STATE HUMAN RELATIONS COMMISSION

**FULL COMMITTEE MEETING MINUTES**

DOVER, DELAWARE

**THURSDAY, September 12, 2013**

The September monthly meeting of the Delaware State Human Relations Commission was held by video-conference the Cannon Building, 861 Silver Lake Boulevard, Conference Room A, Dover, Delaware; and the Carvel Building, 820 N. French Street, 4th Floor Executive Conference Room, Wilmington, Delaware.

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**Attendance:**

**Commission Members Present:** Chairperson Calvin Christopher, Commissioners Mashoor Awad, Diaz Bonville, Whittona Burrell, Erika Caesa, Chok-Fun Choi, Wallace Dixon, Bernice Edwards, Stephen Elkins, Earnest Gulab, Douglas James, Wayne Keller, Nancy Maihoff, Lorenzo Murdaugh, Olga Ramirez, Peter Schott, Misty Seemans, Robert Watson, Rosemarie Williams, Jaimie Wolfe

**Commission Members not present:** Commissioners Pamela Davis (unexcused), Marian Harris (excused), Prameela Kaza (unexcused), Lois Myers (unexcused)

**Staff from Division of Human Relations Office:** Romona Fullman, Kelly Fox

**Members of the public present:** No members of the public present

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**I Call to Order**

The meeting was called to order by Chairperson Calvin Christopher at 7:03 p.m., followed by a period of silent meditation.

**II Approval of Minutes**The minutes for the July and August meetings were submitted and approved.

**III Members of the Public Present**

Misty Seemans attended the meeting. She was appointed to the Commission September 10, 2013. No expressions were made.

**IV Chair’s Report**

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| ***Topic / Discussion*** | ***Actions to be Taken*** | ***Leaders*** | ***Due Date*** |
| FOIA – This item will remain on the agenda due to the importance. Reminder was given that the agenda must be posted 7 days in advance of meeting. Minutes must be maintained at all meetings; they must be posted within 5 days of their approval. Director Romona Fullman had previously asked that Committees have the permanent meeting schedule to her by this meeting. She asked again that every Committee send her the schedule. | Committee meeting schedules to be emailed to Director Fullman.  Committee meeting agendas must be posted 7 days in advance | Committee Chairs | October 3, 2013  October 3, 2013 |
| Analysis of Impediments – Chairperson Christopher provided a copy of the Executive Summary and a cover sheet of items that he felt that the Commission should focus on. He asked that Commissioners look over the summary and to be prepared to discuss items that the Commission can move forward on. | Review the 2011 Analysis of Impediment to Fair Housing Choice (AI) Executive Summary and recommend follow-up actions for the SHRC | All Commissioners | October 3, 2013 |
| Commissioner Appointment and Reappointments – 3 vacancies currently. Recent appointment/reappointment – Commissioner Seemans and Senato. Interested applicant – Roy Sudler. He is currently on the Dover Human Relations Commission. Chairperson Christopher asked Commissioners to consider making referrals for interested applicants. | Identify potential SHRC candidates. Direct potential candidates to online Board/Commission application | All Commissioner | Continuous |
| Division Office Staffing and Support – Chairperson Christopher asked for Commissioner patience, understanding and support with changes in office staff and shortages. Director Fullman requested that Commissioners provide timely responses to inquiries. |  |  |  |
| December 2013 Commission Meeting – Chairperson  Christopher is looking for ideas to replace the State of the Commission address during the December meeting. Possible topic ideas include training for Commissioners, mentoring program and strategic thinking. Chairperson Christopher asked for feedback. Training and orientation were discussed and it was agreed that there is a need for a separate orientation. Director Fullman also indicated that the CRC committee will be matching new Commissioners with more seasoned Commissioners as part of the orientation | Submit suggestions for the focus and format of the December meeting to Chair Christopher | All Commissioners | October 3, 2013 |
| Dover Human Relation Commission – Chairperson Christopher expressed interest in knowing more about the publicized discord between the Dover City Council and the Dover Human Relation Commission. Interested in determining if the SHRC can assist in any way.  Roy Sudler, who is currently the Chair of the Dover Human Relations Commission, has submitted an application to become a member of the SHRC. Chairperson Christopher feels that his membership on the SHRC would be beneficial; he indicated that final approval on appointment comes from the Office of the Governor.  Commissioner Dixon indicated that Commissioner Launay has been invited to the Dover City Council meeting on 9/23/13. At the meeting on the 23rd there is to be a final decision made on changes proposed to the Dover Commission. | Commissioner Launay to attend meeting on 9/23/13 and report back the SHRC at October monthly meeting | Commissioner Launay | September 23, 2013 |

**V Director’s Report**

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| ***Topic / Discussion*** | ***Actions to be Taken*** | ***Leaders*** | ***Due Date*** |
| A written copy of Director’s report was distributed to Commissioners. An email copy will be forwarded |  |  |  |
| Director Fullman thanked Commissioner Watson and Choi for their community engagement activities. |  |  |  |
| Director Fullman asked Commissioners to respond promptly to requests to serve on hearing panels |  |  |  |
| Director Fullman asked Commissioners to invite potential SHRC candidates to Commission meeting to become better acquainted with the Commission. | Invite interested parties to attend monthly SHRC meetings. |  |  |
| Director Fullman discussed partnership with CAMP Rehoboth and Fair Housing training on 9/25/13 11:30 – 1:30 | Commissioners were encouraged to attend training on 9/25/13. |  |  |
| Events – Director Fullman will continue to send information to Commissioners on learning opportunities and outreach opportunities | Director Fullman will provide notice of events and activities  Commissioners will attend and support relevant events |  | Continuous |
| Director Fullman asked Commissioners to read papers for examples of discriminatory advertising. | Commissioners were asked to monitor local papers for potentially discriminatory ads | All Commissioners | Ongoing |
| Commissioner Launay asked for report/updated monthly on complaints received in the office. Director Fullman indicated that this is something that will be resumed. |  |  |  |

**VI Committee Reports**

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| ***Topic / Discussion*** | ***Actions to be Taken*** | ***Leader*** | ***Due Date*** |
| **Community Response Committee** Commissioner Chui (chair) reported on the Committee’s meeting with new Commissioner Misty Seemans  Commissioner Chui asked Commissioners whose terms are going to expire this year to submit their applications to the Governor’s office in a timely fashion.  Attendance requirement for 2013 is 4 meetings. Warning letters have been mailed to Commissioners that have only attended 1 meeting.  Commissioner Chui advised that if a Commissioner is unable to attend the monthly meeting they are to contact the office with excuse. She advised that 3 unexcused absences is considered a resignation.  Vacancies on SHRC were discussed.  Commissioner Seemans introduced herself to the Commission. | Commissioners with expiring terms who are seeking reappointment must complete a new board/commission application | Any Commissioner whose term is approaching expiration | At least one month prior to expiration of term |
| **Public Awareness Committee –**  Commissioner James advised Commissioner Launay will be doing a Comcast Newsmakers segment. Commissioner James indicated that he is looking to have loop of the Comcast Newsmakers segments playing in the State Service Centers by the holidays.  Commissioner James asked if there is money in the budget for ad in program for Rehoboth Beach Tree Lighting Ceremony. It was indicated that there would be money available for this.  Public Awareness Committee will meet at 6 p.m. on the day of the next Commission meeting. | Inquire to cost to place ad.  Provide ad examples to Commissioner James. | Commissioner Doug James  Director Fullman |  |
| **Legislative Committee -**  There was discussion about Director Fullman’s statement that FOIA requires that members participate in person or via videoconference to establish a quorum and to vote. Commissioner Wolfe asked if the Commission is following Federal or State FOIA. Chairperson Christopher indicated that State FOIA guidelines are followed. Commissioner Wolfe would like the DAG to look at the FOIA requirement of being able to participate and vote on the phone before she starts recruiting people. Chairperson Christopher indicated the item would be bumped up.  Committee meeting schedule was set from October through February. Meetings will take place at 6:30 the day of the Commission meeting.  Commissioner Wolfe indicated an email was on sent Wednesday to Kathy Morris, Division of Research, about setting a date for Awareness Day for Legislators. Hopes to have a response by Monday.  Commissioner Elkins spoke about the Marriage Equality Act going into effect July 1st and the number of weddings that took place during the 1st month in Sussex County.  Commissioner Wolfe indicated members of the disability community had a meeting yesterday for their agenda for the 2nd half of the Legislative session. She indicated source of income issue will be on the agenda. | Request a legal opinion from DAG Slattery | Director Fullman | September 12, 2013 |
| **Governor’s Council on Equal Employment Opportunity Committee-**  Commissioner Launay indicated that the Council will be meeting September 19, 2013 in the Haslet Armory, Room 219.  Commissioner Launay indicated the Council is close to launching website. All Council members have been asked to submit information about them for the website.  Commissioner Launay indicated they are getting ready for next round of reviews. EEOC reports from State’s Divisions and Departments are due 9/15/13. The meeting on the 19th will establish framework for their meetings for the rest of the year.  Council is working on a Summit for State HR employees. The Committee is looking to bring in a consultant to assist with problematic agencies to affect change. |  |  |  |

**VII Old Business**

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| ***Topic / Discussion*** | ***Actions to be Taken*** | ***Leader*** | ***Due Date*** |
| No old business. |  |  |  |

**VIII New Business**

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| ***Topic / Discussion*** | ***Actions to be Taken*** | ***Leader*** | ***Due Date*** |
| No new business. |  |  |  |

**IX Good News**

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| ***Topic / Discussion*** | ***Actions to be Taken*** | ***Leader*** | ***Due Date*** |
| Commissioner Dixon 50th wedding anniversary. |  |  |  |
| Commissioner Launay engaged. |  |  |  |

**X Attachments:**

**XI Meeting Adjourned**

The meeting was adjourned at 8:45 p.m.