

Human Rights Commission Agenda

Tuesday, April 23, 2019 5:30 pm
Bangs Center Room 101

- 1) CALL TO ORDER**
Opening Remarks, Announcements and Agenda Review/Additions Charity

- 2) Reports and Comments**
Public Comment Charity
HR Commission Member Reports All

- 3) Action and Discussion Items**
 - a. Review and Approve Meeting Minutes of January 19, 2019 All
 - b. Update on Town Committee/Community Organization relationships Charity
 - i. Town Council Liaison
 - ii. Discussion with Department Heads to continue All
 - iii. Neighborhood Liaison: Tony Maroulis, Eric Beal, and Bill Laramee Ferreira
 - iv. Investigation of Complaints Process All
 - v. HRC Role, Focus, and Framework All
 - c. Current Affirmative Action Plan Moyston
 - d. Human Rights Heroes Picnic and awards dates 6/15 or 6/23 All
 - e. Schedule Meetings for May and June Charity

- 4) Topics the Chair did not reasonably anticipate 48 hours in advance of the meeting** Charity

- 5) Adjourn** Charity

2019 Events Calendar:

April	Arab-American Heritage Month
May	Asian/Pacific American Heritage Month Older Americans Month Jewish American Heritage Month
May 21	World Day for Cultural Diversity for Dialogue and Development
June	Gay & Lesbian Pride Month Sat or Sunday before High School Graduation Human Rights Heroes Picnic and awards
2nd Sunday	Race Amity Day- Amherst and Massachusetts
June 19	Annual recognition of Juneteenth
June 20	World Refugee Day
July	Frederick Douglass July 4 Speech
August	Native American Indian Heritage Month
August 9	International Day of the World's Indigenous Peoples
September	
Sept-Oct	National Hispanic Heritage Month (Sept 15-Oct 15)
October	Filipino-American Heritage Month LGBT History Month National Disability Employment Awareness Month National Italian American Heritage Month
October 2	International Day of Non-Violence
November	Puerto Rican Heritage Month National American Indian Heritage Month
November 16	International Day for Tolerance
November 25	International Day for the Elimination of Violence Against Women
December	
December 1	World AIDS Day
December 3	International Day of Persons with Disabilities
December 10	Human Rights Day

Town of Amherst
Committee Charge

Name: HUMAN RIGHTS COMMISSION

Appointing authority: SELECT BOARD

Type: Standing Committee

Town bylaw: Yes

Number of voting members: 9

Member appointment: 3 years

Voting members to include (where possible): Broad representation of the community.

Quorum: Four members shall constitute a quorum per vote of Town Meeting within Human Rights Bylaw.

Committee charge summary:

The Commission, in conjunction with the Human Rights Director, shall act to promote the Town of Amherst's Human Rights Policy, to insure that no person, public or private, shall be denied any rights guaranteed pursuant to local, state, and/or federal law on the basis of race or color, gender, physical or mental ability, religion, socio-economic status, ethnic or national origin, affectional or sexual preference, lifestyle, or age for all persons coming within the Town of Amherst.

The Commission shall advise the Town and assist the Town Manager and Human Rights Director in the achievement of affirmative action/equal opportunity objectives, conduct and participate in educational activities related to its responsibilities, provide mediation, and review all matters brought to its attention by the Human Rights Director.

In conjunction with the Director, the Commission shall annually prepare a report of the State of Human Rights in Amherst with such recommendations as it deems appropriate concerning matters herein, taking reasonable precautions to protect the privacy of all involved parties.

On Nov 8, 1999 Special Town Meeting voted the Human Rights Bylaw Art. 16 into effect.

On April 30, 2003 Town Meeting voted to increase the membership from 7 – 9 members.

EMPLOYMENT AND PERSONNEL PROCEDURES FOR COMPLIANCE WITH AFFIRMATIVE ACTION PLAN

A. Introduction

Employment and affirmative action procedures shall be periodically reviewed and updated to insure compliance with federal and state laws and judicial mandates, and shall be conducted in a manner to assure equal opportunity for all. Employment and personnel practices shall not be arbitrary or have a discriminatory effect. Compensation, benefits, and conditions of employment shall be equivalent for similar job categories and employment classification.

B. Job Qualifications

Job qualifications shall realistically and directly relate to the actual knowledge, skills, and duties required for performance of the job. The Human Resources Department will review and evaluate all phases of the personnel selection process (application/forms, types of test, routing procedures, job qualifications, etc.) to ensure that artificial barriers are eliminated.

C. Recruitment

Recruitment sources and potential applicant pools shall be updated periodically. Appropriate recruiting sources designed to attract a diverse workforce shall be utilized and notified of job vacancies. Notification of employment opportunity shall be placed in media that serve underrepresented groups, including social media. Deadlines may be extended if recruitment and outreach fail to produce a qualified applicant pool that sufficiently reflects the diversity of the qualified available workforce.

D. Job Application and Interviewing

Interview panels should be attuned to Town affirmative action policies and department diversity recruiting goals. Interviewing questions shall relate to the knowledge, skills, and abilities necessary to perform the essential functions of the job that is being applied for and shall not be arbitrary nor have a discriminatory effect.

Candidates who self-identify as a member of a protected or underrepresented group who submit a timely and complete Town of Amherst employment application for a specific position shall be offered the opportunity to interview for that position.

Information that would directly or indirectly disclose an applicant's race, color, sex, gender identity, national origin, ancestry, age, disability, economic status or current salary, lifestyle, sexual orientation, religion, pregnancy, childbirth or related condition, genetic information, veteran status or other non-merit factors, may not be requested. Such information may, however, be requested for affirmative action hiring and auditing purposes under the direction of the Affirmative Action Officer with the clear stipulation that it be provided on a voluntary basis only and that it will be used solely for the affirmative action purposes.

Applicants shall not be questioned about marital or family status.

To: Staff of Amherst Schools and Amherst Community Members:

The Amherst Human Rights Commission's primary purpose is to promote a community of mutual respect and to honor the diversity of our community. We strive to promote attitudes of compassion and concern for our neighbors. To encourage these values in Amherst, we have initiated the Human Rights Youth Heroism Awards, an annual celebration of Amherst area youth. 2019 represents the fourteenth year of these awards! It is the Commission's intent to identify and celebrate youth who have shown a special gift from the heart or an ability to love and care for one another. We are looking for young people who have demonstrated acts of kindness, usefulness, social courage and/or community service within their families, their schools, or the community. Please help us by nominating a youth you have observed displaying one or more of these traits in the past year. Youth groups may also be nominated to share an award. A minimum of nine awards will be made, three for elementary school age youth, three for middle school age youth, and three for high school age youth. Nominations are solicited from any person who has observed exceptional kindness or consideration in any young person. Youth who are not from Amherst but attend school in Amherst are eligible. The Human Rights Commission will celebrate this year's Heroes at its annual community picnic in June at Mill River Recreation Area. We will alert nominators and the award recipients prior to the event so they can make plans to be present. We hope you will join us!

For questions please contact Jennifer Moyston at 413-259-3002.

[Click here to submit your nomination online](#) or see the attached nomination form.



Human Rights Commission
4 Boltwood Avenue
Amherst, MA 01002
(413) 259-3009
Humanrights@amherstma.gov

2019 NOMINATION OF AMHERST HUMAN RIGHTS YOUTH HEROISM AWARD

Information about the Nominee (s):

Name: _____ Age: _____

Mailing and email contact Info if available: _____

School: _____ Grade completing: _____

Why this Student/Group should receive a 2019 Amherst Human Rights Commission Youth Heroism Award:

Information about the Nominator:

Name: _____ Email: _____

Telephone Number: _____ Relationship to Nominee: _____

Please Email to: HumanRights@amherstma.gov or send to Human Rights Commission, c/o Jennifer Moyston, Town Hall, 4 Boltwood Ave, Amherst MA 01002 by May 17, 2019.

