**Meeting Record**

**Human Rights Board (HRB) Meeting**

**Date:** January 9, 2017  
**Call to Order:** 4:21 PM

<table>
<thead>
<tr>
<th>Attendees</th>
<th>Resource</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miya Burt-Stewart</td>
<td>Human Rights Section and</td>
<td>In progress</td>
</tr>
<tr>
<td></td>
<td>Assistant County Attorney</td>
<td></td>
</tr>
<tr>
<td>Ellen Feiler</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joy Kuttiyani</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gregory Milford</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Justin Nepola</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Michael Rajner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phyllis Shaw</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joshua Simmons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barbara Ann McGovern</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adam Katzman</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant County Attorney</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maria Barth</td>
<td>Ms. McGovern</td>
<td>In progress</td>
</tr>
<tr>
<td>Marta Estevez</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ben Sorensen</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Members Absent**

- Maria Barth
- Marta Estevez
- Ben Sorensen

**Key Decisions**

- Amended Agenda Adopted; Meeting Minutes tabled to next meeting.
- Conversion therapy issue discussion to be continued at the next board meeting.
- For each board meeting, the Agenda Draft and Meeting Minutes Draft will be posted to the website.
- Ad hoc Outreach Committee Chair, Mr. Rajner; Co-chair, Ms. Burt-Stewart.

**Action Items**

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Resource</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Provide a workshop training on hearing panel process and review of sample</td>
<td>Human Rights Section and Assistant County</td>
<td>In progress</td>
</tr>
<tr>
<td></td>
<td>cases to be scheduled prior to the April 10, 2017, training/board meeting</td>
<td>Attorney</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Follow-up request to Ms. Barth for submittal of the support materials on</td>
<td>Ms. McGovern</td>
<td>In progress</td>
</tr>
<tr>
<td></td>
<td>the gender neutral restroom issue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Legislative updates, as published by Intergovernmental Affairs section, to</td>
<td>Ms. McGovern</td>
<td>In progress</td>
</tr>
<tr>
<td></td>
<td>be distributed to the board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Provide April date of National Fair Housing Day event at the Signature</td>
<td>Mr. Cohen</td>
<td>In progress</td>
</tr>
<tr>
<td></td>
<td>Grand Hotel for members to R.S.V.P. attendance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Provide presentation template to ad hoc Outreach Committee members by</td>
<td>Mr. Cohen</td>
<td>In progress</td>
</tr>
<tr>
<td></td>
<td>January 31, 2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Update on “source of income” as a protected class</td>
<td>Mr. Cohen</td>
<td>In progress</td>
</tr>
<tr>
<td>7</td>
<td>Report on the number of responses to the Complaint Questionnaire, “How</td>
<td>Mr. Cohen</td>
<td>In progress</td>
</tr>
<tr>
<td></td>
<td>did you hear of our office?” for discussion at the April 10, 2017, board</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Contact ACLU for representative to provide update on the Homeless Bill of</td>
<td>Mr. Rajner</td>
<td>In progress</td>
</tr>
<tr>
<td></td>
<td>Rights</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. **CALL TO ORDER**  
Moment of silence to honor the victims of the Fort Lauderdale-Hollywood Airport incident.

2. **NEW BOARD APPOINTEE:** Mr. Joy Kuttiyani, appointed by former Commissioner Marty Kiar.

3. **ADOPTION OF AGENDA**  
Additional items to Agenda  
Old Business: D. Update on Homeless Bill of Rights Presentation  
New Business: D. Housekeeping: Agenda and Materials/Minutes; Request on Outreach and Advertising Information; How Florida statute relating to guns in public buildings applies to advisory board meetings.  

MOTION by Mr. Rajner to adopt the agenda as amended. Seconded by Mr. Simmons.  
Passed Unanimously.

4. **APPROVAL OF MINUTES**  
MOTION by Mr. Rajner to approve the amended minutes as presented. Seconded by Ms. Burt-Stewart.  

Amendments to Minutes:  
(1) Page 2, Motion to research local ordinances relating to restrictions on the homeless. Remove Passed Unanimously, as no vote on this motion.  
(2) Page 3, gender neutral restrooms, Ms. Barth named “South Florida Gay Men;” this reference will be clarified by Ms. Barth at the next board meeting.  

MOTION by Mr. Rajner to table the minutes until the next board meeting. Seconded by (inaudible).  
Vote: Yes – 4. Ms. Feiler noted a majority in favor. Motion Passed.

Ms. Feiler stated the minutes will be tabled until done. We will look at them next month, they will be sent out in draft, and they will be voted on at the next board meeting.  

(4:32 PM Ms. Shaw enters the meeting)

5. **CHAIR’S REPORT**  
Ms. Feiler distributed reference materials for each board member. Ms. Feiler stated that she looks forward to working with the board members in the coming year.

6. **HUMAN RIGHTS SECTION (HRS) REPORT**  
Mr. Cohen distributed a copy of the 2015-2016 Outreach events. An event not listed was an additional fair housing training for condominium board members on December 13, 2016, to accommodate members who just returned to Florida for the winter.  

Housing Case Inventory / Receipt of HUD Funds:  
Approximately 60 active cases, plus 15 fair housing cases assigned to Mr. Cohen. He also handles, with Professional Standards investigators who are assisting, 35 Human Rights Act only cases (employment, public accommodations and the like). The investigators have 25 and 15 cases, respectively. The Human Rights Section has taken on almost all of the intake responsibilities from HUD, our Fair Housing partner in Washington, DC, and we coordinate our work with the HUD regional office in Atlanta.  

The Human Rights Section received $166,200 from HUD for case processing; $28,750 for training of investigators and administrative staff; and $55,000 in administrative funds which may be utilized for equipment, supplies, paying a portion of administrative assistant’s salary, etc. The total funds received -- $249,950. He noted to new members they may contact him on his direct line: 954-357-6503.  

Responses to Complaint Questionnaire, “How did you hear of our office?”  
Mr. Rajner requested an overview of the responses, what is done with advertising and social media, and that April would be the best time to make a recommendation to Director Labrador or the County Commission in terms of increasing the budget for advertising. Mr. Cohen responded that the Human Rights Section will
endeavor to assemble that data for the April 10, 2017, board meeting.

Outreach:

Mr. Cohen stated that Outreach is conducted only by him or the members of the Human Rights Board. He noted that knowing about the Human Rights Act and what the Human Rights Section does is on the website, including the information on how a case is processed. Even after business hours, the telephones record voicemails, faxes and emails are received and they all will receive a response.

Ms. Feiler stated that outreach is a very large commitment and we need volunteers to do it, if we want to get grant money and use some of the HUD money to put out some palm cards and conduct marketing and advertising. If we can look for a grant to do this for simple advertising and get the information out by going to 2-1-1 and getting it posted, and in local magazines and local newspapers. This can be discussed at an outreach team meeting, rather than at this meeting.

Mr. Rajner remarked that the Board recommended putting the Human Rights Section poster with the protected classes in county government buildings where individuals applying for or receiving social services would encounter and see recourse. This recommendation was not implemented as it may confuse county employees, since they are exempt from the Human Rights Act.

Mr. Cohen noted that the Office of Public Communications approves all communications for publication. He also stated that he would be happy to assist board member with outreach activities. He has a standard presentation which they may adapt, as applicable, for their topic and audience.

Complaints Received in 2016:

1) disability
2) familial status (individual with children wanting to rent or buy-- for example, some of the age 55 and older communities may not want children under the age of 18 in their community)
3) national origin

Mr. Rajner requested the board look at some sample cases (employment, public accommodations, housing) to use as a case study, more than the training Mr. Katzman provides.

MOTION by Mr. Rajner to have a case study training any time prior to the April meeting.

Mr. Cohen advised that cause was found in an employment matter, as well as cause in two housing cases. Mr. Rajner requested an additional meeting date for a workshop training session, prior to the board’s April 10, 2017, training.

MOTION by Mr. Rajner to schedule an additional date for a workshop training session prior to the board’s April 10, 2017, training. Seconded by Mr. Simmons.

Quorum is not required for the training workshop.

MOTION by Mr. Rajner for the Human Rights Section and Assistant County Attorney to provide a workshop training scheduled prior to the April 10, 2017, board meeting to walk us through the hearing panel process, as well as to review samples of past cases to help better familiarize ourselves with the process. Seconded by Mr. Simmons.

Vote: Yes – 7; No – 1 (Mr. Milford) Motion Passed.

Required Notices in Connection with Application to Purchase or Rent a Dwelling (Human Rights Act, Section 16-½-35.6)

Based on the best estimate of the Office of the County Attorney, Mr. Cohen advised that this matter would come before the Board of County Commissioners at the January 31, 2017, Commission meeting.

Source of Income as a Protected Class

Mr. Cohen will follow up with Mr. Labrador.

Advance Notice of Outreach Events  Mr. Cohen stated that some of the events are scheduled on short notice, such as the
realtors meeting. The national Fair Housing Day is an annual all day event, usually on the first Friday in April, at the Signature Grand hotel which the Human Rights Section cosponsors with the Housing Opportunities Project for Excellence (H.O.P.E., Inc.).

Public Reading of Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers filed by Ms. Marta Estvez In compliance with Section 112.3143, Florida Statutes, the attached Form 8B was read publicly by Ms. McGovern at this board meeting.

7. LITIGATION REPORT No update.

8. OLD BUSINESS
   A. Gender Neutral Restrooms Recommendation and Signage Samples:
      
      Motion by Mr. Rajner to table this item under the condition that it not come back to us until we have the following information from Ms. Barth:
      
      ▪ Explanation on background; why the action is needed; a specific recommendation.
      ▪ Goal to be achieved
      ▪ Example of proposed new signage and examples from other jurisdictions
      
      Seconded by Mr. Simmons. Passed Unanimously.

   B. and C. Ad-Hoc Outreach Committee Proposed Meeting Dates / Proposed Presentation About HRB:
      
      Ms. Feiler noted that members will be needed to serve on this committee. An outreach committee meeting will be scheduled.
      
      Interested members: Ms. Feiler, Mr. Nepola, Ms. Shaw, Mr. Simmons, Ms. Burt-Stewart, Mr. Rajner.
      
      Ms. Feiler stated that if a board members are interested, presentations will be prepared. Members can do their own presentation since everyone has their own style. If there is a request for a presentation, we have a list of committee members, so someone is always available. Mr. Cohen will provide the basic information to the committee. If you want to actually go out and develop your own presentation and you have not done that already, there will be two lists: Ad Hoc Outreach Committee and Presentation Development Committee. Put your name on the list of your interest. If not enough people sign up, we will have to go to, for example, Toastmasters and get some folks interested. Former Outreach Committee members should advise if they wish to remain on this committee.
      
      Ms. Shaw recommended inclusion of an Action Item section in the board meeting record so members know the item and who is responsible for follow-up.
      
      Ms. Feiler asked if anyone would like to set up a Presentation Development Committee meeting. This committee will meet to provide information to people who have never done a presentation, who don’t feel comfortable doing one and may need some help putting it together. Mr. Cohen stated he has a presentation which he tailors to the target audience, for example, a high school class versus a trade group.
      
      Ms. Shaw inquired about the need for a committee to meet and discuss a presentation. She suggested finding an organization and putting together a presentation for them. Ms. Feiler noted that each committee member should be assigned a different group to contact, for example: churches, libraries, schools (high schools, colleges), etc. The outreach plan should consider where we get the most benefit and who are the most important people to reach out to at this point -- maybe it is not the kids, just yet. Ms. Shaw remarked the 18 – 25 year olds who come out of school don’t know where to go. Ms. Feiler asked who would like to chair the Ad Hoc Outreach Committee. Mr. Rajner will chair; Ms. Burt-Stewart will co-chair. Mr. Cohen will provide his presentation template by January 31, 2017. The members will have 15 days to prepare a presentation and then schedule a committee meeting. The committee will develop an outreach schedule.

   D. Update on Homeless Bill of Rights Presentation:
      
      The director of the A.C.L.U., Miami Office, will be contacted to request a contact name for this
9. NEW BUSINESS

A. Training Suggestions: Diversity – Board Members/Hearing Officers
   No suggestions from the board members, at this time.

B. Action Areas for 2017
   Conversion Therapy Ban: The HRB will revisit this issue at the April 10, 2017, board meeting.

C. 2017 Board Meeting Schedule
   Members requested to respond to Ms. McGovern’s email notice of board meeting in a timely manner.

D. Florida statute relating to guns in public buildings as applicable to advisory board meetings:
   Mr. Katzman advised that guns are permitted in Governmental Center conference rooms.

   Agenda and Materials/Minutes:
   MOTION by Mr. Rajner for board minutes not to be posted to the website until approved by the Board. Seconded by Mr. Simmons.

   Ms. Feiler stated they should be posted as DRAFT.

   MOTION by Mr. Rajner that minutes that have not been approved by the Board should not be posted to the website until approved.

   Ms. Shaw stated the minutes should be posted and noted as DRAFT for a timely post to the website.

   Amendment by Ms. Shaw to include “DRAFT” on the motion, and to the agenda posted to the website. Mr. Rajner does not accept the friendly amendment. He prefers the agenda materials be attached when posted. Ms. Feiler requested a vote on the Motion: Vote: Yes – 1; No – 7. Motion Fails.

   Mr. Milford asked if all agenda materials can be marked as draft. Ms. McGovern responded affirmatively.

   MOTION by Ms. Shaw for the DRAFT agenda packet and DRAFT minutes be posted to the website. Seconded by Mr. Milford.

   Vote: Yes – 7; No -1 (Mr. Rajner). Motion Passed.

   Mr. Simmons inquired about the monitoring of state level bills relating to human rights. Mr. Cohen responded, the legislative staff oversees that monitoring. Ms. McGovern included the current 11-29-16 Draft 2017 State Legislative Program in the meeting documents to the board. She will include all published updates to legislative programs.

10. PUBLIC INPUT (None)

11. ANNOUNCEMENTS/CONCERNS/REQUEST FOR FUTURE AGENDA ITEMS (None)

12. ADJOURNMENT

   With no further business to come before the Board, the meeting was adjourned at 6:15 PM.

   The next scheduled Board meeting will convene:
   April 10, 2017, Governmental Center Room 301
   3 PM, Annual Training
   4 PM, Board Meeting

If any Board member or other party would like more detailed information about the contents of these summarized minutes, a compact disk will be available by contacting the Human Rights Section, 954-357-7800.