

1. Call to Order: 8:33 am

a. Commission members present:

- i. Chairperson Arthur Pang
- ii. Rev. Mary Ann Trifaro
- iii. Tanya Vokes (phone)
- iv. Vice Chairperson Kellie Ware, Esq. (phone)
- v. Motions Commissioner J. Nicole Rhodes (phone)
- vi. Leslie Paul Jamerson (phone)

b. Staff members present:

- i. Frances Liebenguth, Law Department (phone)
- ii. Ellen Buannic, Human Resources
- iii. Erin Johnson, Equity and Inclusion

2. Introduction of Guests: None

3. Approval of Minutes: Commissioner Rhodes motioned to approve the October 4, 2023, meeting minutes. Motion was seconded by Commissioner Trifaro.

4. Chairperson's Update: Chairperson Pang noted it was good to see a full quorum and extended his appreciation to Commissioners Ware and Rhodes for filling the positions of Vice Chairperson and Motions Commissioner, respectively, stating that future agendas will need to reflect the correct member for Motions Commissioner.

Chairperson Pang cited a discussion he recently had with outgoing County Executive Rich Fitzgerald concerning the open seat on this Commission; Mr. Fitzgerald will be leaving the seat vacant for the incoming County Executive to appoint. Chairperson Pang also noted he had discussions with both candidates for County Executive regarding the Commission.

5. Staff and Committee Reports

- a. Law Department: Ms. Liebenguth discussed forwarding cases to both Review Groups, stating nothing is to be done at the current stage. Oftentimes the complaints are received as a hand-written intake form, which is available online. After an intake form is received, it will be assessed by a Review Group and Ms. Liebenguth. Many complaint letters cover multiple concerns at a time, so it may be beneficial to respond to a petitioner with a request to pare down allegations to one per paragraph, in an effort for the Commission to better assess the best course of action. Since most complainants are not represented by a lawyer, they reach out to the Commission as a first step in securing their protections. Once a Review Group's investigation is complete, either a right to sue letter is sent to the petitioner, or probable cause is found to take the issue to court. If a complaint is not resolved after one year, a right to sue letter is sent automatically. Chairperson Pang asked if cases

that were sent to one Review Group could be shared with the other. Ms. Liebenguth advised it is not permitted as the other group serves as the hearing panel for any cases.

It was noted that with the additional discriminations the Commission covers, intake forms need to be updated to ensure all are stated, as well as reflects the updated committee members.

Vice Chairperson Ware noted that often, what is written as the complaint doesn't get to the heart of the matter and the issues at hand. Ms. Liebenguth suggested guidance of one allegation per paragraph could be noted on the intake form, along with noting typed forms would be preferable. Chairperson Pang suggested Ms. Liebenguth generate her "ideal" intake form to bring to the committee for review. Commissioners Rhodes and Vokes voiced concerns of accessibility by requesting intake forms are typed. Chairperson Pang asked the commission to send Ms. Liebenguth any items that they would like to see on the form. Once the intake forms are finalized, Ms. Buannic will have them uploaded to the County website.

b. Human Resources Department: No updates

6. Strategic Initiatives and Process Improvement: A brief discussion to shift meetings to virtual attendance instead of in person/dial-in was had.
7. Community Events:
Chairperson Pang is an honoree being recognized at the Pittsburgh Magazine and PUMP 40 Under 40 Awards on November 10th.
8. Announcements and Open Floor: Commissioner Trifaro noted it was an excellent meeting.
9. Adjournment: Motion to adjourn from Commissioner Trifaro, seconded by Commissioner Jamerson

Meeting adjourned at 9:09 AM.

Review Group #1

- Arthur Pang, Rev. Mary Ann Trifaro, and J. Nicole Rhodes

Review Group #2

- Leslie Paul Jamerson, Tanya Vokes, and Kellie Ware, Esq.

Motions Commissioner

J. Nicole Rhodes