



City Hall

3300 Capitol Ave, PO Box 5006, Fremont, CA 94537-5006
www.fremont.gov

Human Relations Commission Agenda

The Human Relations Commission (HRC) is a citizen commission appointed by the Fremont City Council. Human Relations Commission business is conducted in a public forum and operates within the provisions of the Brown Act. Information on the Brown Act may be obtained from the City Clerk's office at 3300 Capitol Avenue (phone 510-284-4060).

This meeting is being conducted utilizing teleconferencing and electronic means pursuant to Government Code Section 54953(e) (Assembly Bill 361). The public may watch and/or participate in the meeting by joining the Zoom Videoconference link provided below. The public may also join the meeting by calling the below listed teleconference phone number. Further instructions on how to make public comments throughout the videoconference or teleconference will be provided at the meeting.

If you are an individual with a disability and need a reasonable modification or accommodation pursuant to the Americans with Disabilities Act (ADA), please contact the Recording Secretary at ntolentino@fremont.gov or 510-574-2088 at least 24 hours prior to this meeting for assistance.

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General Order of Business

- | | | |
|-------------------------------|---------------------------|--------------------------|
| 1. Secretary Check for Quorum | 6. Written Communications | 11. Commission Referrals |
| 2. Call to order – 7:00 p.m. | 7. Announcements | 12. Committee Reports |
| 3. Roll call | 8. Consent Items | 13. Staff Reports |
| 4. Approval of Minutes | 9. Old Business | 14. Referral to Staff |
| 5. Oral Communications | 10. New Business | 15. Adjournment |

Order of Discussion

Generally, the order of discussion after introduction of an item by the Chair will include comments and information by staff followed by Human Relations Commissions questions, inquiries or discussion. The applicant, authorized representative, or interested citizens may then speak on the item. At the close of public discussion, the item will be considered by the Commission and action taken.

Oral Communications

Any person desiring to speak on a matter which is not scheduled on this agenda may do so under Oral Communications. The Human Relations Commission will take no action on an item which does not appear on the agenda. The item may be agendaized for the next regular meeting or at a special meeting called in accordance with the terms of the Brown Act. The Human Relations Commission may establish time limits of presentations.

Information about the City or items scheduled on the Agenda may be referred to:



Suzanne Shenfil, Director
Human Services Department
3300 Capitol Ave
Fremont, CA 94538
(510) 574-2051

Arquimides Caldera, Deputy Director
Human Services Department
3300 Capitol Ave.
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(510) 574-2056

Your interest in the conduct of your City's business is appreciated.

Human Relations Commission

Dharminder Dewan - Chair
Tejinder Dhami
Dyesha Gardner
Dr. Sonia Khan
Martin H. Kludjian
Patricia Montejano – Vice-Chair
Julie Moore
Shobana Ramamurthi
Anna Wang

City Staff

Suzanne Shenfil, Human Services Director
Arquimides Caldera, Deputy Human Services
Director
Noelle Tolentino, Recording Secretary

Mission Statement

The City of Fremont’s Human Relations Commission (HRC) strives to prevent discrimination and ensure that the rights of all individuals and groups in Fremont are protected under the law. The HRC promotes, supports, and helps create a compassionate community environment where diversity is honored and respected, neighbors reach out and support each other, and the most vulnerable receive services; to allow all a high quality of life in a community where we live, learn, work, and play in peace and harmony.

AGENDA
HUMAN RELATIONS COMMISSION
REGULAR MEETING
MONDAY, NOVEMBER 21, 2022
7:00 PM

1. **SECRETARY CALL FOR QUORUM**
2. **CALL TO ORDER**
3. **ROLL CALL**
4. **APPROVAL OF MINUTES**
 - 4.1 **Approval of October 17, 2022 Meeting Minutes** (Enclosure 4.1.1)
5. **ORAL COMMUNICATIONS**
6. **WRITTEN COMMUNICATIONS**
 - 6.1 **Fremont's 2022 MEI Scorecard announced on November 17th**
(E-enclosure: [Municipal Equality Index - Human Rights Campaign \(hrc.org\)](https://www.hrc.org/))
7. **ANNOUNCEMENTS**
8. **CONSENT ITEMS**
 - 8.1 **Attendance Summary** (Enclosure 8.1.1)
 - 8.2 **Calendar of HRC regular/special meetings and events** (Enclosure 8.2.1)
9. **OLD BUSINESS**
 - 9.1 **FY 2022-2023 Social Services Grant Mid-Year Evaluation Process**

BACKGROUND: The City of Fremont funds an array of local non-profit agencies through Social Service grants funded by the general fund, Community Development Block Grant (CDBG) fund and Paratransit (Measure B) fund. Funding is provided on a three-year cycle; FY 2022-2023 is the first fiscal year of this cycle. The fiscal year ends on June 30, 2023.

In April 2022, the Human Relations Commission (HRC) reviewed proposals and recommend \$750,939 in Human Services grants to 17 programs that provide services to low and moderate-income residents.

Mid-Year Evaluation: HRC is also responsible for reviewing agencies on a year to year basis and participating in the mid-year evaluation process. Commissioners generally attend at least one mid-year site visit as a way to become more familiar with individual agencies. Due to COVID-19, City staff and most, if not all, of our funded agencies have had to change the way work is done and how services are provided. Over the last two years, mid-year evaluations had been conducted virtually. Staff proposes that site visits be conducted in person this year, during February and March of 2023, giving staff an additional time to coordinate with the different parties involved, if agencies also agree to in-person evaluations.

Mid-Year Questionnaire and Manager Evaluation Drafts: The City will be using ZoomGrants, an online grant submission / management program, for the Social Service grants mid-year evaluation process. The questionnaire will be completed by agencies via ZoomGrants. Staff is presenting Commissioners with a copy of the draft Mid-Year questionnaire along with a copy of the manager evaluation and the evaluation timeline.

Enclosure: 9.1.1 - FY 22-23 Mid-Year Agency Questionnaire – DRAFT
9.1.2 - FY 22-23 Mid-Year Manager Evaluation – DRAFT
9.1.3 - FY 22-23 SSG Evaluation Timeline – DRAFT

RECOMMENDATIONS:

- 1) Approve conducting in-person evaluations.
- 2) Approve the mid-year questionnaire, manager evaluation, and the mid-year evaluation process/timeline as presented by staff.
- 3) Provide staff with availability for visiting sites and choose a site to visit.

9.2 HRC’s Strategic Goals for Fiscal Year July 2022 – June 2023

BACKGROUND: On October 17, 2022, the HRC reported their accomplishments for their Strategic Goals accomplishments for FY 21-22 and shared their goals for FY 22-23 for the following adhoc committees:

1. Engaging and Empowering through Communication and Educational Outreach
2. Increasing and Diversifying Resources and Partners
3. Promoting DEI
4. Pursuing Continuous Improvement

Staff is providing an additional opportunity for adhoc committees to present any revisions or updates to their goals for this fiscal year (July 2022 – June 2023).

Enclosure: 9.2.1 - Adhoc Committee Report of FY21-22 Goals

RECOMMENDATION: Adhoc committees to provide any additional revisions or updates to their strategic goals for July 2022 – June 2023.

10. **NEW BUSINESS** (Items on which the Commission has not yet had an agendaized discussion or taken action)

10.1 Discuss the Celebration of Black History Month event – AAPAC & FUSD

BACKGROUND: At the September 19, 2022 meeting, Commissioner Gardner suggested having an event to celebrate Black History Month in February 2023. The proposed event would collaborate with African American Parents Association Committee (AAPAC) and Fremont Unified School District (FUSD). AAPAC and FUSD are discussing co-hosting an event with other partners to present a Black History Month Resource Fair.

AAPAC and FUSD are considering Tyson Amir, Author, Poet, and Director of Freedom Soul Media Education Initiatives and the B.L.A.C.K Program. Please see his website: [Home | Freedom Soul Media Education Initiatives](#). The school district plans to purchase 700 copies of Tyson's "Black Boy Poem" book to be signed and distributed to students at this resource fair.

The AAPAC/FUSD event committee hopes to include live music, art, food trucks, and local resources for the first-time City of Fremont African American cultural event.

Commissioner Gardner has completed an HRC Project Checklist.

Enclosure: 10.1.1 - Project Checklist for Black History Month

RECOMMENDATION: Receive presentation and take action as needed after receiving presentation in complementary Item 10.2.

10.2 Discuss event collaboration with Mosaic America in Spring 2023

BACKGROUND: At the September 19, 2022 meeting, Commissioner Ramamurthi suggested having an event in Spring 2023 that will fulfill one of the strategic goals for the Engaging and Empowering through Communication and Educational Outreach ad-hoc committee. The committee is proposing a collaboration with Mosaic America for the event. The Committee has met and completed an HRC Project Checklist.

Mosaic America is a Silicon Valley nonprofit organization with the mission to build solidarity and inclusion through intercultural arts, encouraging disparate communities to come together in a way that creates a sense of belonging to the

mosaic that is America. Mosaic America staff may be available to present the proposed project.

Enclosure: 10.2.1 – Mosaic America Presentation
10.2.2 – Project Checklist for Mosaic America

RECOMMENDATION: Receive presentation and take action as needed.

10.3 Appointment of Nominating Committee for 2023 HRC Chairperson and Vice-Chair

BACKGROUND: The HRC operates on a calendar year term of January 1 through December 30. The HRC’s current officers, Chairperson Dharminder Dewan and Vice-Chairperson Patricia Montejano will soon complete their current term (January 2022 – December 2022).

Article II of the HRC’s rules and regulations state that the Commission shall appoint three of its members as a Nominating Committee for new officers. The Nominating Committee shall contact all eligible Commissioners to assess their interest in being nominated as Chairperson or Vice-Chairperson. All eligible Commissioners may contact the Nominating Committee to express their interest in being nominated.

The Nominating Committee shall recommend to the Commission persons to fill the office of Chairperson and Vice-Chairperson to the Commission. The Nominating Committee shall obtain consent of nominees and shall then notify staff of its recommendations. Staff will then include the recommendation on the agenda of the first regular meeting of the calendar year. Persons other than those recommended by the Nominating Committee may be nominated from the floor at the meeting.

The rules also state that no Chairperson or Vice-Chairperson shall be eligible for election as such for more than two consecutive full terms.

Eligible Candidates for Chair: Chairperson Dewan’s second consecutive term as Chair ends on December 31, 2022. Chairperson Dewan is also completing his second full term on the HRC and will term-out on December 31, 2022, therefore, he is not eligible for another term. Commissioner Tejinder Dhami will also complete his second full term as commissioner on December 31, 2022 and is therefore ineligible. All other current commissioners are eligible to be nominated and elected the HRC’s 2023 Chair.

2023 Chairperson Eligibility

Eligible (in alpha order)	Ineligible
Dyesha Gardner	Dharminder Dewan
Dr. Sonia Khan	Tejinder Dhami
Martin H. Kludjian	
Patricia Montejano	
Julie Moore	
Shobana Ramamurthi	
Anna Wang	

Eligible Candidates for Vice-Chair: Vice-Chairperson Montejano is completing her second consecutive term as Vice-Chair; therefore, she is not eligible to serve as Vice-Chair in 2023. All other current commissioners, except for Chairperson Dewan and Commissioner Dhami are eligible to be nominated and elected the HRC’s 2023 Vice-Chair.

2023 Vice-Chairperson Eligibility

Eligible (in alpha order)	Ineligible
Dyesha Gardner	Dharminder Dewan
Dr. Sonia Khan	Tejinder Dhami
Martin H. Kludjian	Patricia Montejano
Julie Moore	
Shobana Ramamurthi	
Anna Wang	

Enclosure: 10.3.1 - Rules & Regulations of HRC (with approved amendments)

RECOMMENDATION: Appoint three (3) members to the Nominating Committee to nominate 2023 officers.

10.4 Cancellation of December 2022 HRC Meeting

BACKGROUND: The HRC traditionally cancels its December meeting unless urgent business requires convening the HRC.

RECOMMENDATION: Adopt a motion to cancel the December 2022 HRC meeting.

11. COMMISSION REFERRALS (Referrals from the City Council to the Commission)

12. **STAFF REPORTS**

12.1 **Acknowledgment of Service for Dharminder Dewan and Tejinder Dhani**

13. **REFERRALS TO STAFF** (a request to have items placed on a future Commission agenda as an item of new business. A vote against means it will be dropped without consideration).

14. **MEETING EVALUATION**

15. **ADJOURNMENT**

MINUTES
HUMAN RELATIONS COMMISSION
REGULAR MEETING
MONDAY, OCTOBER 17, 2022
7:00 PM

1. **SECRETARY CALL FOR A QUORUM**
2. **CALL TO ORDER:** Chair Dewan calls the meeting to order at 7:00 pm
3. **ROLL CALL:** Present: Chair Dewan, Vice-Chair Montejano, Commissioners Gardner, Kludjian, Ramamurthi, Wang, and Dhami (in at 7:13 pm)
Absent: Commissioners Khan and Moore
Staff Present: Director Shenfil, Deputy Director Caldera, Management Analyst Gonzalez and Secretary Tolentino
4. **APPROVAL OF MINUTES**
Commissioner Kludjian motioned to approve the September 19, 2022 meeting minutes. Commissioner Wang seconded. The motion passed as follows:

Ayes: Vice Chair Montejano, Commissioners Gardner, Kludjian, and Wang
Noes: None
Absent: Commissioners Dhami, Khan, and Moore
Abstain: Chair Dewan, Commissioner Ramamurthi
5. **ORAL COMMUNICATIONS: NONE**
6. **WRITTEN COMMUNICATIONS**
 - 6.1 **Domestic Violence Awareness Month Vigil hosted by SAVE, NISA, Narika, and Maitri (Enclosure 6.1.1)**
7. **ANNOUNCEMENTS: NONE**
8. **CONSENT ITEMS**
 - 8.1 **Attendance Summary (Enclosure 8.1.1)**
 - 8.2 **Calendar of HRC regular/special meetings and events (Enclosure 8.2.1)**
 - 8.3 **November Proclamations**
 - **Bay Area Stands Against Hate Week - 11/14 – 11/21 (Enclosure 8.3.1)**
 - **Transgender Day of Remembrance – 11/20 (Enclosure 8.3.2)**

Commissioner Ramamurthi motioned to approve the consent items. Commissioner Kludjian seconded. The motion passed as follows:

Ayes: Chair Dewan, Vice Chair Montejano, Commissioners Gardner, Kludjian, Ramamurthi, and Wang

Noes: None

Absent: Commissioners Dhami, Khan, and Moore

Abstain: None

9. OLD BUSINESS

9.1 Social Service Grant Process Updates and Next Steps

Management Analyst Gonzalez provided an overview of the recent Social Service Grant (SSG) process for the funding cycle 2022-2025. On April 18, 2022 the HRC successfully recommended funding for 17 agencies performing vital work in the Fremont community. All agencies have begun their work as of July 1, 2022. Currently funded agencies for the Fiscal Year 2022-2023 will undergo mid-year evaluations in December 2022, and City staff will coordinate planning visits. For the 2025 – 2028 SSG funding cycle, City staff recommends that in addition to approving the RFP document, the HRC will work with staff to establish basic ground rules and procedures for the final funding recommendations discussion. This process will be finalized by a future HRC body before the funding decision-making meeting. The goal is to make the process more streamlined and efficient. The Commission received the updates and provided questions and comments. Chair Dewan suggested having a separate meeting to come up with the process and ground rules for the SSG grant cycle to narrow down the agencies receiving grants rather than discussing it during a regular meeting. The Commission agreed.

9.2 Adhoc Committee Reports on the HRC’s Strategic Goals for Fiscal Year 2021-2022: Staff and Commissioners discussed the enclosure that provided a one-year review of each strategic goal and the accomplishments each committee had during the first year of the strategic plan (July 2021 – June 2022), and the goals for FY 22-23. The Commission will revisit this document at the November meeting to make additional revisions or updates.

9.3 Update on the Disability Resource Festival & Opportunity to Meet First Responders: On September 25, 2022, the City of Fremont Human Relations Commission, in partnership with Mission Valley Special Education Local Planning Area (MV SELPA) and Friends of Children with Special Needs (FCSN) with the support of the City of Fremont Human Services Department hosted the event, “Disability Resource Festival + Opportunity to Meet First Responders”. This resource fair aimed to build positive relationships with the disability community and first responders. The event was a huge success, with

over 400 guests and over 20 agencies represented. Vendors and guests shared positive feedback and appreciation for a much-needed event for the disability community. The Commission received the update and provided questions and ideas for streamlining planning for any future events.

10. **NEW BUSINESS** (Items on which the Commission has not yet had an agendaized discussion or taken action): NONE
11. **COMMISSION REFERRALS** (Referrals from the City Council to the Commission): NONE
12. **STAFF REPORTS**: Staff shared the League of Women Voters Ballot Measures as a tool to provide to any inquiring community members.
13. **REFERRALS TO STAFF** (a request to have items placed on a future Commission agenda as an item of new business. A vote against means it will be dropped without consideration): Commissioners Gardner and Ramamurthi requested an agenda item for November's meeting regarding future events in Spring 2023
14. **MEETING EVALUATION**: Commissioner Kludjian appreciated the opportunity to discuss the recent SSG process and how the next round can be improved.
15. **ADJOURNMENT**
Commissioner Kludjian motioned to adjourn the meeting at 8:25 pm. Commissioner Gardner seconded. The motion passed as follows:

Ayes: Chair Dewan, Vice Chair Montejano, Commissioners Dhami, Gardner, Kludjian, Ramamurthi, and Wang
Noes: None
Absent: Commissioners Khan and Moore
Abstain: None

HUMAN RELATIONS COMMISSION						
2022 MEETING ATTENDANCE						
COMMISSIONER	7/18	8/15	9/19	10/17	11/21	12/19
DEWAN, DHARMINDER	P	C	A	P		
DHAMI, TEJINDER (TJ)	P	C	P	P		
GARDNER, DYESHA	A	C	P	P		
KHAN, SONIA	P	C	P	A		
KLUDJIAN, MARTIN	P	C	P	P		
MONTEJANO, PATRICIA	P	C	A	P		
MOORE, JULIE	P	C	P	A		
RAMAMURTHI, SHOBA NA	P	C	P	P		
WANG, ANNA	P	C	P	P		

Attendance Codes

P - Present **A** - Absent **E** - Excused Absence *Absences only count toward regular meetings

Meeting Codes

R - Regular Meeting **S** - Special Meeting **L** - Lack of Quorum
C - Cancelled Meeting for lack of business

*** Due to lack of Quorum, absence does not affect eligibility.**

Commissioners can not have two unexcused meetings in a row in a one year time frame AND Commissioners can not have three unexcused meetings in a 6 month time period. (Jan - June and July - December)

2022 Human Relations Commission Calendar		
Date	Meeting Type	Time & Location
Monday, January 24, 2022	Regular Meeting	7:00pm on Zoom
Monday, February 28, 2022	Regular Meeting	7:00pm on Zoom
Monday, February 28, 2022	Regular Meeting	7:00pm on Zoom
Thursday, March 10, 2022	Special Meeting – LGBTQ+ Committee	6:00pm on Zoom
Monday, March 21, 2022	Regular Meeting	7:00pm on Zoom
Wednesday, March 23, 2022	Special Meeting	4:00pm on Zoom
Thursday, March 24, 2022	Special Meeting	4:00pm on Zoom
Monday, April 18, 2022	Regular Meeting	7:00pm on Zoom
Thursday, May 5, 2022	Special Meeting – LGBTQ+ Committee	6:00pm on Zoom
Monday, May 16, 2022	Regular Meeting	7:00pm on Zoom
Monday, June 20, 2022 *	Regular Meeting	CANCELLED*
Monday, June 27, 2022	Special Meeting	7:00pm on Zoom
Thursday, July 7, 2022	Special Meeting – LGBTQ+ Committee	6:00pm on Zoom
Monday, July 18, 2022	Regular Meeting	7:00pm on Zoom
Monday, August 15, 2022	Regular Meeting	CANCELLED – RECESS
Thursday, September 1, 2022	Special Meeting – LGBTQ+ Committee	CANCELLED*
Monday, September 19, 2022	Regular Meeting	7:00pm on Zoom
Monday, October 17, 2022	Regular Meeting	7:00pm on Zoom
Thursday, November 3, 2022	Special Meeting – LGBTQ+ Committee	CANCELLED
Monday, November 21, 2022	Regular Meeting	7:00pm on Zoom
Monday, December 19, 2022	Regular Meeting	7:00pm on Zoom

* HRC cancelled 6/20/22 standing meeting to observe Juneteenth. June meeting will occur on 6/27/22.



**MID-YEAR AGENCY QUESTIONNAIRE
FY 2022-2023**

Please complete and submit this questionnaire by **Friday, January 27th, 2023.**

**Name/Title of Person / Phone #
Completing Questionnaire:** _____

Project Name and Location: _____

1. Summarize the specific service/benefit(s) provided by your project (please refer to grant agreement). Please specify your client target group, including how the services benefit low/moderate income clients/ households. Are project services/benefits different than those outlined on the Agreement Work Plan?

2. Is the project on target to meet the mid-year goals? If not, please explain why and the plan to meet the goals.

3. Does your agency comply with the Americans with Disabilities Act (ADA)?

Yes No

4. Does your agency provide program materials and services in different languages for your clients? If yes, please list your language capacity by verbal translation and types of written materials. Are there any populations that you currently do not provide services to due to lack of language capacity?

5. How does your agency assess client satisfaction? How do you collect and analyze this information and how do you incorporate it into your services? Do you have opportunities for your clients to

provide input on services that they would like to see your agency offer? If so, please include surveys for review.

6. Please describe the positive and negative impacts that COVID has had on your program/agency. This may include any new projects your agency/program has undertaken.

7. Provide examples of collaboration with other agencies/City programs by listing the agencies that you collaborate with and the specific benefits of the collaboration.

8. Please tell us how we're doing, and how we may better serve you. We appreciate your suggestions for improvement on any aspect of the grant's program. Please be as specific as possible. Your comments will assist us in making positive changes in the administration of grants and support of community agencies.

CDBG FUNDED AGENCIES ONLY

9. (CDBG FUNDED AGENCIES ONLY) Does your agency have a clearly defined set of procedures to ensure that costs are allocated between funding sources in a reasonable manner and are allowable under OMB Circular A-122? (Please elaborate or provide a copy of these procedures)

10. (CDBG FUNDED AGENCIES ONLY) Does your agency have an indirect cost allocation plan or proposal?

Yes

No

If "Yes," please provide a copy. If "No," please explain alternative method:

ALL AGENCIES

Agencies that receive City funds totaling \$25,000 or more must submit an audit to the City on a yearly basis. IRS rules also require any agency receiving more than \$300,000 in Federal funds from any combination of sources to submit to special audit requirements. Agencies that receive less than \$25,000 in funding from the City of Fremont are required to submit an Internal Control Questionnaire detailing agency financial accountability systems on a yearly basis. In cases where an agency receives less than \$25,000 in City funding, but must submit to audit requirements from another funding source, an audit will be accepted in place of the Internal Control Questionnaire. If you have not already done so, please provide a copy of your most recently completed Internal Control Questionnaire or audit.

11. Please complete the following Appendix items:

- Appendix A: Accomplishments to Date
- Appendix B: Service Data
- Appendix C: Program Results and Outcomes (If applicable)



**MID-YEAR GRANT MANAGER EVALUATION
FY 2022-2023**

Date:	_____	CDBG: Y / N	
Contractor Name:	_____	Contract Amount:	_____
Commission:	_____		
Grant Manager:	_____	Grant Reviewer:	
Commissioner:	_____	Commissioner:	_____

Grant Reviewer's Summary:

Site Visit Findings and Recommendations for Unmet Evaluation Areas:

If your agency has received any findings/recommendations please acknowledge receipt of your evaluation within 7 days and provide a plan of action to address the findings and recommendations within 30 days.

Grant Reviewer's Signature	Date
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**Mid-Year Grant Manager Evaluation
FY 2022-2023**

Agency Name: _____

Evaluation Date: _____

A. DOCUMENT CHECKLIST: Contact Grant Manager for this information

Item	Status	Notes
Invoices		
Service Reports		
Board Minutes		
Audit or ICQ		

B. ON-SITE REVIEW: Grant Reviewers should complete this at the time of the on-site visit

1. Review records of clients served, for the following information. (*Check if found in client record files.*) **Grant Manager may ask agency to email blank forms for review.**

- a. Name, address, phone number of clients
- b. Date client applied for services
- c. Documentation on the type of service requested and received
- d. Low and moderate income self-certification on each client record or verification of income
- e. Ethnic data on clients
- f. Age data on clients
- g. Household composition data (female head of household, disabled)

2. Are services provided consistent with the project description in the Agreement?

Yes

No

If no, explain: _____

3. Has the agency contacted **Eden Information and Referral in the past 6 months to update them on any program changes?** (*Grant reviewer: Please ask the agency when they last had contact with Eden I &R*)

Yes

No

4. Has the agency placed the 2-1-1 logo and weblink on their agency website? (*Grant reviewer: refer to agency website to confirm*).

Yes

No

C. CLIENT REFERENCES (2-3 for each Agency) (This portion of the evaluation may be reviewed by members of the Human Relations Commission or Senior Citizens Commission. It will not be released to the grant-funded agency.) The City of Fremont does not require any information that would violate client confidentiality policies. If client interviews violate such policy, a mutually agreed upon party will be asked to solicit anonymous written case studies or vignettes from clients.

Agency Name: _____

Type of reference:

- Vignette
- Client Satisfaction Survey
- Phone Call
- Online Meeting

1. What service(s) did you receive from the agency?
2. Did you receive prompt service?
3. Are you satisfied with the services you received?
4. Were you referred to any other agencies or made aware of other services?
5. What impact did the services you received have on your life?
6. Would you recommend this agency to another person?
7. Due to COVID, many agencies have implemented safety procedures in order to provide services. Do you feel safe receiving services from this agency?
8. In your opinion, in what areas can the agency improve its quality of service and performance?

EVALUATION: Complete after the on-site visit

Evaluation Areas	Met	Not Met	Findings / Recommendations	Not Applicable
SERVICE GOALS				
Project service goals are being met according to work plan. <i>(See Appendix A and Q4)</i>				
REPORTING REQUIREMENTS				
Agency has submitted invoices in a timely manner and financial records are accurate				

and complete. <i>(See document checklist)</i>				
Agency has submitted service reports in a timely manner. <i>(See document checklist)</i>				
Agency has submitted board minutes in a timely manner. <i>(See document checklist)</i>				
Are client records/files organized and easy to review? <i>(Site visit)</i>				
FINANCIAL RECORDS				
Audit or ICQ has no findings. <i>(Document checklist and Q6)</i>				
Leveraged Funding: Agency is fiscally sound and leverages City funds effectively. <i>(Appendix D and Q16)</i>				
COMMUNITY COLLABORATION				
Collaboration with other community organizations in delivery of contracted services/project. <i>(Q10)</i>				
COMMUNITY INVOLVEMENT				
Use of volunteers to deliver contracted services/project. <i>(Q9)</i>				
Board of Directors is actively involved in program. <i>(Q13)</i>				
CLIENT SATISFACTION				
Participants express satisfaction with services provided through interviews, case notes, vignettes or evaluations. <i>(Client interviews and Q14)</i>				

**FY 22/23 Social Service Grant
Mid-Year Agency Evaluation Timeline**

Dec. 19	Mid-Year Evaluation Questionnaire available to Agencies via ZoomGrants
Jan. 27	Mid-Year Questionnaires Due from Agencies
Feb. 6	Grant Reviewers and Commissioners Receive Copy of Agency Questionnaire
Feb. 13 - Mar. 31	Mid-Year Agency Evaluation Site Visits
April 10	Grant Reviewer Staff Meeting <ul style="list-style-type: none">• Discuss site visits and preliminary evaluation results
April 24	Grant Reviewers Submit Draft Evaluation Report to Lupe
May 1	Draft Mid-Year Evaluations to HRC and SCC for Review and Comments
May 15	Last Day for HRC and SCC to Respond
May 30	Final Mid-Year Evaluations are sent to Agencies
June	Copies of Final Mid-Year Evaluations sent to Commissioners

SOCIAL SERVICE GRANT PROCESS

Committee: Entire Human Relations Commission

Done	FY 2021-2022 GOALS	STATUS/ACCOMPLISHMENTS	REMAINING GOALS FOR FY 2022-2023
x	Review and Approve Social Service Grant Priorities (September, October & November 2021)	September - November 2021: Completed task	Mid-year evaluations for FY2022-2023 funded agencies will occur in December 2022N Next SSG Cycle Process will begin in Fall 2024
x	Release FY 2022-25 Human Services Grant RFP (December 2021)	December 2021: Completed task	
x	FY 2022-25 Human Services Grant RFP Deadline (Late January 2022)	January 2022: Completed task	
x	Review Proposals and Interview Agencies (Feb. - Mar. 2022)	March 2022: Completed task	
x	FY 2022-25 Human Services Grant Recommendations (April 2022)	April 2022: Completed task	

Engaging and Empowering through Communication and Educational Outreach

Committee: Chair Dewan, Commissioners Kludjian, Ramamurthi, and Wang (Alternates: Vice Chair Montejano and Commissioner Garner)

Done	FY 2021-2022 GOALS	STATUS/ACCOMPLISHMENTS	REMAINING GOALS FOR FY 2022-2023
x	Add HRC messages to HS Dept. weekly Constant Contact emails (September 2021)	September 2021: Completed task	
x	First responder training for people with special needs/mental health (October 2021)	September 2022: Disability Resource Fair + Opportunity to Meet First Responders event scheduled for 9/25/22	
	Quarterly speaking events on topics such as Diversity, Equity and Inclusion (February 2022)	Unknown/not started.	Complete original goals.
	Quarterly speaking events on Affordable Housing (May 2022)	Unknown/not started.	Complete original goals.
x	Other Accomplishments	Starting June 2022, HRC meetings and events were added to Human Services calendar on new City website	

Increasing and Diversifying Resources and Partners

Committee: Chair Dewan and Commissioner Wang

Done	FY 2021-2022 GOALS	STATUS/ACCOMPLISHMENTS	REMAINING GOALS FOR FY 2022-2023
	Send Survey of Community Needs (November)		
x	Host 2 meetings with Police and Fire (First responders) (End of Jan 2022)	Project meetings initiated December 2021. Brought up again at the Commissioner's meetings in April, May, June and July 2022. First weekly planning meeting for Disability Resource Festival held on July 20. August 2022: Met with Police and Fire Chiefs to discuss collaborating for the Disability Resource Fair + Opportunity to Meet First Responders event scheduled for 9/25/22.	
	Meet with the 5 high school principals to identify how to increase participation for student volunteers (February 2022)	Unknown/ not started	Continue this goal
	Receive results of Survey of Community Needs and process and present to the wider group (End of Feb 2022)	Unknown/ not started	Continue this goal
x	Meet with 10 partners and identify how to increase engagement and participation (April 2022)	Collaborated with more than 10 new community partners for the Disability Resource Fair + Opportunity to Meet First Responders event scheduled for 9/25/22 including Mission Valley SELPA, FCSN, Autism Society SF Bay Area, Family Resource Navigator, Regional Center of the East Bay, Alameda County Disability Council, State Council on Developmental Disabilities, Disability Rights California, Congresso Familiar, La Familia, Deaf Plus, Department of Rehab, plus another 10 organizations invited by Human Services Department.	
	Initiate Fundraising campaigns with increased outreach based on specific goals and close / complete 1 based on the timelines (May 2022)	Not started	Continue this goal

Promoting DEI (Diversity, Equity, and Inclusion)

Committee: Vice Chair Montejano, and Commissioners Dhami, Gardner, and Kludjian

Done	FY 2021-2022 GOALS	STATUS/ACCOMPLISHMENTS	REMAINING GOALS FOR FY 2022-2023
	Identification of gendered terms and locations (START: OCTOBER with LGBTQIA+ liaison and CMO office)	In progress: Need to follow-up for additional steps to be taken	Consider and refer suggestion to Council (or whatever appropriate body) of all gendered terms in city documents to be replaced with non-gendered terminology.
	Identify systemic economic barriers for election filings, ways to create equity. (START: OCTOBER with city attorney)	Not started.	Complete original goals.
x	PD has LGBTQIA+ liaison/task force (NOVEMBER)	November 2021: Met with Chief Washington. He will add a LGBTQIA+ liaison to the task force.	Develop cohesive relationship between HRC & LGBTQIA+ liaison.
	Begin annual DEI education for municipal employees, monthly DEI speakers, quarterly DEI ad campaigns, workshops (MARCH/APRIL)	Unknown.	Complete original goals.
	Determine needs of an LGBTQIA+ center (APRIL) • Identify sponsors for diversity and inclusion work (MAY/JUNE)	Unknown/not started.	Complete original goals.
x	Participate in San Francisco Pride Parade	June 2022: Successful parade entry in SF Pride Parade (40+ participants)	Continued participation in SF PRIDE Parade.
x	City Proclamations during FY21-22	November 2021 - Transgender Day of Remembrance	Continue proclamations to honor DEI initiatives.
		November 2021 - Bay Area Stands Against Hate Week	
		February 2022 - Honoring Black History Month	
		May 2022 - International Day of Homophobia, Transphobia, and Biphobia	
		May 2022 - Harvey Milk Day	
		June 2022 - pride month	
		Sept - Oct 2022 - Hispanic and Latino Heritage Month	

Pursuing Continuous Improvement

Committee: Commissioners Dhami, Gardner, and Moore

Done	FY 2021-2022 GOALS	STATUS/ACCOMPLISHMENTS	REMAINING GOALS FOR FY 2022-2023
	All major projects have a stated, intended and realistic impact that is measured and evaluated at a minimum of 3 check points including project completion, and reported out to the full commission. (Sept 2021 – June 2022 and beyond)	Working as a commission to determine processes.	Working as a commission to determine processes.
	Update HRC Job Description to reflect actual roles and responsibility for a clearer understanding of what commissioners do. (Sept/Oct 2021)	Create and discuss the roles of the commissioner, Chair and Vice-Chair	Create and discuss the roles of the commissioner, Chair and Vice-Chair so that each new commissioner will have a clear understanding of their position.
	Evaluate the projects completed in this quarter and discuss as a commission to make sure the stated intent and impact have been evaluated	Review and edit the checklist. (please include the attachment)	Review and edit the checklist.
	The goal is that each strategic direction will be reviewed in depth in a monthly HRC/Sub Committee meeting and reprioritized based on the needs of the community, staff and partners. (Jan 2022 – June 2022 and beyond)	Determine a process for reviewing projects after completion	Determine a process for reviewing projects after completion.
	Evaluate the projects completed in this quarter and discuss as a commission to make sure the stated intent and impact have been evaluated	Determine a process for reviewing projects after completion	
x	Coordinate pop ups in different locations around the city (schools, libraries, outside the resource center, specific strategic areas that bring awareness to a project) sharing knowledge about the HRC, how we support the community. Also share local city resources, events, activities, public meetings, workshops, and surveys (create general survey) to gauge interest areas for followups. We can even have people subscribe to the HRC email distribution list onsite. This will be ongoing. (Sept 2021 – June 2022)	<u>May 2022</u> : Booth at Innovation District Celebration <u>August 2022</u> : Booth at Arts & Wine Festival <u>September 2022</u> : Co-hosted Disability Resource Festival + Opportunity to Meet First Responders	Create survey to determine community wants and needs re: events, workshops, activities, etc...
x	Other Accomplishments	January 2022: Created HRC Project Checklist template below	

City of Fremont Human Relations Commission Project Checklist

All major projects have a stated intended and realistic impact that is measured and evaluated at a minimum of 3 checkpoints, including project completion, and reported out to the full commission.

Project Name: _____

Lead Commissioner: _____

Meeting times/dates: _____

- Project Plan or Document Draft presented to HRC for review/input:
 - Goals (intended and realistic impact)
 - Bring Awareness about the Human Relations
 - How does it relate back to HRC Mission Statement
 - Timeline
 - Budget
 - Resources needed (i.e., funds, staff time, location, etc.)
 - Other organizations that will coordinate with

- City staff/Legal/City Council review (as appropriate)

- HRC Approval

- Recap at HRC Meeting upon project completion
 - Including success toward goals

City of Fremont Human Relations Commission Project Checklist

All major projects have a stated intended and realistic impact that is measured and evaluated at a minimum of 3 checkpoints, including project completion, and reported out to the full commission.

Project Name: Black History Month Resource Faire

Lead Commissioner: Dyesha Gardner

Meeting times/dates: TBD

- Project Plan or Document Draft presented to HRC for review/input:
 - Goals (intended and realistic impact)

The goal is to bring awareness, knowledge and information about a people living in our diverse city. Ensuring that they are honored and respected every year in the month of February to help celebrate black history with our community. Prevent discrimination and educate and bring about community
 - Bring Awareness about the Human Relations

Partnering with local organizations, committee's and the HRC to share the diverse resources that are available to our town's people with housing, food, healthcare, jobs and so much more.
 - How does it relate back to HRC Mission Statement?

This resource faire will allow us to do all that the HRC Mission Statement represents: promote, support, and helps create a compassionate community environment where diversity is honored and respected, neighbors reach out and support each other, and the most vulnerable receive services; to allow all a high quality of life in a community where we live, learn, work, and play in peace and harmony. Prevent discrimination with education.
 - Timeline: Nov 2022 – Feb 2023
 - Budget: TBD
 - Resources needed (i.e., funds, staff time, location, etc.)
 - Fremont Event Center
 - Staff time
 - Funds
 - Food
 - Volunteers

- Other organizations that will coordinate with
 - FUSD
 - The Village Method
 - FSMEI (Freedom Soul Media Education Initiatives)
 - SELPA CAC -
 - FRN (Family Resource Navigators)
 - More TBD

- City staff/Legal/City Council review (as appropriate)

- HRC Approval

- Recap at HRC Meeting upon project completion
 - Including success toward goals

Enc. 10.2.1

MOSAIC FREMONT

Proposal to City of Fremont HRC





We build solidarity and inclusion through intercultural arts, encouraging disparate communities to come together in a way that creates a sense of belonging to the mosaic that is America

Mosaic America is a 501(c)3 non-profit registered in California. Tax ID 46 -31144996

6 Bay Area Cities Activated

35+ Cultures|Ethnicities Presented

40+ Partner Organizations

250+ Artists
[music, dance, theater, poetry]

25,000+ People Reached

The infographic is set against a dark purple background. It features five data points, each with a corresponding icon: a map of the Bay Area for 6 cities, two stylized human figures for 35+ cultures, a network of four people for 40+ organizations, two dancing figures for 250+ artists, and a group of people for 25,000+ people reached. To the right of the infographic, there are several images of performers in traditional and contemporary costumes, including a woman in a red dress, a man in a cowboy hat, and a woman in a blue peacock feather costume.



Well -Established and Recognized in Bay Area Arts & Culture Landscape

Select Funders



Select Partners





Sampling of our Award -Winning Programming

MOSAIC FESTIVAL SILICON VALLEY

Belonging Healing Harmony

Celebrating the American mosaic of cultures through art, performance, movement, & food.

FREE
All are welcome!

PRESENTED BY MOSAIC AMERICA
IN PARTNERSHIP WITH
School of Arts & Culture
Mexican Heritage Plaza

AUGUST 26-27 2022
FRIDAY SATURDAY

MosaicAmerica.org/festival 1700 Alum Rock Ave, San Jose, CA

MOSAIC SARATOGA

An evening of music and dance from faraway lands
performed by local artists

CELEBRATING CULTURE & COMMUNITY

October 5th 2018 | 7:00 PM
McAfee Performing Arts & Lecture Center
20300 Herriman Ave, Saratoga, CA 95070

West Valley College
MOSAIC
present

HUMMINGBIRD CIRCLE
An Ohlone Festival

Monday May 16, 2022
11 AM - 2 PM
14000 Fruitvale Ave
Saratoga, CA 95070

Free - All are welcome

FROM HERE

FROM DIVERSITY TO BELONGING
Ep.2: Redefining Belonging in the Era of Rising Nationalism
Film Screening and Panel Discussion ft. Christina Antonakos-Wallace, Sonny Singh & Tania Mattos

May 20, 2021, 6:00 pm-7:15pm PST (online)

presented by
SAN JOSE MUSEUM OF ART MOSAIC

In partnership with
COMMONWEALTH CLUB WITHWINGSANDROOTS

Mosaic America Was Awarded The City Of San José Cornerstone For The Arts Award For Creative Impact In 2022 For Our Mosaic Festival



GOALS: Honor diversity, Create a compassionate community



Bring Awareness about the Human Relations



Engagement
Connections
Sharing
Understanding



Neighbors reach out and support each other



Representation
Co-creation
Compassion
Belonging



Shared Future
Harmony
ONE COMMUNITY



MOSAIC FREMONT



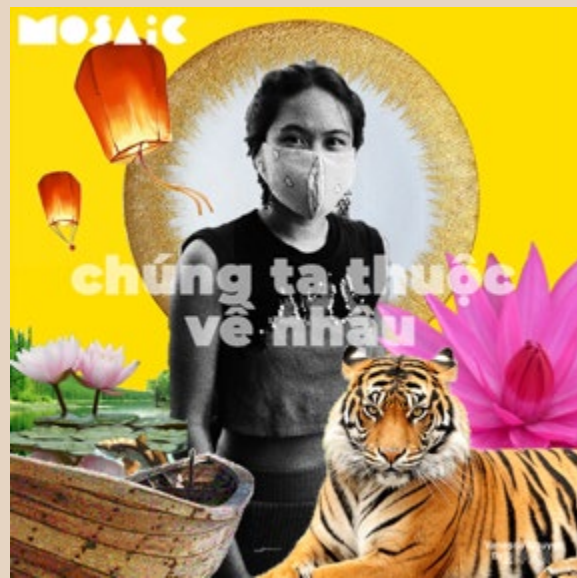
HOW TO ACHIEVE THESE GOALS

- A community festival of Belonging that authentically represents and celebrates the dazzling diversity of Fremont through cultural music, movement, and art
- Free and inclusive - family-friendly, accessible
- Music, dance, poetry performances from the community, with opportunities for audience participation
- Art-making, dance workshops - selected for variety and authenticity

[Highlights from Mosaic Festival Silicon Valley – October 2021](#)



FEATURES



PERFORMANCES

Intentionally and carefully curated performances of music, dance, and spoken word from artists belonging to diverse cultures and disciplines.

Examples: Jazz, Indian folk dances, Chinese dance, Ballet, Hip-hop, Folklorico

WORKSHOPS

Artists and culture-bearers will offer participants the opportunity to make arts and crafts, learn dance or other form of cultural expression

Examples: Scottish dance, History cards and collage-making, Pinata making, Painting masks

As much as possible, Fremont artists & culture-bearers will be involved.



SUGGESTED TIMELINE



DECEMBER

- Event Confirmed
- Date/ Venue Confirmed
- Mode Of Engagement Confirmed
- Budget Confirmed

JANUARY

- Event Confirmed
- Call For Artists & Vendors Goes Out
- Fundraising Starts
- Who's Who Invited

FEBRUARY

- Artists & Vendors Confirmed
- Call For Volunteers Goes Out
- Funds Secured
- Marketing Design
- Promotions Start

MARCH

- Promotions Continue
- Event!



BUDGET & RESOURCES

Mosaic America quotes \$5,000 to cover expenses indicated in the table for which it will be the lead paying party

EXPENSE	DESCRIPTION	LEAD/ PAYING PARTY	
		MOSAIC	CITY OF FREMONT
VENUE	Booking, Fees		X
LOGISTICS	Tech rentals and manpower		X
	Security/ Emergency Preparedness		X
	Tents/ Tables/ chairs		X
	Craft services (food) for artists & volunteers		X
	Overall Plan and coordination	X	
	Vendors and food truck coordination	X	
VOLUNTEERS	People-facing	X	X
	Backstage	X	X
LICENSES/ PERMITS	Fees, Insurance		X
PHOTO & VIDEO	Recording		X
MARKETING	Printing		X
	Design	X	X
	Digital Advtg	X	X
	PR/ Media	X	X
PROFESSIONAL FEES	Performers' Honoraria	X	
	Tech personnel Honoraria	X	
PROJECT MGMT	Programming and Artist/ Vendor Relations	X	
	Timeline and Event-Team mgmt	X	



City of Fremont Human Relations Commission Project Checklist

All major projects have a stated intended and realistic impact that is measured and evaluated at a minimum of 3 checkpoints, including project completion, and reported out to the full commission.

Project Name: Mosaic America

Lead Commissioner: Shobana Ramamurthi, Dharminder Dewan, Martin Kludjian, Anna Wang

Meeting times/dates: 10/29/2022 10 am

- Project Plan or Document Draft presented to HRC for review/input:
 - Goals (intended and realistic impact)
The goal is to honor diversity and create a compassionate community.
 - Bring Awareness about the Human Relations
 - How does it relate back to HRC Mission Statement?
Event will allow us to do all that the HRC Mission Statement represents:
 - Engagement and connection with the community
 - Neighbors reaching out and supporting each other
 - Representation, compassion, and belonging that create a harmonious community
 - Timeline: December 2022 – March 2023
 - Budget: \$5,000
 - Resources needed (i.e., funds, staff time, location, etc.)
 - Venue/ event equipment (chairs, tables, tents)
 - Staff time
 - Funds
 - Food
 - Volunteers
 - Other organizations that will coordinate with
- City staff/Legal/City Council review (as appropriate)
- HRC Approval
- Recap at HRC Meeting upon project completion
 - Including success toward goals

RULES AND REGULATIONS OF THE HUMAN RELATIONS COMMISSION OF THE CITY OF
FREMONT

ARTICLE I - GENERAL

The Commission is established pursuant to Article 1 (Sections 2—3100 - 2-3104) and Article 5 (Sections 2-3500 et seq.), Chapter 3, Title II of the Fremont Municipal Code, and reference is made thereto for statements of policies and purposes of the Commission, and for provisions relating to Functions and Powers of the Commission, appointments, qualifications and terms of office of Commissioners, removal and termination of membership of Commissioners, and terms of office and times of election of the Chairperson and Vice-Chairperson of the Commission.

ARTICLE II ELECTION OF OFFICERS

A. CHAIRPERSON

No chairperson who has served terms comprising two consecutive years as Chairperson shall be qualified for further service in that office until they have a break in service in that office of at least one year. At the last regular meeting of each calendar year, the Commission shall appoint three (3) of its members as a Nominating Committee. The incumbent Chair and Vice-Chair may be members of the Nominating Committee. The Nominating Committee shall contact all eligible Commissioners to assess their interest in being nominated as Chairperson. All eligible Commissioners may contact the Nominating Committee to express their interest in being nominated as Chairperson. The Nominating Committee shall recommend to the Commission persons to fill the office of Chairperson to the Commission. The Nominating Committee shall obtain consent of nominee(s) and shall then notify staff of its recommendations. Staff will then include the recommendation on the agenda of the first regular meeting of the calendar year. Persons other than those recommended by the Nominating Committee may be nominated from the floor.

B. VICE CHAIRPERSON

No Vice-Chairperson who has served terms comprising two consecutive years as Vice-Chairperson shall be qualified for further service in that office until they have a break in service in that office of at least one year. At the last regular meeting of each calendar year, the Commission shall appoint three (3) of its members as a Nominating Committee. The incumbent Chair and Vice-Chair may be members of the Nominating Committee. The Nominating Committee shall contact all eligible Commissioners to assess their interest in being nominated as Chairperson. All eligible Commissioners may contact the Nominating Committee to express their interest in being nominated as Chairperson. The Nominating Committee shall recommend to the Commission persons to fill the office of Chairperson to the Commission. The Nominating Committee shall obtain consent of nominee(s) and shall then notify staff of its recommendations. Staff will then include the recommendation on the agenda of the first regular meeting of the calendar year. Persons other than those recommended by the Nominating Committee may be nominated from the floor. A random, neutral method of a coin flip will resolve ties involving two candidates and drawing lots to resolve ties involving three or more candidates.

ARTICLE III — DUTIES OF OFFICERS

A. CHAIRPERSON

1. It shall be the duty of the Chairperson to preside at all meetings of the Commission.
2. The Chairperson shall decide all points of order and, unless a majority of votes dissent therefrom, that decision shall stand.
3. The Chairperson shall appoint the Chairperson of all committees, except the Chairperson of the Nominating Committee. Appointments to every committee shall be ratified by the Commission. The Chairperson shall be an ex-officio member of all committees, except the Nominating Committee.
4. The Chairperson, or that person's designated appointee, shall represent the Commission at appropriate public functions.

B. VICE CHAIRPERSON

The Vice Chairperson shall perform all duties that may be assigned to that office. The Vice Chairperson shall perform the duties of the Chairperson in the absence of that officer.

ARTICLE IV

INDIVIDUAL AUTHORITY AND ATTENDANCE OBLIGATIONS OF COMMISSIONERS

- A. No action shall be taken by any Commission member on behalf of or in the name of the Commission unless that member is specifically authorized by the Commission so to do.
- B. Attendance rules are found in the Fremont Municipal Code Section 2-3102.

ARTICLE V - COMMITTEES

The Commission may, at its discretion, establish standing and ad hoc committees composed of less than a majority of the members of the Commission. The purpose of said committees may be to investigate, study, consider, and report back to the Commission at a regular or special meeting with respect to a particular matter of concern. The reports and recommendations of a committee shall be made publicly to the Commission at a regular or special meeting and discussion and deliberation with respect thereto shall be held publicly by the Commission before final action thereon is taken.

ARTICLE VI - MEETINGS

Meetings of the Commission are governed by the Brown Act (Govt. §§ 54950 et seq). To the extent that these rules are consistent with the Brown Act, the latter shall govern.

A. REGULAR MEETINGS

Regular meetings of the Commission shall be held monthly on the third Monday of each month at 7:15 P.M. If a regular meeting falls on a holiday, it shall be deemed canceled unless the Commission has, at a prior meeting rescheduled it to a date which is not a holiday.

Agendas of all Commission regular meetings shall be published a minimum of 72 hours in advance of the meeting and posted for public viewing.

B. SPECIAL MEETINGS

1. Special meetings of the Commission may be held on call of the Chairperson, or by a quorum of the members of the Commission. The call shall be by written notice delivered to each Commission member and to each local newspaper of general circulation, radio or television station which has in writing requested notice of such meetings. Any such call and notice must be delivered personally or by mail at least twenty-four (24) hours prior to the time set for such meeting.
2. The call for a special meeting shall specify the time, date and place of such meeting and the business to be transacted at such meeting. The notice provided for herein may be dispensed with as to any member who is actually present at the meeting at the time it convenes or who, at or prior to the time the meeting convenes files with the Secretary a written waiver of notice.

C. ADJOURNED MEETINGS

The Commission may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting, the Secretary may declare the meeting adjourned to a stated time and place and shall cause a written notice of the adjournment to be given in the same manner as provided in B above for special meetings, unless such notice is waived as provided for special meetings. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within 24 hours after the time of the adjournment. When a regular or adjourned regular meeting is adjourned as provided in this section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings herein.

D. QUORUM

A quorum of the Commission at any given time shall be deemed to be a majority of the number of members at that time duly and currently holding active appointment to and membership on the Commission.

E. OPEN MEETINGS

All meetings of the Commission shall be open to the public.

ARTICLE VII — CONDUCT OF BUSINESS

A. ORDER OF BUSINESS

The business of each meeting of the Commission shall be transacted as far as possible in the following order:

1. Check for quorum by Secretary
2. Call to Order
3. Roll Call
4. Approval or correction of minutes
5. Oral Communications 6. Written Communications
7. Old business.
8. New business
9. Reports of Commission members
10. Committee reports
11. Reports from Staff
12. Commission Referrals
13. Adjournment

B. ROLL CALL NOT REQUIRED

The roll call need not be called in voting upon a motion except when requested by a member. If the roll is not called, in the absence of objection, the Chairperson may declare the motion unanimously approved.

C. AGENDA PROCESS

Items may be placed on the Commission agenda in the following manner:

- 1) Referrals to the Commission from the City Council
- 2) Requests from individual Commissioners (these items will be handled as Commission referrals, so the entire Commission can determine whether the item should be an action item at a subsequent meeting)
- 3) Annual items requiring Commission action/input, for example social service grants
- 4) Items that in staff's and Chair's judgment require timely consideration by the Commission (e.g. complaints of discriminatory actions)
- 5) Staff will consult with the Chair prior to finalizing the agenda regarding the inclusion of other items that in their judgment are consistent with the Commission's mission and/or provide important information that assists the Commission in fulfilling its role.
- 6)

REQUEST TO BE HEARD

Requirements for persons wishing to appear and be heard at regular meetings on matters germane to the jurisdiction of the Commission, and at special meetings on matters germane to the special business to be transacted at such meetings are as follows:

1. Regular Meetings. Interested parties may approach the Chair or staff at least ten (10) days before a scheduled meeting requesting that an item be placed on the agenda. Requests will be evaluated in accordance with the “Agenda Process” described above. Persons wishing to speak on any topic not scheduled on the Agenda may do so during oral Communications.
2. Special Meetings. At special meetings, no communications shall be received except as the same are germane to items specified in the call for the special meeting. As to such items, the Chairperson may allow communications from parties having made formal request to be heard, prior to the time the meeting convened.

Other Ground Rules. At all times, the Chairperson shall decide the order of appearance, time limits, and other ground rules for hearing persons wishing to be heard, subject to action by a majority of the Commission. In making such decisions, the Chair shall take into consideration the number of speakers and the number of other items on the agenda.

E. RULES OF DEBATE

The following shall be used by the Chairperson and members of the Commission as the general rules of debate. However, the Chairperson may at any time declare that the said rules are suspended, until such time as the Chairperson declares them in effect once again. Such declaration may be made upon the Chairperson's own volition, or at the suggestion of any member of the Commission. Such declaration, however, is subject to action by a majority of the Commission.

1. Chairperson May Debate and Vote, etc. The Chairperson may move, second and debate from the chair, subject only to such limitations of debate as are by these rules imposed on all members and shall not be deprived of any of the rights and privileges of a Commissioner by reason of that member's acting as the Chairperson.
2. Getting the Floor - Decorum. Every member desiring to speak shall address the chair, and, upon recognition by the Chairperson, shall confine remarks to the question under debate. Commissioners shall accord the utmost courtesy to each other, City employees and the public appearing before the Human Relations Commission, and shall refrain at all times from rude and derogatory remarks, public criticism of staff, remarks as to integrity, abusive comments and statements as to motives and personalities.
3. Interruptions. A member, once recognized, shall not be interrupted when speaking unless it be to call him to order, or as herein otherwise provided. If a member, while speaking, be called to order, that member shall cease speaking until the question of order be determined, and, if in order, that member shall be permitted to proceed.
4. Privilege of Closing Debate. The Commissioner moving the adoption of any motion shall have the privilege of closing the debate.

5. Motion to Reconsider. A motion to reconsider any action taken by the Commission may be made only on the day such actions was taken. It may be made either immediately during the same session, or at a recessed or adjourned session thereof, Such motion must be made by one of the prevailing side, but may be seconded by any member, and may be made at any time and have precedence over all other motions or while a member has the floor; it shall be debatable. Nothing herein shall be construed to prevent any member of the Commission from making or remaking the same or any other motion at a subsequent meeting of the Commission,
6. Remarks of Commissioner When Entered in Minutes. A Commissioner may request, through the Presiding Officer, the privilege of having an abstract of that Commissioner's statement on any subject under consideration by the Commission entered in the minutes. If the Commission consents thereto, such statement shall be entered in the minutes,
7. Summary Minutes. The Secretary will prepare summary minutes, which represent the Secretary's best effort to give a brief summary of the discussion on each agenda item, and which also record all motions and votes. Commissioners will generally defer to staff's discretion regarding the summary, unless the summary contains incorrect information.
8. Rules of Order. Except as otherwise provided in these rules, the most current edition of "Robert's Rules of Order, shall be used as a guide to the conduct of the meetings of the Commission, provided, however, that the failure of the Commission to conform to any rule of order shall not, in any instance, be deemed to invalidate the action taken.

ARTICLE VIII - COMPLAINTS

A. COMPLAINTS, DEFINITION OF

The word complaint, as used in these rules and regulations, means any letter, petition, referral, or other communication regardless of form, concerning any alleged or reported situation involving group tensions, prejudice or disorder occasioned thereby in the City of Fremont, and any problem in inter-personal relations or situation involving discrimination based on race, color, ethnicity, religion/creed, national origin, ancestry, sex, including sexual identity, sexual orientation, age, familial status, disability, medical condition, political beliefs and income, against any person, group of persons, organization or business entity in the City of Fremont.

B. AGENDIZING

Upon receipt of a complaint (as defined above), the Secretary shall include the complaint as an agenda item at the next regular Commission meeting, in accordance with the "Agenda Process" described above.

I. COMPLAINTS, ACTION BY COMMISSION

Upon receipt of a complaint, the Commission may take such action as necessary to fulfill its human relations role as defined in the Fremont Municipal Code. Such actions might include consultation with groups and individuals, using persuasion and conference to arrive at voluntary solutions, and providing advice and recommendations to the City Council.

ARTICLE IX - AMENDMENTS

Subject to Section 2-3102 of the Fremont Municipal Code concerning City Council approval, these Rules and Regulations may be amended by a majority vote of the total membership of the Commission at any regular meeting of the Commission, provided, however, that no amendment shall be adopted by the Commission unless a notice of intention to consider the particular amendment, with a copy of the proposed amendment or a reasonably accurate summary thereof, has been sent to all members of the Commission not less than five (5) days prior to the meeting at which any such amendment is considered.