

**State of Maryland Commission on Civil Rights
Commission Meeting
November 11, 2013 – 10am
MINUTES**

Commissioners Present: Shawn M. Wright, Esq.; Laura Esquivel

Present via conference call: Gina McKnight-Smith, Pharma.D., MBA; Robert L. Baum, Esq.; Rabbi Binyamin Marwick; Norman Gelman; Gary Norman, Esq.

Management Present: Cleveland Horton, Deputy Director; Nicolette Young, Assistant Director; Glendora C. Hughes, General Counsel

Staff Present: S. Spencer Dove, Executive Associate

ITEM	SUMMARY	ACTION
Call to Order	Meeting called to order at 10:04am	None.
Approval of Minutes	Motion to approve October 8, 2013, minutes – Motioned (Commissioner McKnight-Smith) and seconded (Vice Chair Baum).	Passed.
Executive Director’s Report	See Deputy Director’s Report.	None.
Chairperson’s Report	<p>a. Maryland Commission for Effective Community Inclusion of Individuals – Chair having discussions with Governor’s Chief Counsel and Deputy Counsel. Governor’s Office wants MCCR to work with this Commission to assist in the process. Alyssa Macht will serve as staff to the Commission, spoke with Chair on how MCCR can assist. Commission met for first time last Monday to lay framework for future meetings. Also talking with Tim Shriver, Chair of the Commission. Expect more details on MCCR’s potential role at the next Commission meeting.</p> <p>b. Executive Director Search – First Stage Status Report – Today is closing day for the recruitment notice. Have about 100 resumes from different applicants. 50% of those resumes were disapproved due to not meeting minimum qualification level. Vice Chair Baum heading Executive Director Recruitment, will report back on next steps.</p> <p>c. MAHRRRA Training – met October 17. Chair, Commissioner Norman, and General Counsel Hughes included in the program. Commissioner Norman and General Counsel did great jobs presenting information and generating constructive dialogue about website accessibility for all of our Commissions around the State. County Commissions set personal goals of making their websites accessible to all by next year.</p>	None.
Deputy Director’s Report	a. Received notice from HUD on partnership proposals submitted in August. Received grant funding for advertising, and for partnerships with both BNI and ERC. Do not expect to receive any portion of funds until January, 2014.	None.

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	<ul style="list-style-type: none">b. Intake Supervisor Position Recruitment – retiring December 1, 2013. Internal move for a temporary acting Intake Supervisor. Currently there is a recruitment for Investigation Supervisor.c. 1 new investigator hired and active on staff.d. Staff Appreciation is December 10, 2013 – date of next Commissioner meeting. Commissioners encouraged to attend. Will also include MCCR holiday party.e. New website launch date is week of December 10, 2013, when staff and Commissioners are able to see the site in its final draft. Staff reviewing the current content today to finalize the information and logistics.f. VRI - \$60 annually. Allows individuals who are deaf or hard of hearing to be connected with an interpreter, be it sign language or foreign language. iPads are the primary means of connecting persons that use MCCR’s services. Not able to use this service for Mediation or Fact-Finding Conferences due to length of time. This is more for initial contact phase (Intake, for instance).g. MCCR met with Maryland Consumer Rights Coalition, Maryland ACLU, DLS Analyst Jason Kramer, GLCCB in the past month to introduce, discuss collaboration opportunities. All very familiar with MCCR’s services and excited about partnerships in the future.h. First “Case Talk Session” held, which brings together the Investigation and Legal teams. Discuss issues with certain current cases, answer staff questions, guide staff on new laws and other important matters that need to be brought to their attention. Possible feedback mechanism for staff to communicate thoughts and ideas back to Deputy Director and General Counsel.i. 2013 Annual Report is being drafted. There will be some modifications to streamline information and give better presentation of the information. Prior reports don’t elaborate on the included data. Currently, Case Processing Department reports “Case Histories.” However, should MCCR continue to include this section in the Annual Report? These cases are settled in the investigative phase. Parties do not have any idea that this information may be published and disclosed to the public. Confidentiality Clauses are not signed when a case is settled because MCCR may need to report cases and facts to Governor, General Assembly, and other required parties. Confidentiality only applies to those cases not certified for public hearing or settled. Does MCCR include this information, and if MCCR does, should parties need to	
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	<p>know that information may be reported in Annual Report or official inquiry? Chair raises idea of Commissioners reviewing and figuring out if this should be a continued reporting practices.</p> <p>j. Reviewed information submitted on intakes, closures, and benefits for the month of October and YTD. All of this information is laid out in the Case Processing Reports submitted to the Commissioners. Do not expect for monetary benefit reduction level to be duplicated in November, as this is indicative of just the cyclical behavior of cases.</p>	
Assistant Director's Report	Planning for the FY2015 request, in active discussions with the Department of Budget & Management to reclassify and fill vital positions in MCCR. Need to have two Investigation Supervisors as the number of Investigators in the Baltimore Office keeps increasing.	None.
General Counsel's Report	<p>a. Reviewed information submitted by General Counsel.</p> <p>b. Pursuing enforcement of the <i>Doby/Daniel</i> order.</p> <p>c. Anticipating action in the <i>Parks</i> case since language was finalized and should be signed by all parties.</p> <p>d. Completed DBM and DLLR training on employment law and techniques.</p> <p>e. Had subsequent meeting with Delegate Rosenberg, reviewing technical issues with supervisors bill the Delegate is interested in introducing. There has yet to be a need or controversy in Maryland, thus this bill is just proactive. Still in drafting. Retaliation bill is not being pursued by the Delegate because a Court of Appeals ruling suffices to assist enforcement of Maryland's law.</p> <p>f. Page 15 of the Strategic Plan (final draft submitted for consideration today) will need to be discussed in December (what legislation should be approached by MCCR). Commissioner Esquivel requesting a Committee to discuss this in a break-out manner (strategy, for instance) and bring it back to the entire Commission. Commissioners who wish to volunteer for committee should contact the Chair.</p>	None.
Executive Session	Executive Session – Moved by Commissioner Esquivel and seconded by Vice Chair Baum at 11:28am. Commission moved into Executive Session.	Executive Session
Old Business		
New Business		
Adjournment		