

**CRC Meeting Minutes - Draft**  
**May 23, 2017**  
**Princeton Municipal Building, Room A**

*This is to affirm that the regularly scheduled meeting of the Princeton Civil Rights Commission has been duly notified and is being conducted in compliance with all provisions of the New Jersey Open Public Meetings Act.*

**Attending:** Afsheen Shamsi, Molly [Chrein](#), Leticia Fraga, Karen Hernandez-Granzen, David Campell, Tim Quinn, Donna Tatro, Tommy Parker, Kiki Jamieson, Marc Dashield, Lisa Maddox (Municipal attorney)

**Absent:** Susan Fiske

Mr. Dashield: Distributed copies of ordinance p. 1-4, Guidelines and Procedures, Forms for review.

Role of the CRC. Enforcement falls under State Division of CR. CRC is an advisory board to the council, to promote anti-discrimination and foster informal, voluntary conflict resolution process.

Boards and Commissions: authority of the CRC comes as a board and not any individual. Commission or one of the sub-committees. Liability is not covered outside of the Commission or sub-committee.

Any communication from the CRC must be approved by the CRC as a board, any communication outside of internal communications must go through the Council liaison.

Communication from the CRC comes through the Chair, or if unavailable, the Vice Chair.

CRC meetings are open and announced. Closed meetings still need to be announced to the Public as closed.

Letters to Editor must go through the Council, text will be reviewed by Council.

The CRC does not have authority to determine discrimination. CRC is formed to help the community to work on anti-discrimination through conflict resolution, dialogs, discussions, express solidarity,

Flow chart (p. 6) Summary of Civil Right Complaint Process – review

Complaint process and forms review:

Web form under development that will automatically be routed to Human Services; it will be in various languages. **ACTION:** CRC will recommend languages to Mr. Dashfield

Can minors fill out this form? Yes. Ms. Maddox states parent/guardian would be notified. The intake form will be modified to request name and phone number or email, incident description, and summary.

It must be the person who believes they experienced discrimination and not a second party. In the case of second party reports, community education is a response the CRC can pursue.

Once complaint received and complainant is not satisfied with fact finding outcome, three options:

1. Outside Mediation - handled by professional mediators volunteer time
2. Informal Conflict resolution - handled by CRC, notice of meeting in closed session
3. Other Legal Actions - court

180-day limit to choose legal action, Human Resources director needs to inform complainant of time remaining.

Ms. Fraga suggests the annual report of CRC 1997 can provide ideas about how data/activities were summarized in the past, categories for data analysis.

Mr. Quinn states the general process expected is party A and B give consent to discuss individually and together. Attempt to reach resolution agreement or CRC will direct to professional mediation or courts. No written records.

Human Services will notify the CRC about the consent by the parties for informal mediation. Only sub-committee for conflict resolution gets details (and not the whole CRC).

**ACTION:** Sub-committee will draft process and guidelines for informal conflict resolution work within 2 weeks. (Request for conflict resolution pending.)

#### **Approval of Minutes:**

Edits suggested by Kiki Jamieson.

**ACTION:** All should review before approval at next meeting.

#### **Chair's Report:**

Ms. Fraga has discussed upcoming special meeting with Steve Cochrane. Once confirmed, Ms. Fraga will send a notice of the May 30 special meeting of the CRC to hear from Superintendent Cochrane to Planet Princeton.

Discussion of logistics of the room for the May 30 meeting. IT support will confirm AV systems etc. are all working.

Individual contacted Ms. Fraga about a possible complaint. Ms. Fraga responded with process to file complaint, though no complaint has yet been made.

**ACTION:** Ms. Fraga will notify Elisa Niera (Human Resources).

Another individual contacted Ms. Fraga about a new SnapChat incident, but no formal complaint has yet been made.

**ACTION:** Ms. Tatro will draft a standard response, suitable to send to any report of possible discrimination and distribute to CRC for review. Ms. Fraga will share the text for a response she sent to one individual. Ms. Tatro will check with Ms. Niera about standard text.

### **Sub-committee reports:**

Policy: Policy sub-committee has not met. Policy and Education/Outreach sub-committees are interested in teaming up for a public meeting. **ACTION:** Ms. Jamieson and Ms. Shamsi will draft proposed themes and meeting format.

Education/Outreach: Ms. Shamsi authored an article about Collective Impact Initiative. Bobby Hackett has undertaken work of developing Collective Impact Initiative for Princeton. The Education/Outreach sub-committee would like to follow-up with Bobby Hackett about the current work and possible collaboration.

By-Laws: Ms. Chrein reports the sub-committee has drafted By-Laws and work is nearly complete. The final drafts will be shared with full CRC for review in the next week.

Conflict Resolution: Mr. Parker discussed procedures and the State conflict resolution training with Mr. Dashield in advance of today's meeting.

Mr. Quinn: Reports he has worked with Mr. Dashield and Elisa Niera on forms and ways data will be summarized.

Meeting Adjourned at 8:30 p.m.