



LEHIGH COUNTY HUMAN RELATIONS COMMISSION  
(LCHRC)  
MEETING MINUTES  
April 8, 2025

The meeting of the LCHRC was held at 6:00 p.m. by Zoom video conference. A recording of this meeting is available at <https://www.lehighcounty.org/Departments/Community-Economic-Development/Human-Relations-Commission>.

**ATTENDING**

Joanna Armstrong (JA), Angela Baio (AB), Amy Beck (AmB), Michael Blichar Jr. (MB), Liz Bradbury (LB), Tony Branco (TB), Andrew Gildner (AG), Guillermo Lopez Jr. (GL), Joyce Moore (JM), Luis A. Perez Jr. (LP), Christopher Raad (CR), Pas Simpson (PS), and Carmen Bell (CB) ex-officio non-voting advisor

County Staff: Catherine Roseberry (CR) Assistant Solicitor, Frank Kane (FK) (absent), Cyndi King (staff) (absent)

Public: None

**ABSENT** – Tony Swartz (TS)

**AGENDA ITEMS**

Call to order at 6:02 p.m. by LB.

Roll call by LB.

LB reminded the Commissioners they must turn on their cameras when there is a vote. Quorum is present.

LB called for review and approval of minutes from March 11, 2025 meeting. Motion to approve the minutes by AmB, seconded by JA. JM and AG abstained because of their absences from the March meeting. Otherwise unanimous voice approval to approve and accept the minutes.

LB noted that there were 696 hits to the LCHRC website page and 157 unique users in March.

## **OLD BUSINESS**

### **Complaint Form**

A complainant has used the complaint form. It was not clear to this particular complainant that the form could not be filled in online; it was presumed the complaint went to the LCHRC in some manner. LB recognized that more language must be added to the website explaining that the form must be downloaded and then filled out and then attached to an email and sent to staff at [cyndiking@lehighcounty.org](mailto:cyndiking@lehighcounty.org). The complainant thought it had been filed; it had not because it was not attached to an email and sent. The complainant called staff for direction on how to file the complaint so it all worked as intended.

Discussion ensued and it was decided to add language to the bottom of the complaint form instructing applicants to contact staff if, after 5 business days of submitting their complaint, they do not receive a confirmation email that the LCHRC is in receipt of their complaint.

### **Training**

Dr. Jennifer Swan is now the Chairperson of the Allentown Human Relations Commission (AHRC). LB has been asked to present training on how to investigate a complaint in relation to AHRC's ordinance. This presentation will be held May 1, 6:00 p.m., at City Hall and probably in city council chambers. It is open to the public and everyone is invited to attend. LB observed that the presentation, including a period for questions, will probably take 90-minutes. If the Training Committee or anyone else would like to see this training before May 1, LB will set it up on Zoom. LB reminded everyone that Allentown's ordinance is different than Lehigh County's and therefore the investigation would be different and the training, designed for AHRC, would be conducted differently than investigation training for LCHRC.

### **Logo**

CB reported that the RFP was not sent out yet due to illnesses of the intern and herself. CB questioned the intention of sending this letter to municipalities. LB noted that in addition to municipalities, there are 90 organizations and numerous colleges which will also receive the letter along with the Request for Proposal for the creation of the LCHRC logo. The end of the letter contains a statement to the effect of: if you would like to have a training about this ordinance, we'll come &

do the training at your request. CB will forward the letter for LB's review on 4/9/25.

## **NEW BUSINESS**

### **Preliminary Outreach on a Complaint**

A complaint has been filed. The 180-day process has stopped counting down because the complaint has actually been filed. (The complainant must file the complaint within 180-days of the last instance of discrimination. They have done so.) Moving onto the next part: the complaint was forwarded to the LCHRC within 10-days of filing. It was filed late last week. The complaint is kept confidential during this process. LB will serve as the primary investigator; LP will assist and JM has agreed to serve as back-up should it be necessary. Therefore, LCHRC is now in the 30-day period to determine whether the complaint is jurisdictional. LB noted that the complainant is in the process of revising their original complaint. The ordinance provides the complainant the power to amend any complaint. It does appear that the *prima facie* complaint is under LCHRC's jurisdiction. Also there are multiple, intersectional protected classes. The complainant will come to the Lehigh County Government Center to adjust their original complaint form. When the complaint is finished and the investigators have finished reviewing the complaint, it will be sent to both the State and to the respondent which will end that particular 30-day period. After that, the respondent will have 60-days in which to respond to the complaint and to the allegations contained within the complaint. During this time, the investigators will investigate the statements and review all the evidence. There will be at least two witnesses on the complainant's side and several on the respondent's side. LB conferred with CR and it seems that the first complaint is being properly handled. No questions or comments.

## **CLOSING AGENDA ITEMS**

**Citizens Input (on Non-Agenda items) – None**

**LCHRC Announcements - None**

### **Motion to Adjourn**

LB called for a motion to adjourn; JA made the motion. JM seconded that motion. Meeting adjourned.

Respectfully submitted,  
Cynthia L. King