STATE HUMAN RELATIONS COMMISSION

**FULL COMMITTEE MEETING MINUTES**

DOVER, DELAWARE

**THURSDAY, May 8, 2014**

The May 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 Wallace Dixon, Earnest Gulab, J. Micheal Harpe, Rose Mary Hendrix, Doug James, Prameela Kaza, Gail Launay-Tarlecki, Nancy Maihoff, Lorenzo Murdaugh, Olga Ramirez, Misty Seemans, Richard Senato, Walter Smith Jr., Roy Sudler Jr., Robert Watson Jr., Whitttona Burrell, and Rosemarie Williams. DAG Catherine Damavandi (participated by phone)

**Commission Members not present:** Commissioners Mashoor Awad (excused), Diaz Bonville (excused), Erika Caesar (excused), Chok-Fun Chui (excused), Bernice Edwards (unexcused), Stephen Elkins (excused)

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

**Members of the public present:** Cecil Wilson

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**I Call to Order**

 The meeting was called to order by Commissioner Christopher at 7:05 p.m., followed by a period of silent meditation.

**II Approval of Minutes**

The minutes for the April SHRC meeting were submitted and approved.

**III Members of the Public Present**

Cecil Wilson, Chair Dover Human Relations Commission introduced himself to the members of the Commission. He will be meeting with the Chair and the Director in the future.

**IV Chair’s Report**

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| ***Topic / Discussion*** | ***Actions to be Taken*** | ***Leaders*** | ***Due Date*** |
| FOIA – Chair Christopher reminded Commissioners on the importance of following FOIA guidelines.  | Compliance with FOIA | SHRC Committee Chairs | Continuous |
| Commission County Fellowship meetings – Chair Christopher reported this will not be rolled out statewide until further clarification is obtained concerning FOIA. These meetings are designed to encourage fellowship between the Commission members and encourage camaraderie.  | DAG to issue a written opinion on permissibility of informal meetings among commissioners under FOIA.  | DAG | Not specified |
| Analysis of Impediments (AI) – Chair Christopher urged committees to consider the recommendations in the AI when developing Committee Action Plans. | Incorporate AI recommendations into Committee action plans. | Committee Chairs | Immediately |
| 2014 Committee Action Plans – Chair Christopher indicated that Director Fullman previously put together a template to be used by Committees to identify issues they will to focus on. He requested that plans be finalized, shared and progress reported.  | Finalize Committee Action PlansTemplate to be shared with Commissioners | SHRC membersDirector Fullman  | ImmediatelyIn advance of June SHRC meeting |
| Source of Income – There is legislation to add source of income as a protected class under Fair Housing. The Commission needs to be mindful of the effect that this legislation may have on the Commission/Division’s resources.  | Share research on source of income legislationMonitor source of income bill (HB196) | Director FullmanLegislative Committee  |  |
| Death Penalty legislation – Recommendation for SHRC to take a position on appealing death penalty requires more information and discussion. Action by the SHRC must be within scope of mission. Chair Christopher permitted a letter drafted by Commissioner James to be distributed and read aloud. | Reformat and distribute letter drafted by Commissioner James. Identify and distribute information on repealing death penalty that informs and supports a position by the SHRC  | Commissioner JamesCommissioner Seemans | In advance of June SHRC meeting ASAP |
| Commemoration of 50th Year Anniversary of Civil Rights Act of 1964 – Commissioner Caesar and Director Fullman are working on this.  |  |  |  |
| Committee Assignments – Commissioner Maihoff appointed to Chair Community Response Committee (CRC). Soon to follow: the selection of a new Legislative Committee Chair; and the assignment of Commissioners (Sudler Jr., Hendrix, Smith and Harpe) to committees.  | Commissioners Sudler Jr., Hendrix, Smith and Harpe to be assigned to CommitteesCommittee purpose to be reviewed | Chair ChristopherSHRC Members | Prior to next meetingUndefined |
| Commission/Division Training Retreat – To be planned. Chair Christopher will be contacting Commissioners offline to check on interest in participating in planning process.  | Commission/Division Retreat – To be planned | SHRC Members | Undefined |
| Fair Housing Conference – Chair Christopher expressed that conferences were done very well this year. He expressed that the Division should continue the mini conference format next year.  |  |  |  |

**V Director’s Report**

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| ***Topic / Discussion*** | ***Actions to be Taken*** | ***Leaders*** | ***Due Date*** |
| Director Fullman asked that DAG Damavandi speak concerning FOIA. DAG Damavandi will be drafting a memo concerning FOIA guidelines and gatherings. She discussed that if a quorum is present that would be considered a public meeting. She will also do a guide sheet concerning the matter.  | Memo and guide sheet concerning FOIA | DAG Damavandi | ASAP |
| Director’s report was sent out electronically earlier today.  | Select new chair of Legislative  | Chair Christopher |  |
| Director Fullman advised that Jaimie Wolfe has resigned from the Commission. |  |  |  |
| Travel Reimbursement Forms - Director Fullman requested that Commissioners complete the form during monthly meetings or fax to office within a week of the meeting.  | SHRC members to complete travel reimbursement forms at monthly meetings | All SHRC members | Monthly |
| Thanked members of the Commission for their participation in the Fair Housing Conference and in the STAND against racism event.  |  |  |  |
| Commissioner Orientation/Training – Director Fullman is working to plan an orientation/training session in June to support Commissioners in the fulfillment of their duties and responsibilities.  | Develop an agenda for the Orientation/Training.Schedule the Orientation/Training  | Director FullmanDirector Fullman, AA II Kelly Fox | June |
| Fair Housing Survey results – Snapshot of results available in the Director’s report.  |  |  |  |
| Fair Housing Grant – The Division through a Partnership Grant with HUD formed a partnership with Pathways to Success to educate and engage individuals and communities in Sussex County on civil rights issues especially fair housing. .  | Keep SHRC members informed of partnerships initiatives. | Director Fullman |  |
| Education – The CRC is engaged in the issue racial disparities in school disciple following a complaint against Christina School District. A Coalition for Fairness & Equity in Schools has been formed by ACLU to review similar issues. CRC members were encouraged to attend the meeting.  | Review information sent via email on the Coalition for Fairness & Equity in Schools.Attend 5/12/14 Coalition meeting | AllCRC |  |
| Legislation - Updates on legislation discussed at the last meeting are in the written Directors report. Commissioners were reminded to submit to the Legislative Committee any mission-focused legislative proposals they would like to see the SHRC initiate/endorse.  | Review legislative updatesContact Legislative Committee with legislative initiatives and proposals | AllSHRC members | Ongoing |
| Town Meetings – A schedule of City/Town council meetings were provided in the Commissioners packets. Commissioners were encouraged to attend meetings. Name badges to be ordered for Commissioners.  | Name badges to be ordered for Commissioners to wear when attending meetings | Kelly Fox | ASAP |
| Civil Rights Act of 1964 Commemoration – Director Fullman reported that she and Commissioner Caesar are working on developing a planning committee, with representatives from various groups, for this event. Suggestion has been made that the celebration should occur on July 2nd. Ideas to be developed further. | Planning committee to be formed | Director Fullman and Commissioner Caesar | Undefined |
| 7th Annual Metropolitan Wilmington Urban League Lions & Legends Celebration – Thursday, May 22. Details provided in the Director’s report. | SHRC members interested in attending should contact Director Fullman or Kelly Fox. | SHRC members |  |

**VI Committee Reports**

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| ***Topic / Discussion*** | ***Actions to be Taken*** | ***Leader*** | ***Due Date*** |
| Public Awareness Committee (PAC) - Commissioner James reported. There was a discussion about the video broadcast on WBOC of a beating that occurred on a school bus in Dover occurred. It was determined that this was a criminal incident and the investigation would be handled by the police. No action needed by the Commission at this point. Efforts are still being made to make the loop of Comcast Newsmakers segments made.Commissioner James reported that the Committee would like to have a meeting next month prior to the SHRC meeting.  | Schedule next meeting of PAC Committee | Commissioner James | Undefined |
| Legislative Committee - No report. A new Chair to be appointed. | New Chair appointed to Committee | Chair Christopher | Undefined |
| Community Response – Commissioner Maihoff reported. Commissioner Maihoff and Hendrix attended a Delaware Housing Coalition conference, “Who can afford to live in Delaware?” on Tuesday. Commissioner Maihoff introduced herself and distributed her card. Commissioner Maihoff reported that the Committee has been restructured to include an Assistant Chair. The Assistant Chair is Commissioner Gulab. Commissioner Kaza asked if there are Co-Chairs on each Committee. Chair Christopher said no, but encouraged each Committee to consider this option. | Commissioner Maihoff will send link for the report to Kelly Fox to distribute to SHRC members | Commissioner Maihoff | Undefined |
| GCEEO – Commission Launay-Tarlecki reported. A summary of what the function and purpose of the GCEEO was given. Last meeting was April 4th. Next meeting is May 29th, 9:30 am at the Haslet Armory. Meetings are open to the public.Three agencies were reviewed in April and the Summit was reviewed. |  |  |  |

**VII Old Business**

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| ***Topic / Discussion*** | ***Actions to be Taken*** | ***Leader*** | ***Due Date*** |
| Commissioner James made the suggestion that letters be written to mark the 50th anniversary of the passage of the Civil Rights Act.  |  |  |  |

**VIII New Business**

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| ***Topic / Discussion*** | ***Actions to be Taken*** | ***Leader*** | ***Due Date*** |
| Voter Registration Training – Director Fullman advised that if Commissioners are interested in participating in this training she asked that the Commissioners contact her.  | Contact Director Fullman if interested in receiving training. | SHRC members | Undefined |
| Chair Christopher advised that the Dover Human Relation Commission has a new Chair, Cecil Wilson. Chair Christopher has received the recent minutes of the Dover Human Relation Commission meeting and the new powers, procedures and duties of the Commission. He has reviewed the information and a meeting will occur between himself, Cecil Wilson and Director Fullman.  |  |  |  |
| Commission Seemans thanked Division staff; Director Fullman, Ines Hungria and Nicole Alston-Jackson; for supplying materials concerning the EA law and FH Act for presentation she did at the Brandywine Counseling Center.  |  |  |  |

**IX Good News**

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| ***Topic / Discussion*** | ***Actions to be Taken*** | ***Leader*** | ***Due Date*** |
| Commissioner Sudler Jr. reported that NCALL Action Planning Committee is having a Mind Body and Soul Healthcare and Job Fair this Saturday from 11-6 pm on New Street in Dover. |  |  |  |

**XI Meeting Adjourned**

 The meeting was adjourned at 8:55 p.m.