



# Allentown

435 Hamilton Street  
Allentown, Pa. 18101

## Meeting Agenda

### Human Relations Commission

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Thursday, February 1, 2024

6:00 PM

City Hall Council Chambers

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#### Call to Order

#### Roll Call:

#### Courtesy of the Floor:

- Building 21 Request

#### Remarks from Student Representatives:

#### Remarks from Commissioners:

#### Approval of Minutes

#### Motion: Second:

#### Old Business

- Invite all applicants to meetings and participate
- Requested access to the OneDrive folder and Teams access
- Commissioners should also attend the Lehigh County HRC meeting
- Meeting date change for July 4th.

**New Business:**

- 1. Overview of Human Relations Commission (HRC)**
  - a. Outline the purpose and goals of the HRC**
- 2. Goal Setting**
  - a. Define the committee's mission and objectives**
  - b. Establish short-term and long-term goals**
  - c. Prioritize key initiatives**
- 3. Operational Framework**
  - a. Discuss the committee's operational structure**
  - b. Clarify roles and responsibilities**
  - c. Outline decision-making processes**
- 4. Partnerships**
  - a. Explore opportunities for collaboration with external organizations**
  - b. Discuss potential partnerships to enhance HRC's impact**
- 5. Committee Structures and Roles**
  - a. Define individual roles within the committee**
  - b. Discuss leadership positions and responsibilities**
- 6. Housekeeping Rules**
  - a. Establish a code of conduct**
  - b. Outline confidentiality guidelines**
  - c. Define respectful communication standards**
- 7. Attendance Policy**
  - a. Discuss expectations for attendance**
  - b. Introduce consequences for poor attendance**
- 8. Update about the Memorandum of Understanding (MOU)**
  - a. Share information regarding the current status and any developments**
- 9. Update about Training**
  - a. Provide updates on ongoing or upcoming training sessions**
  - b. Discuss the importance of continuous learning**

**Motion to Adjourn: Second:**