process.

As for my experience in selections and nominations, I want the commissioners to know that I served on the Nominating committee for a 573 million dollar financial institution and have been involved in the process to replace Board of Directors.

Our progress for the next few months include attending public events, and work on getting trained. I have contacted Harrisburg about internal and external training. Our progress also includes, deciding our 2018 activities as it will affect our Borough budget requests.

Respectfully submitted,
Marcia Levengood
Chairperson