

**State of Maryland Commission on Civil Rights  
Commission Meeting  
November 13, 2018 – 10am  
MINUTES**

**Commissioners Present:** Shawn M. Wright, Esq., Chairperson; Roberto N. Allen, Esq.; Gina McKnight-Smith, PharmD, MBA

**Commissioners Present by Phone:** Hayden B. Duke; Gary C. Norman, Esq., Vice Chairperson; Rabbi Binyamin Marwick

**Management Present:** Alvin O. Gillard, Executive Director; Cleveland L. Horton II, Deputy Director; Nicolette Young, Assistant Director; Glendora C. Hughes, General Counsel

**Staff Present:** S. Spencer Dove, Executive Associate; Tara Taylor, Education & Outreach Director

ITEM	SUMMARY	ACTION
<b>Call to Order</b>	1. Meeting called to order at 10:04am.	None.
<b>Approval of Minutes</b>	1. Motion to approve September 2018, minutes made by Commissioner Allen, seconded by Commissioner McKnight-Smith; minutes approved unanimously. 2. Motion to approve October 2018, minutes made by Commissioner McKnight-Smith, seconded by Commissioner Allen; minutes approved unanimously.	Minutes approved.
<b>Executive Director's Report</b>	1. At the end of 2017, management identified that the 2018 primary goal was relationship building throughout the state. Agency has made incredible progress, and will continue to build upon this work in the years to come. The agency will continue its efforts to build relationships, expand footprint, and participate in relevant conversations. 2. Deputy Director is a member of a workgroup to identify impediments to affirmatively further fair housing. Discussion about his roles and responsibilities with this workgroup. 3. MAHRA held annual training conference in Columbia on October 25. David Engel from Maryland State Police presented on the annual Hate/Bias Incident Report and the steps Maryland State Police are taking to enhance and improve reporting mechanisms by local law enforcement jurisdictions. MSP will conduct additional trainings in the future, and Executive Director will share those dates with Commissioners. Education & Outreach Director presented on sexual harassment prevention. 4. October 30, MCCR partnered with Maryland Nonprofits for opening session of the Equity Speaker Series. First presenter was Cheri Wilson who led a discussion on unconscious bias. Next event in the Series will occur in March. 5. November 7, MCCR held an outreach event for labor leaders. Provided the "MCCR 101" background information on the agency, who we are, our mission, our processes, etc. Participants were really engaged and had many great questions, seeking to gather information to bring back to their membership. 6. Have been in discussions with a group from Charles County who are interested in starting a Human	None.

**State of Maryland Commission on Civil Rights  
Commission Meeting  
November 13, 2018 – 10am  
MINUTES**

	Relations Commission in the region. Staff working with group to identify dates that MCCR can join the group for this discussion. When meeting is scheduled, will share details with Commissioners.	
<b>Deputy Director's Report</b>	<ol style="list-style-type: none"> <li>1. Reviewed submitted report.</li> <li>2. Retaliation has continued to increase as the selected basis in complaints with the agency. Retaliation outpaced race in 2017. The EEOC has seen retaliation selected as the top basis for Maryland-based complaints since 2015. Meanwhile, race-based complaints have decreased in that time. Discussions ensued about the basis for the retaliation claims and whether race continues to play a role in the underlying complaint.</li> </ol>	None.
<b>Assistant Director's Report</b>	<ol style="list-style-type: none"> <li>1. Reviewed submitted written report.</li> <li>2. Currently have 3 positions that are vacant, and actively recruiting to fill the positions by January.</li> <li>3. Currently running ahead financially of where the agency was this time last year – primarily due to the increase in filled staff positions.</li> </ol>	None.
<b>General Counsel's Report</b>	<ol style="list-style-type: none"> <li>1. Notified Commissioners that MCCR is moving to quash a subpoena requested records from the agency to which the subpoenaing party is not a party to the complaint itself.</li> <li>2. General Counsel provided training to the State Ethics Commission on how to investigate complaints of discrimination and harassment filed against legislators.</li> <li>3. Attend Civil Rights Legal Defense Fund conference.</li> </ol>	None.
<b>Education &amp; Outreach Unit Director's Report</b>	<ol style="list-style-type: none"> <li>1. Reviewed submitted written report.</li> <li>2. Calendar of trainings continues to see fall as its busiest season, with training historically reducing in number in December. This year that is not the case. MCCR is booked into next year with several different trainings.</li> <li>3. Equity Speaker Series (partnership with Maryland Nonprofits) first event was a smashing success, with every seat filled. Series is running through December 2019.</li> <li>4. Maryland Equity &amp; Inclusion Leadership Program (MEILP) selected and sent invitations to applicants to participate in 2019 class. Currently hearing back confirmations from invitees. 2019 class launches January 24 and 25th, with Maryland REALTORS hosting the 2-day kick-off.</li> </ol>	None.
<b>Old/New Business</b>	<ol style="list-style-type: none"> <li>1. Chairperson going to send email to Commissioners to open nominations for Chairperson and Vice Chairperson. Election slated to occur at December meeting.</li> <li>2. Strategic Plan ends in 2019. Chairperson recommends the Commissioners and Staff have a discussion to envision the next 5 years. Plan to begin the conversation in January 2019.</li> <li>3. December Commission meeting re-scheduled to December 13 from 10am to 12pm.</li> </ol>	None.

**State of Maryland Commission on Civil Rights  
Commission Meeting  
November 13, 2018 – 10am  
MINUTES**

<b>Good &amp; Welfare</b>	1. None.	None.
<b>Adjournment</b>	1. Motion to adjourn at 11:22am by Commissioner Allen, without objection.	Adjourned.

DRAFT