**Erie County Human Relations Commission**
**Commissioners Meeting Minutes**
**Date:** August 27, 2025
**Time:** 6:00 PM
**Location:** Zoom

**Attendance**

**Present:**

* Mary Jo Campbell
* Katrina Byrd
* Krista Perry Lamb (Secretary)
* Chris Mitchell (Chair)
* Greg Gnacinski
* Marc Blount

**Absent:**

* Ken Brasington

**Quorum:** Yes

**Meeting Proceedings**

**1. Call to Order**
Chair Chris Mitchell called the meeting to order at 6:00 PM. Attendance was taken, confirming a quorum.

**2. Appeal Hearing Schedule Updates**

* Commissioners reviewed upcoming appeal deliberations scheduled for September 8, 16, 29, and October 9.
* Greg Gnacinski volunteered to attend the October 9 hearing at 4:30 PM in County Council Chambers.
* Commissioners noted that the October 14 hearing may require rescheduling.
* Action Item: Dr. Gnibus to organize the September 8 deliberation with Commissioners Byrd, Campbell, and Mitchell.
* Action Item: Dr. Gnibus to provide Greg with details for the October 9 hearing via email and follow up on potential rescheduling of the October 14 hearing.

**3. Blasco Library Disability Access & Inclusion Event**

* Discussion held on the logistics of the September 10 event at Blasco Library (4:30–6:00 PM).
* Attendees encouraged to use Holland Street entrance for accessibility.
* Event has been approved for continuing education credits for attorneys and social workers.

**4. New Office and Case File Policy**

* Dr. Gnibus reported the new office location is now fully operational on the ground floor at 24 W 8th Street, Erie, PA 16501.
* Ongoing setup includes acquiring a conference table, with plans to host an in-person meeting and open house in the near future- aiming for October.
* Dr. Gnibus introduced a new case file retention policy for closed cases, which will be securely shredded after the specified retention period.

**5. Public Record Retention Policy**

* Commissioners voted to adopt the proposed public record retention policy, reviewed and approved by County Council Solicitor Tom Talarico.
* Policy aligns with state guidelines and will reduce excess storage needs.
* **Vote:** Unanimous approval by all present Commissioners present.
* Action Item: Dr. Gnibus to implement the policy and begin file organization/shredding.

**6. Community Engagement & Roundtable Planning**

* Discussion on an upcoming community roundtable event scheduled for September 18 at 3 PM at the Youth Leadership Institute, hosted by Dr. Gnibus, Councilman Andre Horton, and Advisory Committee member Edison Nicholson.
* Event limited to ~40 attendees with opportunity for public comment. Commissioners emphasized that specific cases should not be discussed.
* Continued planning of the “Being Black in Erie” series, with upcoming focus on the younger generation- Dr. Gnibus requesting help with this.

**Action Items Recap**

* Dr. Gnibus: Organized Sept. 8 deliberation (Byrd, Campbell, Mitchell).
* Greg G: Attend Oct. 9 hearing.
* Dr. Gnibus: Email Greg details on Oct. 9 hearing and follow up on Oct. 14 rescheduling.
* Dr. Gnibus: Implement retention policy and begin file shredding.
* All Commissioners: Invited to Sept. 18 roundtable.
* Dr. Gnibus: Continue planning "Being Black in Erie" youth-focused series- soliciting help.

**Adjournment**
The meeting was adjourned by 7PM.

**Minutes prepared by:**

Dr. Kristy Gnibus- Director