



## HUMAN RELATIONS COMMISSION AGENDA

**Tuesday, February 25, 2025  
6:00 p.m.**

This meeting will be conducted in person in Council Chambers at Albany City Hall 333 Broadalbin Street SW. To join the meeting from your computer or tablet by clicking the link below:

<https://council.albanyoregon.gov/groups/hrc/zoom>  
Meeting ID: 845 5748 1572, Passcode: 852892

Please help us get Albany's work done.

Be respectful and refer to the rules of conduct posted on the website.

1. Call to order
2. Roll call

3. Business from the public:

*Persons wanting to provide comments may:*

- 1) *Email written comments to [kim.lyddane@albanyoregon.gov](mailto:kim.lyddane@albanyoregon.gov), including your name, before noon the day of the meeting.*
- 2) *To comment virtually during the meeting, register by emailing [kim.lyddane@albanyoregon.gov](mailto:kim.lyddane@albanyoregon.gov) before noon the day of the meeting, with your name. The chair will call upon those who have registered to speak.*
- 3) *Appear in person at the meeting and register to speak.*

4. Approval of January 28, 2025, minutes

5. Scheduled business

- a. Election of Human Relations Commission Chair and Vice Chair
- b. HRC Strategic Plan/Goal Session Facilitated by Deputy City Manager Kayla Barber-Perrotta

6. Business from the members

7. Next meeting date: March 25, 2025

8. Adjournment

*This meeting is accessible to the public via video connection. The location for in-person attendance is accessible to people with disabilities. If you have a disability that requires accommodation, please notify city staff at least 48 hours in advance of the meeting at: [kim.lyddane@albanyoregon.gov](mailto:kim.lyddane@albanyoregon.gov), 541-917-7769*

*Testimony provided at the meeting is part of the public record. Meetings are recorded, capturing both in-person and virtual participation, and are posted on the City website.*

[albanyoregon.gov/hrc](https://albanyoregon.gov/hrc)





## HUMAN RELATIONS COMMISSION

### MINUTES

January 28, 2025

6:00 p.m.

Virtual

Approved: **DRAFT**

#### Call to Order

Chair Allyson Dean called the meeting to order at 6:01 p.m.

#### Roll Call

Members present: Allyson Dean, Katie Pleis, Hedie Schulte, Jamie Jones, Tami Cockeram

Members absent: Alyssa Nydegger, Robyn Davis

#### Business from the public

There was no business from the public.

#### Approval of December 10, 2024, minutes

**6:02 p.m.**

**MOTION:** Cockeram moved to approve the minutes as presented, Schulte seconded the motion, which passed 5-0.

Members provided brief introductions and welcomed new member Katie Pleis.

#### HAC and NAACP representative sign-up and other event involvement

**6:18 p.m.**

The group discussed HRC representatives to HAC (Hispanic Advisory Council), and NAACP meetings. The group also discussed the Sanctuary Promise Act, Know your Rights trainings and other local events. Cockeram said she could attend the February 2025 HAC meeting as representative. Dean said she should attend the March HAC, and March NAACP meetings as representative.

#### Strategic Plan Facilitation & Schedule

**6:22 p.m.**

Lyddane said that the next HRC meeting would ninety minutes, in person at City Hall. The meeting would be a planning/strategy session facilitated by Deputy City Manager Kayla Barber-Perrotta. At this meeting the group would work to develop goals/draft plan based upon the items the HRC felt they should be working on/towards. The Deputy City Manager would come back to the March 2025 HRC meeting for a final draft. The plan would then be presented to the Albany City Council at an April 2025 work session for questions, and suggestions.

#### DEI Training Availability for Commissioners

**6:33 p.m.**

Lyddane said that the City provides online employee training through CIS insurance. It includes anti-discrimination and anti-harassment trainings. Lyddane said that HRC members could take the training, but she needs approvals to share emails to get training access setup. It was the consensus of all members that sharing their email addresses was ok.

Dean said that the other portion of this item was data, comparing Albany employee demographics to Albany population. She said that it may be helpful for training on the Sanctuary Promise Act to be provided to staff. Lyddane said that she would get additional information on Sanctuary Promise Act trainings. Lyddane provided a summary of demographic information of Albany employees. Discussion

about demographics as it relates to position type/tier, hiring practices and job postings was heard. Lyddane said that the Human Resources Department may be able to speak to that at the March or April meeting.

Know Your Rights Training and Toolkit

Discussed in preceding agenda item.

Business from the Commission

**6:51 p.m.**

None

Staff updates

**6:55 p.m.**

Lyddane said that staff was working through budget season right now. Cockeram asked if it would be possible for citizen advisory groups to get financial support for putting on events. Lyddane said that she would research it and report back to the group.

Next meeting date

The next meeting will be Tuesday, February 25, 2025.

Adjournment

Hearing no further business, Chair Dean adjourned the meeting at 6:56 p.m.

Respectfully submitted,

Reviewed by,

Erik Glover  
Recorder

Kim Lyddane  
Staff Liaison

\*Documents discussed at the meeting that are not in the agenda packet are archived in the record. The documents are available by emailing [cityclerk@albanyoregon.gov](mailto:cityclerk@albanyoregon.gov).



# MEMO

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**TO:** Citizen Advisory Group (CAG) Support Staff  
**FROM:** Erik Glover, City Clerk  
**DATE:** January 02, 2025

**SUBJECT:** Annual Chair and Vice Chair Appointments Citizen Advisory (CAG) groups

The goal of this document is to provide some clarity on the annual appointment process for CAG chair and vice-chair, and to ensure a smooth transition. Staff has a minor role in these annual processes.

## **FAQs:**

- CAG members who have a term ending 12/31/2024, will continue to serve until a replacement is appointed.
- Nominations for both chair and vice chair cannot happen at the same time.
- The body should always start with the election for chair and then do the election for vice-chair.
- If there is no current chair or vice-chair, staff should conduct the election of chair
- The newly elected chair can choose to run the election for vice-chair, or allow whoever ran the election for chair to conduct the vice-chair election.
- The newly elected chair has the authority to run the rest of the meeting immediately after being elected. They may choose to let the presiding member continue if they both agree.

If no member wishes to be chair or vice-chair, a member can move to table the election of that office to the next meeting. That motion requires a second and there should be no discussion on the motion except about what day to table it to. The group would then immediately vote on the motion to table. If there is no current chair or vice chair, staff will run the remainder of the meeting.

## **Appointment process for Chair or Vice-Chair:**

The current chair or staff will say:

“It is now time to elect a chair (or vice-chair) of [Your CAG] for [YEAR]. Are there any nominations for the position of chair?” Once a nomination is made, it is appropriate to ask the nominee if they are interested in accepting the nomination. If yes, then a MOTION will need to be made.

**I move to nominate x, for the position of chair (or vice chair if applicable), for the [CAG Name} for the 2025 calendar year. [Second] [VOICE VOTE on motion]**

## **Contested election or tie votes:**

In the unlikely event there are multiple nominations made, each nomination will be taken in order made and individually. The motion that has the most yes votes, will be the chair or vice chair.

In the unlikely event, each appointment has the same number of total votes, or if a motion to appoint results in a tie between yes and no, a tie breaker will be used. The tie breaker should be chosen by the group, such as a coin flip.