

Human Rights Commission Action Plan Meeting Minutes

June 30, 2025

1. Call to Order

Sarah Zoen called the meeting to order at 10:01 AM

2. Roll Call

Present (all via zoom) were Committee Members Sarah Zoen and Susan Musinsky. Also present were Consultant Liz Peck and Staff Doug Newton.

3. Initial Meeting with Needs Assessment Consultant

a. Consultant Proposal

Liz Peck went through her proposal once again for the Commission in order to discuss a plan for implementation. She began by discussing her process and timeline. The Commission discussed making sure that Liz is informed of other activities in which it has been involved as well as its other subcommittees. The topic of reaching members of the public who do not typically engage with government was also discussed, with all agreeing that doing so will take time. Liz discussed her plans for engaging stakeholders as well as developing a logic model.

b. Plan for the Remainder of 2025

The Commissioners and Liz discussed how frequently to meet moving forward. Both bi-weekly and weekly meetings were considered, with all agreeing to wait and see how the process evolves before committing to a schedule.

c. Invoicing for FY25

The Commissioners and Liz discussed paying as much of the \$3,000 payment to Liz out of its FY25 budget as possible, with the remainder to come in FY26.

d. Scheduling Next Meeting

The next meeting was scheduled for July 17th at 1:00 PM.

4. Public Comment

No member of the public offered comment

5. Adjournment

The meeting adjourned at 10:59 AM.