



**MINUTES**  
**OXFORD CIVIL RIGHTS COMMISSION**  
**MUNICIPAL BUILDING 15 SOUTH COLLEGE AVE. OXFORD, OHIO 45056**  
**SECOND FLOOR CONFERENCE ROOM**  
**THURSDAY, MARCH 14, 2024 AT 4:00 PM**

---

**Approval of Agenda**

Motion – To Approval of the Agenda  
(Voice Vote) 1st Ms. Howard 2nd Mr. Revalee  
AYE # 4  
NAY # 0  
ABS # 0

Members Present: Ms. Suzanne Zazycki, Ms. Cathryn Loucas, Mr. Brian Revlaee, and Ms. Rebecca Howard

Staff Members Present: Mr. Douglas Elliott, City Manager/Director; Ms. Jessica Greene, Assistant City Manager; Mr. Chris Conard, Law Director; and Ms. Heather Barbour, Clerk of Council

Public Present: Four students, including two reporters

A regular meeting of the Civil Rights Commission was called to order by Director Mr. Douglas Elliott on Thursday, March 14, 2024, at 4:02 pm.

**Approval of Minutes**

1. Minutes from the September 8, 2022, meeting.

Motion – To Approval of the Minutes after correcting Ziolkowski in two places.  
(Voice Vote) 1st Ms. Loucas 2nd Ms. Howard  
AYE # 3  
NAY # 0  
ABS # 1

**Old Business**

1. None.

None.

## **New Business**

1. Introduction and Welcome of New Member Suzanne Zazycki

Mr. Elliott welcomed the new member and started with a round of introductions.

2. Discussion of Complaint Received on January 12, 2024 and Withdrawn on February 14, 2024

Mr. Elliott gave a brief history of the past complaints filed within the past 17 years. Mr. Elliott reviewed the information submitted from the most recent complaint and provided a handout of OCR 143.05 Complaint Procedure (handout included in minutes). Ms. Loucas asked about what authority the commission has over private companies? Ms. Howard had concerns about the ease of the filing process. Ms. Howard mentioned needing clear instructions on the City's website. Ms. Greene shared an update on the newly added fillable form, which is now live on the city's website. Ms. Zazycki asked if the complaint could be refiled.

3. Discussion of EEOC and Enforcement of Sexual Orientation and Gender Identity (SOGI) Employment Discrimination

Mr. Elliott and Mr. Conard provided an update and began the discussion.

4. Role of City of Oxford Civil Rights Commission

Mr. Elliott and Mr. Conard reviewed the creation of the Civil Rights Commission. Mr. Elliott asked the commissioners what they think the role of the Civil Rights Commission should be. Mr. Revalee mentioned providing resources to those in need by helping people file claims with bigger organizations that have more authority. Ms. Howard shared educating the public and the power of public perception are ways the CRC can get involved. Ms. Howard noted that those who need help might not know how to file a complaint. Ms. Zazycki mentioned an educational campaign and the need for more information. Ms. Loucas mentioned the role as being more of a mediator not an advocate. Ms. Greene will work with an intern over the summer to gather information from other cities similar in size and scale and then report back in August. Mr. Conard asked the commissioners to create a policy/purpose statement and the next steps for how to file with more prominent organizations. Mr. Conard mentioned this could be added to the Commission's web page. The next meeting is scheduled for August 15th, 2024.

## **Adjournment**

Motion – To Adjourn at 5:00 p.m.

(Voice Vote) 1st Ms. Zazycki 2nd Ms. Howard

AYE # 4

NAY # 0  
ABS # 0