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**West Vincent Township  
Human Relations Commission**

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February 26, 2024 7:00 PM**

Call Meeting to Order

Attendance: Eric Munson, Julie Foster, Chris Carroll, Steve Narewski, Bernie Couris

Welcome New member

- Steve Narewski

Vote on Commission Roles

- Eric Munson elected Secretary
- Julie Foster elected Chair
- Chris Carroll elected Vice Chair

Approve Meeting Minutes

- October 23, 2023 meeting minutes. Approved unanimously with no amendments.

Old Business

- Language Access Policy

Bernie reported that Police Department had been using a translation app. The township has now contracted with Pheonix Language Service. This services requires advanced booking. Discussed need for another option when a person calls or drops by the office unannounced/has an emergency. Proposed Language Line, because there is no contract and the fee is on a per-use basis.

Discussed proposed draft. Bernie agreed to request Jacqui send the proposal to the Township Solicitor for review and the BoS consider whether they wish to adopt a variation of that language as township policy. Requested the BoS return with any amendments to the draft for the Commission to provide comment before scheduling the policy for a vote.

Vote to recommend the policy to the Bos: Eric, Julie and Chris in favor. Steve abstained.

Bernie confirmed we never have had a policy in the past. We have also not conducted any civil rights training with the township staff, aside from the police, to his knowledge. We discussed opportunities to provide free training to the staff.

- Proposed Ordinance Revisions

This proposed draft has been on the township website since October of 2023 but we still have not had any movement on this.

Chris raised the question whether other protected classes should be considered, if we propose to amend the ordinance. Discussion of CROWN legislation.

Julie agreed to research some sample ordinances from other jurisdictions and report back at the next meeting.

- Community Education and Outreach

No Community Day event scheduled for 2024

Discussed outreach to Owen J. Roberts; many student affinity groups and opportunity for young people to engage in civics. However, difficult for anyone over 18 to make a commitment when they are typically close to graduation. Question whether there is a rule prohibiting a person under 18 from serving, perhaps as an Alternate?

Discussed listening sessions and storytelling events that other township HRCs in PA hold.

Eric offered to help draft promotional materials. Discussed posting on community boards, on social media, parter with local businesses, and possibly a mailer to inform residents of the Ordinance and how to file a complaint. Do not have a budget; learned should have received a buster application. Must email Township Manager in October to request this.

#### New Business

Reviewed Sunshine Act obligations.

#### Comments/Concerns

None

#### Adjourn