

## **City of Salisbury Human Rights Advisory Committee (HRAC)**

### Meeting Minutes

Date: Tuesday, February 3, 2026

Time: 6:00 p.m.

Location: Government Office Building (GOB), Room 306

#### Members Present

- Natalie Saint-Phard – Chair (via Zoom)
- Jenn Berkman – Member (via Zoom/phone)
- Sophia Peters – Member (in person)

#### City Staff / Liaisons Present

- Caroline O’Hare – City Liaison (in person)
- Angela Blake – City Council Representative (in person)

#### Visitor(s)

- Rachel Mitchell – Prospective committee member (District 2; awaiting Council approval) (via Zoom)

#### Members Absent

- Demetria Marshall-Leonard – Vice-Chair
- Jeremy Alexander – Member

Quorum: Established

### **1. Call to Order**

- Chair Natalie Saint-Phard called the meeting to order at 6:06pm after quorum was confirmed.

### **2. Approval of Previous Meeting Minutes**

#### August 2025 Minutes

- Chair Saint-Phard noted the August meeting minutes were requested. It was also noted that the minutes needed attendance information added.

Motion: Approve August minutes with the addition of attendance (present/absent) information

Moved by: Sophia Peters

Seconded by: Jenn Berkman

Vote: Approved

#### January 2026 Minutes

- Motion: Approve January 2026 minutes  
Moved by: Sophia Peters  
Seconded by: Jenn Berkman  
Vote: Approved

### **3. Committee Membership Updates**

- Rachel Mitchell attended via Zoom and introduced herself as a prospective committee member and shared she is a District 2 resident awaiting Council confirmation.
- Chair Saint-Phard shared that Daniel has not submitted a resignation statement as previously discussed. Chair will send formal notification of intent to remove Daniel McBride from the committee due to inactivity/non-response. Discussion also noted that some members communicate absences when possible; as of this meeting, Daniel is the primary membership concern.
- Rachel Mitchell is expected to be considered for appointment at an upcoming Council meeting (timing to be confirmed).

#### **4. Human Rights Survey Update**

- Caroline O'Hare and Sophia Peters provided an update on the Human Rights Survey:
  - The survey was sent to City administration and Communications for review on January 8, 2026.
  - A response has not been received, despite an earlier expectation of roughly a one-week review timeline.
  - Sophia noted she spoke with City Administrator Nick Rice at the TRUTH Committee meeting on January 21, 2026, and followed up by email.
- Action/Next steps:
  - Caroline will request a clear timeline for review/approval.
  - Chair Saint-Phard will email Nick Rice directly (and may copy Emily prior to her departure).

#### **5. Committee Administrative Process Changes (Agendas & Minutes)**

- The committee discussed new City administrative expectations:
  - Committees will be responsible for preparing their own agendas and minutes going forward.
  - Agendas must be posted at least 24 hours before meetings (a week in advance is preferred).
  - Minutes must be prepared by an elected Secretary, or by the Chair if no Secretary is elected.
  - The committee discussed using Zoom recordings/transcripts to support accurate minute-taking.
- Election of HRAC Secretary
  - Sophia Peters volunteered to serve as Secretary for future meetings. Jenn Berkman declined nomination due to family health responsibilities.
    - Motion: Elect Sophia Peters as HRAC Secretary  
Moved by: Natalie Saint-Phard  
Seconded by: Jenn Berkman  
Vote: Unanimous approval
- Transition note: Caroline O'Hare will prepare minutes for this meeting and help transition the role/process to Sophia Peters.

#### **6. Committee Guidebook / Standardization Framework**

- Chair Saint-Phard and Caroline O'Hare shared that the City is developing a committee guidebook/framework intended to standardize:
  - meeting structure and expectations,

- attendance and conduct,
  - communications guidance (including media inquiries and social media),
  - processes for requests, approvals, and potential spending.
- Discussion included concerns about bureaucracy/layers slowing committee work. Chair Saint-Phard clarified this initiative was described as coming from Nick Rice and Allen Swiger.
  - Next steps: Caroline will request an update on the timeline and identify the primary point of contact for follow-up.

## 7. MPIA Request (August Minutes)

- The committee briefly discussed the MPIA request related to the August 2025 meeting minutes, which were approved earlier.
- Committee members stated they have been instructed not to engage directly with media and that communications should go through the City Communications Department.

## 8. TRUTH Committee Emergency Meeting Announcement

- Sophia Peters shared that the TRUTH Committee will hold an emergency/impromptu meeting:
  - Date/Time: Friday (February 6, 2026) at 6:00 p.m.
  - Format: Virtual
  - Topic: Discussion of Salisbury Police Department body camera footage released in recent weeks.
- Sophia and Caroline will share meeting information with HRAC members who are interested in attending via Zoom.

## 9. Community Update: SUP Shop Opening

- Jenn Berkman shared an update about attending the opening of the SUP shop, noting:
  - Strong community attendance and support
  - Megan Outten and other community members were present
  - The shop is accepting donations of time, food, and other items
- Members expressed hope for the shop's success as a supportive resource for unsheltered residents
- Natalie Saint-Phard and Angela Blake also noted they attended.

## 10. Adjournment

- Motion to Adjourn: Sophia Peters  
Seconded by: Natalie Saint-Phard  
Time: Approximately 6:43 p.m.

### Next Meeting

Date: Tuesday, March 3, 2026

Time: 6:00 p.m.

Location: Government Office Building, Room 306

**Action Items / Next Steps Before Next Meeting**

Task	Assigned To
Draft and distribute February 3, 2026 meeting minutes for committee review	Caroline O’Hare
Follow up with the Mayor’s Office/Administration regarding the Human Rights Survey timeline	Caroline O’Hare
Request update/timeline and point of contact for the Committee Guidebook	Caroline O’Hare
Follow up with Julie English re: appointment timing for Rachel Mitchell	Caroline O’Hare
Coordinate with Sophia Peters to provide meeting transcript/support materials for future minutes	Caroline O’Hare
Send Daniel formal notification of intent to remove from committee; CC Nick Rice, Emily Goebel, Caroline O’Hare, and Demetria Marshall-Leonard.	Natalie Saint-Phard
Email Nick Rice regarding the Human Rights Survey timeline (copying Emily as relevant prior to her departure)	Natalie Saint-Phard
Assume HRAC Secretary duties for future meetings	Sophia Peters
Share TRUTH Committee emergency meeting information with interested HRAC members	Sophia Peters