



Human Relations Commission

AGENDA FOR REGULAR MEETING

May 18 , 2023

HUMAN RELATIONS COMMISSION:

Victor Ponce, Chair
Jason Dunn, Vice Chair
Tina Meier
Jessica Ross-Sutton
Donalee Gastreich
Dr. Wade Steinhoff
Lt. Thomas Wilkison (Representing PD)
Dan Borgmeyer, Mayor
Denise Mitchell, City Council Liaison
Chuck Lovelace, Staff Liaison and Secretary/Treasurer

Commission Members:

On Thursday, May 18, 2023, at 4:30 p.m. the City of St. Charles Human Relations Commission will hold its regular meeting in City Council Chambers within St. Charles City Hall located at 200 N. Second Street, St. Charles, Missouri.

- I. Call To Order and Call the Roll (Victor- 1 min.)
- II. The Pledge of Allegiance
- III. Review and Approval of the April 20, 2023 Minutes (Victor - 1 min.)
- IV. Welcome Any Guests (Victor- 2 min.)
- V. Comments from the Mayor
- VI. Old Business-
 - A. Long Range Planning (Victor- 15 min.)
 - B. MEI e-class (Chuck- 5 min.)
- VII. New Business-
 - A. Engaged Neighbor- University of Missouri Extension (Kathleen- 15 min.)
 - B. St Charles School District Family Festival August 15, 2023 (Chuck- 5 Min)
 - C. Pride St. Charles Festival (Jason- 10 min.)

- VIII. Comments from Commissioners (2 min.)
- IX. Next Meeting – The next general meeting will be held on June 15, 2023
- X. Adjournment

Upcoming General Meeting Schedule: June 15, July 20, August 17, September 21, October 19, November 16

NOTICE TO THE PUBLIC: The City of St. Charles offers all interested citizens the opportunity to attend public meetings. If you wish to attend this public meeting and require an accommodation due to a disability, please contact the Office of the City Clerk to coordinate an accommodation at least two (2) business days in advance of the scheduled meeting at 636-949-3282 or 636-949-3289 (TTY – for the hearing impaired). The City of St. Charles, Missouri fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information or to obtain a Title VI Complaint Form, please call the City Clerk’s Office at 636-949-3282 or visit City Hall located at 200 North Second Street, St. Charles, Missouri, 63301.

INCLEMENT WEATHER: In case of inclement weather, please call 636-949-3222 after 3:00 p.m. on the day of the meeting to be informed of the status of the meeting.

Agenda Posted 5/12/23 @ 5:00 p.m. By: CWL



Human Relations Commission

MEETING MINUTES

April 20, 2023

MEMBERS PRESENT

Victor Ponce, Chair
Jason Dunn, Vice Chair
Lt. Dan Gibbons (PD Rep.)
Jessica Ross-Sutton
Denise Mitchell, City Council Liaison
Dan Borgmeyer, Mayor

STAFF PRESENT

Chuck Lovelace, Staff Liaison & Secretary/ Treasurer
Kathleen Thompson, CDBG Division Manager

GUESTS

Keith Robben, Resident Ward One

MEMBERS ABSENT

Dr. Wade Steinhoff
Donalee Gastreich
Tina Meier

On Thursday, April 20th, 2023, at 4:30 p.m. the City of St. Charles Human Relations Commission held its regular meeting in City Council Chambers within St. Charles City Hall located at 200 N. Second Street, St. Charles, Missouri.

- I. Call to Order and Call the Roll- The meeting was called to order by Commission Chair Victor Ponce at 4:30 p.m. Those in attendance are noted above.
- II. Pledge of Allegiance- Commission Chair Victor Ponce led in the recitation of the Pledge of Allegiance.
- III. Review and Approval of March 16, 2023 Minutes- Council Liaison Denise Mitchell made a motion to approve the March 16, 2023 Minutes as written. Commission Vice Chair Jason Dunn seconded the motion. *All were in favor.* The minutes were approved unanimously.
- IV. Welcome Any Guests- Commission Chair Victor Ponce welcomed Keith Robben, resident of Ward One.
- V. Comments from the Mayor- Mayor Dan Borgmeyer indicated the Legal Department is reviewing commission ordinances and there may be proposed changes coming, with more information by the end of the April.

Meeting Minutes – April 20, 2023

VI. Old Business-

- A. Long Range Planning- Commission Chair Victor Ponce discussed long range planning. The discussion regarded events including the Senior Fair, Pride Fest in June, New Hispanic Festival in October and the Jewish Festival in August. Commission vice Chair Jason Dunn made a motion that the Commission participate in the upcoming Pride St Charles Festival to be held Saturday June 17, 2023 at the Family Arena. Commission Council Liaison Denise Mitchell Seconded the motion. *All were in favor.* The motion was approved unanimously. Additionally, a motion was made by Commission vice Chair Jason Dunn and seconded by Commission Chair Victor Ponce to purchase 500 blue HRC bags for the upcoming Pride St Charles Festival. *All were in favor.* The motion was approved unanimously.
- B. MEI Index- Council Liaison Denise Mitchell Discussed the MEI Index including the preliminary score release each year in July and in November- the final score. She also discussed Monthly HRC webinars (Municipality as an Employer presented in April). The City can Self Report MEI items including: e-code ordinances, employee manuals, event flyers etc. Council Member Denise Mitchell also indicated that the City national HRC contact is Brittany Pham. Commission Chair Victor Ponce recommended reaching out the Lindenwood University regarding the MEI.

VII. New Business-

- A. CDBG Fair Housing Month Presentation- CDBG Manager Kathleen Thompson presented on Fair Housing Month 2023. The month commemorates 55 years of the fair housing act. Kathleen Thompson indicated that CDBG will be hosting a table at the 2023 Housing Resource Fair on Saturday May 6, 2023 in O'Fallon, Missouri.
- B. Commissioner Event Shirt Selection- Staff Liaison Chuck Lovelace discussed the proposed design for the commission shirt. Proposed revisions included changes to fonts on the shirt. Shirt revision will be forwarded to Commissioners, once complete.

VIII. Comments from Commissioners- Commission Staff Liaison discussed the recent Senior Activities Fair, held at the Foundry Art Center on March 30, 2023. The Commission hosted a table at the fair, along with CDBG. Additionally, Staff Liaison Chuck Lovelace indicated that the Mid Rivers Ethical Society requested that the Commission make a presentation at one of their upcoming Society meetings. A motion was made by Commission Chair Victor Ponce and seconded by Commission Council Liaison Denise Mitchell to move forward with the presentation. *All were in favor.* The motion was approved unanimously. The presentation date to be determined.

IX. Next Meeting- The next General Meeting will be held on May 18, 2023 at 4:30pm in the City Council Chambers.

Meeting Minutes – April 20, 2023

- X. Adjournment- After final discussions and there being no further business, a motion was made by Commission Chair Victor Ponce and seconded by Council Liaison Denise Mitchell to adjourn the meeting. *All were in favor.* The motion passed unanimously. The meeting was adjourned at 5:23 p.m.

CHUCK W. LOVELACE III, SECRETARY

DATE

HRC Updates

May 2023

Budget and Monthly Updates

- **Budget 2023-**

2023 Total HRC Annual Budget (Includes Lion's Club Donation- \$2065.00):	\$4065.00
Spent YTD:	\$1039.70
Remaining total as of May 1:	\$3025.301

- **Community Council Luncheon-** Commissioners attended the Community Council Luncheon for May. The luncheon focused on food insecurity across the tri-county area of St. Charles, Lincoln and Warren Counties. St. Louis Area Food Bank and Operation Food Search lead the presentations about real life data and neighbors who are food insecure.
- **HRC Event T-Shirts-** Revised T shirt design samples, produced by the Media Dept were sent to each Commissioner. The design is attached to the agenda packet.
- **MEI E Webinar Series-** Commission Council Liaison CM Denise Mitchell and Staff Liaison Chuck Lovelace participate in the first 2023 installment of the monthly [Municipal Equality Index \(MEI\)](#) webinar series. This webinar was entitled [Municipality as an Employer](#) and covered criteria in Part II of the MEI scorecard: Non-Discrimination in City Employment, Transgender-Inclusive Healthcare Benefits, City Contractor Non-Discrimination Ordinance, Inclusive Workplace, and City Employee Domestic Partner Benefits. The MEI Team discussed best practices, review standards for credit, and provided additional resources for us to increase our city's MEI score. More information can be found here: [Working Toward a Fully-Inclusive Municipal Workplace](#). Commission Staff Liaison Chuck Lovelace forwarded information about the webinar to HR Director Shanton Fountain in case someone from HR wanted to attend.

- **Concerns Brought to the Attention of the Commission-** None for April/May2023

FRONT



BACK



Community Organization Representative,

The City of St. Charles School District plans to host the 8th Annual Family Festival on Tuesday, August 15, 2023 from 4-6PM (a new start time this year). This year's event will be held inside as we had done prior to Covid. The event will be held in the gymnasium at St. Charles High School located at 725 N. Kingshighway, St. Charles, MO 63301. Vendors who attend will be given a table in the gymnasium to use for this event. There will be a few vendors outside that require that space due to the type of service they are providing.

The District will be partnering with We Love St. Charles this year to provide Backpacks/School Supplies to families in our district. We Love St. Charles will be providing a Storefront in July for qualifying students in our district prior to the family festival to purchase backpacks/school supplies for \$5. Qualifying families will be screened and complete an application prior to the event to receive the supplies at the WLSC Storefront held in July. Therefore, we will not be distributing backpacks/supplies to everyone in attendance as we have in the past. If your organization would like to donate supplies for the Storefront you are welcome to do so, just let me know and we can arrange for the supplies to be delivered to WLSC. We Love St. Charles will also help with providing fun outside games/activities, and music for the event.

Please complete the attached registration form and return it to me to confirm your attendance for this event. Once your registration is confirmed, you will receive additional emails regarding this event and setup.

Thank you for your continued support!

Kelley Pendleton

Administrative Assistant to the Superintendent
Secretary to the Board of Education
Custodian of Records
City of St. Charles School District
400 North Sixth Street
St. Charles, MO 63301
636-443-4032
kpendleton@stcharlessd.org



St. Charles School District Family Festival
Sponsored by Care to Learn
&
We Love St. Charles



VENDOR REGISTRATION FORM

LOCATION:

St. Charles High School
 725 N. Kingshighway
 St. Charles, MO 63301

DATE:

Tuesday, August 15, 2023

TIME:

4:00 PM—6:00 PM

There will be NO selling of merchandise at the festival.

Please provide the following:

Organization: _____

Contact Name: _____

Address: _____

City, State & Zip: _____

Phone: _____ Fax: _____ Cell: _____

Email: _____

Description of services you provide:

Send organization logo (as .jpg, .png, .ai or .eps file) by July 1, 2023 to be used for advertising purposes, such as flyers, posters, etc.

I plan to attend: Yes No

I do not plan to attend, but would like to donate items:

Yes No

SCSD will provide a 6' table for each organization.

Please indicate if you will need the following:

Additional Table (s): Yes No

If yes, additional # of tables _____

Confirm your participation
 in the SCSD Family Festival
 by **July 1, 2023**

Send your Vendor Registration Form via:
 Email: kpendleton@stcharlessd.org
 Fax: 636-443-4001
 Mail: 400 N. 6th Street
 St. Charles, MO 63301

For questions or concerns, please contact:
 Kelley Pendleton
kpendleton@stcharlessd.org
 636-443-4032