

Escambia County Human Relations Commission Meeting

June 17, 2020 – 4:00 PM – Room 104

Escambia County Complex (COC Bldg.) – 3363 West Park Place – Pensacola, FL 32505

AGENDA

I. Call to Order

II. Are there any items to be added to the Agenda?

Recommendation: That the Commission adopt the agenda as prepared **(or amended)**.

III. Proof of Publication for Advertised Meeting

IV. Commission Minutes – May 20, 2020 Meeting

Recommendation: That the Commission adopt the May 20, 2020 minutes of record.

V. Treasurer's Report – Jewel Cannada-Wynn

VI. Recruiting of Open Positions – *(continued from May 20, 2020 meeting)*

Recommendation: That the Human Relations Commission continue the recruitment process with Blue Arbor/TESI Screening at the cost of \$5100.00 for 3 positions. (This process includes advertising, screening, background checks, drug testing, etc.)

- Fair Housing Specialist
- Office Manager/Administrative Assistant
- Equal Employment Opportunity Compliance Officer (EEOC)

VII. Updated / Revised HRC Operating Budget – *(to be distributed under separate cover)*

VIII. Communications / Marketing / Branding Strategy

Recommendation: That the Human Relations Commission Board approve the services of IDEAWORKS for the development of an initial Communications Plan to include logo design, media formats (public education and marketing), website, stationary, business cards, etc., as the first phase.

IX. Internal Financial Accounting

Recommendation: That the Human Relations Commission Board approve purchase of Intuit Quickbooks to support the internal financial accounting for daily operations.

X. Communication Services

Recommendation: That the Human Relations Commission Board approve entering into a service agreement with Data Revolution to provide Internet, Phones and Phone Service, Network and Wifi, and IT Support for operations at 150 West Maxwell Street.

XI. Interim Executive Director's Report

XII. Open Forum

XIII. Announcements

XIV. Adjourn

Next Meeting: TBD