

**State of Maryland Commission on Civil Rights
Commission Meeting
October 13, 2020 – 10am
Meeting Held by Google Hangouts Meet
MINUTES**

Commissioners Present: Gary C. Norman, Esq., Chairperson; Roberto N. Allen, Esq., Vice Chairperson; Eileen M. Levitt; Gina McKnight-Smith, PharmD, MBA; Rabbi Binyamin Marwick; Jeff Rosen; Janssen E. Evelyn, Esq.; Hayden B. Duke
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 10:03am

- Motion to approve the September, 2020, minutes made by Commissioner Marwick, seconded by Commissioner McKnight-Smith; motion carried unanimously.

Chairperson's Report

- Chairperson reviewed the agenda.

Executive Director's Report

- The Executive Director provided an Address on the State of the Agency at this time. The Executive Director is encouraged by the work of the agency, the efforts of staff to carry out the mission of the agency, the achievements that have been made under the agency's previous Strategic Plan, and the expansion of the agency's footprint around the State.
- The Executive Director discussed the recent results of the performance review conducted by the U.S. Department of Housing & Urban Development under the agency's worksharing contract with them. The Deputy Director provided, at the request of the Executive Director, additional details about the performance review and how the agency is responding to it.
- Through conversation with Commissioner Rosen, MCCR circulated a letter to the Secretaries for the Maryland Departments of Health, Social Services, and Labor on the need to ensure service accessibility for all, especially those with disabilities and limited English proficiency.
- Due to the uncertainty surrounding in-person gatherings and the challenges associated with hosting a virtual event, Staff are recommending that the agency's Gala be postponed from May 1, 2021, until 2022.

Deputy Director's Report

- Reviewed submitted written report.

Assistant Director's Report

- Reviewed submitted written report.
- One staff member recently began with the agency, and another will begin next week.

Old/New Business

- The Chairperson shared documents and began a conversation about writing internal Board documents to guide the body's procedures, including the election of Board leadership. Commissioners are encouraged to review the documents and come to the November meeting ready to begin formalizing procedures.
- Any Commissioners who are interested in supporting Staff organizing the Gala should let the Executive Director know and copy the Chairperson.

Meeting adjourned 11:44am