

State of Maryland Commission on Civil Rights
Commission Meeting
June 14, 2016 – 10am
MINUTES

Commissioners Present: Shawn M. Wright, Esq., Chairperson; Roberto N. Allen, Esq.; Gina McKnight-Smith, PharmD, MBA;
Present via Conference Call: Laura Esquivel;
Management Present: Alvin O. Gillard, Executive Director; Nicolette Young, Assistant Director; Glendora C. Hughes, General Counsel
Staff Present: Alesha Bell Intake Unit Supervisor; Tara Taylor, Education & Outreach Unit Supervisor

ITEM	SUMMARY	ACTION
Call to Order	<ol style="list-style-type: none"> 1. Meeting called to order at 10:07am. 2. Tara Taylor introduced one of MCCR's interns for the summer, Grace Mburu, and referenced another intern, DeLinda Johnson, who has joined MCCR but couldn't be at today's meeting – hoping to have her next month. 	None.
Approval of Minutes	<ol style="list-style-type: none"> 1. Quorum not reached. 	None.
Chairperson's Report	<ol style="list-style-type: none"> 1. Introduced new Commissioner, Roberto N. Allen. Commissioner Allen provided remarks and looks forward to serving again on the Commission. He previously served as a Commissioner. 	None.
Executive Director's Report	<ol style="list-style-type: none"> 1. Within the last month the Eastern Shore and Hagerstown field offices have been closed due to the retirement of staff that were stationed in those offices (1 staff per office). Staff met to discuss and review history of the offices, impact offices have had on the agency, and what the next steps are to make sure MCCR is servicing every corner of the state. Agency committed to strong community outreach to stay on the forefront of issues, instead of chasing them. Currently reviewing technological and human resources to evaluate our capacity to optimize outreach, as well as areas for improvement. Staff welcomes feedback from the Commissioners with respect to suggestions, messaging, and direction to guide the agency's outreach efforts in the future. The Strategic Plan is serving as a strong foundation to build the vision and approach. Staff also currently reevaluating the objective of a field office as well as the structured duties of any staff that are stationed in the field office. Chair requests that staff develop a written strategy to be circulated to Commissioners for review and feedback. Chair intends to renew a more focused discussion at July meeting. 	Staff to develop recommendations and a written strategy for addressing those communities where field offices were located.
Assistant Director's Report	<ol style="list-style-type: none"> 1. Reviewed submitted report and fielded questions. 2. Beginning to wrap up FY2016. Anticipate ending the year "in the black." 3. Deputy Director, and two field office positions are currently vacant. Awaiting feedback from 	None.

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	<p>Department of Budget & Management on Vacancy Reduction Proposal.</p> <p>4. MCCR welcomed a new front desk secretary who comes to agency from a local law firm and is fluent in American Sign Language. Also MCCR welcomed a new Civil Rights Officer since the last meeting.</p> <p>5. Currently in HUD's 2 Year Performance Assessment period. Preparing documents and reports in response to their Assessment request. HUD will be meeting with staff during the summer months.</p>	
General Counsel's Report	1. Reviewed submitted written report and fielded any questions.	None.
Education & Outreach Director's Report	<p>1. Partnered with COVE – Coalition Opposed to Violence and Extremism to host symposium on police/community relations in Baltimore County. It was a great success, lots of community participation and a strong partnership with many local Human Relations/Civil Rights Commissions in Maryland.</p> <p>2. Continue to conduct free-and-open-to-public workshops around the state. The last one was with a partner in Lexington Park, Maryland, for a workshop on Sexual Harassment Prevention. Will continue doing this multiple times throughout the year, the next one will be in Prince George's County on Sexual Harassment Prevention.</p> <p>3. Partnering with DBM to host a symposium on Faith in the Workplace.</p> <p>4. In 2017, MCCR will roll out Maryland Equity & Inclusion Leadership Program. The flyer was disseminated for Commissioner review. The program will roll out in March, 2017. Applications will go out later in 2016. This is in partnership with University of Baltimore Schaefer Center for Public Policy.</p>	None.
Old Business	1. Moved into Executive Session at 11:20am. Executive Session concluded at 11:34am.	None.
New Business	1. None.	None.
Good & Welfare	1. None.	None.
Adjournment	1. Meeting adjourned at 11:35am.	Adjourn.