



Human Relations Commission

September 16, 2025 4:00 PM,

Independence Utilities Center, 17221 E. 23rd Street S. Independence, Missouri 64057

CALL TO ORDER

APPROVAL OF MEETING MINUTES

1. FROM MARCH 11, 2025, MAY 27, 2025 & JULY 22, 2025

APPROVAL OF PROPOSED BYLAWS REVISIONS

1. BYLAWS UPDATED REVISION

SKATEBOARD COMPETITION EVENT UPDATE

BOARD AND COMMISSION TRAINING DISCUSSION

ADJOURNMENT



Human Relations Commission Meeting Minutes

March 11, 2025

Acting Chair Helen Hurley called the meeting to order at 4:14 p.m. Members present included Acting Chair Helen Hurley, Charline Gray, Virginia Hudson, Mindy Meadows, Nina Falls, and Lupe Moe. Advisory member Independence Deputy Police Chief Michelle Sumstad, and City staff liaison, John Mayfield, were also present.

Mindy Meadows moved to approve the February 4, 2025 meeting minutes. Virginia Hudson seconded the motion. The meeting minutes of February 4, 2025 were approved 6-0.

Members discussed the proposed bylaws changes. The members discussed the flexibility that the proposed bylaws changes would provide for the Commission. Changes were also made to the bylaws to be in accordance with changes made by the City Council with Resolution 7082. After discussion Mindy Meadows moved to table this item to the May 13th meeting. Lupe Moe seconded the motion. The motion was approved 6-0.

Acting Chair Helen Hurley asked for nominations for a temporary chair. Charline Gray made the motion to nominate Lupe Moe. Nina Falls seconded the motion. The motion was approved 6-0.

Temporary Chair Lupe Moe asked for nominations for a permanent chair from the floor. Nina Falls nominated Helen Hurley. Charline Gray seconded the motion. The motion was approved 6-0.

Chair Helen Hurley asked for nominations from the floor for Vice-Chair. Virginia Hudson nominated Lupe Moe. Mindy Meadows seconded the motion. The motion was approved 6-0.

Chair Helen Hurley asked for nominations from the floor for Secretary. Mindy Meadows nominated Mara Bradford. Lupe Moe seconded the motion. The motion was approved 6-0.

John Mayfield provided the members with an update about the Human Relations Commission budget. The remaining balance for this fiscal year ending on June 30, 2025 is \$280.02. John Mayfield shared with the Commission that the Finance Department has stated that the funds must be encumbered by the end of the fiscal year. The remaining balance does not roll over into the next fiscal year.

Members discussed ways of promoting the ICON Award (Independence Champion of Non-Discrimination). The Independence Chamber of Commerce has some information on their website. John Mayfield will work with the City Communications Team to promote on the social media accounts for the city.

Lupe Moe made a motion to adjourn the meeting. Virginia Hudson seconded the motion. The motion was approved 6-0. The meeting adjourned at 4:55 p./m.

Meeting minutes submitted by John Mayfield

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Human Relations Commission

Meeting Minutes

Tuesday, July 22, 2025

4:00 p.m.

WELCOME

Call to Order. Chair Helen Hurley called the meeting to order at 4:02 p.m. Members present were Chair Helen Hurley, Vice Chair, Lupe Moe, Secretary Mara Bradford, Charline Grey, and Mindy Meadows. City Liaison John Mayfield and Deputy Police Chief Michelle Sumstad were also present.

JUNETEENTH REVIEW AND DISCUSSION

The turnout and event were great! The only comment for improvement was to ensure we have new shirts every year. From the PD standpoint, there could be better communication. There were few people at the parade as entries and even fewer watching along the route. It is essential to make sure that City Staff is informed of all event details. There is a recommendation that a member of the City sit on the Juneteenth Committee. This year, there was not one. Juneteenth will be right in the middle of the 2026 World Cup.

ICON AWARD REVIEW AND DISCUSSION

There was a good turnout at the presentation, however the awardees were unable to be there. We scheduled a secondary event where our awardees were honored. As long as we continue to push out the information through the City and the Chamber of Commerce, we will gain more traction. Plenty of room for growth. If there isn't a business nominated, then there needs to be one person awarded each year. John suggests that we work with the Juneteenth event to increase public awareness. The awards themselves were beautiful. Englewood Arts donated some of the cost.

SKATEBOARD COMPETITION EVENT DISCUSSION

Work with other groups to get sponsorships and supplies. Big Brothers and Big Sisters would be a great partner. Mara will reach out. Helen will reach out to Nina to get an update. Hy-Vee has a donation form that we can use to ask for food. Mara also has a connection with Hy-Vee catering and can ask. Lupe is working on music and speakers.

ADJOURNMENT

Charline Gray made a motion to adjourn. Lupe Moe seconded. Motion passed 5-0. Meeting adjourned at 4:30 p.m. The next meeting will be Tuesday, September 16, 2025, at the IUC located at 17221 E. 23rd Street S in Room 117.



Meeting Minutes

Independence Human Relations Commission

Special Called Meeting

May 27, 2025

The Independence Human Relations Commission met via Microsoft Teams. Members present included Chair Helen Hurley, Vice Chair Lupe Moe, Secretary Mara Bradford and Charline Gray, Virginia Hudson & Mindy Meadows. Staff liaison John Mayfield and Police Department liaison Deputy Police Chief Michelle Sumstad were also present.

Chair Helen Hurley called the meeting to order at 4:05 p.m. Nominations for the ICON Award (Independence Champion of Non-Discrimination) were discussed. Rev. Anthony Mondaine was nominated via email by two individuals to City staff. Councilmember Bridget McCandless had previously submitted Meredith Rose for consideration.

After discussion Charline Gray made the motion to select both Rev. Mondaine and Ms. Rose as ICON Award recipients as no businesses or organizations were nominated. The motion was seconded by Lupe Moe. The motion passed 5-0.

ICON Award will be presented to both recipients at the Pride Event at Englewood Arts on Saturday, June 28, 2025. Staff will contact the award recipients with details.

Members discussed having another special called meeting in July. Members stated that the best time to meet would be Tuesday, July 15, 2025, at 4:00 p.m. via Microsoft Teams.

Charline Gray made a motion to adjourn the meeting. Virginia Hudson seconded the motion. The meeting adjourned at 4:20 p.m.

Minutes submitted by John Mayfield



BYLAWS OF THE INDEPENDENCE HUMAN RELATIONS COMMISSION

ARTICLE I - NAME

The name of the Commission shall be: The Independence Commission on Human Relations.

ARTICLE II – DEFINITION OF TERMS

Listed below are key legislative actions that passed by congress relating to discriminatory practices based on race, color, religion, sex, creed, ancestry, national origin, gender identity, disability, genetic information, or age.

- Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits employment discrimination based on race, color, religion, sex, or national origin.
- the Equal Pay Act of 1963 (EPA), which protects men and women who perform substantially equal work in the same establishment from sex-based wage discrimination.
- the Age Discrimination in Employment Act of 1967 (ADEA), which protects individuals who are 40 years of age or older.
- Title I and Title V of the Americans with Disabilities Act of 1990, as amended (ADA), which prohibit employment discrimination against qualified individuals with disabilities in the private sector, and in state and local governments.
- Sections 501 and 505 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified individuals with disabilities who work in the federal government.
- Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA), which prohibits employment discrimination based on genetic information about an applicant, employee, or former employee; and
- the Civil Rights Act of 1991, which, among other things, provides monetary damages in cases of intentional employment discrimination.
- harassment on the basis of race, color, religion, sex, national origin, disability, genetic information, or age.
- retaliation against an individual for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices.

Hereafter, The Independence Commission on Human Relations will refer to the criteria listed above when discussing bigotry, prejudice, discrimination, intolerance, and other related terms of

exclusion based on race, color, religion, sex, creed, ancestry, national origin, sexual orientation, gender identity, disability, genetic information, or age.

ARTICLE III - POWERS AND DUTIES

1. The Commission shall act as an advisory body to the City Council and the City Manager on matters pertaining to human relations between the citizens of Independence and shall, where advisable, cooperate with Federal, State, and Municipal agencies and nongovernmental organizations for the purpose of effectuating its general aims.

2. The powers and duties of the Commission shall be:

a. To foster, through community effort or otherwise, a good will, cooperation, conciliation, and sympathetic understanding among all groups elements, and individuals.

b. To formulate and carry out educational programs that will aid in eliminating and preventing prejudice, discrimination, intolerance and bigotry which is based on race, color, religion, sex, creed, ancestry, national origin, gender identity, disability, sexual orientation, genetic information, or age.

c. To receive, hear, and investigate complaints and to initiate its own investigations, and report to the Council on all racial, religious, and ethnic group tensions, prejudice, intolerance, bigotry and discrimination, and any breach of the peace or disorder occasioned thereby.

d. To receive, hear, and investigate complaints and initiate its own investigations and report to the Council on practices of discrimination against any person based on race, color, religion, sex, creed, ancestry, national origin, gender identity, disability, sexual orientation, genetic information, or age, in the areas of employment, recreation, education, housing and other phases of public welfare and interest.

e. Inform and warn the public of false and sinister propaganda subversive to the public interest in the area of human rights.

f. To initiate and conduct voluntary surveys, assemble pertinent data, hold hearings, and issue such publications and reports of investigations as, in its judgment, will tend to minimize, prevent or eliminate prejudice, intolerance, with bigotry and discrimination based on race, color, religion, sex, creed, ancestry, national origin, gender identity, disability, sexual orientation, genetic information, or age.

g. To recommend to the Council legislation to aid in carrying out the purposes of the I Independence Commission on Human Relations.

h. To make recommendations to the Mayor and Council regarding methods of eliminating any unfair or unjust discrimination, prejudice, intolerance or bigotry against any person or group based on race, color, religion, sex, creed, ancestry, national origin, gender identity, disability, sexual orientation, genetic information, or age which are deemed detrimental to the best interests of the community.

- i. To hold public hearings and request the attendance of witnesses when the Independence Commission on Human Relations deems it necessary or advisable to accomplish its purposes.
 - j. To create such advisory committees and subcommittees, as, in its judgment, will aid in effectuating its purposes.
 - k. To hold and conduct meetings, public and private, calculated to enlist the cooperation of all groups in the community to cooperate in eliminating and preventing group tensions, prejudices, intolerance, bigotry and discrimination based on race, color, religion, sex, creed, ancestry, national origin, gender identity, disability, sexual orientation, genetic information, or age.
 - l. To request of the City Manager suitable and qualified staff personnel assistance should the Independence Commission on Human Relations ever have need for such services.
 - m. To make a report of its activities, together with the recommendations from time to time, to the Mayor and the Council and to make a full report of all activities and progress annually, which report may be published, with the approval of the Council.
 - n. To adopt rules for the transaction of business and keep a record of its activities and minutes of all meetings.
 - o. To further the policies of the Fair Housing Act for the City of Independence, Missouri, and to prevent or eliminate discriminatory housing practices based on race, color, religion, sex, creed, ancestry, national origin, gender identity, disability, sexual orientation, genetic information, or age.
 - p. To cooperate with and render technical assistance to federal, state, local, and other public or private agencies, organizations, and institutions which are formulating or carrying on programs to prevent or eliminate discriminatory housing practices based on race, color, religion, sex, creed, ancestry, national origin, gender identity, disability, sexual orientation, genetic information, or age.
3. The City Manager shall be the contracting officer for the Commission.

ARTICLE IV - APPONTMENT OF MEMBERS

- 1. The Commission shall consist of nine members.
- 2. The members of the Commission shall be appointed by the City Council.
- 3. The terms of office of such appointed members shall be three years; however, all members shall continue in office until their successors shall have been appointed.
- 4. Any member is removable for cause by the Council, upon written charge and after public hearing.
- 5. Members of the Commission shall receive no compensation.

6. Vacancy on the Commission shall be filled through appointment by the Council for the period of the unexpired term.

ARTICLE V – OFFICERS

1. **The chair shall be chosen by the members of the Human Relations Commission from the membership.** He/she shall serve as chair until his/her term as a member has expired.

2. The other officers of the Commission shall be vice-chairman and secretary. These officers shall perform the duties prescribed by the bylaws and by Robert's Rules of Order Newly Revised (1996 updated version). The term of office shall be for one year or until their successors are elected and have assumed office.

3. At the first **regular** meeting of any calendar year, officers shall be elected from the floor.

4. Duties of Officers

a. The chairman shall preside at all meetings, shall be ex-officio member of all committees, appoint committees, special committees, and call special meetings. At each regular meeting and at each special meeting, the chairman shall submit recommendations and such information as he/her may consider proper and necessary concerning the business, affairs, and policies of the Commission.

b. Vice-chairman shall assist the chairman, perform all duties of the chairman during the absence or inability of the chairman. In the event of a vacancy in the office of chairman, the vice-chairman shall automatically succeed to that office.

c. Secretary shall be responsible for maintaining a record of the proceedings of the Commission, shall have a copy of the bylaws and special rules of the Commission available at all times, and shall perform such other duties as usually pertain to the office or as shall be assigned to that officer.

d. Vacancy occurring in an elective office shall be filled as soon as possible at a regular meeting of the Commission.

ARTICLE VI – MEETINGS

1. **Regular meetings of the Commission shall be held on the second (2nd) Tuesday of January, March, May, July, September and November unless the Chair or three members of the Commission call for a regular meeting to be held on a different date due to a holiday, or other unforeseen circumstances or emergencies. Meetings may be conducted virtually. At least two meetings per calendar year shall be held in person.**

2. **Five members shall constitute the number present for a quorum. The Commission shall not conduct business in the absence of a quorum.**

3. Special meetings may be called by the chair or may be called by three members of the Commission.

4. **All meeting and notice requirements shall comply with the Missouri Open Records Act in Chapter 610 of the Missouri Revised Statutes.**

5. Three consecutive absences by a specific member shall result in the declaration of a vacancy of the Commission whereupon the Council shall be informed of the vacancy.

ARTICLE VII – AGENDA

1. The chairman shall prepare for each regular meeting of the Commission an agenda of the items to be considered in accordance with these rules of procedure. No item shall be placed on the agenda later than seven days preceding the regular meeting of the Commission.

2. Any member of the Commission may inform the chairman to add any matter to the agenda for discussion or action.

3. Each member shall receive a copy of the agenda at least three days before any regular meeting.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (1996 updated version) shall govern the Commission in all instances not covered by these bylaws.

ARTICLE IX – AMENDMENTS

These bylaws may be amended by a two-thirds vote at a regular meeting of the Commission provided that written notice has been given at the preceding regular meeting or has been sent to each member at least five days prior to the meeting at which it is to be voted.

ARTICLE X - CONDUCT

The Human Relation Commission will follow The American Society for Public Administration (ASPA) code of ethics in the advancement of the science, art, and practice of public administration. The ASPA affirms its responsibility to develop the spirit of responsible professionalism within its membership and to increase awareness and commitment to ethical principles and standards among all those who work in public service in all sectors. To this end, members of ASPA are committed, as is The Human Relation Commission, to uphold the following principles:

1. Advance the Public Interest. Promote the interests of the public and put service to the public above service to oneself.

2. Uphold the Constitution and the Law. Respect and support government constitutions and laws, while seeking to improve laws and policies to promote the public good.

3. Promote democratic participation. Inform the public and encourage active engagement in governance. Be open, transparent and responsive, and respect and assist all persons in their dealings with public organizations.