STATE HUMAN RELATIONS COMMISSION

**EXECUTIVE COMMITTEE MEETING MINUTES**

DOVER, DELAWARE

**THURSDAY, August 14, 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 Nancy Maihoff and Misty Seemans. DAG Catherine Damavandi.

**Executive Committee Members not present:** Commissioners Doug James (excused), Gail Launay-Tarlecki (excused) and Robert Watson, Jr. (unexcused).

**Commission Members not present:**  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, Earnest Gulab, 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.Commissioners can provide questions they would like answered during the training. The topic of Community County Fellowship/meetings still remains a concern as to FOIA requirements.  | Training to be developed.Ask Subcommittee members if there are questions that they would like answered. | DAG/Director FullmanSubcommittee Chairs | September and going forwardUndefined |
| Analysis of Impediments – Chair Christopher will send out the Executive Summary to all Commissioners.  | Distribute the Executive Summary of the Analysis of Impediments.  | Chair Christopher | Prior to the September meeting.  |
| Appointment of Commissioners – Board and Commissions will no longer provide the applications for potential Commission candidates due to FOIA restrictions. The Commission can request specific information that is needed when considering potential Commissioners.  | Review Boards and Commissions application to determine what information is needed for selection and interview process.  | Commissioner Maihoff | Undefined |
| Purpose and Strategies of Committees – Chair Christopher asked Subcommittee Chairs use the template previously provided to guide Subcommittee strategies.  |  |  |  |
| Commission Retreat – This will be tabled at this time and focus will be on scheduling Commissioner training.  |  |  |  |
| Dover Human Relations Commission – The DHRC has requested a representative from State Human Relations Commission attend their 9/23/14 meeting. Chair Christopher is unable to attend. An email has been sent to Commissioner Launay-Tarlecki to determine her availability.  | Follow up with Commissioner Launay-Tarlecki for availability.  | Kelly Fox | Undefined |
| December Commission Meeting – Chair Christopher will bring this up at the September Full Commission meeting to determine the path for the December Commission Meeting. Director Fullman discussed the possibility of inviting allies and groups to the December meeting for fellowship and to create additional partnerships. | Discuss December Commission meeting. | All Commissioners | September Commission meeting |

**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 advised that there has been a request to decrease budget by 1% this year. Commissioners were reminded to submit their travel reimbursement requests at every meeting.  | Submit travel reimbursement requests at each SHRC meeting. | All Commissioners | Ongoing |
| Commission Initiated Complaints/Letters of Inquiries – Process and protocols to be established. Director Fullman feels that this should be a collective effort. Commissioner Maihoff suggested the Executive Committee should have a meeting on this and bring the recommendation to the full Commission. Director Fullman advised the Commission Initiated Complaint and Letter of Inquiries are two separate processes. Commissioner Maihoff will be drafting a letter of inquiry to the Superintendent and Principal of the Cape Henlopen School district on multiple issues and to request a meeting. She will send the letter to Chair Christopher and Director Fullman for edits and input.  | Director Fullman asked DAG Damavandi to provide guidance.Letter of inquiry to be drafted.Letter that was sent to Christiana School District to Commissioner Maihoff | DAG DamavandiCommissioner MaihoffDirector Fullman | UndefinedUndefinedUndefined |
| Media Requests – A discussion took place concerning media request that are received. FOIA requests are to be submitted for record/information requests.  | DAG Damavandi to research further. | DAG Damavandi | Undefined |
| Short v State of Delaware – A decision was issued by Judge Jane Brady stating that prisons are not places of public accommodation.  |  |  |  |
| Training – Training to be scheduled. | Training to be developed and scheduled. | Director Fullman and Kelly Fox | September |
| Subcommittee work plans – Director Fullman asked that Subcommittees submit work plans and meeting schedules. | Subcommittees submit work plans and meeting schedules. | Subcommittee Chairs | Undefined |

**VI Committee Reports**

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| ***Topic / Discussion*** | ***Actions to be Taken*** | ***Leader*** | ***Due Date*** |
| No Committee reports |  |  |  |

**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 advised that the Division has a new Investigator, Claudia Sosa-Ducote’ in Sussex County. Claudia is speaks multiple languages.  |  |  |  |
| Commissioners Maihoff and Chui attended the Delaware Pride Festival in Dover on August 2, 2014. |  |  |  |

**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 8:30 p.m.