



HUMAN RELATIONS COMMISSION TASK FORCE

Thursday, April 22, 2021 6:30 – 8:00 p.m.

**Public Telephone Conference
(816) 743-4875 - Conference ID: 835 653 250#**

PLEASE NOTE:

Pursuant to Jackson County Executive Order dated November 18, 2020 and any subsequent amendments and Phase 2.5 of the Eastern Jackson County Recovery Plan limiting public gatherings, this meeting will be conducted by taking safe social distancing measures as required by the Order. The public may participate in the meeting via conference call at **(816) 743-4875; Conference ID 835 653 250#** as provided in Section 610.020(4) RSMo.

Members of the Task Force will be participating via video-conference and/or telephone as provided in Section 610.020(1) RSMo.

1. Call meeting to order
2. Confirmation of Quorum
3. Approval of Minutes from March 18, 2021 Task Force meeting
4. Discuss letter from Mayor Ross requesting Task Force status
5. Review Current Human Relations Commission Members Responses to March 18, 2021 Task Force Questions
6. Review Blue Springs Code pertaining to the Human Relations Commission
7. Presentation: Blue Springs Human Relations Commission: An Outsider's View by Dr. Gilbert Singletary
8. Public Comment – Please complete the [Speaker Appearance Form](#) on the City's website prior to 4:30 the day of the meeting. Speakers are requested to limit their comments to five minutes.
9. Next Meeting Scheduled
10. Adjourn

A quorum of the Blue Springs Human Relations Commission and/or City Council may be present, but no Commission or Council votes will be taken.

This Agenda was posted at City Hall and on the City's website on Tuesday, April 20, 2021.

Sheryl Morgan, City Clerk

CITY OF BLUE SPRINGS, MISSOURI
MINUTES OF HUMAN RELATIONS COMMISSION TASK FORCE
MARCH 18, 2021

A meeting of the Blue Springs Human Relations Commission Task Force was held on Thursday, March 18, 2021 at 6:30 p.m. with Dr. Warren Haynes presiding.

Pursuant to Jackson County Executive Order dated November 18, 2020 and any subsequent amendments and Phase 2.5 of the Eastern Jackson County Recovery Plan limiting public gatherings, the Task Force members participated in this meeting via video-conference and telephone to ensure safe social distancing measures were taken as provided in Sections 610.020(1) and 610.020(4) RSMo. The public was able to attend via telephone conference.

TASK FORCE MEMBERS IN ATTENDANCE	Dr. Warren Haynes, Chair	City Councilmember Galen Ericson
	Richard Mitchem (joined at 7:00)	City Councilmember Kent Edmondson
	Nichlaus Stephens	City Councilmember Susan Culpepper

Rachel Williams - Absent

Also present were City Attorney Jacqueline Sommer, Police Chief Bob Muenz, Captain Jeff Sargent, and City Clerk Sheryl Morgan.

CALL MEETING TO ORDER	Chair Dr. Warren Haynes called the meeting to order at 6:30 p.m.
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CONFIRMATION OF QUORUM	City Clerk Sheryl Morgan confirmed a quorum of the Task Force was present.
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APPROVAL OF MINUTES	City Clerk Sheryl Morgan advised she made a correction to the February 25, 2021 Minutes previously distributed with the Agenda clarifying that not all members of Task Force were present, but confirming a quorum of the Task Force was present. Member Culpepper moved to approve the Minutes of the February 25, 2021 Task Force meeting. Motion seconded by Member Ericson and carried unanimously.
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MISSOURI COMMISSION ON HUMAN RIGHTS	Kristy Lambert, Legal Counsel for the Missouri Commission on Human Rights (MCHR) presented an overview of Commission and the Missouri Human Rights Act, as well as information on other local HRCs. Ms. Lambert outlined the categories protected by discrimination under the Human Rights Act. Ms. Lambert reviewed the assistance the MCHR can provide to local HRCs. A copy of Ms. Lambert's presentation will be shared with the members of the Task Force and the Human Relations Commission, and is attached to these Minutes for reference.
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DISCUSSION WITH HUMAN RELATIONS COMMISSION MEMBERS	Blue Springs Human Relations Commission members in attendance were Gino Bueno, Courtney Yount-McGinnis, Lucas Taylor and Leslie Gleason.
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Dr. Haynes asked the Task Force to consider for a future meeting whether the Public Safety umbrella was the best place for the HRC to reside?

Chair Haynes asked the current members of the HRC to also consider the following three questions and to send the responses prior to the next meeting:

- Are there any issues of great urgency that need to be addressed?
- In order to take advantage of the most promising and unexploited opportunities, what needs to occur?
- What are you doing well as an HRC?

HRC Acting Chair Gino Bueno shared his experiences with the current HRC structure and management.

Due to the time, Dr. Haynes suggested the HRC members attend the next meeting and share their thoughts on the three questions posed, as well as other input they would like.

**CITY OF INDEPENDENCE
HUMAN RELATIONS
COMMISSION**

City Attorney Jacqueline Sommer reported on her discussion with the Major Ed Turner who serves as the Advisory Member of the Independence Human Relations Commission. Turner stated the Independence HRC is experiencing some of the same issues as the Blue Springs HRC has encountered. They are reorganizing the HRC to include other organizations and had training by the Mid-America Regional Council. The Independence HRC has a Heritage Festival and their Martin Luther King, Jr. celebration which is run by another organization but the HRC assists. Major Turner believes the HRC should not be under the Police Department; they are currently under the umbrella of the Assistant City Administrator and stated strong leadership is needed for success.

NEXT MEETING

The Task Force members agreed to schedule the next meeting on Thursday, April 22, 2021 at 6:30 p.m.

ADJOURNMENT

There was no further business to come before the Council, Task Force Chair Haynes moved the meeting be adjourned. Motion seconded by Member Ericson and the meeting was declared adjourned at 7:57 p.m.

**BLUE SPRINGS HUMAN RELATIONS
COMMISSION TASK FORCE**

ATTEST:

Dr. Warren Haynes, Chair

Sheryl Morgan, City Clerk



Office of the Mayor
CARSON ROSS
Blue Springs, Missouri

Dear Task Force Members,

I want to thank you again for volunteering to serve on the City's Human Relations Commission Task Force.

When you were appointed in November 2020, I asked that the Task Force make a report with your recommendations to the City Council within 120 days. I understand that you've asked for an extension of that time period to finalize your presentation to the Council. I'm certainly OK with the extension of time, but I need to know how far along the Task Force's work is. There are vacant positions on the HRC that I'm waiting to fill until the Council considers your recommendations.

I know that the issue of HRC funding has come up a few times at your meetings. Hopefully it will help simplify your work to know that funding is not something that should be considered by the Task Force.

I look forward to hearing back from you.

Sincerely,

Carson Ross

Mayor of Blue Springs, Missouri

QUESTIONS TO CURRENT HRC MEMBERS

Do you think that the HRC would be better aligned to serve citizens under a different department other than the Police Department?	
Commissioner 1	<p>In my short time on the Commission, I have had positive experiences with the police liaisons. I also found Chief Muenz to be open to feedback, forthcoming in his responses, and flexible to consider suggestions from the community at our “Let Your Voice Be Heard” event.</p> <p>However, a primary issue in our community and in our county is relations between people of color (BIPOC) and the police, especially after numerous visible instances of police brutality. I think it sends a conflicted message that community members must go through a division of the police department to literally “let their voices be heard”, and this potential conflict may inhibit residents from coming forward with their thoughts and ideas.</p>
Commissioner 2	<p>As mentioned in the Task Force discussion, while the police officers have been extremely supportive, the housing of the HRC under the Police Department is counter-intuitive to the mission of most HRC groups. The goal is to ensure all citizens have access to the HRC without having to go through the city especially in instances in which a police officer may be involved in the issue at hand.</p> <p>In a quick review of area HRC groups, most are housed under Human Resources, the City Manager, or a Community Relations professional. As a member of the HRC, I would highly recommend that the city hire a Diversity, Equity and Inclusion Director and/or a Community Relations Director and move the HRC under their purview. If that is not something that is feasible at the time, I would suggest a move under Human Resources or Legal.</p>
Commissioner 3	<p>The Police Department has provided the HRC extensive support from the very beginning of the HRC. The Police Department has truly championed the HRC and appears to, not only understand the purpose and benefits of a HRC in a community, but to also truly believe in the value of a HRC. With that said, the only conflict I see with the Police Department being the liaison between the HRC and the City is citizens have to go through the Police Department to connect with HRC members. This is probably not an issue most of the time, but in the event a citizen wishes to express concerns involving the Police Department, this could cause some distrust. If there were a way (regardless of which department the HRC is under) to not have communications between the citizens and the HRC screened (or appear to be screened), many concerns – real or perceived – could be removed.</p> <p>The working relationship between the Police Department and the HRC provides additional opportunities for our citizens and officers to meet one another in a variety of non-emergent, relaxed settings. These sorts of meetings go a long way toward building relationships and trust. With the current strains across the country on the relations between people of color and police, these sorts of meetings couldn’t be more important. The very fact that the Police Department has provided resources beyond measure to help make such opportunities possible demonstrates the desire of the Department to serve citizens and improve relations. If the HRC begins to work under a different department, my hope is it will continue to partner on events with the Police Department.</p>

QUESTIONS TO CURRENT HRC MEMBERS

Are there any issues of great urgency that need to be addressed?	
Commissioner 1	<p>As stated above, we need greater focus on responding quickly and effectively to the major issues facing our nation and our local community, namely the treatment of BIPOC by police and government officials. This could start with a follow-up conversation around our “Let Your Voice Be Heard” event.</p> <p>Similarly, there seems to be a growing divide among ideological groups, as evidenced by posts about race relations and politics on the Blue Springs Community Awareness Facebook page. If our purpose is to bring citizens and community members together, we have to first acknowledge the rift between us, identify factors/causes, and determine ways to effectively intervene. This starts with education about diversity issues, visibility of our commission (e.g. effective marketing, ongoing events & initiatives), and a clear focus/direction from city leadership.</p> <p>Regarding the functioning of the Commission, I have some scattered thoughts. First, we need a full and complete Commission of passionate, well-trained Commissioners who will faithfully attend meetings execute the mission of the HRC. This starts with filling vacant positions quickly. Second, we need ongoing refresher training so all commissioners—new and old—understand their roles, responsibilities, and limitations, as well as the same for other ancillary members like City Council and police department liaisons. There appears to be a need to build trust between the Commission & City Council, as it has been the perception of current and past commissioners that the implementation of unnecessary barriers hampered the good-faith efforts of the HRC. Assuming best intent, it would be helpful for commissioners to understand the rules and regulations that govern City Council members’ input into our processes so we can work more effectively and efficiently towards our goals.</p>
Commissioner 2	<p>Current Events:We need to follow up on our community forum from last summer. With the additional deaths that have occurred at the hands of police officers since the George Floyd murder, we need to hold ourselves and the City accountable for checking in with our citizens and addresses concerns that were brought to the table during the forum. Additionally, although we have been told we are not to be involved in school district business, there has been a situation at the high school in which a well written and produced discussion of Black Lives Matter on the high school news station led to all future broadcasts being removed from the elementary schools in the district. Students and their parents have requested support.</p> <p>Organizationally:There are two central issues that must be addressed in order for the HRC to move forward successfully. First, an agreed upon mission with a detailed job description needs to be created and implemented. Then the Commission must be given time to create a strategic plan. Also, the board should be expanded at that time. Second, some training needs to be held for any city official or staff who will be working with the HRC and who may be unfamiliar with DE&I principles and current trends. The training would need include a sharing of expertise from both outside sources and HRC Commissioners. I believe this may lead to a deepened sense of trust and a feeling of actual support. In my experience on the Commission, the connection between the Councilmembers and the HRC has been a strained one. With this particular Commission, it’s crucial that the liaison is both familiar with and supportive of initiatives aimed at creating systemic change.</p>

QUESTIONS TO CURRENT HRC MEMBERS

Are there any issues of great urgency that need to be addressed (continued)?

Commissioner 3

The issue of greatest urgency that needs to be addressed is filling vacant HRC positions in a timely matter. The position of Chairman has been vacant for over a year, nearly a year and a half. An orientation for new members should be created as well so they know exactly what sorts of commitments will be expected of them and what the HRC can and cannot do. Additionally, action steps and parameters must be established for the HRC. The mission and vision statements of the HRC, as well as the City Ordinance provide a clear roadmap for the HRC. The steps to achieve those goals, and the parameters in which the HRC are able to work to achieve those goals, are many times unclear and often appear to be fogged by “red tape” and political interests. Indeed, it often feels as though the HRC was established for appearances only. Some examples of these unclear lines would include when a black-owned business in our city was the victim of destruction of property with racial slurs being painted on his building, when someone complained of being pulled over by the police time and time again simply because of the color of their skin, and when a student at one of our high schools had a racial slur written on one of her papers. These issues were brought to the attention of the HRC and each time, the HRC was, in effect, instructed to “stand down”. Finally, when protests were beginning to take place in our city for BLM, the HRC responded with a plan to facilitate the “Let Your Voice Be Heard” forum. While City leadership was ultimately supportive in allowing this event to take place, the road to holding the event was quite bumpy and likely the reason your task force was formed. If the HRC was not formed to address these sorts of issues, why does it exist? Another item of urgency is the need to make the community aware of the HRC and any events the HRC has planned. Perhaps a Communications Committee, perhaps the freedom of the HRC to access social media, perhaps City support for signage to promote special events – these are just a few thoughts as how to better promote the HRC. Finally, follow-up with the “Let Your Voice Be Heard” event needs to be addressed. Numerous citizens who watched the event asked, “What’s next?” This is a question to which the HRC and City leadership needs to respond.

QUESTIONS TO CURRENT HRC MEMBERS

In order to take advantage of the most promising and unexploited opportunities, what needs to occur?	
Commissioner 1	<p>First, as mentioned above, we need a bit of education to ensure everyone is on the same page regarding expectations, roles, and limitations. Second, we need greater visibility in the community, and that starts with being more active in the existing events going on in the city. I see no reason we could not partner with other Commissions and city-affiliated groups to sponsor and/or participate in events that are taking place. I suggest one or two large events per year (to maximize impact and conserve resources), as well as monthly small events. This brings me to point three: we need access to social media in order to effectively market our activities and purpose without having to go through “red tape”. It seems hosting a “World Kindness Day”, mental health awareness campaigns, diversity/inclusion messages, Black History Month posts, etc. would be some of the simplest ways to be effective in our community. Finally, we need strong leadership (chairperson), a clear vision from the mayor and his appointed task force, and specific action steps that follow our mission and vision. I feel we need guidance from someone who knows the system and can empower us to get something done without feeling hampered.</p>
Commissioner 2	<p>HRC needs to meet more often. There are untapped opportunities to apply for grants, host events, and partner with area groups to support other equity and inclusion efforts. HRC members needs to be out in the community to learn more about gaps and needs that aren’t always easily identifiable. For instance, some community members have reached out lately to discuss the need, especially in wake of the pandemic, for increased social services and affordable housing in Blue Springs.</p> <p>The HRC needs a Chair person appointment and needs to be trusted to follow out the duties as described in the charter or in a revised charter. Additionally, it would be helpful to be able to bring in community members for committee work.</p> <p>Finally, we need guidance on if we can use a shared platform (google docs, Microsoft teams, etc.) that would allow us to continue working on specific goals, but still maintain compliance with the Sunshine law. Does that exist?</p>
Commissioner 3	<p>Again, the parameters within which the HRC is able to work need to be made clear and procedures eliminating the “red tape” allowing for action steps to be implemented need to be established. Having these systems in place will additionally allow the HRC to respond in a timely matter when issues occur in our community. The HRC needs to be able to move forward with plans to provide community educational programs (partnering with local libraries) and events that promote unity and awareness. Some future events discussed include celebrating World Kindness Day, hosting a unity circle around the lake at Rotary Park at Railroad Lake, reviving the HRC Fair as well as holding smaller, monthly events celebrating diversity and promoting awareness/unity/education. Final decisions need to be made on which major events the HRC wishes to pursue and committees with volunteers need to be established to help organize and produce the events. The HRC should establish referral chains. For example, when suggestions are brought to us for changes in City Ordinances, we guide the suggestion to City Council; when neighbors are having issues, we guide them to a mediator or other resources for resolution; when a student is having a problem in one of our schools, we guide them to the proper department in the school district; etc., etc. While we feel confident individually and collectively in our abilities, we realize we are not the experts in every concern that will be presented to us. To have a plan and relationships with various other organizations, we can help citizens resolve concerns in a more efficient and effective fashion.</p>

QUESTIONS TO CURRENT HRC MEMBERS

What are you doing well as an HRC?	
Commissioner 1	<p>Our success begins and ends with the Commissioners who volunteer their time and expertise to bettering our city. We currently have several well-educated, dedicated, and hard-working commissioners who are ready to work on behalf of our mission.</p> <p>In the short time I've been with the HRC, we've had a moderately successful event—"Let Your Voice Be Heard" community forum—as well as participated with the "Haunted Candy Cruise" at Halloween. We have also heard a proposal from students at the high school on abolishing conversion therapy within Blue Springs city limits, although again, we were unsure of our role in this process and how we could advance this cause within the course of our duties.</p> <p>We also have split into committees—Business and Education—which allowed us the opportunity to meet more often than monthly and work towards smaller targeted projects. Though our partnership with Blue Springs School District is another area in which we invested time and energy only to later learn we were outside our scope of practice, we were able to make inroads with key individuals and had a solid plan to gain valuable input from our partners at the schools. We now have plans to sponsor community education on various topics, a goal I am hopeful will lead to enhanced understanding and connection between community members.</p>
Commissioner 2	<p>Despite all of the changeover in commission members, I believe the Commission has a dedicated group of people who are willing to come together and spur change, listen to citizens, and apply their expertise and resources to better the Blue Springs community. The additional of the committees allowed the Commissioners more time to work outside of regular meetings, which led to some good action plans prior to Co-Vid.</p> <p>Additionally, our commission members have years of experience and expertise in their fields. By having such a vast area of backgrounds, it has helped us gain perspective and actively thinking of new ways to support every sector in Blue Springs.</p>
Commissioner 3	<p>We have started moving forward in a more organized and focused manner. With the establishment of the education and business committees, we are able to have break-out work sessions outside of our regular meetings, allowing for more planning and more efficient monthly HRC meetings.</p> <p>We have hosted several events that allow neighbors to come together. In today's hectic society and culture of spending time in our homes or our back yards, neighbors seldom have the opportunity to get to know one another. We feel knowing our neighbors helps to break down barriers and stereotypes, resulting in meaningful relationships and more understanding.</p> <p>As an HRC, we have continued to move forward and bring awareness to several issues despite COVID-19, despite having multiple vacancies on the Commission for long periods, and despite having clear parameters within which to work.</p>

The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.

Article VIII Human Relations Commission

Section 120.500 **Establishment.**

[R.O. 1996 § 120.500; Ord. No. 4482 § 1, 3-3-2014]

There is hereby established a Human Relations Commission, which Commission shall be selected, serve and have the powers and responsibilities set forth herein.

Section 120.510 **Policy.**

[R.O. 1996 § 120.510; Ord. No. 4482 § 1, 3-3-2014]

- A. It is declared to be the public policy of the City to fulfill its responsibility in securing for all citizens equal opportunity in employment, public accommodations, public services and housing and to continually strive to eliminate and prevent discrimination, including but not limited to segregation or separation, in these areas against individuals and groups for reasons, including, but not limited to, race, gender, sexual orientation, gender identification, ethnicity, family structure, physical ability, religious affiliation, age, color, language, national origin, veteran status or ancestry. **[Ord. No. 4847, 8-19-2019]**

- B. To this end, the City firmly believes in and supports the human rights provisions as set forth in Sections 213.040 through 213.070, RSMo., delineating unlawful discrimination practices in housing, commercial real estate loans, employment, public accommodations and other practices as detailed therein. The City will work to prevent or eliminate such conduct and to assist the State, if so requested, in resolving complaints alleging discrimination, as may be necessary, by developing strategies to anticipate, prepare for, and alleviate community tensions arising from intergroup conflict, providing resources and direction to a complainant as necessary, and assisting the State, Federal agencies, and other civil rights organizations in conflict resolution as needed and directed by the Mayor and Council.

- C. Furthermore, it is hereby declared to be the policy of the City to promote diversity awareness and inclusion through education, meaningful community partnerships, and the establishment of an open forum for dialogue and discussion of issues affecting the community related to such topics for the primary purpose of eliminating or preventing discrimination and ensuring equal opportunities for each citizen of Blue Springs to live a safe, peaceful life in a community that treats all persons with dignity and respect.

Section 120.520 **Human Relations Commission Purpose; Composition; Term Of Members; Organization.**

[R.O. 1996 § 120.520; Ord. No. 4482 § 1, 3-3-2014; Ord. No. 4656, 4-17-2017; Ord. No. 4745, 5-21-2018; Ord. No. 4813, 4-15-2019]

- A. Purpose. The purpose of the Human Relations Commission is to foster the improvement of human relations among and between citizens of all cultural backgrounds so as to provide all individuals with an equitable opportunity to grow and participate to the best of their ability in our economic, educational, political, and social systems.

- B. Members Of Human Relations Commission.

1. There shall be a Human Relations Commission consisting of seven (7) members, appointed by the Mayor, with the consent and approval of a majority of the City Council. Members shall be residents and shall not have been convicted of a felony.
2. Student Members. In addition, there shall be two (2) student members of the Human Relations Commission. The student members must be, at the time of their service on the Commission, a student of a high school within the City limits. The Human Relations Commission shall seek nominations from high schools located within the City limits, review the applications and select candidates for interviews. The Human Relations Commission will recommend for appointment by the Mayor, with the consent and approval of a majority of the Council, student members to serve one-year terms from September 1 to August 31 as non-voting members of the Commission.
- C. The Chairperson or Vice Chairperson may resign from office at any time during their term and may do so without resigning from the Commission. In such event, the Mayor, with the consent and approval of a majority of the City Council, shall appoint another voting member to replace the resigning officer, and such person shall serve the unexpired term of the person they replace.
- D. A majority of the appointed voting members of the Commission shall constitute a quorum for the purpose of conducting the business thereof.
- E. The City Administrator shall assign staff support, and the City shall budget monetary support for the Commission.

Section 120.530 Functions, Duties And Responsibilities Of The Commission.
[R.O. 1996 § 120.530; Ord. No. 4482 § 1, 3-3-2014]

- A. The Commission, through its members, agents, and committee task forces, shall have the following functions, duties and responsibilities:
 1. Promote mutual understanding and respect among all diverse groups in the City and seek solutions to related problems concerning citizens of the City with the objective to provide an environment in which each citizen shall have the opportunity to grow to their maximum potential and be treated with dignity and respect.
 2. Endeavor to eliminate prejudice among various groups in the City and to create harmonious relationships among citizens, groups and agencies within the City.
 3. Encourage the cooperation of all community groups, both private and public, and work with civil rights organizations, community organizations, Law Enforcement Agencies, school districts and other community educational institutions and other groups to foster better human relations among the citizenry of Blue Springs and within the surrounding communities when those relations will significantly impact the quality of life in Blue Springs.
 4. Initiate or coordinate discussions between individuals or groups in order to lessen tensions and promote human relations understanding in the City.
 5. Conduct studies and assemble pertinent data, if specifically requested by the Mayor and City Council, for the purposes of:

- a. Developing the most effective means of improving human and community relations;
 - b. Organizing training materials for use by the Commission to assist civil and human rights and human relations agencies, neighborhood organizations, educational institutions, law enforcement agencies, businesses and others to prevent unfair treatment and encourage harmonious relations among all groups in the City;
 - c. Providing information to the City's Office of Communication for possible dissemination of such information and research as, in its judgment, will tend to promote good will and minimize or eliminate discrimination in the City; and
 - d. Measuring effectiveness of programs established to eliminate discrimination in the City.
6. Seek and enlist the cooperation, including financial assistance, of private charitable, religious, labor, civic or benevolent organizations, for the purposes of this Article.
 7. Implement and coordinate programs acceptable to the City that may be funded by City, County, State and Federal grants or other programs to effectuate the purposes and policy of this Article.
 8. Advise and consult with the Council and the City Administrator on matters involving discrimination to assure effective compliance with non-discriminatory policies and ordinances.
 9. Study, advise and make other recommendations for legislation, policies, procedures and practices of the City and other public entities as are consistent with the purposes of this Article.
 10. Upon specific direction of the Council, create advisory agencies, conciliation councils (a subcommittee made up of Commission members), and task forces.
 - a. These groups will aid in effectuating the purposes of this Article; to study the problem of discrimination in all or specific fields or instances of discrimination because of race, religion, color, sex, familial status, sexual preference or orientation, age, disability, ethnicity, national origin, ancestry, language, or veteran status; to foster through community effort, or otherwise, good will, cooperation and conciliation among the groups and elements in the population of the City; and to make recommendations to the City for the development of policies and procedures, and for programs of formal and informal education, which the Commission may recommend to the City.
 - b. Such advisory agencies, conciliation councils (a subcommittee made up of Commission members) and task forces may be composed of Commission members and representative citizens serving without pay. Every effort shall be made to ensure that each district of the City shall be represented by at least one (1) member of each advisory agency, conciliation council or task force.
 - c. The Commission may itself make the studies and perform the acts authorized by this Subsection. It may, by voluntary conferences with parties in interest, endeavor by conciliation and persuasion, to eliminate discrimination in all the stated fields and to foster good will and cooperation among all elements of the population of the City. The Commission, as a whole or a committee thereof, may also serve as a resource to citizens who believe they have suffered discrimination.

11. Provide to the City's Office of Communication for possible dissemination such publications and results of its investigations and research that in its judgment will tend to promote good will and minimize or eliminate discrimination because of race, religion, color, sex, familial status, sexual preference or orientation, age, disability, ethnicity, language, national origin, ancestry, disability or veteran status.
12. Prepare an annual report for the City Council concerning the Commission's activities under the provisions of this Article, with recommendations and pertinent comments.
13. Regularly advise the City Administrator or the City Administrator's designee, through distribution of agendas, minutes, memoranda, reports and other pertinent documents, of the items of business before the Commission, the ongoing status of such items, and the dispositions of such items.