



AGENDA

Tuesday, February 25, 2025

6:00 pm – 7:30 pm

In-Person Mtg at Solid Waste Mgmt. Bldg.,
1207 Eubanks Road, Chapel Hill

- I. Call to Order/Quorum – Rhian Carreker-Ford, Vice Chair (6:00-6:02)
- II. Minutes Approval – January 28, 2025 (6:02-6:04)
- III. County Updates-OCOEI Staff (6:04-6:15) Paul Slack & Courtney McLaughlin
 - A. Black History Month Update
- IV. **Blackwood Farms Marker (6:15-6:30) – Jemm Merritt-Feder**
 - A. Peter Sandbeck – Presentation
- IV. Executive Committee Report- Rhian Carreker-Ford (6:30-6:40)
 - A. Annual Report Update- BOCC Feedback
- V. Sub-Committee Reports (6:40-7:05)
 - A. Policies and Procedures: Co-Chairs Josh & Anjail
 - i Proclamation
 - B. Outreach & Engagement: Chair Rhian
 - C. Community Events: Co-Chairs Tonya & Corey
 - i Pauli Murray Award
- VI. Other Business/Announcement (7:05-7:20pm)
- IX. Adjourn

NEXT MEETING: Tues, Mar 25, 2025, In-Person
Solid Waste Management, 1207 Eubanks Road, Chapel Hill, NC 27516



Meeting Minutes
 Tuesday, January 28, 2025
 6:00pm – 7:30 pm
 Animal Services Conference Room

Member	Role	Attendance
Commissioners		
Jemm Merritt – Feder (JMF)	Commissioner, Chair	Excused
Rhian Carreker-Ford (RCF)	Commissioner, Vice Chair	Present
Tonya Jones, (TJ)	Commissioner, Secretary	Present
Jen Sykes (JS)	Commissioner	Present
Josh Ravitch (JR)	Commissioner	Present
Anjail Taylor (AT)	Commissioner	Absent
Alex Fowler (AF)	Commissioner	Present
Cory Hogans (CH)	Commissioner	Present
Shane Lukas (SL)	Commissioner	Present
Orange County Staff		
Paul Slack (PS)	Chief Equity and Inclusion Officer	Present
Courtney McLaughlin (CM)	Community Engagement & Outreach Coordinator	Excused

- I. Call to Order – Commissioner Carreker-Ford, Vice Chair called meeting to order at 6:04 p.m.
- II. Agenda Approval – Motion to approve by Commission Lukas, Second by Commissioner Fowler, Unanimous Approval. Agenda approved pending amendments.
- III. **County Updates -OCOEI Staff (6:04-6:15) Paul Slack & Courtney McLaughlin**
 - A.** Racial Equity Action Plan RFP – Released today. Consultant to assist with a holistic approach to involve the entire county. This will involve community surveys; step by step plan to increase racial equity in Orange County. Closes March 4, 2025.
 - B.** Youth Program Introduction – Program will begin in June. Will be run by the data Coordinator. Four sessions for 10th-12th graders; 10-15 students. Paid a small stipend. Goal is to get more youth involved and into the government process. The student will assist with collecting and assessing data. Student will present a project at the end of the program.
 - C.** Fair Housing Update – Re-organization for how housing reports to HRC. Estimated to be completed by next month.
 - D.** Black History Month Update – Flyer of events will be emailed to the committee. Next event is 2/1/25 Community Read – “How the Word is Passed” 2p-4p Hillsborough Main Library
 - E.** Budget Update – HRC received the budget balance.
- IV. **Executive Committee Report- Rhian Carreker-Ford (6:15-6:25)**
 - A. Upcoming Events:**
 - i** Annual Retreat: February 2, 2025, 9a-4p DEAPR Conference Room
This year’s retreat will consist of Brainstorming Sessions, Creating Goals for FY25 along with planning for FY26. Identify priorities for the rest of the year.
 - B. Annual Report Update**
Report has been submitted to BOCC – Meeting is scheduled for 2/11/25.
- V. **Sub-Committee Reports (6:25-7:00)**
 - A. Policies and Procedures: Co-Chairs Josh & Anjail**
 - i** Robert’s Rules of Order – Commissioner Ravitch discussed the parliamentary procedure of Robert’s Rules of Order for the committee. Use actions, process, and majority rule. To amend a

motion – person presenting can agree if they disagree then will complete the motion on the floor and then start a new motion.

Motion to approve the parliamentary procedure for the committee by Commission Carreker-Ford, Second by Commissioner Lukas, Unanimous approval.

ii Recommendations for new membership – Three open seats. Commissioner Ravitch recommended three candidates. County office to contact candidate to gauge interest and to prepare the nomination package. Motion to offer the following candidates membership JM, KC, and WC by Commissioner Fowler, Second by Commissioner Cory Hogans, Unanimous approval.

B. Outreach & Engagement: Chair Rhian

Commissioner Carreker-Ford expressed reaching out to local organizations – libraries, etc. he is also working to understand other Community Advisory Boards to not overlap efforts. This will increase understanding of the communities need. Suggested talking with previous HRC members – hosting a convo of the day.

C. Community Events: Co-Chairs Tonya & Corey

i Pauli Murray Award - May 18, 2025, 3:00p

Date and time have been set. Commissioner Jones and Hogans will begin to work on the logistics and agenda.

VI. Other Business/Announcements

VII. Adjourn: Commissioner Lucas moved to adjourn the meeting, Commissioner Fowler second, unanimous approval to adjourn at 7:30 p.m.

Next Meeting: Tuesday, February 25, 2025, at 6:00 p.m. at

Orange County Solid Waste Administration Building (1207 Eubanks Road, Chapel Hill, NC 27516)



Meeting Minutes
 Tuesday, December 17, 2024
 6:00pm – 7:30 pm
 Virtual

Member	Role	Attendance
Commissioners		
Jemm Merritt – Feder (JMF)	Commissioner, Chair	Present
Rhian Carreker-Ford (RCF)	Commissioner, Vice Chair	Present
Tonya Jones, (TJ)	Commissioner, Secretary	Present
Jen Sykes (JS)	Commissioner	Present
Josh Ravitch (JR)	Commissioner	Present
Anjail Taylor (AT)	Commissioner	Absent
Alex Fowler (AF)	Commissioner	Present
Cory Hogans (CH)	Commissioner	Present
Shane Lukas (SL)	Commissioner	Present
Orange County Staff		
Paul Slack (PS)	Chief Equity and Inclusion Officer	Present
Courtney McLaughlin (CM)	Community Engagement & Outreach Coordinator	Present

- I. Call to Order – Commissioner Merritt-Feder, Chair called meeting to order at 6:00 p.m.
- II. Agenda Approval – Motion to approve by Commission Sykes, Second by Commissioner Ravitch, Unanimous Approval. Agenda approved.
- III. Minutes Approval (November 16, 2024): Table to next meeting
- IV. New Member Welcome & Introductions: Welcome incoming members Alex Fowler, Cory Hogans, and Shane Lukas. HRC Commissioners introduced themselves.
- V. County Updates: Paul Slack had no updates at this time.
- VI. Executive Committee Report
 - a. Annual Retreat Discussion: February 2, 2025, 9a-4p; location TBD.
 FY26 Annual Retreat dates to be emailed out from Commissioner Carreker-Ford please respond by Friday December 20, 2024.
 - b. Executive Committee Nominations (Secretary): Nomination given by Commissioner Carreker-Ford, Second by Commissioner Sykes, unanimous approval. Approved Secretary: Commissioner Jones
- VII. Sub-Committee Reports
 - a. Nominations & Governance
 - i. Robert’s Rules of Order Discussion: Usage for general voting rules and conducting business. Commissioner Ravitch to review and discuss at next meeting.
 - ii. Membership Applications: Commissioner Ravitch and Commissioner Taylor to review applications for remaining three (3) vacancies. BOCC vote in February will need to have nominations to Paul Slack in January for preparation of nominating packet.
 - iii. Commissioner Fowler to join this sub-committee.
 - b. Outreach & Engagement: Discussed usage of One Orange for data. Commissioner Carreker-Ford expressed that outreach is not only for community but institutional. Commissioner Lukas to join this sub-committee.
 - c. Community Events: Commissioner Hogans to join this sub-committee.

VIII. Other Business

IX. Announcements

X. Adjourn: Commissioner Lukas moved to adjourn the meeting, Commissioner Jones second, unanimous approval to adjourn at 7:30 p.m.

Next Meeting: Tuesday, January 28, 2024, at 6:00 p.m. at

Orange County Solid Waste Administration Building (1207 Eubanks Road, Chapel Hill, NC 27516)

APPROVED 11/8/2012

AMENDED 12/5/2022

HUMAN RELATIONS COMMISSION POLICIES AND PROCEDURES

SECTION I: SCOPE

A. Purpose

1. To establish a policy and procedures whereby the Orange County Board of Commissioners will establish the specific policies and procedures governing the Human Relations Commission.
2. The Orange County Board of Commissioners may appoint an advisory board whose duty is to serve in an advisory capacity to make recommendations concerning human relations and social justice issues.

B. Authority

1. North Carolina General Statute §153A-76 grants boards of county commissioners the authority to establish advisory boards.
2. The Orange County Code of Ordinance Chapter 12 Civil Rights § 12-18(j) grants the Human Relations Commission the authority to review the administrative law judge's recommendation of a Complaint made under this Chapter and make a Final Agency Decision.
3. The Orange County Advisory Board Policy serves as the underlying policy document to which the Human Relations Commission, in addition to this policy and procedure document, is subject. The Orange County Advisory Board Policy is attached hereto as "Exhibit A".
4. In the event that there is a conflict between the Orange County Advisory Board Policy and this Policies and Procedures document this Policies and Procedures document shall control.

C. Charge

1. The charge of the Human Relations Commission is as follows:
 - a. study and make recommendations concerning problems in the field of human relationships;
 - b. anticipate and discover practices and customs most likely to create animosity and unrest and to seek solutions to problems as they arise;
 - c. make recommendations designed to promote goodwill and harmony among groups in the County irrespective of their race, color, creed, religion, ancestry, national origin, sex, affectional preference, disability, age, marital status or status with regard to public assistance;
 - d. monitor complaints involving discrimination;
 - e. address and attempt to remedy the violence, tensions, polarization, and other harm created through the practices of discrimination, bias, hatred, and civil inequality; and
 - f. promote harmonious relations within the county through hearings and due process of law.

SECTION II: GOALS AND OBJECTIVES

A. Goals

1. The Human Relations Commission shall seek to prevent and eliminate bias and discrimination because of race, color, creed, religion, ancestry, national origin, sex, affectional preference, disability, age, marital status, or status with regard to public assistance.
2. Advise the Orange County Board of Commissioners with respect to matters relating to human relations and/or social justice issues.
3. Cooperate with and seek to advise and coordinate the activities of persons or groups interested in human relations and/or social justice issues.

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AMENDED 12/5/2022

4. Conduct inquiries and hear appeals as may reasonably appear necessary to find the facts with respect to allegations of discrimination.
 5. Gather and disseminate information to governmental agencies and to the public regarding human relations and/or social justice issues.
- B. Objectives
1. The Human Relations Commission shall by means of education, persuasion, conciliation and enforcement and utilize all of the powers at its disposal to achieve its goals.
 2. Keep abreast of national, state, and local human rights and social justice issues and advise, make recommendations and/or provide information to the Board of County Commissioners regarding human relations and/or social justice issues.
 3. Develop and maintain collaborative relationships/partnerships within the various communities (faith, business, residents, government, for-profit and non-profit sectors, etc.).
 4. Received allegations of discriminatory housing and public accommodation practices
 5. Host public meetings/events regarding human rights and/or social justice issues.

SECTION III: MEMBERSHIP

- A. Authority
1. North Carolina General Statute 153A-76 grants boards of county commissioners the authority to establish advisory boards and to appoint members to and remove members from those advisory boards. In acting on this authority the Orange County Board of Commissioners hereby establishes certain general conditions to which applicants and members of advisory boards should conform.
- B. Composition
1. The Human Relations Commission is composed of twelve (12) members.
 2. Members shall represent the following geographic area: at least one member from each of the towns of Chapel Hill, Carrboro and Hillsborough.

SECTION IV. MEETINGS

- A. Staffing
1. Orange County staff may serve a support function to advisory boards upon the approval of the Orange County Manager.
- B. Agendas
1. Items for agendas shall be approved by the Human Relations Commission Executive Committee members including the Chair Vice-Chair, Immediate Past Chair and staff.
- C. Subcommittee Meeting
1. Subcommittees may meet on a date and time outside of regular meeting dates.
- D. Regular meetings
1. Regular meetings shall be held on the fourth Tuesday of each month at 6:00 p.m. alternating between Northern and Southern locations of Orange County.
- E. Executive Committee Meetings
1. The Executive Committee may meet by teleconference.
- F. Closed Session
1. The Commission whether meeting in full or as a subcommittee may meet in closed session for the purpose of preventing the premature disclosure of any

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scholarship, prize or similar award as provided in N.C. Gen. Stat. §143-318.11(2).

SECTION V. ORIENTATION

A. Attendance

1. Each member shall attend an orientation and training on the Orange County Civil Rights Ordinance presented by the Human Rights and Relations Department to familiarize the Commission members with the operation of County government, the Human Rights and Relations organizational chart, the Orange County Civil Rights Ordinance and the operating procedures of the advisory board.
2. Each voting member will be encouraged to complete the orientation within three months of his or her appointment and to attend training on the Civil Rights Ordinance yearly as provided.

SECTION VI. BY-LAWS

A. By-Laws

1. Any Bylaws adopted by the Human Relations Commission are void and no further bylaws shall be adopted. Procedure shall be governed solely by this policy document and the General Advisory Board Policy Document.
2. Should the Human Relations Commission determine modifications to policies and procedures are necessary the Human Relations Commission may petition the Board of County Commissioners for such modifications.

DRAFT
ORANGE COUNTY BOARD OF COMMISSIONERS
MEETING CALENDAR FOR YEAR 2025

NOTE: All meetings will begin at 7:00 pm unless otherwise indicated

January 17	BOCC Retreat 9 am – 4 pm	Whitted Building – Hillsborough
January 21	BOCC Business Meeting	Whitted Building – Hillsborough
February 4	BOCC Business Meeting	Whitted Building – Hillsborough
February 11	BOCC Work Session	Southern Human Services Center – Chapel Hill
February 17	Joint Meeting with Town of Hillsborough	Whitted Building – Hillsborough
February 20	BOCC Business Meeting	Southern Human Services Center – Chapel Hill
February 27	Legislative Breakfast Meeting (8:30am)	Whitted Building – Hillsborough
March 1 – 4	NACo Legislative Conference	Washington, D.C.
March 6	BOCC Business Meeting	Whitted Building – Hillsborough
March 11	BOCC Work Session	Whitted Building – Hillsborough
March 18	BOCC Business Meeting	Southern Human Services Center – Chapel Hill
March 27	Joint Meeting with Town of Carrboro	Southern Human Services Center – Chapel Hill
April 1	BOCC Business Meeting	Whitted Building – Hillsborough
April 8	BOCC Work Session	Southern Human Services Center – Chapel Hill
April 15	BOCC Business Meeting	Southern Human Services Center – Chapel Hill
April 22	Budget Work Session – CIP	Whitted Building – Hillsborough
April 29	BOCC Joint Meeting with School Boards	Whitted Building – Hillsborough
May 6	BOCC Business Meeting	Whitted Building – Hillsborough
May 13	BOCC Budget Public Hearing / Work Session	Southern Human Services Center – Chapel Hill
May 15	BOCC Budget Work Session	Whitted Building – Hillsborough
May 20	BOCC Business Meeting	Southern Human Services Center – Chapel Hill
May 22	BOCC Budget Work Session	Southern Human Services Center – Chapel Hill
May 27	BOCC Budget Work Session	Whitted Building – Hillsborough
May 29	BOCC Budget Public Hearing / Work Session	Whitted Building – Hillsborough

June 3	BOCC Business Meeting	Whitted Building – Hillsborough
June 5	BOCC Budget Work Session	Southern Human Services Center – Chapel Hill
June 10	Manager, Clerk, & Attorney Evaluations Closed Session	Whitted Building – Hillsborough
June 17	BOCC Business Meeting	Southern Human Services Center – Chapel Hill
July 11-14	NACo Conference	Philadelphia, Pennsylvania
September 4	BOCC Business Meeting	Whitted Building – Hillsborough
September 9	BOCC Work Session	Southern Human Services Center – Chapel Hill
September 16	BOCC Business Meeting	Southern Human Services Center – Chapel Hill
September 25	Joint Meeting with School Boards	Whitted Building – Hillsborough
October 7	BOCC Business Meeting	Whitted Building – Hillsborough
October 14	Joint Meeting with Fire Departments / Work Session	Whitted Building – Hillsborough
October 21	BOCC Business Meeting	Southern Human Services Center – Chapel Hill
November 6	BOCC Business Meeting	Whitted Building – Hillsborough
November 11	BOCC Work Session	Southern Human Services Center – Chapel Hill
November 18	BOCC Business Meeting	Southern Human Services Center – Chapel Hill
December 1	BOCC Business Meeting (Organizational Meeting)	Whitted Building – Hillsborough
December 9	BOCC Business Meeting	Southern Human Services Center – Chapel Hill

Southern Human Services Center, 2501 Homestead Rd., Chapel Hill
Whitted Building, 300 West Tryon Street, Hillsborough



2025 Meeting Schedule

Meeting Frequency: regular meetings convene in-person at 6:00 pm on the fourth Tuesday of each month with the option to join virtually.

Date	Time	Location
January 28, 2025	6:00 – 7:30 pm	Solid Waste Management 1207 Eubanks Road, Chapel Hill, NC 27516
February 25, 2025	6:00 – 7:30 pm	Bonnie B. Davis Center 1020 US70 West, Hillsborough, NC 27278
March 25, 2025	6:00 – 7:30 pm	Solid Waste Management 1207 Eubanks Road, Chapel Hill, NC 27516
April 22, 2025	6:00 – 7:30 pm	Bonnie B. Davis Center 1020 US70 West, Hillsborough, NC 27278
May 27, 2025	6:00 – 7:30 pm	Solid Waste Management 1207 Eubanks Road, Chapel Hill, NC 27516
June 24, 2025	6:00 – 7:30 pm	Bonnie B. Davis Center 1020 US70 West, Hillsborough, NC 27278
NO MEETINGS IN JULY		
August 26, 2025	6:00 – 7:30 pm	Solid Waste Management 1207 Eubanks Road, Chapel Hill, NC 27516
September 23, 2025	6:00 – 7:30 pm	Bonnie B. Davis Center 1020 US70 West, Hillsborough, NC 27278
October 28, 2025	6:00 – 7:30 pm	Solid Waste Management 1207 Eubanks Road, Chapel Hill, NC 27516
November 25, 2025	6:00 – 7:30 pm	Bonnie B. Davis Center 1020 US70 West, Hillsborough, NC 27278
December 23, 2025	6:00 – 7:30 pm	Solid Waste Management 1207 Eubanks Road, Chapel Hill, NC 27516

Location:

Monthly meetings will be held in person. In-person monthly meetings will offer remote attendance (via Microsoft teams). Meeting dates during the holiday season are likely to change. All HRC trainings, orientations, and retreats will be held in person.

Teams meeting information:

The public will have access to meetings on the schedule via the following link, which will be on the department's/HRC website.

Join on your computer, mobile app, or room device:

[Join the meeting now](#)

Meeting ID: 249 186 025 451 Passcode: KX2eF2eb