

COMMISSION MEETING MINUTES
July 12, 2011

The meeting of the Maryland Commission on Human Relations was called to order on Tuesday, July 12, 2011 at 10 a.m., in Baltimore, Maryland.

PRESENT Norman Gelman, Shawn Wright, Robert Baum, Doris Cowl, Kanan Hudhud, Gina Mc Knight-Smith and Gary Norman.

APPROVAL OF THE MINUTES The minutes of the June meeting were accepted as written.

CHAIRPERSON'S REPORT Commissioners received copies of the Chairperson's Report (See attached).

New Commissioners Chairperson Gelman reported that he has been in touch with the two new Commissioners who are joining us today, Mr. Robert Baum and Gina Mc Knight-Smith. Mr. Baum and Mrs. Mc Knight-Smith introduced themselves and also gave a brief history of themselves.

Chairperson informed Commissioners that he has also been in touch with Liz Harris, Governor's General Counsel.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director is not present today and there is no report.

DEPUTY DIRECTOR'S REPORT

Commissioners received the Case Processing Report (See attached). The Deputy Director stated that this is the year-end report. Fact Finding Conferences have been a very effective tool towards moving cases rapidly and bringing them to resolution in addition to the mediation program. Intake for the year is the lowest MCHR has ever had. MCHR will start taking a small amount of cases from EEOC, but on a regular basis.

Annual HUD Review

The Deputy Director informed Commissioners that MCHR had its annual HUD review about three weeks ago. MCHR came through the review very well. HUD is very impressed with the fact that MCHR had only one case over 100 days old.

Mediation Coordinator

The Mediation Coordinator has been given an assignment to work on some PSA's. It is MCHR's intent to coordinate the PSA's with MCHR's name change.

MCHR has been given an exception to the hiring freeze and will be hiring an investigator.

Easton Office	MCHR has renewed the affiliation with the Department of Labor Licensing and Regulation in regard to free space in Easton. MCHR gets free office space and the Department of Labor Licensing and Regulation gets free translations.
Speaker for September Meeting	Chairperson Gelman stated that someone from the DOJ Community Relations will be here during the September meeting to conduct a presentation.
ASSISTANT DIRECTOR'S REPORT	Commissioners received copies of the Monthly Budget Status Report provided by the Assistant Director (See attached). MCHR is officially closing out the FY 2011 budget in the black.
FY 2012 Budget	The Assistant Director reported that MCHR is currently in the Fiscal Year 2012 budget.
FY 2013 Budget	MCHR received its starting mark for the creation of the FY 2013 budget. As a part of creating the FY 2013 budget, a budget reduction plan has to also be included. MCHR is being asked to submit a plan to cut \$128,000. The budget proposal is due on September 8, 2011.
Information Technology Unit	Commissioners received copies of the Information Technology Unit Monthly Report (See attached). The Information Technology Manager reported that he is working on the IT Master Plan which shows how IT supports the agency; this plan is due next month. The IT Manager is also working with DOIT to change the agency's website and email addresses due to the agency name change.
GENERAL COUNSEL'S REPORT	Commissioners received copies of the General Counsel's Report along with the Training/Education Campaign Report (See attached).
Assistant General Counsel Vacancy	The General Counsel informed Commissioners that one of the attorneys retired June 30, 2011. The General Counsel is hopeful that MCHR will receive an exception to fill the attorney vacancy.
Legislation	The General Counsel stated that the Gender Identity bill will probably return during the legislative session. MCHR is not sure of the Governor's position on the bill.
	The Commission meeting was adjourned at 10:40 a.m.
	Commissioners entered into Executive Session to discuss a personnel matter.

Barbara Wilson