

New Hampshire Commission for Human Rights

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NEW HAMPSHIRE COMMISSION FOR HUMAN RIGHTS COMMISSIONERS' MEETING

January 2, 2020 at 5:00 PM

MINUTES

ATTENDANCE: Commissioners: Douglas Palardy, Nancy LeRoy, Alex Samuel, and Jose Luna

Commission Staff: Executive Director, Ahni Malachi and Assistant Director, Sarah Burke Cohen Administrative Assistant, William Darling

The meeting was called to order by Commissioner Palardy at 5:20 PM.

1. PUBLIC COMMENT

None.

2. APPROVAL OF NOVEMBER AND DECEMBER MEETING MINUTES

Commissioner LeRoy moved and Commissioner Luna seconded a Motion to approve the November and December minutes. The Motion carried.

3. DIVERSITY & INCLUSION COUNCIL REPORT

Commissioner Luna reported that the Council's Final Report was reviewed at the last meeting and completed on December 31, 2019. He stated that the Council decided to partner with public access channels and create a long-form video to increase awareness about the Council and what occurred at its listening sessions.

4. **OFFICE UPDATES.**

NEW STAFF: Director Malachi introduced the new Administrative Assistant, William Darling.

AUDIT: Director Malachi will meet with Jean Mitchel to finalize audit notes and prepare for the presentation of the report to the Finance Committee.

OFFICE SPACE: HRC has started acquiring furniture for the new conference room and breakout rooms. Also, Director Malachi is working on a Request for Proposal (RFP) in contemplation of the current lease expiring in October, which includes consideration of moving to a new location. Commissioner LeRoy asked if the newly acquired space did not obviate the need for a new location. Director Malachi explained the current lease expires in October and with the addition of new hires and interns, additional office space is needed.

OTHER. HRC is working on Commissioner Manuals and hopes to have them for the next Commissioner Meeting.

Director Malachi announced the joint conference between the NHCHR and EEOC titled *Money Moves* will occur in August 2020. Tentative locations have been identified and events will be spread out over the month.

Director Malachi attended the Business and Industry Association (BIA) Leadership Conference in November. Director Malachi and Assistant Director Burke Cohen also attended the Equal Employment Opportunity Commission (EEOC) Fair Employment Practice Agency (FEPA) Regional Conference in December. Additionally, Assistant Director Burke Cohen conducted fair housing training for CATCH Neighborhood Housing. All were good opportunities to present, train, and network with attorneys, human resource professionals, and other customers of the NHCHR.

5. **REVIEW OF INVESTIGATOR CASELOAD**

Assistant Director Burke Cohen discussed caseload. She explained 45% of the NHCHR's EEOC contract is complete, a noteworthy achievement and testament to the investigators' hard work. Assistant Director Burke Cohen also discussed the Mediation Program and stated at the close of calendar year 2019 there was a 69% success rate for mediated cases. Director Malachi said the newly acquired space will give the NHCHR adequate conference and break-out room space in order to host additional mediation. Director Malachi stated it has been helpful for many of our volunteer mediators that the NHCHR has opened its space to host mediations. She reiterated any possible new space must take into consideration the NHCHR's hosting of mediations.

6. **HEARING SCHEDULE UPDATE**

Assistant Director Burke Cohen solicited volunteers among the commissioners for February and March hearings. Commissioners LeRoy, Luna, and Palardy volunteered to fill vacancies for those hearing dates.

7. **HRC ADMINISTRATIVE RULES DISCUSSION**

Commissioner Samuel gave an update of HRC rules development. Chap 100 and 300 needed a fiscal impact statement, but are otherwise complete. Chapter 200 still needs work.

Assistant Director Burke Cohen inquired as to the impact of expired rules. Commissioner Samuel stated that only Chapter 200 have expired rules. Assistant Director Burke Cohen noted HRC's need to "calendar" the completion of the rules.

8. **OTHER BUSINESS**

a. Mediators. Assistant Director Burke Cohen explained the AGs office has suggested we officially appoint our volunteer mediators annually. She said the official appointment will allow for some legal protection as provided under RSA 99-D. She presented a list of mediators to be appointed for calendar year 2020.

Commissioner Palardy made a motion to approve the appointment letter and list. Commissioner Luna seconded. The Motion carried.

b. None.

9. **NONPUBLIC SESSION.** None.

10. **ADJOURNMENT**

Commissioner LeRoy motioned for adjournment, which was seconded by Commissioner Palardy. The Commissioner's meeting adjourned at 6:01 PM.