



City Council Chambers  
City Hall  
555 Santa Clara Street  
Vallejo, CA 94590  
[www.cityofvallejo.net](http://www.cityofvallejo.net)

**AGENDA  
REGULAR MEETING  
HUMAN RELATIONS COMMISSION  
6:00 P.M.  
July 24, 2019**

**COMMISSIONERS**  
Nona Cohen-Bowman, Chair  
Lloyd Nadal, Vice Chair  
Herman Blackwell  
Loretta Gaddies  
Morgan Hannigan  
Claire Siverson  
Catherine von Husen

This AGENDA contains a brief general description of each item to be considered. The posting of the recommended actions does not indicate what action may be taken. If comments come to the Human Relations Commission without prior notice and are not listed on the AGENDA, no specific answers or response should be expected at this meeting per State law.

Pursuant to the Government Code Section 54954.3 (The Brown Act), members of the public shall be afforded the opportunity to speak on any agenda item of interest to them provided they are first recognized by the presiding officer. Members of the public wishing to be so recognized are requested to submit a completed speaker card to the Executive Secretary of the Commission prior to the consideration of the item.

Those wishing to address the Human Relations Commission on any matter for which another opportunity to speak is not provided on the AGENDA but which is within the jurisdiction of the Human Relations Commission to resolve may come forward to the podium during the "COMMUNITY FORUM" portion of the AGENDA.

Members of the public have the right to speak on any item on this agenda. Those wishing to address the Human Relations Commission are limited to either three minutes for consent calendar items or five minutes for action items, consistent with the time allowed to public speakers at City Council meetings as set forth in the Vallejo Municipal Code Chapter 2.02.

Notice of Availability of Public Records: All public records relating to an open session item, which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to a majority of the commissioners will be available for public inspection at the City Clerk's Office, 555 Santa Clara Street, 3<sup>rd</sup> Floor, Vallejo, CA at the same time that the public records are distributed or made available to the commissioners. Such documents may also be available on the City of Vallejo website at <http://www.cityofvallejo.net> subject to staff's ability to post the documents prior to the meeting. Information may be obtained by calling (707) 648-4527.

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The City Council Chamber is ADA compliant. Devices for the hearing impaired are available from the City Clerk. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the City Clerk no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof.

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. REPORTS**

**A. Report from Secretary to the Human Relations Commission**

**B. Report from Council Liaison Verder-Aliga to the Human Relations Commission**

**C. Commissioner Reports**

**5. COMMUNITY FORUM**

*Anyone wishing to address the commission on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of the commission to resolve, is requested to submit a completed speaker card to the Executive Secretary of the Commission. When called upon, each speaker should state his /her name, and address for the record. Each speaker is limited to three minutes pursuant to Vallejo Municipal Code Section 2.20.300.*

**6. CONSENT CALENDAR AND APPROVAL OF AGENDA**

**A. Approval of Minutes**

Recommendation: Approval of the minutes from the April 24, 2019 regular meeting

**7. PRESENTATIONS**

**A. Presentation by Police Department Representatives**

Recommendation: 15 minute presentation by Police representative on Police complaint procedure and process.

**8. ACTION ITEM(S)**

**A. Discussion on definition and roll of the Commission**

Recommendation: Review Ordinance No. 1698 N.C. (2d) to clarify the purpose and duties of the Commission.

**B. Discussion regarding the elections of the Chair and Vice Chair of the Commission.**

Recommendation: Maintain existing Chair and Vice Chair until next Commissioner is selected.

**C. Discussion of Commission's Work Plan**

Recommendation: Review and discussion of draft Work Plan.

**9. FUTURE AGENDA ITEMS**

**A. Discussion of Agenda Items for Future Meetings**

- Presentation by Fire Department
- Presentation by City Attorney's Department

- Discussion regarding Diversity in Employment at the City of Vallejo

**10. REPORTS**

**11. ADJOURNMENT**

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I, Sarah Brannick, Executive Secretary, do hereby certify that we have caused a true copy of the above notice and agenda to be delivered to each of the members of the Human Relations Commission, at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 5:00 p.m., Thursday, July 19, 2019.

Dated: July 19, 2019



Sarah Brannick, Executive Secretary

**HUMAN RELATIONS COMMISSION  
REGULAR MEETING MINUTES  
COUNCIL CHAMBERS**

**APRIL 24, 2019**

**1. CALL TO ORDER**

The meeting was called to order at 6:01 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**Present:** Chair Bowman, Vice Chair Nadal, Commissioners Blackwell, Gaddies, Hannigan, and Siverson

**Absent:** Commissioner von Husen

**Staff present:** Human Resources Director Ruiz, Secretary Brannick, City Clerk Abrahamson, and City Attorney Quintana

**4. COMMUNITY FORUM**

**Speakers:** None.

**5. CONSENT CALENDAR AND APPROVAL OF AGENDA**

**Action:** Moved by Commissioner Hannigan, seconded by Commissioner Blackwell and carried unanimously by Commissioners present to approve the Agenda.

**6. PRESENTATIONS**

**A. Presentation by Police Department Representatives**

Recommendation: 10 minute presentation on communication between the police and the community. No action required.

Captains Horton, Iacono and Whitney provided an overview of the Department's Community Outreach and Engagement Events, Use of Force training, integration of the Citizens Academy, the Chief's Advisory Board and the Department's participation in Leadership Vallejo.

Staff responded to questions from Commissioners.

Commissioners provided comment.

Commissioner Hannigan requested updates by the Police Department on a routine basis and stats for 2015.

**A. Presentation of EEO Data**

Recommendation: Heather Ruiz, Human Resources Director will present EEO Data related to hiring and employment at the City of Vallejo. No action required.

Human Resources Director Ruiz provided an overview of the EEO Data related to hiring and employment of the City of Vallejo and outlined next steps.

Staff responded to questions from Commissioners. Commissioners provided comment.

Commissioner Blackwell requested additional employee data and ethnicity breakdown by department.

## **7. ACTION ITEM(S)**

### **C. Discussion of Commission's Work Plan**

Recommendation: Discuss, finalize and by motion, adopt Commission Work Plan.

Commissioners discussed holding more than quarterly meetings.

Secretary Brannick requested commissioners provide edits and comments to the Commission's draft Work Plan to her which will allow for formatting into one complete document that will be presented to the Commission. This document will lead the discussion at a future meeting.

The Commission discussed the following additional topics for future meetings:

- Annual Meeting and Election of Officers
- Discussion and agreement on what, if any, recommendations the Commission can bring to the Council regarding effective communication for the Police Department
- Finalize Work Plan – at next regular meeting
- Brochures to distribute to the community

## **8. REPORTS – None.**

## **9. ADJOURNMENT**

The meeting adjourned at 8:01 p.m.

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CHAIR COHEN-BOWMAN, CHAIRPERSON

ATTEST:

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SARAH BRANNICK, EXECUTIVE SECRETARY

Minutes of the Human Relations Commission Meeting

April 24, 2019

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**ORDINANCE NO. 1698 N.C. (2d)**

**AN ORDINANCE AMENDING CHAPTER 2.40 OF THE VALLEJO MUNICIPAL CODE  
HUMAN RELATIONS COMMISSION**

NOW THEREFORE, THE COUNCIL OF THE CITY OF VALLEJO DOES ORDAIN AS FOLLOWS:

**SECTION 1.** The City Council of the City of Vallejo desires to amend Chapter 2.40 of the Vallejo Municipal Code. The previous Chapter 2.40 is repealed in its entirety, and a new chapter is hereby adopted to read as follows:

**Chapter 2.40 HUMAN RELATIONS COMMISSION**

**2.40.010 Purpose of the human relations commission.**

**2.40.020 Duties.**

**2.40.030 Appointment of officers.**

**2.40.035 Duties of officers.**

**2.40.040 Meetings.**

**2.40.010 Purpose of the human relations commission.**

The primary purpose of Vallejo human relations commission is to promote the equal treatment of all individuals; to prohibit discrimination in the City of Vallejo based on race, color, national origin, religion, sex, disability, age, genetic information, marital status, sexual or gender orientation and identity, medical condition, political activities, military or veteran status, or status as a victim of domestic violence; to be a community educator, conciliator and mediator to create a climate favorable to good human relations among people in the community and to promote just and positive interactions between and among people and groups in the community.

**2.40.020 Duties.**

The human relations commission shall have the following duties:

- A. Lead the community in efforts to foster understanding and appreciation of and for the many ethnic, racial, religious, and nationality groups and traditions present in Vallejo. The commission will engage in education, in the planning of specific events, and in other appropriate means to accomplish this function of understanding, appreciation, and celebration;
- B. Inform and consult with the city council and initiate processes to alleviate tension and conflict. These processes can include working with the groups involved through conference, mediation, persuasion, conciliation, and community meetings and forums. If any commission community meetings are held which specifically pertain to any governmental agency, the commission shall communicate with the head of that agency. For the purpose of alleviating tension and conflict, the commission may use other city council-approved processes. The commission will attempt to resolve tensions and conflicts in a relaxed climate of mutual understanding and trust, where possible;
- C. Make recommendations as appropriate, educating and referring the public to appropriate agencies and services in instances of perceived discrimination based

upon the categories set forth in section 2.40.010 above; work with staff or agency representatives in determining whether patterns of concern are valid; and, if valid, the commission may use the processes of conference, mediation, persuasion, conciliation, and community meetings and forums to enhance good community relations. If there is no existing procedure to address a citizen's concern, the commission may decide to investigate and act on that concern, using the processes of conference, mediation, persuasion, conciliation, and community meetings;

- D. Review, evaluate and make recommendations to staff, labor groups, the Civil Service Commission and City Council, so as to promote equal employment opportunity within the City of Vallejo, and fair contracting practices on a continuing basis;
- E. Consider issues that involve the relationship between the police, justice system, and the community as it relates to more effective communications. Make recommendations to the city council on findings;
- F. Submit report as deemed necessary to the city council on the state of human relations in the Vallejo area, focusing on both achievements and tensions, conduct special studies, if necessary, and formulate recommendations to city council on issues related to human relations;
- G. Recommend to the city council any legislation which would improve human relations and civil rights in Vallejo.
- H. Recommend to the City Council any legislation or policy changes which would further address or implement the goals as set forth in section 2.40.010.

#### **2.40.030 Appointment of officers.**

- A. The human relations commission will consist of five persons, all who have a strong commitment to good human relations, fairness, and ethnic diversity, and who, as a group will reflect the ethnic and other diversity of the community.
- B. The five members shall be nominated, except as provided below, by any councilmembers or mayor, and shall be appointed by the city council for four year terms. The terms of Chapter 2.26 shall apply to this commission.

#### **2.40.035 Duties of Officers.**

- A. The commission shall select a chairperson and a vice chairperson. Each shall serve a term of one year and/or until the successor is appointed and takes office.
- B. The chairperson, or in the chairperson's absence, the vice chairperson, shall preside at all meetings of the commission. The chairperson and vice chairperson shall perform the duties necessary or incidental to their offices.
- C. The commission shall consider issues on its agenda as submitted by the public and/or members of the commission for consideration according to its primary purpose, set forth above. Primary staffing to the commission will be an employee designated by the City Manager, who shall cause to be recorded and maintain minutes of all meetings, communications and documents relating to the official business of the commission and act as liaison with other city departments. Representatives from the Police Department and the Fire Department may appear from time to time to present as their workload capacity permits, to update the Commission on topics relating to the Commission's primary purpose. The Commission may prepare reports on topics within the Commission's purview as may be requested by the City Council. Staff shall provide assistance to the

commission subject to workload capacity. The City Manager shall cause the Commission's meeting agendas to be posted in compliance with the Ralph G. Brown Act, and items shall be placed thereon in consultation with the chair.

**2.40.040 Meetings.**

- A. The regular meeting of the commission shall be held on the fourth Wednesday of the following months: January, April, July and October if there are agenda items to discuss.
- B. The regular meeting of the commission in January shall be the annual meeting of this commission. The purpose of the annual meeting shall be the election of the chair and the vice-chair of this commission and to develop a work plan for the year, taking into account staff workload capacity.
- C. The Commission may utilize subcommittees to meet more frequently than the schedule established in section 2.40.040 A on an 'as desired' basis and in compliance with the Ralph G. Brown Act.

SECTION 2. Severability.

If any section, subsection, sentence, clause, phrase of work of this Ordinance is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed and adopted this Ordinance, and each and all provisions hereof, irrespective of the fact that one or more provisions may be declared invalid.

SECTION 3. Effective Date.

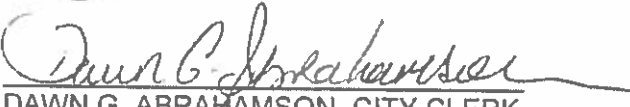
The City Clerk shall certify to the passage and adoption of this Ordinance causing it to be published, as required by Vallejo Municipal Code Chapter 2.04, and it shall thereafter be in full force and effect. This Ordinance shall become effective (30) thirty days after adoption.

FIRST READ at a regular meeting of the Council of the City of Vallejo held on May 13, 2014, and finally passed and adopted at a regular meeting of the Council held on May 27, 2014 by the following vote:

AYES: Mayor Davis, Vice Mayor Sampayan and Councilmembers Dew-Costa, Malgapo, McConnell, Miessner and Verder-Aliga  
NOES: None  
ABSTAIN: None  
ABSENT: None

  
\_\_\_\_\_  
OSBY DAVIS, MAYOR

ATTEST:

  
\_\_\_\_\_  
DAWN G. ABRAHAMSON, CITY CLERK



## **CITY OF VALLEJO HUMAN RELATIONS COMMISSION WORK PLAN GOALS – 2019-2020**

- 1. Outreach to the community and get specific feedback on what's happening in Vallejo and how the Commission can best serve the people.**
- 2. Participate, volunteer and engage at citywide events and meetings especially around issues regarding homelessness, education and police relations.**
- 3. Participate, help to plan and table at Unity Day this year and have a continued presence each year moving forward.**
- 4. Investigate, analyze and make recommendations to the City Council regarding workshops, trainings and tools to improve human relations amongst the Vallejo community.**