

**State of Maryland Commission on Civil Rights
Commission Meeting
October 24, 2019 – 10am
MINUTES**

Commissioners Present: Gary C. Norman, Esq., Chairperson; Eileen M. Levitt, SPHR, SHRM-SCP

Commissioners Present by Phone: Shawn M. Wright, Esq.; Rabbi Binyamin Marwick; Roberto N. Allen, Esq., Vice Chairperson

Management Present: Alvin O. Gillard, Executive Director; Cleveland L. Horton II, Deputy Director; Nicolette Young, Assistant Director

Staff Present: S. Spencer Dove, Executive Associate

Meeting called to order at 10:03 a.m.

Call to Order/Chairperson's Report

Moment of silence for the passing of Congressman Elijah Cummings and former Baltimore City Mayor Thomas D'Alesandro III.

Thank you for your attendance at the September 13, 2019, Commission Retreat. Thank you to all public servants, including the MCCR Staff for their work every day.

Approval of Minutes

- Motion to approve minutes from both July, 2019, and September, 2019, made by Vice Chairperson Allen; seconded by Commissioner Levitt – motion carried unanimously.

Executive Director's Report

- Had an orientation meeting for the Western Maryland Advisory Council in early October. All 15 members were present at the meeting. There was incredible energy in the room, and they bring a diverse array of experience to the table. The WMAC Members were eager to hit the ground running and begin their work in the region. Information will be circulated to the Commissioners who are invited to attend.
- MAHRA will be hosting two Commissioner trainings in a month. Both will be hosted at the Howard County Office of Human Rights. The first training is tentatively Tuesday, November 26 from 6:30pm to 8:30pm. The second training is tentatively Tuesday, December 3 6:00pm to 7:30pm. Information is being finalized. Once confirmed, details will be circulated to Commissioners.
- 2018 Hate/Bias Report will be circulated to Commissioners. MCCR has been working with Mr. David Engel to include better reporting within the Report. MCCR is very pleased to see that one of these recommendations – a breakdown of incidents by jurisdiction and type – has been included in the report for the first time this year. The goal is to provide local jurisdictions and leadership the data they need to better understand the issues that are ongoing in their communities. For 2018, one of the particular concerns is the increase in acts of hate and bias within the education continuum. MCCR will continue

working with Maryland State Police to support and assist with better equipping law enforcement agencies to address these issues in a positive way.

- MCCR has been asked by the California Department of Fair Employment and Housing to join in on an Amicus Brief regarding a case that will impact enforcement agency's ability to obtain employment salary data as it relates to wage discrimination in the workplace. Commissioners engaged in a discussion on the Amicus Brief draft. Motion made by Commissioner Wright to join Amicus Brief and provide some comments to drafters, seconded by Commissioner Levitt; motion carries unanimously.

Deputy Director's Report

- Reviewed submitted written report.
- Previous year's EEOC Contract was 604 cases; MCCR granted an upward modification to 644 cases. MCCR met the modified contract with 644 cases submitted last fiscal year.
- MCCR has submitted a request that next contract will exceed 700 cases.
- MCCR will be actively recruiting to fill an investigator vacancy in the coming months. There are also two vacancies in the Intake Unit that are in the process of being filled.

Assistant Director's Report

- Reviewed submitted written report.
- MCCR completed FY2019 without overspending. Thanks to cost savings, MCCR was able to provide much needed updates to furniture in the office meeting spaces.
- MCCR hired a contractual Civil Rights Officer I that began last month.
- Interviews for the most recent Civil Rights Officer recruitment will begin in the next few weeks with a target start date at the beginning of next year.

Old Business

- MCCR needs a new Strategic Plan. Chairperson asks how the agency (Commissioners and Staff) should shape the 2020-2025 Strategic Plan. General consensus is that the agency should look at hiring an outside facilitator for this process. Executive Director will look at available resources, and circle back with Commissioners.

New Business

- Commissioners engaged in a discussion regarding inventory age, case closures and the number of investigations pending with MCCR. The Vice Chair requests an analysis of how employee turnover is impacting MCCR's inventory age and case closure rates. The Vice Chair suggested that staff look at points during the last 3 years, maybe quarterly, and identify staff separations and new hires, along with the age of cases in hopes of better understanding the impact of separations and new hires with case age. Also, to determine if staff can project what the impact may be on case age as a result of separations and new hires.

Adjournment at 11:39 a.m.

Motion to adjourn made by Commissioner Wright, seconded by Chairperson Norman; meeting adjourned by unanimous consent.