STATE HUMAN RELATIONS COMMISSION

**EXECUTIVE COMMITTEE MEETING MINUTES**

DOVER, DELAWARE

**THURSDAY, July 10, 2014**

The July 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 Earnest Gulab, Doug James, and Gail Launay-Tarlecki.

**Deputy Attorney General**: Kevin Slattery

**Commission Members not present:** Commissioners Nancy Maihoff (excused), Misty Seemans (excused) and Robert Watson, Jr. (unexcused).

The following Commissioners were not present; but are excused from Executive Committee meetings. Commissioners Mashoor Awad, Diaz Bonville, Whitttona Burrell, Chok-Fun Chui, Wallace Dixon, Bernice Edwards, Stephen Elkins, J. Michael Harpe, Rose Mary Hendrix, Prameela Kaza, Lorenzo Murdaugh, Olga Ramirez, Richard Senato, Walter Smith, Jr., and Rosemarie Williams,

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

**Members of the public present:** None.

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**I Call to Order**

 The meeting was called to order by Commissioner Christopher at 7:12 p.m., followed by a period of silent meditation.

**II Approval of Minutes**

Approval of the minutes was deferred because quorum was not met at this Executive Committee meeting.

**III Members of the Public Present**

 No members of the public were present.

**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. Future training on FOIA is high on the priority list.The topic of Community County Fellowship/meetings still remains a concern as to FOIA requirements.  | Training to be developed | DAG/Director Fullman | September and going forward |
| Analysis of Impediments – Copy of the Executive Summary was provided to the members present. Chair Christopher encouraged Chairs of the Subcommittees to discuss this document during subcommittee meetings to determine areas for the Commission to move on. | Review AI Executive Summary during Subcommittee meetings. | Subcommittee Chairs | Not specified |
| 50th Anniversary of the Civil Rights Act – Chair Christopher thanked Director Fullman and staff for their assistance in coordinating the statewide events. Commissioner Gulab spoke about the event that occurred in Sussex County. Director Fullman spoke about the two events held in New Castle. She recommended the Commission consider planning other film and discussion events Freedom Riders and other similar films. Director Fullman also advised that the events were filmed in each county and she would be viewing the footage from Sussex County next week.  | Consider film and discussion forums to build awareness, visibility and relationships  | Doug James- Public Awareness |  |
| Sussex County Council – Chair Christopher asked for updates on the situation. Commissioners James and Launay-Tarlecki indicated that they had none.  | Stay abreast/monitor community climate in relation to recent thoughts expressed by two members  | Nancy Maihoff |  |
| Subcommittee Assignments – Chair Christopher indicated the only Commissioner left to be assigned to a Committee is Commissioner Smith.  | Commissioner Smith to be assigned to a Subcommittee. | Chair Christopher | September |
| 2013 Committee Year-in-Review/Committee Action Planning Template – Chair Christopher asked that Subcommittees review the template to ensure that it is up-to-date and to use it going forward to guide Subcommittee’s planning. | Review template and use it going forward for Subcommittee actions.  | Subcommittee Chairs | Ongoing – starting in September |
| Dover Human Relations Commission – Chair Christopher met with Cecil Wilson during a Dover City Council meeting earlier in the summer. A tighter working relationship between the State Human Relations Commission and the Dover Human Relations Commission. He indicated that the Dover Human Relations Commission will remain as an agenda item for the SHRC monthly. | Add Dover Human Relations Commission to regular monthly meeting | Kelly Fox |  |

**V Director’s Report**

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| ***Topic / Discussion*** | ***Actions to be Taken*** | ***Leaders*** | ***Due Date*** |
| Director Fullman will send the report electronically. | Directors report to be sent electronically. | Director Fullman | Unspecified |
| Division Budget – Director Fullman asked Subcommittee leaders to submit initiative/project ideas that Subcommittees are interested in pursuing to submit those ideas and any projected costs. This will allow Division to review budget for availability and encumber funds as appropriate. Director Fullman will look at developing a Project Planning Template for this purpose.  | Committees to engage in project planning including projected budgetProject Planning template to be developed. | Subcommittee ChairsDirector Fullman | UnspecifiedUnspecified |
| Commissioner Training – Director Fullman discussed possible topics of training and estimated time commitments that would be needed. Topics include:* Basic orientation for new Commissioners - 2 hours
* Fair Housing and Equal Accommodation laws and regulations 4-6 hours
* Administrative Hearing process (including mock hearing– 3 hours
* FOIA training – 2 hours
* Voter registration training – 2 hours

Dates, times and locations are to be determined.  | Training to be developed and scheduled. | Director Fullman and Kelly Fox | September |
| Structure and protocol – Director Fullman requested that Subcommittees provide schedule for meetings by the August SHRC meeting. She also advised that agendas need to be specific and must be published at least 7 days prior to the meeting. The suggestion was made that all Subcommittees have a co-chair that can conduct the meeting in the absence of the chair.  | Provide schedule and detailed agendas for meetings. | Subcommittee Chairs | Schedules by August SHRC meeting. Agendas must be published at least 7 days prior to the meeting.  |
| Coalition for Equity and Fairness – Director Fullman added DHR/SHRC as members. Will keep Commission informed on meetings.  | Provide updates on Coalition for Equity and Fairness’ work. | Director Fullman | Ongoing |
| Outreach – Commissioner involvement is needed if the Division is going to continue supporting events to increase Commission visibility. Emails will be sent to request participation.  | Commissioners to respond to email requests for participation and participate in outreach events.  | All | Ongoing |

**VI Committee Reports**

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| ***Topic / Discussion*** | ***Actions to be Taken*** | ***Leader*** | ***Due Date*** |
| GCEEO – Commissioner Launay-Tarlecki reported. Meetings to resume in August.  |  |  |  |
| Community Response – Commissioner Gulab reported.According to Title 31 the Human Relations Commission should have 28 Commissioners; 7 from each county and 7 At Large. Currently there are 4 vacancies and the numbers per county are not distributed appropriately. Committee suggests randomly choosing At Large Commissioners from those in New Castle and Kent counties; additionally recruit 4 more Commissioners. Commissioner Maihoff will contact Robert Fulton, Cape Henlopen School, to request an appointment to discuss a teacher disparaging gays in a Human Development class and also the denial of the Gay-Straight Alliance Club wearing rainbow colored stoles at graduation. There was discussion supporting the need to develop protocol for initiating such an inquiry.Per the roster Commissioner Robert Watson Jr.’s terms expired 12/16/13.  | Realign Commissioner county assignments and recruit new Commissioners.Contact Robert Fulton to discuss action and SHRC concerns.Develop a protocol for initiating inquiries Commissioner Watson to apply for reappointment if he as not already done so. | Community Response CommitteeCommissioner MaihoffDirector Fullman, Chair Christopher, DAG DamavandiCommissioner WatsonCommissioner Watson | UnspecifiedAugustUnspecified |
| Public Awareness – Commissioner James reported.Committee is getting some interest in the film from the DE Archives and the DE Historical Society.  | Efforts to continue for film production. | Commissioner James | Unspecified |

**VII Old Business**

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| ***Topic / Discussion*** | ***Actions to be Taken*** | ***Leader*** | ***Due Date*** |
| None.  |  |  |  |

**VIII New Business**

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| ***Topic / Discussion*** | ***Actions to be Taken*** | ***Leader*** | ***Due Date*** |
| Director Fullman discussed Subcommittees engaging other Subcommittees when appropriate. Also discussed referring issues to Subcommittees when appropriate.  | Engage and refer issues to other Subcommittees when appropriate.  | All Commissioners | Ongoing |
| Commissioner James recommended Commissioners watch the film *Fast Food Nation*.  |  |  |  |
| Director Fullman advised the office received an inquiry concerning swimming pools and swimming attire. A discussion took place concerning the potential for disparate impact these rules may have on Muslim women. |  |  |  |

**IX Good News**

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| ***Topic / Discussion*** | ***Actions to be Taken*** | ***Leader*** | ***Due Date*** |
| None |  |  |  |

**XI Meeting Adjourned**

 The meeting was adjourned at 8:26 p.m.