

**City of Redlands
Human Relations Commission
Council Chambers, Civic Center
35 Cajon Street, Redlands, CA 92373
November 25, 2024
6:30pm-7:30pm**

Members Present: Ken Ford, Julie Houston, Vanessa Aranda, Roop Kishor Goyal, Commissioner, Alicia Gyllenhammer, Roya Damsaz, Ryan Chau

Staff Liaison - Sarah Redinger

A. Call to Order at 6:30pm: Attendance

1. Commissioners present are noted above.

2. This will be student commissioner Ryan Chau's last meeting as the student commissioner term ends next month.

B. Reading of Committee Mission and Purpose

C. Public Comment - None

D. Approval of the minutes from Meeting on November 4, 2024

1. Motion by Commissioner Houston, seconded by Chair Ford. Minutes unanimous approval.

E. New Business

1. Discussion and possible action regarding a proclamation to condemn the persecution of religious minorities in Bangladesh.

Commissioner Goyal read and provided draft to condemnation of persecution of minorities, Hindus, Buddhists and Tribals in Bangladesh. Request by Commissioner Aranda for copy of presentation from November 4, 2024 Human Relations Commission meeting for commissioners who were not present. Commissioner Chau asked for clarification on what a city council proclamation entails. Commissioner Damsaz requested vote at the current meeting since five commissioners present have seen the presentation. Commissioner Houston confirmed if the draft is complete if it's something the commissioner can vote on now. Staff Liaison Redinger explained extent of proclamation process. Discussion on adding another point to the draft.

- a. Draft amended to specify city issuing proclamation by Commissioner Goyal. Seconded by Commissioner Houston.

- b. Motion to approve condemnation of persecution of minorities, Hindus, Christians, Buddhists and Tribals in Bangladesh passed with 7 yae, 0 naes, and 1 abstention.
2. **Adding Commissioner Damsaz to the Cultural Humility Subcommittee.**
Motion by Commissioner Houston, seconded by Commissioner Ford, approved unanimously.
3. **Discuss and determine items for Jan. 13, 2025 Human Relations Commission Meeting**
- a. Discussed including job descriptions for each position.
 - i. Chair conducts meetings, meets with city attorney or necessary city personnel to clarify certain issues, ensures commission is following proper rules and protocols, works in conjunction with the city liaison, prepares agenda for upcoming meetings, working knowledge of parliamentary procedures and timelines.
 - ii. Vice chair takes over when Chair is unable or chair steps down to temporarily to speak as member of public; possible addition of digital record keeping.
 - iii. Treasurer keeps track of the money and prepares any reports pertaining to expenditures. Discussion as to whether there are existing guidelines for commissioners. Staff liaison explained that there is not currently a policy beyond the municipal code and city manager's office. Staff liaison and chair will ask for further clarification by city manager since commission expressed desire for specific guidelines to clarify and expedite questions about commission finances.
 - iv. Secretary takes minutes of meetings and forward to staff liaison for approval in time for following meeting; discussion of possible Instagram posts as a duty and sending it to Carl Baker at City Public Information Office but this may depend on skill of person who wants to take that on; this led to discussion of possible addition of communications officer.
 - v. Discussion regarding role of council liaison.
 - b. Purchasing tablecloth or portable sign that rolls up and is on a stand for Human Relations to represent at community events and city storage.
 - c. Question regarding Human Relations Commission business card with collective information such as a common email.
 - d. Discussion of Diversity, Equity, Inclusion initiatives such as DEI month, trainings, sustainable equitable development, public recognition of cultural holidays and other DEI related items.
 - e. Emphasis on creating processes for the Human Relations Commission.

- f. Suggestion for Canva subscription.
- g. Revisit the discussion of Palestine and looking at other human relations commissions' proclamations related to Palestine.
- h. Question regarding list of related community cultural events and discussion of the commission created this list as a resource for community members.
- i. Update on outcome of December 2, 2024 scheduled meeting with city manager.

4. Discuss roles, duties, and take possible action on nomination

If a commissioner is planning on nominating a person, they may want to contact that person ahead of time so they are aware and if they are willing to accept that nomination and put in the time.

5. Discussion and take possible action on Human Relations Commission annual report to City Council, scheduled for presentation Feb. 18, 2025 at 6 pm

If any commissioner would like to be a part of that, let Chair Ford know. All commissioners are encouraged to be present at the meeting.

6. Discussion of Diversity, Equity, and Inclusion (DEI) initiatives

Commissioner Houston reminded us that we as an HRC are listed as part of the city's efforts to address DEI issues. When we talk about DEI there are many components, many of these items we will discuss at the next meeting, but it would also be helpful to focus on proclamations and plan on each of us taking a month and creating a proclamation for that month. This would include presentations similar to Commissioner Goyal's to uplift and represent lesser represented communities and groups in Redlands.

F. Old Business:

1. Discuss and take possible action on planning for future action by Cultural Humility Subcommittee.

Commissioner Houston updated the commission on the upcoming meeting with Commissioner Damsaz, Chairperson Ford, and the city manager, representing the HRC's proposal for the year of 2026 as a year of cultural recognition and celebration. In addition, there is a deadline of January 15, 2025 for report by Cultural Humility Subcommittee to include these efforts in the HRC's annual report to the city council.

G. Possible Agenda Items for Next Meeting

- 1. Recommendation for on-screen projection of agendas and documents for commission meetings as well as providing digital files to align more with the city goal of reducing paper consumption. Suggestion also for QR code as an

option. This relates to the digital record keeping for Human Relations Commission.

2. Update for Cultural Humility Subcommittee

H. Treasurer's Report:

We have \$700. We are unable to use funds for commissioner shirts or business cards. Possible use of funds.

I. Staff Report: None

J. Council Report: None

K. Adjournment

The meeting adjourned at 8:10pm. The next regular meeting will be held January 13, 2025 at 6:00pm.