Minutes

Community Response Committee (CRC)

State Human Relations Commission (SHRC)

Cannon Building, Dover

**Date:**  October 10, 2013 @ 6:00 p.m.

**Members present:**

Diaz Bonville, Rosemarie Williams, Nancy Maihoff, Earnest Gulab, in Dover

Olga Ramirez, Chok-Fun Chui (scribe) in Wilmington

Planned Agenda

1. CRC – formalizing a provision for Commissioners seeking a leave of absence from SHRC
2. CRC community involvement
3. Investigator Ines Hungria dropped by. Her suggestions to SHRC hearings

* New commissioners need to audit at least one hearing
* A panel should consist of two seasoned panelists and one new commissioner or a commissioner who has not sat in a hearing for a long time
* Commissioners should all take a turn at chairing a hearing. Investigator will provide a detailed script for the chair. There is no reason why any commissioner cannot fulfill this role.
* Currently panelists are selected from within the county where complaint originates. Anyone in SHRC should be asked to serve if no in-county commissioners are available. A list of commissioners willing to serve in another county(ies) should be in place.
* A record should be kept of which commissioners have served in hearings and when. Effort should be made by the Division Supervisor and Investigators to ensure that the system is fair and all commissioners get their turns in good time.
* If a hearing is not convened the assigned commissioners can be assigned again to another.

1. CRC community involvement

The Director suggested that CRC/SHRC can be proactive by attending community meetings, school and other relevant board meetings. CRC members can take turns attending in small groups and report back to the large group.

1. Leave of Absence can be due to business, personal health issues or family matters. A commissioner making this request should write a letter or email to the SHRC Chair and SHRC will decide as a body whether this will be granted.

Exploring question: what constitutes a legitimate reason to ask for a leave of absence?

Answer: business, tragedy, illness, military. There should be a time limit. CRC will further deliberate in the next meeting(s).

1. CRC minutes need to be approved by all the members. After the minutes are sent out by the CRC Chair members should respond with edits. Barring none, each should give his/her approval to the minutes as recorded in accordance with FOIA requirements.

Meeting adjourned at 7:00pm

Respectfully submitted by Chok-Fun Chui

November 20, 2013