



# HUMAN RELATIONS COMMISSION

Quality Services for a Quality Community

## MEMBERS

Patrick Cannon  
Chuck Grigsby  
Karen Hoene  
Carla McWherter, Vice Chair  
Liz Miller  
Talyce Murray  
Sean Perry

## AGENDA

**September 4, 2019, 7:00 PM**

Court City Council Conference Room  
East Lansing, MI 48823

### City Council Liaison

Aaron Stephens

### Staff Liaison

Shelli Neumann  
(517) 319-6893

### City of East Lansing

#### DEPARTMENT OF HUMAN RESOURCES

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East Lansing, MI 48823

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- 1) Opening
  - A) Roll Call
  - B) Review of Agenda for September 4, 2019
  - C) Approval of Minutes for August 7, 2019
- 2) Public Comment
- 3) Written Correspondence
- 4) Council Liaison Comments
- 5) Staff Liaison Comments
- 6) Commissioner Concerns
- 7) New Business
  - a. HRC Complaint Procedure (Attachment)
  - b. Public Safety Review Board—Subcommittee Recommendations (Attachment)
  - c. HRC: High School Representative Seat
- 8) Old Business
  - a) *Coffee & Conversation* Update
- 9) Adjournment

### CALENDAR:

January, Stalking Awareness Month  
January, Martin Luther King Jr. Day  
March 7, East Lansing's Ban on Discrimination Based on Sexual Orientation  
April 7 -13 Crime Victims' Week  
April, Sexual Assault Awareness Month  
July 26, Anniversary of the Passage of the Americans with Disabilities Act (ADA)  
October, Domestic Violence Awareness Month & Breast Cancer Awareness Month

PLEASE NOTE: Meeting starts at 7:00 PM and will be held in the Court/City Council Conference Room. If you will not be at the meeting, please call Shelli Neumann (319-6893).

**City of East Lansing**  
**Human Relations Commission**

**Complaint Procedure**

1. A sworn, written statement alleging unlawful discrimination may be filed at anytime within 180 days of the event(s) or circumstance(s) giving rise to the complaint. The staff liaison will provide the complainant with a copy of the Complaint procedure and provide information about the process. The staff liaison to the Commission may assist in the recording of the complaint, but cannot provide legal advice. All complaints must be sworn and notarized. A complaint should include the name and address of the individual, business, or entity alleged to have violated the Ordinance and the nature and date of the alleged violation.
2. At the next Commission meeting, wherein a quorum is present, the Commission will review the Complaint and decide whether to hear the complaint or dismiss the complaint for failure to state a violation of the Human Relations Ordinance. If insufficient information is provided to make the determination by the Complainant, the Complaint will be dismissed.
3. The Complainant may file a written request for reconsideration with the staff liaison to the Commission within 14 days of receipt of notice of the Commission's decision to dismiss the Complaint. The request should provide additional information and/or evidence to show a violation of the Ordinance occurred.
4. If the Complaint is heard, the Complaint will be sent to the Respondent. The Commission may appoint a sub-committee, a designee, or decide to process the complaint itself.
5. The Respondent will have 21 days from the receipt of the Complaint to respond in writing to the Commission, if the Respondent so chooses.
6. Any response received by the Commission will be sent to the Complainant.
7. If the Complaint is heard, the Commission, Subcommittee, or Designee will review any response from the Respondent and may choose to do any or all of the following: (I) appoint an investigator, (II) attempt to resolve the dispute through meeting or mediation, or (III) proceed to a formal hearing. Prior to proceeding to a formal hearing, the Commission shall attempt to resolve the dispute through mediation.
8. A Complainant may withdraw his or her complaint at any time.
9. If mediation is attempted, no information disclosed during mediation shall be used during a subsequent investigation or formal hearing unless offered by the parties.
10. If a formal hearing is held, it will be held pursuant to Section 22-38 of the City's Ordinances. Such a hearing will be open to the public and held after notice given to all parties. After the hearing, the Commission will issue a written decision, which may be appealed to the Ingham County Circuit Court within 21 days of receipt of the written decision.

*Enacted October 1, 2008*

*Updated March 2013*

Based on 7.19 Subcommittee Meeting

Whereas, the EL HRC believes that the CoEL, ELPD, ELFD, POAM, (other negotiating unions for PD and FD/EMS) are united in the desire to increase transparency and open dialog in order to ensure that the rights of all those who live in and visit the CoEL are respected in all interactions with CoEL PD FD/EMS, and to identify and make improvements when that goal is not being met. In an effort to prevent incidents, cities across the nation have faced, , and promote community trust in its local departments, the Human Relations Commission recommends the creation of a Public Safety Oversight Commission. The proposed Commission shall be formed under the recommendation and instruction of an Ad Hoc Task Force. The proposed composition and responsibilities of the aforementioned Task Force is outlined in this document. (Something about wanting to avoid an incident similar to anthrax scare lawsuit and/or LPD incident)

Whereas this Task Force is designed to assist in the creation of a new longstanding City Commission, this Task Force shall not function for a period of longer than six (6) months.

This Subcommittee recommends that the composition of the new Task Force will total a number of 9 voting members with no more than 2 non-voting members.

Voting members shall be comprised of:

1 HRC Commissioner

1 US Commissioner

2 well-known members of high impact communities-- African American and Latino communities

5 members of the public

This recommendation of this Subcommittee is that this Task Force is comprised of a high level of diversity, with as much representation from the city's protected classes as possible, with a high focus on the previously mentioned high impact communities. This commission requests that the names and applications for the committee be provided to the HRC for review and recommendation, the results of which shall accompany nominations presented to Council for an appointment.

Non Voting city liaison:

Police Officer/ EMT-- The recruiter for the Task Force shall prioritize the involvement of police representation over that of EMT. However, the presence of both shall be an explicit goal.

The purpose of the nonvoting member shall be to be sure the perspective and knowledge of the departments impacted are heard and understood by all, but ultimately give the power of decision to the citizens.

Henceforth, No city staff nor elected official shall be eligible to sit on the ad hoc committee in a voting capacity. *However, sitting members of the Task Force shall be allowed to become Commissioners on the eventual Public Safety Oversight Commission.*

Due to the short turn around(estimated period of 5 months), we expect that there will be an increased time commitment for all members involved. While the ultimate time commitment will come from the recruitment team, this Subcommittee recommends biweekly meetings that span no less than 2 hours, with expected correspondence between meetings among members and the community.

Expectations of the Task Force:

In pursuit of true community involvement and transparency, with the overarching goal of a completed recommendation for the Oversight Commission to be presented to City Council by the end of May 2020, we believe the Task Force shall complete the following:

- Intentional Community Outreach
  - in order to bring more experience and perspective to the table to inform the final recommendation
  - This recommendation will also garner information about the best way to have public complaints submitted-- in order to increase transparency and accessibility with a community-friendly process
    - This would inform how the public is able to let the department know about any complaints
- Meetings between both police and EMT leadership.
  - These meetings will cover current practices, in house policies, and training. This will serve as the proactive arm of the task force. What can we do to prevent incidents from happening?
- Members shall expect to become familiar with similar efforts across the nation
- Members shall review no less than 3 years of filed reports, as presented to the HRC, in order to create a long term review framework, that includes how reports will be reviewed, what will be the requirements for a recommendation, and a review timeline(this will inform how often the newly established commission shall meet)

The creation of this Task Force does not imply nor shall it result in the HRC relinquishing powers granted to the body by Sec. 2-362 (8) of the East Lansing City Code.

**HRC ATTENDANCE: 2019**

Name	Term Expires	Jan 16	Feb 6	March 6	Apr 10	May 1	Jun 5	July 2	Aug 7	Sep 4	Oct 2	Nov 6	Dec 4	TOTAL ABSENT
Baum, Daniel	2020	P	P	P	P	P	P	P	P					
Cannon, Pat	2020	P	P	P	P	P	P	P	P					
McWherter, Carla	2019	P	Ab	P	P	P	P	P	P					
Miller, Liz	2019	P	Ab	P	Ab	P	P	P	Ab					
Murray, Talyce	2019	Ab	Ab	Ab	P	P	LOA	LOA	P					
Watson, Dana	2021	P	P	X										
Hoene, Karen	2021	X	X	P	P	P	P	P	P					
Perry, Sean	2021							Ab	Ab					
Grigsby, Chuck	2020								P					

P= Present

Ab=Absent

NA=Not Applicable

First Meeting