



**Human Rights Commission  
Agenda  
Tuesday, January 14, 2020, 6:30 p.m.  
Kirkwood City Hall  
Main Level Conference Room  
139 S. Kirkwood Road  
Kirkwood, MO 63122**

- I. Call to Order – Amanda Sher, Chair
- II. Roll Call – Judy Moticka, Secretary
- III. Approval of Minutes (December 10, 2019)
- IV. City Council Liaison Comments – Maggie Duwe
- V. Chief Administrative Officer Comments – Russ Hawes
- VI. Visitor Introductions and Comments
- VII. Chair Remarks: meeting attendance
- VIII. Strategic Plan Reports – December (B.7, D.2, E.4, F.1, F.2, G.1, H.1)  
January (A.1, A.2, A.3, A.4, B.6, E.5., G.2, H.2, I.1)
- IX. Meeting Updates
- X. New Business
- XI. Next Meeting
- XII. Adjourn

**Staff Liaison:** Russ Hawes Phone: 314-822-5803 Email:  
[hawesrb@kirkwoodmo.org](mailto:hawesrb@kirkwoodmo.org)

**Chair:** Amanda Sher

**Accommodation:** The City of Kirkwood is interested in effective communication for all persons. Persons requiring an accommodation to attend and participate in the meeting should contact the City Clerk at 314-822-5802 at least 48 hours before the meeting. With advance notice of seven calendar days, the City of Kirkwood will provide interpreter services at public meetings for languages other than English and for the hearing impaired. Upon request, the minutes from this meeting can be made available in an alternate format, such as a CD, by calling 314-822-5802.

**KIRKWOOD HUMAN RIGHTS COMMISSION**

**Minutes**

**December 10, 2019**

**6:30 p.m.**

The meeting was called to order at 6:30 p.m. by Chair Amanda Sher.

**Present**

Bob Boyd, Vice Chair  
Verneda Carrier  
Josh Lewis  
Judy Moticka, Secretary  
Geoff Morrison  
Amanda Sher, Chair  
Ronda Wallace  
William Winter

**Absent**

Paul Ward

**Council Liaison**

Maggie Duwe

**Staff Liaison**

Russ Hawes

**Other**

Kathie Valentine, City of Kirkwood

**Roll Call**

Roll call was taken by Judy Moticka with attendance reflected above.

**Approval of Minutes**

Motion was made by Bob Boyd and seconded by William Winter to approve the minutes of the November 12, 2019 meeting. All in favor, motion carried.

**Vote on Essay Topics**

At the previous meeting Commissioners had been asked to send Judy Moticka essay topics prior to the December meeting. The essay topics she received had been included in the meeting packet for consideration. A vote was taken with essay topic #4 chosen for the upcoming essay contest. (2020 is a Presidential election year. What would you like to hear from the candidates regarding human rights and why?). Vote tally: #4 – 7 votes, #2 – 5 votes, and #6 – 5 votes. Judy Moticka noted that she intends to contact the city's Public Information Officer regarding the essay contest press release. William Winter plans to visit Ursuline Academy and St. John Vianney High School to encourage participation.

Judy Moticka intends to distribute the press release on or near January 6 with essays submittals being due on February 10. Essays should be copied and made available for pickup at City Hall by February 26. It is the intention of the KHRC to pick the winning essay at the March 10, 2020 meeting.

### **Sunshine Law Training, John Hessel**

John Hessel attended the meeting to provide training on the Sunshine Law, focusing on meetings and subcommittees.

Some items noted were:

- All records that relate to the KHRC can be considered a public record, excluding personal notes taken.
- All e-mails associated with duties of the KHRC are a public record.
- Commissioners were asked to copy in Russ Hawes and Kathie Valentine on e-mails so that a record is kept.
- Problems associated with "The Daisy Chain" were discussed where e-mail conversations are forwarded from Commissioner to Commissioner and can end up being considered a public meeting.
- In order to hold a public meeting, the meeting must be posted.
- If one is having an e-mail conversation about a work in progress, but are not making a decision or recommendation to the body as a whole, the e-mail conversation would not be considered a public record.
- Recommended that when in doubt, to treat e-mails as a public record and avoid "The Daily Chain".
- Text messages should not be used for public business.
- Subcommittees are subject to the Sunshine Law, should consist of members of the KHRC which the City Council has selected to serve, meet for a specific purpose and report back to the KHRC who would then determine how to proceed. Agendas of subcommittee meetings should be posted and minutes taken.
  - There was mention of problems which arose when Diverse-Abilities Subcommittee members, who were not members of the KHRC, communicated information. Subcommittees should not speak on behalf of the KHRC.
- Mr. Hessel advised against permanent subcommittees being formed. Subcommittees should have a life span, do a particular work, and report back to the KHRC and disband within a specified time period.

Going forward, it was suggested that questions for Mr. Hessel be funneled through Amanda Sher.

### **Next Meeting**

The next regular meeting of the KHRC is scheduled to be held on January 14, 2020 at 6:30 p.m., Kirkwood City Hall, Main Level Conference Room.

Discussion of the book "Community" by Peter Block is scheduled to be held on February 8, 2020.

**Adjourn**

Motion was made by Bob Boyd and seconded by Geoff Morrison to adjourn. All in favor, motion carried.

---

Judy Moticka, Secretary

DRAFT