



Agenda
Human Relations Commission
September 13, 2018, 6:30 P.M.
Village Committee Room
3930 North Murray Avenue, Shorewood, WI

1. Call to order
2. Consider Approval of August 9, 2018 minutes
3. Public Comments
4. Discuss Observations in the Community
5. Staff Liaison Updates
6. Discuss creation of mission statement for the Commission
7. Discuss ground rules for Commission to consider
8. Consider Approving 2018-19 Objectives and Initiatives
9. Discuss Formulating Sub-committees
10. Discuss Next Meeting
11. Adjournment

DATED at Shorewood, Wisconsin, this 6th day of September, 2018,

VILLAGE OF SHOREWOOD

Sara Bruckman
Village Clerk

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Should you have any questions or comments regarding any items on this agenda, please contact the Village Manager's Office at 847-2700. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals.



Human Relations Commission

Minutes

August 9, 2018 7 P.M.

Village Hall

3930 N. Murray Avenue, Shorewood, WI 53211

1. Call to order.

The meeting was called to order at 6:33 p.m.

Members present: Kerri Balliet, McKenzie Edmonds, Gladys Mitchell-Walthour (via Skype), Sharveta Parker, Shavonda Sisson, Sarah Spencer

Others present: Assistant Village Manager Tyler Burkart, President Allison Rozek, Police Lieutenant Thomas Liebenthal, School Board member Pablo Muirhead,

Members not present: Jesse Dercks, Trustee Ann McKaig, Students Callie Cade and Morgan Gamblin

2. Consider Approval of July 12, 2018 minutes

Ms. Parker moved to approve the July 12, 2018 minutes. Motion seconded by Ms. Sisson. Motion approved by a 6-0 vote.

3. Public Comments

No public comments.

4. Discuss Observations in the Community

No observations discussed.

5. Staff Liaison Updates

No staff liaison updates.

6. Consider Approving 2018-19 Objectives and Initiatives

Mr. Burkart summarized his memorandum with the Commission. The Commission discussed some of the potential educational programs that could be executed in the approaching months. There was discussion about how to utilize social media to promote events and engage residents. Additional discussion centered on incorporating the Police Department at the events (i.e. National Night Out). Mr. Muirhead spoke on some of the discussions occurring in the schools. The Commission had discussion about finalizing priorities in conjunction with forming a mission statement. Two general themes discussed included cultural competency and interacting with community members and officials. The Commission wants to create dialogue opportunities for unlearning and perhaps make community members uncomfortable so that the root of human relations problems can be addressed. There was a notion from some Commission members to take a step back and have more in depth discussions about incorporating a mission statement and understanding the strengths of the Commission members before locking in the 2018-19 objectives and sub-committees. To help facilitate this discussion further, Commission members requested for Mr. Burkart to include the Commission framework in the next agenda packet.

7. Discuss Formulating Sub-committees

This item is deferred for the September Commission meeting.

8. Discuss ground rules for Commission to consider

This item is deferred for the September Commission meeting.

9. Discuss creation of a mission statement for the Commission

This item is deferred for the September Commission meeting. It was recommended by the Commission for this to be moved up on the September agenda and have a discussion prior to continue discussing priorities.

10. Discuss Next Meeting

The Commission decided to have their next meeting on Thursday, September 13 at 6:30 p.m.

11. Adjournment.

Ms. Balliet moved to adjourn the meeting. Motion seconded by Ms. Sisson. Motion approved by 6-0 vote. Meeting adjourned at 8:01 p.m.

Respectfully submitted by,

Tyler Burkart
Assistant Village Manager



Human Relations Commission

Minutes

July 12, 2018 7 P.M.

Village Hall

3930 N. Murray Avenue, Shorewood, WI 53211

1. Call to order.

The meeting was called to order at 6:32 p.m.

Members present: Kerri Balliet, Jesse Dercks, McKenzie Edmonds, Gladys Mitchell-Walthour (via Skype), Sharveta Parker, Shavonda Sisson (arrived at 6:34 p.m.), Sarah Spencer

Others present: Trustee Ann McKaig, Assistant Village Manager Tyler Burkart, President Allison Rozek, Trustee Davida Amenta, Trustee Wesley Warren, Police Lieutenant Thomas Liebenthal, School Board member Lance Weinhardt

Members not present: Shorewood High School Student Callie Cade

2. Consider Approval of June 14, 2018 minutes

Ms. Balliet moved to approve the June 14, 2018 minutes. Motion seconded by Mr. Dercks. Motion approved by a 6-0 vote.

3. Staff Liaison Updates

Mr. Burkart informed the Commission the Village Board will consider delegating the work on an ordinance in regards to conversion therapy to the Human Relations Commission. The Village Board may finalize the prioritization process during their Committee of the Whole meeting on July 16. Mr. Burkart thanks the Commission members for attending the volunteer committee orientation.

4. Public Comments

Tr. McKaig mentioned two residents who spoke to her about the need of housing for adults with disabilities who need assistance.

5. Discuss Observations in the Community

No observations shared.

6. Discuss 2018-19 Objectives and Initiatives

Mr. Burkart asked the Commission to identify some potential objectives and initiatives to address this year. General topics and/or sub-committees may involve (1) education, programming, and community outreach; (2) process, policy and legislative review; and (3) data analytics, documentation and reporting. Ideas discussed during this time included:

- Educational awareness of pronouns for gender and transgender populations.
- Education on alternatives to calling the Police and identify when those instances may be.

- List of resources that direct residents to have a complaint addressed. This includes finding a resource to provide mediation for community members if needed.
- Education on cultural competence. This may include a summit that engages discussions on diversity. This may also be directed towards Village staff and volunteer committees.
- Provide Police an opportunity to share how they do things and engage in community discussions.
- Formalize outreach process with the public (i.e. social media).
- Build a larger understanding about disparities through community programs.
- Review and creation of a Justice and Dignity ordinance.
- Create a process for documenting and reporting incidents heard and discussed in the community.
- Analyze data and statistics related to human relation issues. Provide data to be available to the public.
- Review and propose new structure for a Welcome New Neighbors program.
- Review Village's hiring and recruiting practices. Possibility to expand training to businesses and the rest of the community.
- Review ADA procedures for the Village.
- Review holiday practices and celebrations in the community.
- Review potential ordinance language to address conversion therapy.
- Define the measureables for Commission.
- Be present at community events to provide educational resources.
- Reach out to teachers and the schools to integrate educational components from the Commission.

For the August meeting, Mr. Burkart will distribute each of the ideas shared into the three proposed sub-committees for prioritization and further discussion. The Commission suggested beginning to work on a mission statement at their next meeting if time allows.

7. Discuss additional resources and books to share with the Commission

The Commission members shared a list of resources and books. Mr. Burkart asked the Commission members to send their lists to him via email and he will share with the group via email.

8. Discuss definitions of underrepresented populations

Mr. Burkart shared the general definition that is included in the Village Code. Commission members shared other populations underrepresented in Shorewood. There was also discussion about expanding "underrepresented" to "historically disadvantaged, oppressed, or invisible." All these components should be considered when identifying this list of populations. There was detailed discussion about how renters should be incorporated in the definition.

9. Discuss ground rules for Commission to consider

Ms. Parker proposed the following meeting norms and rules to start with:

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- Agree to disagree.
- Disagree with the idea and not the person.
- Respect unfinished business.

The Commission agreed on these norms to begin with and will revisit the discussion in August.

10. Consider appointing Chairperson and Vice Chairperson

Ms. Spencer moved for Ms. Parker to be nominated as the chair and Mr. Dercks as the Vice Chair. Ms. Edmonds seconded the motion. Motion approved by a 6-0 vote.

11. Adjournment.

Ms. Dalliet moved to adjourn the meeting. Motion seconded by Mr. Dercks. Motion approved by 6-0 vote. Meeting adjourned at 8:07 p.m.

Respectfully submitted by,

Tyler Burkart
Assistant Village Manager

Village of Shorewood – Human Relations Commission

Village Board Defined Framework and Orientation

Purpose for Creation:

- Advance the values of human dignity and respect
- Protect human and civil rights
- Strengthen and build community relations
- Create a safe environment for all community members

Guiding Legislation:

- Village of Shorewood, Comprehensive Plan, [Vision 2025](#)
- Village of Shorewood, Code of Ordinance, [Chapter 26, Human Relations Commission](#)
- Village of Shorewood, [Resolution for Justice and Dignity](#)
- Village of Shorewood, Village Board Defined Framework and Orientation

Guiding Principles:

As the Commission begins to collectively determine its priorities, it is critical that the group compare each proposed priority to the following guiding principles established by the Village.

All efforts, proposals and priorities should achieve at least 2 of the following:

- Be proactive, focused on prevention and ways to effectuate change moving forward
- Result in a community wide impact with as large as reach as possible
- Stabilize an immediate threat to human dignity or relations within our community
- Be original and distinct from programs currently offered by our community partners

Objectives for Sharing Individual Experiences:

- Educate, inform, and find commonalities
- Develop priority initiatives to prevent and change behavior regarding the common issues experienced within our community

Meetings:

- Official Business Meetings
1/month for the first 3 months to set priorities, define process, and select officers
After first 3 months, meet 4/year
- Working Group Meetings
Meet when needed, as determined by the Commission

Team Member Roles:

- Village Board: Appointing authority, accepts recommendations, assigns tasks as needed
- Village President: Final authority for defining framework
- Village Trustee Liaison: Facilitates 4/year business meetings, assists with team building
- Village Manager: Reviews requests for, and authorizes, administrative resources
- Village Assistant Manager: Attends 4/year meetings and provides support as needed
- Police Department Rep: Attends 4/year business meetings. provides support as needed
- School Board Rep: Attends 4/year business meetings and provides support as needed
- High School Students (2): Attend 4/year business meetings and working group meetings as determined by the Commission. Make recommendations to the Village Board
- Human Relation Commissioners (7): Attend 4/year business meetings and working group meetings as determined by the Commission. Make recommendations to the Village Board

**Only the 7 Human Relation Commissioners are voting members.*