

**State of Maryland Commission on Civil Rights
Commission Meeting
September 12, 2017 – 10am
MINUTES**

Commissioners Present by Phone: Shawn M. Wright, Esq., Chairperson; Gina McKnight-Smith, PharmD, MBA; Naima Said
Management Present: Alvin O. Gillard, Executive Director; Cleveland L. Horton II, Deputy Director; Glendora C. Hughes, General Counsel; Nicolette Young, Assistant Director
Staff Present: S. Spencer Dove, Executive Associate; Tara Taylor, Education & Outreach Director

ITEM	SUMMARY	ACTION
Call to Order	1. Meeting called to order at 10:02am. No quorum reached.	None.
Approval of Minutes	1. July, 2017 Minutes approval deferred to October, 2017 meeting.	None.
Chairperson’s Report	1. Chair provided a debrief of some of the issues discussed during a Strategic Commissioner Retreat. See below in Old Business.	None.
Executive Director’s Report	1. Executive Director has been in contact with Anne Arundel County Executive Steve Schuh’s Chief of Staff. There had been alleged hate crimes in the County, the leaving of the County’s equal opportunity officer, etc. MCCR reached out to the County to let them know that we are here to help the County address these concerns. Today, the County Executive is announcing a new initiative to unite the County against racism and hatred. MCCR maintains communication with the office. 2. Baltimore City Office of Civil Rights is holding its annual breakfast meeting on September 25. MCCR purchased a table. 8:30am start time. If any Commissioners are interested in attending please let Executive Director know so that we can appropriately hand out tickets to Commissioners and Staff. An email will be circulated to Commissioners asking for their confirmed attendance. 3. MCCR will be ramping up outreach activities in September. Staff playing a critical role in supporting the efforts of Education & Outreach Unit. The agency is incredibly grateful for the efforts of Education & Outreach in reaching out to every corner of the State. 4. Executive Director looks forward to response from Commissioners to proposal for a celebration in April, 2018, recognizing 50 years of the federal Fair Housing Act and the agency’s 90 th Anniversary. Preliminarily the Commissioners are supportive of the idea and wish to support organizing the event, but formal feedback from the Commissioners will take place at October, 2017 meeting.	None.
Deputy Director’s Report	1. Reviewed submitted written report. 2. Agency averaging approximately 100 intakes per month. Case inventory is highest it has been since 2003, when the agency had double the staff. Currently reviewing staffing levels to determine how best to handle the increase in caseload.	None.

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	3. Commissioners would like to further discuss in October, 2017 the current case inventory and its impact on agency resources and staff. This will be placed on the agenda.	
Assistant Director's Report	<ol style="list-style-type: none"> 1. Reviewed submitted written report. 2. For FY2017, MCCR met its reversion target for funds from the agency back to the General Fund. 3. Intake's filing system was replaced. Agency was also able to procure updated furniture for conference rooms. 4. Agency will meet its cost containment level approved by the Board of Public Works. 	None.
Education & Outreach Report	<ol style="list-style-type: none"> 1. Fall is a busy time for outreach and training – good weather, festivals, training requests, etc. 2. Reviewed submitted written report. 3. Maryland Equity & Inclusion Leadership Program 6th Session happening this Thursday. 4. Chairperson ask for a reminder email circulated to Commissioners for the final sessions for MEILP. 	None.
General Counsel's Report	<ol style="list-style-type: none"> 1. Reviewed submitted written report. 	None.
Old Business	<ol style="list-style-type: none"> 1. Commissioners had their Strategic Retreat on September 8, 2017. Executive Director gave a great presentation on the current state of the 2014-2019 Strategic Plan. 2. Commissioners had a robust discussion about their role in supporting staff with the further and final implementation of the Strategic Plan. Commissioners will also be discussing the development of a Strategic Plan for 2019 and beyond. 3. Commissioners will gather questions to submit to Executive Director regarding the proposal of Advisory Councils. 	None.
New Business	<ol style="list-style-type: none"> 1. None. 	None.
Good & Welfare	<ol style="list-style-type: none"> 1. None. 	None.
Adjournment	<ol style="list-style-type: none"> 1. Meeting adjourned at 10:47am. 	Adjourned.