

Borough of Carlisle
Human Relations Commission
Meeting Minutes
August 4, 2025
1:00 PM

Present at the meeting: Commission members McKenzie Clark, Chris Kapp, and Wanda Hunter. Also in attendance: Human Resource Manager Amy Berrier and Public Information Coordinator Stephanie Taylor.

I. Call to Order

The meeting was called to order by McKenzie Clark at 1:05 pm.

II. Approval of Minutes

The Human Relations Commission by a vote of 3-0 approved minutes of the May 5, 2025 meeting. (Hunter/Kapp)

III. Announcements and Outreach Updates (Committee Members)

Ms. Hunter and Mr. Clark were not able to attend the Hope Station Juneteenth event. Ms. Kapp attended the event, as well as the Carlisle Pride event and a funeral for a pastor that day. No one able to table at the Hope Station event.

Ms. Hunter requested the HRC brochures to hand out in both English and Spanish. Ms. Taylor will email them to the group. The commission will review and update the brochures, and everyone will print a set to hand out.

Ms. Hunter attended the Friendship dinner. The church where it is held is not ADA accessible.

Ms. Hunter announced the next meeting of Moving Circles will be September 23 and that building (First UCC Church on Pitt St.) is ADA accessible.

Ms. Kapp reported that Carlisle Pride Week went well and there were no protesters at any events.

Ms. Hunter asked about the MEI report update to Council. Ms. Berrier reported that Ms. Young is working with the Borough Secretary to get on the agenda for a future Council meeting and provide an update. Ms. Taylor reported that the MEI results will be published in an upcoming Gazette after the results are finalized and made public in November.

IV. Discussion of Issues

Ms. Kapp asked Ms. Berrier about the status of the by-laws and the ability to replace commission members due to non-participation in meetings. Ms. Berrier stated she would forward the by-laws to the commissioners but there is nothing in the by-laws regarding meeting attendance.

The commissioners discussed whether there has been any interest from other citizens in joining the commission since some members/alternates have not been attending meetings. Mr. Clark said he would reach out to Mr. Rojas and Mr. Shanaman to follow up on their interest in continuing to serve on the commission. Ms. Taylor read off current commission members' status and term expiration dates from the Borough website.

The group agreed they would like to explore adding attendance parameters to the by-laws. Ms. Kapp asked Ms. Berrier to check by-laws of other commissions for attendance requirements.

V. Staff Updates

There were no staff updates.

VI. Public Comment

There were no members of the public present and there were no comments.

VII. Matters Submitted for Vote

There were no matters submitted for vote.

VIII. Adjournment

The meeting was adjourned at 1:21 pm. (Clark/Hunter)

The next meeting will be Monday, November 3, 2025 at 1:00 pm.

Respectfully submitted,

Amy Berrier
Human Resources/Risk Management Manager