



CITY OF MADISON HEIGHTS

LIBRARY - BRECKENRIDGE ROOM, 240 W. 13 MILE RD.

**HUMAN RELATIONS AND EQUITY COMMITTEE MEETING
AGENDA**

DECEMBER 10, 2022 AT 10:00 AM

CALL TO ORDER

ROLL CALL

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

- [1.](#) Minutes of October 6, 2022.

MEETING OPEN TO THE PUBLIC

STRATEGIC PLANNING

- [2.](#) Work Plan for 2023

ADJOURNMENT

NOTICE: Persons with disabilities needing accommodations for effective participation through electronic means in this meeting should contact the City Clerk at (248) 583-0826 or by email: clerks@madison-heights.org at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

Human Relations and Equity Committee Meeting
Madison Heights, Michigan
October 06, 2022

A Human Relations and Equity Committee Meeting was held on Thursday, October 06, 2022 at 6:00 PM at Library - Breckenridge Room, 240 W. 13 Mile Rd.

CALL TO ORDER

Chair Szymanski called the meeting to order at 6:07 p.m.

ROLL CALL

PRESENT

Nickole Fox
Amy Guzynski
Emily Reetz
Council Alternate Quinn Wright
Chair Paige Szymanski
Council Representative Emily Rohrbach

Also Present: City Liaison, Heather Hames

EXCUSED ABSENT

Rebecca Chambliss

ABSENT

Amy Pugh
Marie Urban

ADDITIONS/DELETIONS

N. Fox moved to add the HREC meeting schedule to the agenda. Seconded by E. Reetz.

Yeas: All

Nays: None

Motion passes.

APPROVAL OF MINUTES

1. Approval of the minutes of the July 7, 2022 meeting.

Approval of the minutes of July 7, 2022. Motion made by E. Rohrbach. Seconded by P. Szymanski.

Yeas: All

Nays: None

Motion passes.

MEETING OPEN TO THE PUBLIC

There was no one present wishing to speak.

REPORTS

2. Advise & Educate

Nothing to report.

3. Communication

Nothing to report.

4. FUNdraising

The Plant and Book sale on September 18, 2022 was a success. There were several volunteers and the book sale portion where HREC partnered with the Friends of the Madison Heights Public Library brought in \$104.50 - split with the Friends.

The Plant Sale portion brought in a net profit of \$674.29 for HREC, minus what the credit card fees will be.

N. Fox has instructions and a checklist for setting up this fundraiser again in the future.

5. Volunteers and Collaborations

The Diverse Voices Book Club is going well. More books are being checked out than attendees who are coming for the discussion, but that is an indication that people are interested in the topics. The last two books for 2022 are higher profile titles and we anticipate a larger crowd for these two books, the Vanishing Half by Brit Bennet, and The Firekeeper's Daughter by Angeline Boulley, both available now at the library in all formats.

UNFINISHED BUSINESS

6. Newsletter

P. Szymanski will coordinate a newsletter to help chronicle HREC activities and will create a form for members to fill out as each activity happens.

NEW BUSINESS

7. Boards and Commissions Handbook

H. Hames shared the updated Boards and Commissions Handbook and collected acknowledgement forms from members present.

8. HREC Annual Work Plan

Members agreed by consensus to meet on Saturday, December 10, 2022 from 10 am - 1 pm in the library's Breckenridge Room for a strategic plan meeting to create the 2023 Annual Work Plan due to the City in January 2023.

ADJOURNMENT

Meeting adjourned by P. Szymanski at 7:09 p.m.

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Attachment A

Board and Commission Work plan Guidelines and Process

The City Council will vote on the board and commission work plans annually. Work plans are due by January each year and should consist of up to three priorities. The City Council will ask the Board or Commission Chair to present the work plan to the City Council. Work plans should include if there is intent to use subcommittees or additional City staff to assist in the Board or Commission work for the year ahead.

To guide the work of developing the board or commission annual work plan, a short checklist is provided below:

- Review purpose of the Board or Commission
- Discuss any City Council priorities for the Board or Commission
- Discuss existing and possible projects, priorities and goals
 - Order from high priority to low priorities
- Finalize draft work plan for City Council review
- Use approved work plan as a guide to focus the board and commission work throughout the term of the work plan. (Initially 1 year for 2023 and 2 years after that with updates after the first year.)
- Present report to the City Council annually and include:
 - List of priorities, projects and goals
 - Status updates
 - If items are not complete, include why and any other additional details to share with the Council.

Sample Format:

Boards or Commission Name					
Name of Project, Goal	Benefit if completed	Timeline for Completion	Resources needed (staff support, subcommittee, fundraising)	Measure of Success	Priority