



Spokane Human Rights Commission

April 25, 2017

5:30 PM-7:00 PM

City Hall Lower Level

Council Chambers

TIMES GIVEN ARE AN ESTIMATE AND ARE SUBJECT TO CHANGE

Public Comment Period:

3 minutes each Citizens are invited to address the Commission on any topic not on the agenda

Commission Briefing Session:

5:30 – 6:10	1) Roll Call & Approve March 28, 2017 Minutes	John Lemus
	2) Public Comment	
	3) President Report	John Lemus
	<ul style="list-style-type: none">• Disability Rights Washington Letter• CM Fagan & Inlander Article	
	4) Liaison Report – Budget Update	Alicia Ayars

Discussion Item:

6:10 - 6:35	1) Presentation from Nexus INW on Aphasia	Maribeth Jensen-Darnall
6:35 - 6:45	2) SHRC Bylaw Approval	Commissioner Riley
6:45 - 7:00	3) Committee Updates	
	a. LGBTQIA	Commissioner Torres
	b. Human Trafficking	Commissioner Bishop
	c. Edu./Planning	Commissioner Bishop
	d. Rules & Procedures	Commissioner Riley
	e. Complaint	Commissioner Fields

New Business

- 1.) None

Adjournment:

Next Human Rights Commission meeting is scheduled for May 23, 2017

The password for City of Spokane Guest Wireless access has been changed:

Username: COS Guest

Password:

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or jjackson@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

Spokane Human Rights Commission

March 28, 2017

Meeting Minutes: Meeting called to order at 5:34

Attendance:

- Board Members Present: John Lemus, Nicole Bishop, Andrea Fallenstein, Ashley Torres, Aaron Riley, Amina Fields, Karen Stratton; City Council Liaison
- Board Not Members Present: Aaron Tilbury
- Staff Members Present: Alicia Ayars

Commission Briefing Session:

1) Minutes from the February 28, 2017 meeting approved unanimously.

2) City Council Report

- a. Anti-discrimination ordinance was passed at the February 27, 2017 City Council meeting.
- b. Council also clarified the enforcement of discriminatory actions by landlords.

Commissioner Fields makes a motion to move the public comment period to after the Presidents report. Motion seconded by Commissioner Fallenstein. Motion passes unanimously.

3) Presidents Report

- a. 19 Applications were received for the SHRC Vacancy. Members who attended the hearings recommend four of the applicants move forward to the Mayor's office.
 - Lance Kissler
 - Jennifer Thomas
 - Nick Mather
 - Luke Tolley

Fields makes a motion to recommend the 4 candidates to the Mayor's office. Motion seconded by Commissioner Riley. Motion passes unanimously.

- b. Debriefed the reception and the Spokane Human Rights Commission Work Plan presentation to City Council.

Public Comment:

- Mr. McDowell presented a debugging software that he developed to the Commission.
- Brian Brimming spoke regarding agenda items three and four.

Discussion Items:

1) SHRC Bylaw Review/Proposed Changes

- Recommends the following:
 - Changing the language identifying a quorum.
 - Adding the LGBTQIA subcommittee
 - Striking the language in the election section that restricted individuals who did not qualify for the chair position due to limited years of service.
 - Modifying the language regarding member attendance.
 - Adding language to the Chair's responsibilities.
 - Striking the language that limited the chairs ability to vote.

- Next steps are to seek approval from the City's attorney's office. Followed by adoption by the City Council and the Mayor's office.

2) Subcommittee Updates

- **LGBTQIA-Commission Torres:**
 - Planning the next Quarterly Subcommittee meeting in April.
 - Purchased the handle on the pride flag.
- **Human Trafficking-Commissioner Bishop:**
 - Connecting with local agencies to gain liaison involvement.
- **Education/Planning-Commissioner Bishop:**
 - Is working towards developing goals and developing a work plan.
- **Rules & Procedure-Commissioner Riley**
 - Working on developing the SHRC Bylaws
 - Will be holding meetings quarterly.
 - Commissioner Fallenstein volunteered to help with the rules and procedure Subcommittee
- **Complaint-Commission President Lemus**
 - Commission will now be processing complaints.
 - Discussed creating an electronic complaint form and what information would be necessary for processing and following up on complaints.
 - Discussed incorporating 311 in the complaint reporting process.

3) Chief Meidl-Q&A

- Commissioners asked Police Chief Meidle questions on the 11 OPO violations and what will be done in the future to prevent these situations.
- Questions asked and answered.
- Discussion ensued.

4) Bart Logue-Q&A

- Commissioners asked Bart Logue with the Ombudsman Department questions about the 11 OPO violations and what will be don't in the future to prevent these situations.
- Questions asked and answered.
- Discussion ensued.

New Business:

- None

Meeting Adjourned at 7:25 P.M.

Next Human Rights Commission Meeting is scheduled for **April 25, 2017**



Spokane Human Rights Commission
808 W Spokane Falls Blvd,
Spokane, WA 99201

Commissioners,

Attached to the meeting agenda this month you will find a letter from Disability Rights WA regarding interactions I had with one of their clients that DRW alleges was discriminatory towards their client. I have also included my written response, which has been provided to the Council and the Mayor.

As a result of this issue we will be having a presentation on Aphasia at our April commission meeting at which time I will open for discussion. The attached correspondence from DRW and my responses to them are attached to the agenda packet.

Spokane Human Rights Commission

Mona Rennie <monar@dr-wa.org>

Thu 3/23/2017 2:58 PM

1: jlemus30@outlook.com <jlemus30@outlook.com>; mayor@spokaneccity.org <mayor@spokaneccity.org>; bstuckart@spokaneccity.org <bstuckart@spokaneccity.org>;
awaldref@spokaneccity.org <awaldref@spokaneccity.org>; mfagan@spokaneccity.org <mfagan@spokaneccity.org>; bbeggs@spokaneccity.org <bbeggs@spokaneccity.org>;
lkinnear@spokaneccity.org <lkinnear@spokaneccity.org>; cmumm@spokaneccity.org <cmumm@spokaneccity.org>; kstratton@spokaneccity.org <kstratton@spokaneccity.org>.

2: Mark Stroh <mstroh@dr-wa.org>; Meghan Apshaga <meghana@dr-wa.org>; David Carlson <davidc@dr-wa.org>;

2 attachments (434 KB)

John Lemus letter 3-23-17.pdf; Attachment.pdf;

Attached please find a letter from Mark Stroh. If you have trouble downloading or receiving the attachments, please let me know.

Mona Rennie
Legal Assistant

Disability Rights Washington
315 5th Avenue S, Suite 850 | Seattle, WA 98104

voice: 206.324.1521 or 800.562.2702 | fax: 206.957.0729
www.disabilityrightswa.org | www.rootedinrights.org | www.donatetodrw.org

Disability Rights Washington (DRW) is a private non-profit organization that protects the rights of people with disabilities statewide. Our mission is to advance the dignity, equality, and self-determination of people with disabilities. We work to pursue justice on matters related to human and legal rights.

The contents of this message and any attachment(s) may contain confidential or privileged information. Any disclosure, copying, distribution, or unauthorized use of the contents of this message is prohibited and doing so may destroy the confidential nature of the communication. If you have received this message by mistake, please do not review, disclose, copy, or distribute the email. Instead, please notify us immediately by replying to this message or phoning us.

Additionally, people sending email to DRW have a reasonable expectation of privacy. However, DRW does not use encryption, and all email coming to DRW is routed through a third party internet service provider (ISP) before it reaches DRW. Although it is unlikely that an ISP will intercept and review a message, it is a possibility, especially if a message is incorrectly addressed and "bounced back" to the sender.



Disability Rights WASHINGTON

Washington's protection and advocacy system

March 23, 2017

VIA ELECTRONIC AND FIRST CLASS MAIL

John Lemus
Spokane Human Rights Commission
Spokane City Hall
808 W. Spokane Falls Blvd.
Spokane, WA 99201
jlemus30@outlook.com

Dear John,

The Spokane Human Rights Commission is entrusted with the important task of advising the City Council on issues related to human rights and discrimination. As Chair, you have a special responsibility to be a leader in protecting human rights in Spokane. Unfortunately, an email that you recently sent to a person with a disability casts serious doubts over whether being on the Commission is an appropriate role for you.

The email, a copy of which I have enclosed, was sent to Disability Rights Washington by its recipient, a person with a disability who lives in eastern Washington. In it, you accuse a person who experiences aphasia of committing "an abuse of the system" because she prefers to use a speech-to-text relay system for phone calls. You stated that you would not take another relay call from the person, closing your message with, "Do not call me again." You came to your conclusions based not on what the person with the disability said, but based on a call to a "local advocate" who "confirms you are very vocal without the relay."

John, it appears you acted without understanding what aphasia is. A person with aphasia may be capable of "using a speaking voice," but may have great difficulty understanding a conversation at typical speed. The National Aphasia Association (www.aphasia.org) defines aphasia as "an acquired communication disorder that ... impairs the ability to speak and understand others." A person may acquire aphasia after a stroke or brain trauma. A person with aphasia may require auxiliary aids to access services, such as speech-to-type relay services for phone calls. A person who experiences aphasia may not be readily identifiable to others, but that does not make the experience of their disability any less real.

Anyone in a role such as Human Rights Commission member, or your case Chair, needs to listen to people with disabilities when they say what they need. Human decency requires this, and in some contexts, so does the law. The Americans with Disabilities Act, which turns 27 this year, prohibits disability discrimination by state and local government entities. The regulations require that government entities "give primary consideration" to the request of the person with the disability when determining what types of auxiliary communication services are

March 23, 2017

Page two

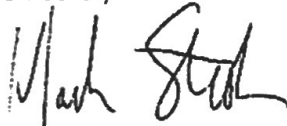
necessary to provide equal access (see 28 CFR § 35160(b)(2)). The idea that people with disabilities are the best experts on their own disabilities is a bedrock concept in the Disability Rights Movement, and is one that you should understand. Instead, however, you seemed to rely on information that you sought out from another person when you decided not to provide auxiliary communication aids to a person with a disability, instead of listening to the person with the disability herself.

In a small community, gossip can spread like wildfire. When advocates, service providers, and agencies in a small community act on gossip, a person can be entirely shut out, blocked from services and community life, because of bad information spread by just a few people. How our constituent was treated here illustrates this point.

This person did not deserve to be treated this way. DRW is asking that you apologize to her, and reveal the source of your information. We have redacted her name from the email in order to maintain her confidentiality; DRW will facilitate this communication between you and our constituent. DRW believes that you, the Mayor of Spokane, and the City Council should seriously reconsider whether you have the temperament and judgement required for the role of Chair of the Human Rights Commission.

John, I have known you for a number of years and have seen you be an effective advocate on some issues. But your behavior toward this individual was cruel and unacceptable. Instead of helping, your intervention added to the discriminatory barriers facing individuals with disabilities, who already struggle for full inclusion in society every day. The fact that you know of these barriers personally makes your actions against a person with an invisible disability even more baffling and outrageous. The Commission should be opening its doors to people with disabilities, not locking them out. A person with aphasia reached out to the Commission to report and receive help with perceived discrimination. What she got instead was more discrimination.

Sincerely



Mark Stroh
Executive Director

Enclosure

C: Mayor David Condon
Ben Stuckart, City County President
Amber Waldref, City Council Member Dist. 1
Mike Fagan, City Council Member Dist. 1
Breean Beggs, City Council Member Dist. 2
Lori Kinnear, City Council Member Dist. 2
Candace Mumm, City Council Member Dist. 3
Karen Stratton, City Council Member Dist. 3

From [REDACTED]
Sent: Wednesday, March 15, 2017 11:31 AM
To: Meghan Apshaga <meghana@dr-wa.org>; Meghan Apshaga <meghana@dr-wa.org>
Subject: Fw: Our Phone Call Today

here's a forward of the original. I also forwarded to [REDACTED] on 2/17 after I had opened the email to let her read it during our initial meeting.

On Monday, February 13, 2017 3:12 PM, John Lemus <jlemus30@outlook.com> wrote:

Ms. [REDACTED]

My name is John Lemus and I'm chair of the Spokane Human Rights Commission. I'm responding to you via a personal email address so that your personal information is not subject to public disclosure. Do not respond to this message.

It took me a few minutes after our call to remember that I've spoken you before. And a call to a local advocate confirms you are very vocal without the relay.

It's disappointing that you are still choosing to interact using the relay system when you are capable of using a speaking voice. I understand that you are likely using the system for legal documentation purposes but I see that as an abuse of the system you might find that this is why so many individuals are unwilling to talk with you because they know you have continued to abuse the system. I will not take a relay call from you again.

A quick search on the states court website shows your case against the city of [REDACTED] if you truly are looking for legal aid I'm sure you already know that you can reach out to Disability Rights Washington and ask for an intake. Columbia Legal Services is also a resource you can access.

Also I'm sure if you made a voice call to the WSHRC that they would be more than willing to talk to you. When you call ask for Sharon Ortiz.

Again I hope you get the help that you need but I'm not willing to assist you further as I'm pretty sure you have the knowledge of where to go and who to contacts
Please do not call me again,

John Lemus

Re: Spokane Human Rights Commission

John Lemus

Thu, 4/13/2017 6:41 PM

: Mona Rennie <monar@dr-wa.org>, mayor@spokaneecity.org <mayor@spokaneecity.org>, bstuckart@spokaneecity.org <bstuckart@spokaneecity.org>, awaldref@spokaneecity.org <awaldref@spokaneecity.org>, mfagan@spokaneecity.org <mfagan@spokaneecity.org>, bbeggs@spokaneecity.org <bbeggs@spokaneecity.org>, lkinnear@spokaneecity.org <lkinnear@spokaneecity.org>, cmumm@spokaneecity.org <cmumm@spokaneecity.org>, kstratton@spokaneecity.org <kstratton@spokaneecity.org>.

Mark Stroh <mstroh@dr-wa.org>, Meghan Apshaga <meghana@dr-wa.org>, David Carlson <davidc@dr-wa.org>.

Mark

You are correct in your statement that I didn't understand your clients disability. Nexus INW has since educated me on Aphasia and I am meeting with them next Friday. I have already apologized to your client but will do so again in a controlled setting at the DRW office either here or at the DRW Seattle office.

What your client may not have told you is that I spoke to her Tuesday evening at length and apologized again for misunderstanding her disability. I offered my assistance of 1. I told your client that I would refer her to the Washington State ATG Office for issues with court accommodations and 2. that I would refer her to the Washington State human rights commission. 3. It seemed she was having accessibility issues with DRW services and not understanding why she couldn't be assisted in court. That is when I sent you an email.

You should also know that even in a prior relay phone call with your clients Nexus case manager I provided DRW's information so they could refer their client who is now your client to you.

I have used all the tools in my tool box to help your client. As you've seen from recent emails to other official's your client has been extremely horrible to individuals who are making good faith efforts to help her.

After I make these referrals my involvement should cease. In hindsight Its likely that she really didnt want my help and was just using me as a pawn to get information on the TBI network and organization that I am not apart of. I really don't want to be involved further that's why I wouldn't respond to her requests for information on that front. A relay chat that I am now in possession of shows your client knows who to contact and didn't need to reach out to me on that front.

To address what your client is really after. It appears that through my interactions with your client that I have become collateral damage in issues your client really alleges she has with the Traumatic Brain Injury Network an organization that I am not apart of. In an email she talks about an issue with a PSA The TBI Network produced.

Any concerns that your client has in regards to her allegations of gossip about your client needs to be directed to Craig Sicila the Director of the TBI Network and Donna Lowary PFOW. You have contact information for both individuals. As you know your client contacted me 7 years ago I also gave her donnas information at that time per her request. I now have a relay transcript to prove that.

Your client knows the leadership of the TBI network she has contact info for Donna maybe not for Craig but she knows donna is his supervisor through people first who he also currently works for so I'm not understanding why she is alleging she doesn't have contact information for someone to discuss her allegations with and issues with a TBI Network PSA. I am and have in no way been involved with the TBI network as I do not have a TBI. I have never met your client before this most recent contact the last time I spoke to her was 7 years ago on the same issue I now have the relay transcript and can show that at that time I gave her donnas information when she asked who supervised craig.

Please consider the above in bold as satisfying the request in your letter to reveal a source of where the allegations of gossip might be coming from specifically the TBI network. I did reach out to craig when I received the first recent relay call and was told to be careful. I questioned him on allegations and was told they were baseless and that your client was vocal. It was only then that I found from nexus that your client had aphasia and that I had wrongly accused her of abusing the relay I know understand what her disability is.

In hindsight I should have just contacted donna and told her to deal with it but again your client has donnas information and could find craigs with a google search.

Mark you have known me as a leader since 2005 when I started serving on the DDC. I am incredibly disappointed that you would reach out to the mayor and council without speaking to me first. You and your staff know that I wouldn't never intentionally discriminate against anyone with a disability. All I have ever been is a champion for people with disabilities. I didn't understand your clients disability this wasn't blatant discrimination.

I would like to meet with you next week I am clearing Wednesday-Friday which include some job search related tasks and am willing to fly down to Seattle on my own dime to discuss this further with you and David Carlson. Please send a date and time that works best for you if next week doesn't work please provide some further dates.

I feel like I have been put in the middle as a result a bit of collateral damage has happened to me that includes the actions you have asked for in your letter. I am fortunate that I have a good relationship with our city council and mayor and they know that I am a champion for human rights, they know my track record as a local disability advocate and know that I would never discriminate against anyone.

Mayor, Council President, Council Members I apologize. I have been sucked into old non profit drama having to do with the TBI Network an organization that I am not a member of.

Please know that I have taken steps to resolve the issue the DRW client had with me which was misunderstand her disability will be apologizing again to this individual for not understanding their disability (Tuesday) and will do so again in a controlled setting at DRW and make sure they and their client understand that I am still willing to follow through on commitments to assist her.

I am also meeting with Nexus INW next week to be educated further on Aphasia and how it can affect individuals. We are also discussing the commissions structure. I will also ask Nexus to Present on Aphasia at our next commission meeting.

I am sure you will want to discuss I will be reaching out to you all ASAP.

John Lemus

From: Mona Rennie <monar@dr-wa.org>

Sent: Thursday, March 23, 2017 2:57 PM

To: jlemus30@outlook.com; mayor@spokanecity.org; bstuckart@spokanecity.org; awaldref@spokanecity.org; mfagan@spokanecity.org; bbeggs@spokanecity.org; tkinnear@spokanecity.org; cmumm@spokanecity.org; kstratton@spokanecity.org

Cc: Mark Stroh; Meghan Apshaga; David Carlson

Subject: Spokane Human Rights Commission

Attached please find a letter from Mark Stroh. If you have trouble downloading or receiving the attachments, please let me know.

Mona Rennie
Legal Assistant

Disability Rights Washington
315 5th Avenue S, Suite 850 | Seattle, WA 98104

voice: 206.324.1521 or 800.562.2702 | fax: 206.957.0729
www.disabilityrightswa.org

Homepage | Disability Rights Washington
www.disabilityrightswa.org

Disability voice Disability Rights Washington creates a work plan from the priorities of people with disabilities. Become involved in the priority-setting process, to ...

| www.rootedinrights.org

Rooted in Rights – Disability Rights are Human Rights
www.rootedinrights.org



About Us. Rooted in Rights produces videos and social media campaigns exclusively on disability rights issues. Our team of filmmakers, writers, designers, and ...

| www.donatetodrw.org

Disability Rights Washington (DRW) is a private non-profit organization that protects the rights of people with disabilities statewide. Our mission is to advance the dignity, equality, and self-determination of people with disabilities. We work to pursue justice on matters related to human and legal rights.

The contents of this message and any attachment(s) may contain confidential or privileged information. Any disclosure, copying, distribution, or unauthorized use of the contents of this message is prohibited and doing so may destroy the confidential nature of the communication. If you have received this message by mistake, please do not review, disclose, copy, or distribute the email. Instead, please notify us immediately by replying to this message or phoning us.

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CITY OF SPOKANE
808 W. SPOKANE FALLS BLVD.
SPOKANE, WASHINGTON 99201-3327
509.625.6250

April 19, 2017

Mark Stroh
Executive Director
Disability Rights Washington
315 - 5th Avenue South
Suite 850
Seattle, WA 98104

Re: March 23, 2017 letter Re John Lemus

Dear Mr. Stroh,

I am responding to the concerns expressed in your March 23, 2017 letter regarding John Lemus's admitted insensitive comments directed at an individual with a disability. The City of Spokane prides itself on being an inclusive community, one in which all individuals feel welcome and accepted. Mr. Lemus's remarks do not align with our City's mission, and I apologize to not just the Disability Rights Washington (DRW) but also to this individual.

By a separate letter, we will be directing Mr. Lemus to issue a formal written apology to this individual, as well as document attendance of specific training regarding aphasia within 90 days.

Again, I sincerely apologize for Mr. Lemus's conduct and for any harm this individual experienced as a result.

Sincerely,

David A. Condon
Mayor

CC: Council President Ben Stuckart
Council Member Karen Stratton
Human Rights Commission Members
Alicia Ayars, City Liaison to the Human Rights Commission
Mike Piccolo, Acting City Attorney
Christine Cavanaugh, Human Resources Director



CITY OF SPOKANE
808 W. SPOKANE FALLS BLVD.
SPOKANE, WASHINGTON 99201-3327
509.625.6250

April 14, 2017

John Lemus
City of Spokane Human Rights Commission
Spokane City Hall
808 W. Spokane Falls Blvd.
Spokane, WA 99201

Re: March 23, 2017 Letter from Disability Rights Washington

Dear Mr. Lemus,

I am writing in response to the March 23, 2017 letter from Mark Stroh of Disability Rights Washington (DRW) regarding your admitted insensitive comments toward an individual with a disability. It is disappointing to learn of your conduct, as it does not align with the City's focus on inclusion and compassion. Furthermore, your duties as the Chairperson of the Human Rights Commission do not include commenting on, or criticizing ADA-related services, and in future communications, please refrain from speaking on matters outside your expertise.

Given the seriousness of your comments, I am directing that you issue a formal, written apology to this individual and provide a copy to the Mayor's Office. I am also directing you to seek specific training regarding aphasia within 90 days, and to provide my office with documentation of the training.

In addition, it has come to the attention of the Mayor's Office that the Human Rights Commission is still struggling with issues regarding the Open Public Meetings Act (OPMA), despite previous training – as evidenced in your March 15 email on this topic which reads "I'm responding to you via a personal email address so that your personal information is not subject to public disclosure. Do not respond to this message." I am furthermore requiring you, along with all members of the HRC, to receive additional training pertaining to public records. Please contact the Commission staff to arrange that training.

I sincerely hope this situation provided a learning experience and that such an event will not be repeated.

Sincerely,

David A. Condon
Mayor

CC: Council President Ben Stuckart
Council Member Karen Stratton
Spokane Human Rights Commission Members
Alicia Ayars, City Liaison to the Human Rights Commission
Mike Piccolo, Acting City Attorney
Christine Cavanaugh, Human Resources Director



Spokane Human Rights Commission
ATTN: Neighborhood Services
808 W Spokane Falls Blvd,
Spokane, WA 99201

April 19th 2017

Disability Rights WA
10 N Post Street
Suite 315
Spokane WA 99201

You contacted me a few months back asking for information on the source of slander against you within the Spokane Traumatic Brain Injury Network. At the time of your initial contact I vaguely remembered that we had spoken about this issue on Friday July 2nd 2010 and at that time I provided you with the information you needed. I didn't want to get involved on your recent contacts as I am no longer on the Board of People First of Washington and am not a member of the TBI Network. People First's only connection to the TBI Network is that we act as a pass through for a State DSHS Grant they receive. I have full faith that DRW will be able to help you resolve your issues with the TBI Network and I have provided them with contact information that will help them do so.

I apologize for not understanding your disability my comments about you abusing the relay were unacceptable. While I have worked in the I/DD community for 10+ years I am by no means an expert on all disabilities. In an effort to better understand Aphasia I have asked staff from Nexus INW to come to our commission meeting on 4/25/17 to present on Aphasia and how it can affect individuals. As chair during the month of June I will also produce a salutation to Nexus INW in honor of Aphasia Awareness month.

As someone who also has multiple invisible disabilities I know how hard it is to deal with discrimination based on my disability. My comments to you and the way I handled your requests were not representative of the compassionate and inclusive community that is Spokane.

I sincerely apologize,

John Lemus

Chair Spokane Human Rights Commission

CC:
Mayor David Condon
Council President Ben Stuckart
Council Member Karen Stratton
Spokane Human Rights Commission Members
Alicia Ayars, City Liaison to the Human Rights Commission
Mike Piccolo, Acting City Attorney
Christine Cavanaugh, Human Resources Director
Mark Strohn, Executive Director Disability Rights Washington

Spokane Human Rights Commission 4/20/2017

Date	Amount	Balance	Comments
1/1/2017		\$2,500.00	Initial Budget
1/25/2017	\$65.00	\$2,435.00	MLK Booth Registration
1/17/2017	\$144.33	\$2,290.67	Reprographics
3/20/2017	\$50.00	\$2,240.67	OutSpokane Pride (flag handle for parade)
4/18/2017	\$25.96	\$2,214.71	Flags (Wal-Mart)
	\$285.29	\$2,214.71	Available Amount

City of Spokane Human Rights Commission Bylaws

Updated by Lisa Rosier Dec.2014

Updated by Commission & Approved 2017

I. PURPOSE

Pursuant to Spokane Municipal Code 4.10.040 the City of Spokane Human Rights Commission has the power and duty to (a) adopt rules; (b) hold regular public meetings and keep a written record of its proceedings which is a public record, (c) conduct and arrange for surveys, studies, and polls, (d) convene ad hoc committees, (e) make recommendations for public policy. In light of this code authorization it is appropriate that the City of Spokane Human Rights Commission have a working set of rules and procedures for its performance and members which are available to the public at large.

II. GENERAL PROVISIONS

(2.1) The rules of the City of Spokane Commission on Human Rights (SHRC) are also the rules of its subcommittees in so far as applicable, except as regards a motion to recess from day to day, and a motion to dispense with the first reading of a resolution or motion, if printed copies are available.

(2.2) Each subcommittee is a part of the City of Spokane Human Rights Commission, and is subject to the authority and direction of the (SHRC) and to its rules so far as applicable.

(2.3) The provisions of the Open Public Meetings Act of WA Chapter 42.30 RCW, the City Charter, the City of Spokane Municipal Code, and all City Ordinances are incorporated herein by this reference as though fully set forth as the rules of the City of Spokane Human Rights Commission to the extent applicable.

(2.4) The City of Spokane Human Rights Commission's rules shall be published and made available to any person desiring a copy.

(2.5) On questions of procedure not covered in these procedures and rules, *Robert's Rules of Order* (latest edition) may be used to expedite due process.

III. REGULAR, ADDITIONAL, AND SPECIAL MEETINGS

(3.1) The City of Spokane Human Rights Commission shall regularly meet at 5:30 p.m. on the fourth Tuesday of each month.

(3.2) A regular meeting of the SHRC may be dispensed with if, in the judgment of the Chair, there is no need for the meeting.

(3.3) Additional regular meetings and hearings of the SHRC may be called by the Chair as the Chair deems reasonably necessary or by Committee Leads when appropriate.

IV. NOTICE FOR REGULAR MEETINGS

(4.1) The Chair or a person acting on behalf of the Chair shall notify in electronic or written form each member of the SHRC of the time and place of the meeting and the agenda of each regular meeting of the Commission, at least 48 hours before the time of the meeting, and shall provide to each member of the Commission, at least 48 hours before the meeting, a copy of the agenda and:

(4.2) For each resolution scheduled on the agenda for consideration a copy of:

- (a) The resolution;
- (b) Any committee reports thereon; and
- (c) Any letter requesting a resolution; and
- (d) For each other report, resolution, or other matter on the agenda a copy of the materials relating to the matter in question and any report, resolution, or any other matter made by any subcommittee.

(4.3) The Chair of the SHRC or a subcommittee shall be empowered to adjourn any meeting of the Commission or a subcommittee if a quorum is not present within fifteen minutes of the time scheduled for such meeting.

V. EMERGENCY MEETINGS

(5.1) The Chair may call an emergency meeting of the City SHRC at any time on any measure or matter which the Chair determines to be of an emergency nature provided however, that the Chair has made an effort to consult the members of the Commission.

(5.2) As soon as possible after calling an emergency meeting of the City SHRC the Chair shall notify each member of the Commission of the time and location of the meeting.

(5.3) To the extent feasible, the notice provided under paragraph (2) above shall include an agenda for the emergency meeting and copies of available materials which otherwise would have been provided if the emergency meeting was a regular meeting.

VI. SPECIAL MEETINGS

(6.1) Special meetings, which shall include all meetings except regularly scheduled meetings, shall be called and convened as provided for by Chapter 42.30 RCW.

VII. MEETINGS AND PROCEDURES

(7.1) Meetings of the City SHRC shall be called to order and presided over by the Chair or, in the Chair's absence, by the member designated by the Chair.

(7.2) Meetings of the Commission shall be open to the public unless closed in accordance with the Open Public Meetings Act, Chapter 42.30 RCW.

(7.3) Any meeting of the Commission that is open to the public shall be open to coverage by television, radio, and still photography in accordance with Washington Law.

(7.4) A transcript or minutes shall be kept of each business meeting and any subcommittee unless a majority of the Commission or the subcommittee agrees some other form of permanent record is preferable.

(7.5) Official attendance of all meetings shall be kept by the Commission recorder. Official attendance of all subcommittee meetings shall be kept by the subcommittee recorder. All minutes shall document all members names and attendance for each monthly meeting reflecting the attendance of previous meetings held of the SHRC showing their attendance up to the current meeting.

(7.6) When a recommendation is made as to the kind of motion which should be granted, and/or for consideration of a resolution, a copy of the language recommended shall be furnished to each member of the Commission at the beginning of the Commission meeting at which the motion/resolution is to be considered, or as soon thereafter as the proposed language becomes available.

VIII. QUOROM

(8.1) ~~For the purposes of hearing discussion on any motion or resolution 5 (five) Five (5) members of the total of 9 (nine) City SHRC shall constitute a quorum and conduct meetings and for transaction of business. A simple majority of the quorum (three commissioners) is necessary to take action, other than action by the SHRC regarding motions of resolutions relating to the a hearing, which shall require a five (5) affirmative votes of the SHRC members present for the meeting.~~

(8.2) In the event that there is not a quorum a majority of the members of the Commission shall be able to meet to discuss issues or events on human rights but cannot take a formal vote where a formal vote is required, this includes motions or resolutions.

IX. VOTING

(9.1) No vote may be conducted on any measure or motion pending before the City SHRC unless a quorum of the Commission are actually present for such purpose.

(9.2) A record of the vote of the Commission shall be provided on any question before the Commission upon the request of any member.

(9.3) No vote of any member of the Commission on any measure, motion, or matter may be under proxy.

(9.4) A record of vote of each member of the Commission on each record of any matter before the Commission shall be made available for public inspection at the Offices of the

City Clerk and with respect to any vote on any motion measure or matter the record shall be included showing the total number of votes cast for and against and the names of those members voting for and against.

X. APPLICATIONS TO SERVE ON SHRC

(10.1) All nominations shall be referred to the SHRC by the Mayor's Boards and Commissions office for consideration by the full City SHRC.

(10.2) In considering a nomination, the Commission shall inquire into the nominee's experience, qualifications, suitability, time commitment availability and integrity to serve on the Commission or in the position to which he or she has been nominated.

(10.3) The Chair of the SHRC shall appoint an interview panel to interview applicants for consideration for appointment to the SHRC. The interview panel may include the Chair of the SHRC. After the interview of applicants, the interview panel shall provide the Chair with information on the applicant to be included on the agenda at the next meeting of the full SHRC for consideration and voting by the full SHRC members,

(10.4) Each nominee shall submit in response to questions prepared by the Commission the following information:

(a) A detailed biographical resume which contains information relating to education, employment and achievements.

(b) Copies of other relevant documents requested by the Commission.

(10.5) Information received pursuant to this subsection shall be available for public inspection except as specifically designated as confidential under Washington law.

(10.6) The Commission by rule determines its officers and the manner selected. The nine members are nominated by the members of the Commission from the applications received by the City Boards and Commissions office. The Chair shall forward the selected nominations voted on by the SHRC for membership to the Commission to the Mayor for approval and appointment by the City Council.

(10.7) Applicants for consideration to appointment of the SHRC may reside or work within the City of Spokane.

XI. SUBCOMMITTEES

(11.1) There shall be 3 subcommittees of the City SHRC. The Chair may attend a subcommittee meeting. The subcommittees are as follows:

(A) Education/Planning ~~C~~Subcommittee:

Members of this subcommittee shall develop educational materials, public awareness campaigns, including yearly activities for the Commission, to be approved by the SHRC at the monthly regular meeting of the full Commission.

(B) Complaint ~~C~~Subcommittee:

Members of this subcommittee shall review complaints, concerns or issues that have been raised by members of the SHRC or by the community with recommendations of how the SHRC should proceed in addressing same. Recommendations shall be approved by the SHRC at the monthly regular meeting of the full Commission

(C) Rules/Procedures ~~C~~Subcommittee:

Members of this subcommittee shall review, develop procedures, changes to bylaws or policy recommendations for consideration by the SHRC that shall be approved by the SHRC at the monthly regular meeting of the full Commission.

(D) LGBTQIA Subcommittee:

Members of this subcommittee shall be responsible for the commission's efforts in areas of interest to the LGBTQIA population and to coordinate with other civic resource and agencies.

(E) Human Trafficking ~~Sub~~-Subcommittee:

Members of this subcommittee shall work on areas of interest around human trafficking and education and awareness in conjunction with the Education/Planning subcommittee. This subcommittee shall coordinate with other civic resources and agencies.

(11.2) Each subcommittee is responsible for assisting the Commission (e.g. drafting all or a portion of a response to comments, draft positions, educational material, activities or other purely advisory functions). Each subcommittee reports only to the Commission and acts only under and within the authority of the Commission as delegated to the subcommittee. Any and all acts of any subcommittee must be ratified by the full Commission.

XII. REFERRAL OF MATTERS TO SUBCOMMITTEE

(12.1) In view of the procedural responsibilities of the SHRC no special order providing for consideration of any matter shall be necessary for reference to a subcommittee of the Commission.

(12.2) The Chair shall refer to a subcommittee such matters as the Chair deems appropriate given the Chair's responsibility.

(12.3) All other measures or matters shall be subject to consideration by the full Commission.

(12.4) In referring any matter or measure to a subcommittee the Chair may specify a date by which the subcommittee shall report back thereon to the Commission.

(12.5) The Commission, by motion, may discharge a subcommittee from consideration of any measure referred to a subcommittee of the Commission.

(12.6) Should a subcommittee fail to report back to the full Commission on any matter within a reasonable time, the Chair may withdraw the matter from such subcommittee and report that fact to the full Commission for further disposition. The full Commission may at any time, by majority vote of those members present, discharge a subcommittee from consideration of a specific matter.

(12.7) The proceedings of each subcommittee shall be governed by the rules and procedures of the full Commission, subject to such authorizations or limitations as the Commission may from time to time prescribe.

XIII. COMPOSITION OF SUBCOMMITTEES

(13.1) The size and ratio of each subcommittee shall be determined by the City SHRC members and the members shall be appointed to each subcommittee as approved by the Chair and to the positions of Leads of each subcommittee in accordance with the majority vote of members of each subcommittee. The Leads of the subcommittees shall designate a member of the subcommittee to act on their behalf as deemed necessary

(13.2) All members of the SHRC must be a participant on at least one subcommittee. Volunteers as invited by SHRC members, may participate on subcommittees but have no voting authority on the SHRC.

XIV. SUBCOMMITTEE MEETINGS

(14.1) Each subcommittee of the City SHRC is authorized to meet, and report to the full Commission on a measure or matter referred to it.

(14.2) No subcommittee of the Commission may meet at the same time as a meeting of the Commission is being held.

(14.3) The Lead of each subcommittee shall schedule meetings of the subcommittee and notify the Chair of the scheduled meeting.

XV. SUBCOMMITTEE QUOROM

(15.1) For the purposes of conducting a subcommittee meeting a majority of members shall be in attendance. If a full SHRC is in place, 3 (three) members of the SHRC will be participating on at least 1 (one) subcommittee. Therefore 3 (three) SHRC members on a subcommittee is a full meeting of members. A quorum would be 2 (two) members in attendance to vote on motions, decisions and directions of the subcommittee.

XVI. EFFECT OF A VACANCY

(16.1) Any vacancy in the membership of a subcommittee shall not affect the power of the remaining members to execute the functions of the subcommittee.

XVII. RECORDS

(17.1) Each subcommittee of the City SHRC shall provide the Commission with such records of votes taken in subcommittee and such other records with respect to the subcommittee as necessary for the Commission to comply with all rules, regulations,

ordinances, and laws of the State of Washington and to conduct the business of the Commission.

XVIII. REPORTING

(18.1) Whenever the subcommittee authorizes the favorable reporting of a matter to the Commission from the subcommittee the Lead of the subcommittee or a member designated by the Lead to do so, shall do a report to the Commission the next monthly meeting of the Commission. The Lead or his/her designee shall notify the Chair of the report for inclusion on the meeting agenda.

(18.2) Any such report shall contain all matters required for the members of the Commission to intelligently and fully consider the matter and develop any action deemed advisable with regards thereto.

(18.3) At a minimum such subcommittee reports shall include a statement of the topic or subject of the report, an objective narrative as to the nature of the report and the facts underlying the same, a recommendation of the action desired by the Commission, and a listing of all sources of information considered by the subcommittee with a summary of the information considered from each source.

XIX ELECTIONS

(19.1) Annual elections for the position of Chair of the SHRC, Recorder of meetings and Leads for subcommittees shall be held annually during the SHRC November meeting, being the last held for that year. Officers shall formally take office at the January meeting the following year.

(19.2) The Chair of the Commission shall be voted into the position by a majority of the members of the Commission. The Chair shall advise the Mayor of their election to office after which the Mayor forwards the recommendation of the Commission to city council for appointment.

~~(19.3) To be elected to the position of Chair of the SHRC a member must have completed a full year of their appointment to the SHRC.~~

(19.34) A term for the position of Chair shall be one (1) year. A person may hold the position of Chair for a maximum of two (2) consecutive years or two (2) terms. They may be reconsidered for election to the Chair position after they have completed (2) consecutive years or terms only after a full year has passed between terms. The Commission shall be allowed to have a Vice eChair. The duties of the Vice eChair shall be assisting with setting the agendas in absence of the eChair. In the event the Chair position is vacated the Vice eChair shall serve as the acting eChair until the commission takes action to fill the position permanently for the remaining portion of the term. The Vice eChair will serve a one (1) year term with an election every January.

(19.45) A term for the position of subcommittee Lead shall be one (1) year. A person may hold the position of Lead for a maximum of two (2) consecutive years for each subcommittee. They may be reconsidered for a Lead position if they have completed two (2) consecutive years after a full year has passed between terms.

(19.56) Members may be appointed to either a two (2)-(two) term or a three (3)-(term) position on the SHRC based on the current vacancies of the Commission. Members may serve two (2)-(two) consecutive terms and may apply for consideration to the SHRC for another term after a full year has passed since their last day of completion of their term.

XX OTHER PROCEDURES

(20.1) Any member who misses more than three (3) meetings of the full SHRC in a twelve (12) month period and/or fails to participate in SHRC activities, or if there are any other mitigating factors of the members behavior that is brought to the attention of the SHRC or Chair they may be asked to resign from the Commission by the Chair.

(20.2) If a member is asked to resign or if they are removed from the SHRC, the Chair shall notify the other members of the decision as well as the coordinator of the City Boards and Commission advising of the vacancy.

(20.3) Any member who resigns, is removed, or has completed their full terms of the SHRC cannot reapply for a seat on the Commission until one (1)-(one) full year after their last day of their notification of resignation, removal from the Commission or term completion has passed.

(20.4) All members who cannot make a meeting of the SHRC must notify the Chair of their absence. All members who cannot make a subcommittee meeting must notify the Lead of their respective subcommittees.

(20.5) The Chair of the City SHRC may establish other such Commission procedures and take such other action as may be necessary to carry out the rules of the Commission or to facilitate the effective operation of the Commission and its subcommittees in a manner consistent with these rules.

(20.6) All Commissioners of the City of Spokane Human Rights Commission shall attend at least one community meeting, event, workshop, symposium, conference or gathering each month as a representative of the Human Rights Commission. All Commissioners shall share their experiences at these events at the following meeting with the rest of the Human Rights Commission.

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XXI. DUTIES OF POSITIONS

(21.1) The Chair of the SHRC calls meetings to order; is responsible for conducting the meetings in accordance with state and local laws and these bylaws; keeps meetings on track and within the time allotted for the meetings; plans and schedules meetings; develop and distribute the agenda and other relevant documents to members prior to meetings; ensure the minutes are complete, accurate, retained, distributed and reviewed and approved by members at the next meeting; respond to inquiries from the community, media and government officials on human rights issues and questions pertaining to the SHRC; plans and coordinates the dates, times and location of members participating in community events; completes an end of year report to the community and City Council on SHRC activities; oversees any budget allocations to the SHRC; update any social media sites relating to the SHRC and may delegate duties to commission members as needed.

(21.2) The Chair is involved in the strategic planning of SHRC events and ensures that SHRC activities are in accordance with the mission and bylaws of the SHRC.

~~.(21.3) The Chair does not move motions and does not vote, except where there is an equality of votes, in which case the Chair has a casting vote.~~

(21.34) Although the Chair may not be a voting member on subcommittees, they should attend these meetings as time permits to ensure they remain informed of subcommittee activities and assist in ensuring the subcommittees stay on track.

(21.45) The Chair shall ensure that all views are heard; is impartial; does not dominate meetings; keeps the meetings on track and encourages and facilitates all members of the Commission to participate.

(21.56) Any person who acts on behalf of the Chair will be subjected to the same responsibilities as the Chair as defined in these bylaws.

(21.67) Minutes taker: The responsibility of the person taking the minutes at any meeting of the SHRC or a meeting sanctioned by the SHRC shall be to take notes that accurately reflect the decisions and discussions of the meeting; write up these notes in an agreed format by the SHRC; ensure responsibilities, motions, votes and agreements from the meetings are accurately documented; keep an accurate attendance sheet of members and guests at meetings which is continually updated and shared among members at each meeting; note the time the meeting commences and ends; shares the minutes with the Chair for review and amendment (if any) before they are distributed. Circulation of the minutes after they have been reviewed are the responsibility of the Chair.

(21.78) The minutes should be finalized and circulated within 10 days of the meeting taking place.

(21.89) Subcommittee Leads: Leads of subcommittees shall ensure that members meet in a timely manner before the monthly meeting of the full SHRC; calls meetings to order; is responsible for conducting the meetings in accordance with state and local laws and these bylaws; keeps meetings on track and within the time allotted for the meetings; develop and distribute the agenda and other relevant documents to members prior to subcommittee meetings; ensures minutes are taken at meetings and distributed to the Chair prior to the monthly meeting for distribution to the full Commission; informs the Chair and full Commission of the times, dates and locations of subcommittee meetings.

XXII. AMENDMENTS TO COMMISSION RULES

(22.1) The rules of the City SHRC may be modified, amended, suspended, or repealed, in the same manner and method as prescribed for the adoption of Commission rules, but only if written notice of the proposed change has been provided to each member at least 48 hours before the time or the meeting to cast a vote on the change occurs.