

**Pottstown Human Relations Commission**  
**Minutes**  
**Of the August 2017 General Meeting**  
**August 8, 2017**  
**6:00 PM**

Chairperson Levengood opened the meeting at 6:25 P.M. upon the arrival of Commissioner Corson. A moment of silence and the Pledge of Allegiance followed.

Roll call

Commissioners Corson, Levengood, Lister and Watson were present. Commissioners Lawrence and Miller had excused absences. Consultant Hicks, former Commissioner Paez, and Mrs. Pegroza also attended the meeting.

Approval of Minutes - Commissioner Corson moved to accept the July minutes. - Motion approved.

October 2017 meeting-Chairperson Levengood reported that the October 10, 2017 meeting needed to be changed to October 11 or 12. Commissioners were polled regarding their availability, Commissioner Watson made a motion to change the meeting date to October 12 at 6:00 p.m. in Council Chambers - Motion Approved.

Finance Report

Chairperson Levengood reported the following reallocation of the 2017 budget: \$ 50.00 from Transportation to Supplies, \$150.00 from Training to Supplies, \$ 25.00 from Processing to Supplies. Commissioner Corson made the motion to approve the reallocation - Motion approved

Consultant Hicks submitted her invoices for the past four months as approved in the 2017 budget. Commissioner Watson made a motion to pay invoices - Motion approved.

The letter for office rent will be resubmitted for approval of payment for \$120.00 a month retroactive back to January.

One concern raised was that there may be a conflict between the church that houses the office and Borough Hall. As previously noted and understood, the need for a secure office space is necessary for the following reasons:

- Training sessions held by and for Pa. HRC.
- Storing the locked file cabinet, computer, and supplies.

Motion made by Commissioner Lister to pay the rent - Motion approved

Motion was made by Commissioner Watson to reimburse Chairperson Levengood \$70.97 for pencils that will be distributed at events and pay any fees for advertising, supplies and participation in the Pet Fair, Latin Festival and Veteran's event - Motion approved

Summary of Chairperson's report:

- Borough email account cleared of past emails from 2013.
- Consultant Hicks will check the Pottstown HRC Gmail account and the telephone system daily.
- Formation of committees to include training, communication, and programs. Chairperson will be the ex-officio on all subcommittees. By-laws must be updated to include committees.

Motion was made by Watson -. Motion approved.

Commissioner Watson made a motion to assign members to the three committees: Communication, assigning Lawrence/Miller; Programs/Events assigning Watson and new commissioner; and Training, assigning Lister/Corson - Motion approved

A suggestion was introduced to invite volunteers to be part of the Commission. Volunteers can assist with programs, projects and events, but will not assist in administrative functions or have the ability to process cases. The volunteers will have to present background checks and resumes to be considered for this post. The motion was made by Commissioner Carson - Motion approved.

Report of Events attended:

NAACP August meeting - Chairperson Levengood and Commissioner Lister met members from the Advisory Council of Montgomery County Human Relations Commission..

Harris Family Ministry - Chairperson Levengood attended

National Night Out - Pottstown HRC had a table and distributed embossed pencils. Chairperson Commissioner Levengood, Commissioners Lister, Watson, and Consultant Hicks attended.

Feria Latina - Consultant Hicks attended

Future Events/Projects:

Pet Fair - September (Pottstown HRC will have a table and assist).

Latin Festival - September (Pottstown HRC will have a table)

Veteran's event - September (Commissioner Watson may attend) more information needed

Safe House - October (Commissioner Levengood plan to attend) more information needed

**Other discussion:**

Letter to Borough Council - Further discussion needed

Background checks needed to complete Commissioner's files

By-laws - Update needed

**Vacancy** - We have 3 applications to be reviewed to fill the vacancy left by former Commissioner Paez.

Chairperson Levengood stated the next meeting of the Commission will be held on September 12, 2017 at 6:00 PM.

Chairperson Levengood adjourned the meeting at 8:10 PM.

(Submitted by DJH)

*The entire Chairperson's message is attached on the next page.*

Minutes approved September 12, 2017

  
Chairperson