

**State of Maryland Commission on Civil Rights
Commission Meeting
September 11, 2018 – 10am
MINUTES**

Commissioners Present: Shawn M. Wright, Esq., Chairperson; Gary C. Norman, Esq., Vice Chairperson, DeWayne Wickham; Roberto N. Allen, Esq.; Gina McKnight-Smith, PharmD, MBA

Commissioners Present by Phone: None

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 |
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| Call to Order | 1. Meeting called to order at 10:01am. | None. |
| Approval of Minutes | 1. Motion to approve July, 2018 minutes by Commissioner Wickham, seconded by Commissioner Allen; motion passed unanimously. | Minutes approved. |
| Chairperson's Report | 1. None. | None. |
| Executive Director's Report | 1. Congratulations to the Deputy Director and the Case Processing Unit for successfully enabling the agency to submit 104 closed housing discrimination complaints to the U.S. Department of Housing & Urban Development during the previous fiscal year. MCCR also met its contract with the U.S. EEOC. 2. E&O Director Tara Taylor and General Counsel worked with the Department of Budget & Management's EEO Coordinator to draft and issue a memorandum to all state employees regarding the new state law requiring all state employees be trained in sexual harassment prevention in the workplace. General Counsel and E&O Director have been actively working to streamline and enhance MCCR's sexual harassment prevention training, which is a high demand topic around the state. There are pre-set public trainings that are announced. MCCR also working to finalize the training for state agency trainers, per the new law. 3. Executive Associate Spencer Dove will disseminate delegation contact information to Commissioners after the November elections. 4. September 18 th staff will be partaking in a staff development day. Deputy and Assistant Directors have worked hard to get the day's activities and venue set up. 5. November 7 th MCCR will be hosting an outreach function to unions and labor groups around the state to introduce ourselves as an agency and provide our "MCCR 101" presentation. North Laurel Community Center will be the venue from 9am to 1pm. This is building upon the agency's efforts to increase its presence around the state. | Motion to support gala celebration every two years approved. |

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| | 6. MCCR proposing that the agency explore having a biannual gala-type event, building upon the success of April 2018’s Fair Housing Anniversary/MCCR Anniversary Celebration Gala. Motion to approve management’s recommendation to host a celebratory gala every two years moved by Vice Chairperson Norman, seconded by Commissioner Wickham; motion carried unanimously. | |
| Deputy Director’s Report | <ol style="list-style-type: none"> 1. Reviewed submitted written report. 2. Attended the International Association of Human Rights Agencies conference in Cincinnati. 3. Baltimore Neighborhoods, Inc., closed its doors effective August 31, 2018. National Fair Housing Alliance is looking to take over their services to continue community access to fair housing services. 4. Case Processing Unit has 1 vacancy, and will be actively recruiting to fill that position. | None. |
| Assistant Director’s Report | <ol style="list-style-type: none"> 1. Reviewed submitted written report. 2. Agency ended the previous fiscal year in the black, after all of the outstanding obligations were satisfied. 3. MCCR extending an officer to fill a vacancy in the Education & Outreach Unit. 4. 2 Civil Rights Officers recently began their service at MCCR. 1 paralegal will be joining MCCR next week. | None. |
| General Counsel’s Report | <ol style="list-style-type: none"> 1. Reviewed submitted written report. 2. Had a meeting with incoming President of the Legislative Women’s Caucus Delegate Sample-Hughes to introduce themselves to each other. Women’s Caucus is planning a retreat after the election and the Delegate is looking to invite MCCR to present to them. 3. Has a conference call to share information with the Maryland Workplace Harassment Commission as to how MCCR investigates allegations of sexual harassment. | None. |
| Education & Outreach Unit Director’s Report | <ol style="list-style-type: none"> 1. Reviewed submitted written report. 2. Sexual Harassment workshops and the associated planning for “train the trainers” has consumed much of the Unit’s time when not conducting trainings and out in the community. All workshops are filled and registrants are currently on a waiting list. 3. October 6 – “Voice of Baltimore: Life Under Segregation” film screening and panel discussion being hosted at the Reginald F. Lewis Museum. Film produced by professors at Towson University. MCCR is a supporting partner. This film is also being shown in conjunction with the Museum’s <i>Hateful Things</i> special exhibit. 4. Equity Speaker Series – a new partnership with Maryland Nonprofits beginning in October and running through 2019. There are 5 planned speaker events. | None. |

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| | 5. Maryland Equity & Inclusion Leadership Program is recruiting for the 2019 class. Applications due next Monday, September 17, 2018. | |
| Old/New Business | <p>1. MCCR Advisory Councils discussion – Executive Director provided background on staff exploring the rationale and function of advisory councils around Maryland to assist with making sure MCCR has a presence around Maryland. The concept arose after field offices were closed due to staff retirements in those offices, and field offices had gradually reduced outreach efforts as investigative caseloads increased. Councils would be a purely outreach effort, and will not be empowered partake in any investigative work. Councils would be populated with volunteers. Motion to approve a pilot advisory council initiative in Western Maryland (Frederick, Allegany, and Washington counties) made by Vice Chairperson and seconded by Commissioner Wickham; motion carries unanimously. Staff will share details on structure in due time. All of the necessary information, such as by-laws, will be brought back to Commissioners for review and comment prior to a formal launch. Staff will spend the next few months developing necessary materials.</p> <p>2. Agency Legislative Agenda – conversation for the Commissioners. First: Chairperson asks that Commissioners make an initial contact with their respective delegations once contact information is circulated after the November election (due January, 2019). Second: Chairperson also asks to talk more about a January reception (identifying a date and time) for legislators in January, 2019 – details will be brought back to Commissioners by November meeting (Chairperson will work with Assistant Director and Executive Associate). Third: Vice Chairperson Norman is going to be the point-of-contact for the Commissioners on the public accommodations legislation in the 2019 Session. Chairperson asks that General Counsel coordinate with Vice Chairperson so that the agency as a whole is working in tandem for the bill’s success. Fourth: Weekly legislative calls. Thursday morning calls were shifted to Thursday afternoon. The question is what times work best for the body to maximize participation. After discussion, new time for the call is Thursday at 8:30am; information disseminated to Commissioners by Wednesday at 10am (updates can be circulated by the end of Wednesday). Additionally, the subcommittee outlined in the Legislative Process memo will be dismantled – Commissioners are strongly encouraged to share what they learn/know with the body for action.</p> <p>3. Commission enters Executive Session at 11:23am.</p> | <p>Motion for advisory council pilot program approved.</p> <p>Commission enters Executive Session.</p> |
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| Adjournment | Exits Executive Session – Meeting adjourned 12:00 pm | |