

**Spokane Human Rights Commission  
Meeting Minutes – June 2, 2022, 5:30 p.m.**

Call to order at 5:38 p.m.

Public Comment: NA

**Commission Briefing Session:**

***A. Roll call***

Commission Members Present: Lance Kissler, Hayley Harrison, Olivia Arballo-Saenz, Anwar Peace, Alex Knox, Maria Peck, Brennan Schreibman, Abigail Baker,

Quorum present.

City Staff Present: Council Members Michael Cathcart and Zack Zappone (v), Alex Gibilisco, Jerrall Haynes

B. *Motion to move language access policy to be after roll call :*

**\*\*Motion\*\***

Commissioner Knox move language access policy to be after roll call.

Commissioner Peace seconded  
Discussion: None  
In favor: Commissioners All Present  
Opposed: None  
Abstentions: None

**Motion carries; The Motion to move language access policy to be after roll call is approved.**

**Language Access Policy Presentation**

A. *Language Access Policy Presented by Alex Gibilisco (Manager of Equity & Inclusion Initiatives).*

**Preface:** Goal is to provide language access to communities within the threshold of 5%. The Presentation during this meeting is drafted at 3.5%. The Marshallese language is below this threshold but an intention to make an exception for said language/community will be put in place. Policy action would be deployed under department of civil rights. The Goal is to be more accessible.

A.1 *Language Access Policy Presented by Alex Gibilisco (Manager of Equity & Inclusion Initiatives)*

**Visual aids below reflect presentational content.**

## What does the proposed policy do?

- Develop a language access policy that requires all City Departments to develop a language access plan
- Assigns Office of Civil Rights, Equity and Inclusion to oversee the implementation of the language access plan
- Office of Civil Rights, Equity, and Inclusion to provide departments with assistance, and a framework with consultation from Human Rights Commission
- Asks the Human Rights Commission to assist in reviewing plans and make recommendations for improvements
- Significant population segments are defined as those LEP groups comprising 3.5% percent, or 700 residents.

## Spokane Human Rights Commission Role

- 2) Review Language Access Plan prior to transmitting it to Mayor for review
- 7) Annually, each department will maintain data relative to the use of the language access tools, and transmit it to the Office of Civil Rights, Equity and Inclusion to include in Title VI reports, report to the Spokane Human Rights Commission...
- 8) e. Annually work with Spokane Human Rights Commission to review the City's language access plan to make improvements.

## Resources

- City of Spokane Title VI Plan <https://static.spokanecity.org/documents/administrative/title-vi/2021-title-vi-plan-2021-02-11.pdf>
- Language Assessment and Planning Tool, [https://www.lep.gov/resources/2011\\_Language\\_Assessment\\_and\\_Planning\\_Tool.pdf](https://www.lep.gov/resources/2011_Language_Assessment_and_Planning_Tool.pdf)
- Census Table S1601 <https://data.census.gov/cedsci/table?q=Spokane%20city,%20Washington&t=Language%20Spoken%20at%20Home&tid=ACST5Y2020.S1601>
- Mapped Census Data <https://cares.page.link/NGux>

## Next Steps

Present to the Finance and Administration Committee in June meeting

Review SMC if we need to amend the Human Rights Commission duties and functions to include reviewing the City's Language Access Policy or Title VI Plan

## *A.1 Language Access Policy: Questions & Suggestions*

Collective concern about the timeline provided. Discussed were questions such as; What is the volume, how will they take formal action, and what is the expected timeline? suggesting to open up flexibility to be able to be to successful by November.

Commissioner Schreiberman noted that the committee was just now finalizing the director position and expressed concern about being caught up in an expected timeline.

Jerrall noted that the timeline was reasonable due to the early language access work and conversations that have already been handed over, timeline appears fair.

The collective spoke of having clear communication to put project ideas in front of the budget department to give them an idea of their goals prior to establishment of said budget. Plans to use language access policy on the county level as a precursory example of its efficacy were discussed.

This does not address non-government entity policy alignments and team discussed exploring technological software to increase efficacy and timeliness.

*B. Motion to give the policy our support*

**\*\*Motion\*\***

Commissioner Knox moved to to give the policy our support

Commissioner Harrison seconded

Discussion: None

In favor: All

Opposed: None

Abstention: None

**Motion carries; To give the policy our support**

*A. Motion to approve May 2022 minutes as presented*

**\*\*Motion\*\***

Commissioner Schreibman moved to approve the May 2022 minutes as presented

Commissioner Peace seconded

Discussion: None

In favor: Commissioners Lance Kissler, Hayley Harrison, Olivia Arballo-Saenz, Anwar Peace, Alex Knox, Maria Peck, Brennan Schreibman,

Opposed: None

Abstention: Commissioner Baker

**Motion carries; the May 2022 meeting minutes are approved as presented**

**Standing Updates:**

A. *Chair's Report*

**Budget Update:** Budget has not come out yet. Awaiting budget finalization.

A. *Motion to approve Proclamation recognizing Commissioner Baker's service on the Spokane Human Rights Commission*

**\*\*Motion\*\***

Commissioner Arballo-Saenz moved to approve Proclamation recognizing Commissioner Baker's service on the Spokane Human Rights Commission

Commissioner Knox seconded

Discussion: None

In favor: Commissioners Lance Kissler, Hayley Harrison, Olivia Arballo-Saenz, Anwar Peace, Alex Knox, Maria Peck, Brennan Schreibman,

Opposed: None

Abstention: Commissioner Baker

**Motion carries; To approve Proclamation recognizing Commissioner Baker's service on the Spokane Human Rights Commission**

**Committee Actions:**

A. *Bylaws Revisions*

Commissioner Kissler performed a walk-through of recommended changes and theoretical situations that relates to aforementioned changes.

- **Changes added**
- 7.7. Clarification and language Changes
- 21.1 Reorder no text change
- 21.8 Addition to essentially speed up the revision process to allow faster public access.

*Visual Aids below are exact screen grabs taken at time of 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.

(7.7) The SHRC may issue Resolutions, Proclamations, and Salutations on matters related to human and civil rights that affect the community.

- a) Resolutions are issued as official action items by the Commission, such as providing formal recommendations to City Council or stating an official position on an issue.
  - i) Resolutions require a first read and second read at separate meetings (with quorum) before they can be adopted.
- b) Proclamations are official action items issued to celebrate, honor or recognize events, activities, individuals or groups.
  - i) Proclamations may be adopted upon first read.
- c) Salutations are official action items that serve as greetings or welcome letters for groups and events.
  - i) Salutations may be adopted upon first read.

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; serves as the Lead of the Executive Committee; and may delegate duties to commission members as needed.

- a) ~~(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.
- b) ~~(21.3)~~ Although the Chair may not be a voting member on committees, except the Executive Committee, they should attend these meetings as time permits to ensure they remain informed of committee activities and assist in ensuring the committees stay on track.
- c) ~~(21.4)~~ 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.
- d) ~~(21.5)~~ Any person who acts on behalf of the Chair will be subjected to the same responsibilities as the Chair as defined in these bylaws.

(21.26) The duties of the Vice Chair shall be assisting with setting the agendas in absence of the Chair. In the event the Chair position is vacated the Vice Chair shall serve as the acting Chair until the commission acts to fill the position permanently for the remaining portion of the term. The Vice Chair serves on the Executive Committee.

(21.37) The duties of the Secretary/Treasurer shall be reviewing the minutes recorded by the minutes taker at Commission meetings and making amendments (if any) before distributing them to

the full Commission. They will also assist the Chair with maintaining the SHRC budget. The Secretary/Treasurer serves on the Executive Committee.

(21.48) 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 Secretary/Treasurer for review and amendment (if any) before they are distributed. Circulation of the minutes after they have been reviewed are the responsibility of the Secretary/Treasurer.

- a) ~~(21.9)~~ The minutes should be finalized and circulated within 10 days of the meeting taking place.

(21.510) Committee Leads: Leads of committees 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 committee meetings; ensures minutes are taken at

C. *Motion to revise minutes for August, September, & October of 2021*

**\*\*Motion\*\***

Commissioner Knox moved to revise changes to the minutes for August, September, & October of 2021

Commissioner Arballo-Saenz seconded

Discussion: Accesability surrounding video streaming on more accessable platforms

In favor: Commissioners Lance Kissler, Hayley Harrison, Olivia Arballo-Saenz, Anwar Peace, Alex Knox, Maria Peck, Abigail Baker

Opposed: None

Abstention: None

**Motion carries; To revise minutes for August, September, & October of 2021**

*Discussion: Concept of creating a consent agenda (Executive Committee)*

The idea behind a consent agenda is that items that are part of the consent agenda are reviewed by commissioners as part of your review of the meeting packet when it comes out and rather than having those items being discussed in person we take a vote to approve the consent agenda items as reported/presented. However, any commissioner can always bring forward an item out of the consent agenda, if they have a question or a concern, that they want to address. The overarching goal is to speed up the process of discussions such as the chair's report, budget report, minutes, which would be incorporated in what would be called a consent agenda.

*Discussion: Pride Parade (Impact Committee)*

The impact committee for pride this year is sharing a booth with the Spokane County Human Rights Task Force. Will have brochures and have plans to acquire more "swag" items in the future. Impact committee requested help from volunteers to be present and answer questions regarding the Civil Rights Committee.

Adjournment: Chair Kissler adjourned the meeting at 7:05 p.m.