

Escambia County Human Relations Commission, Inc.
d/b/a Escambia Pensacola Human Relations Commission
Special Meeting
June 2, 2021 – 12:00 p.m.
Brownsville Community Center - 3200 W. De Soto Street, 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 June 2, 2021 Special Meeting

IV. Commission Minutes – May 19, 2021 Meeting

Recommendation: That the Commission adopt the May 19, 2021 minutes of record.

V. Treasurer's Report

- Follow up budget discussion

VI. Onboarding Update

- Executive Director position has been advertised since May 13, 2021 on the following websites: Blue Arbor, Indeed, Zip Recruiter, and LinkedIn.
 - We have received 41 applications as of today's date.
 - Four exceptional applicants are scheduled to be interviewed by the hiring subcommittee **today**, beginning at 1:00 p.m. The interviewing panel will include Mr. Mair, Mr. Bricker, and Mr. Wyer (as needed).
 - Interviews will continue on a rolling basis until the position is filled.

VII. For Discussion and Action:

(1) Recommendation: That the Commission discuss and authorize staff to procure through the established procurement processes quotes for an independent auditor to perform the annual audit for FY 19/20.

(2) Recommendation: That the Commission discuss and authorize staff to procure through the established procurement processes quotes for commercial general liability insurance for the HRC Board members.

VIII. Items Added to the Agenda

IX. Open Forum

X. Announcements

XI. Adjourn – next regular meeting scheduled for June 16, 2021

Escambia County Human Relations Commission, Inc.
d/b/a Escambia Pensacola Human Relations Commission
Regular Meeting
May 19, 2021 – 12:00 p.m.
Brownsville Community Center - 3200 W. De Soto Street, Pensacola, FL 32505

MEETING MINUTES

Commission Members Present: Lumon May—Chair, Brian Wyer—Vice Chair, Randy Bricker, Ron Helms, Joyce Hopson, Kevin Mair

Commission Members Absent: Harold Griffin, Jr.—Treasurer, Sherri Myers

Vacant Seat: City Council appointee (formerly filled by Jewel Cannada-Wynn)

Others in Attendance: Kia Johnson—County Attorney’s Office, Clara Long and Meredith Reeves, Escambia County Neighborhood and Human Services, Teris Broughton-Robinson, citizen

I. The meeting was called to order at 12:14 p.m.

II. Items added to the Agenda? Yes (see below)

Recommendation: That the Commission adopt the agenda as amended.

Motion – Ron Helms Second – Brian Wyer

**III. Proof of Publication for Advertised May 19, 2021 Regular Meeting
*May 15, 2021 PNJ Advertisement***

IV. Commission Minutes – May 12, 2021 Meeting

Recommendation: That the Commission adopt the May 12, 2021 minutes of record.

Motion – Brian Wyer Second – Joyce Hopson

V. Treasurer’s Report

- Follow up budget discussion held by the Board.
- Chairman directed staff to confer with City and County on status of Miscellaneous Appropriations Agreements and available funding.

VI. Onboarding Update

- Board was advised that the Executive Director position has been advertised since May 13, 2021 on the following websites: Blue Arbor, Indeed, Zip Recruiter, and LinkedIn.

VII. For Discussion and Action:

- (1) **Recommendation**: That the Commission review, discuss, and amend as necessary the job descriptions for the three remaining positions: (1) Office Manager/Administrative Assistant, (2) Fair Housing Specialist, and (3) EEOC Compliance Officer.

Board held discussion about the job descriptions and did not recommend any changes at this time.

- (2) **Recommendation**: That the Commission discuss a fourth job description yet to be created—Community Outreach Specialist.

No action taken.

- (3) **Recommendation**: That the Commission discuss and authorize staff to procure through the established procurement processes an independent auditor to perform the annual audit for FY 19/20.

No action taken.

VIII. Items Added to the Agenda

- **The Board appointed Kevin Mair and Randy Bricker to a “hiring subcommittee” for the purpose of conducting rolling interviews for the Executive Director position. Mr. Mair and Mr. Bricker were directed to interview any exceptional candidates and to report back to the Board afterwards.**

Motion – Ron Helms Second – Brian Wyer

- **The Board established a “vision subcommittee” to be chaired by Kevin Mair. Members of the subcommittee include Brian Wyer, Randy Bricker and Sherri Myers. The subcommittee will meet to discuss the visions and goals of the HRC.**

Motion – Ron Helms Second – Randy Bricker

IX. Open Forum – no speakers

X. Announcements

- Board was informed that Commission Member Jewel Cannada-Wynn has resigned effective May 11, 2021

XI. Adjourn – special meeting scheduled for June 2, 2021 at 12:00, same location.