Minutes

 Community Response Committee (CRC)

State Human Relations Commission (SHRC)

Cannon Building, Dover

**Date:**  September 11, 2014 @ 6:00 p.m.

**Members present:**

In Dover - Diaz Bonville, Nancy Maihoff (CRC Chair), Earnest Gulab, Olga Ramirez, Chok-Fun Chui (scribe), Rosemarie Williams, Rose Mary Hendrix, Mashoor Awad

Agenda as communicated to CRC by Chair, Commissioner Maihoff:

1.  Briefing of actions taken by the executive committee July and Aug 2014
2.  Review of Information requested of Governor's Office
3.  Development of power point discussion and presentation of what has been developed followed by discussion
4   Review of SHRC roster and determining need for additional Commissioners.
5.  Any new business or discussions

1. EC has decided that two DAGs will be assigned to define a process to handle external complaints.

Per request by the SHRC Chair, Commissioner Maihoff met with the Board of Commissions’ (BOC) Lydia Prigg and Monique Hampton. It was noted that the SHRC bylaws have defined the responsibility of CRC as mainly handling intakes of complaints from the public, an example is cited below.

The Cape Henlopen School District discrimination vs gay students needs follow-up. Commissioner Maihoff will look up the court cases and decisions.

1. The BOC meeting concluded that according to existing bylaws CRC are not responsible for several of its current tasks, such as filling vacant positions in the commissioner roster, meeting with candidates and taking meeting attendance. If SHRC wants CRC to continue performing these tasks the bylaws will need to be revised. The clause “sexual orientation” should be added to §8. Commissioner Maihoff will write a letter to Commission Christopher requesting the addition to §8. The Legislative Committee (LC) is the party responsible for such revisions.

Potential candidates should be interviewed by the Executive Committee (EC). This body and/or CRC should let BOC know of the specific qualifications they seek in potential candidates e.g. computer expertise and knowledge of disability law. In compliance with the Freedom of Information Act (FOIA) the interviews should not result in personal information on applicants being mentioned in the minutes. Instead the EC can force an executive session in which this can be conducted so such information need not be recorded. It should be made very clear to the interviewees that the appointment decision will be made by the Governor’s office alone. BOC decides on the categorization of each candidate e.g. race, profession, sexual orientation to maximize diversity within SHRC. Interviews can best be done in a time slot before a regular SHRC meeting.

As FOIA dictates that applications from SHRC candidates not be handed to CRC, Commissioner Maihoff has drafted relevant information on candidates that CRC will ask for from the BOC. This has been approved by CRC members.

1. In addition to Commissioner Maihoff’s draft of a power point presentation introducing SHRC to communities Romona has a similar version. These will be consolidated into one document.
2. Current makeup of SHRC:

New Castle – 9

Kent – 5

Sussex – 8

At Large – 1

Five openings are available.

Lydia of BOC cited the Constitution as requiring that commissioners stay on SHRC until they resign. For a commissioner with inadequate attendance the SHRC Chair should send a letter to him/her requesting a letter of resignation. If there is no response it will be assumed that he/she has resigned. This occurrence should be made known to the BOC.

Kelly has been asked to update the attendance records after each SHRC meeting and send the updated records to SHRC members so everyone will be clear on his/her own attendance record.

1. The term “New Business” by itself cannot constitute an agendum. Items under this heading need to be listed.

Action Items:

* CRC Chair will look up the court cases and decisions
* CRC Chair will write to Calvin requesting the addition of “sexual orientation” to §8.

Meeting adjourned at 6:55 PM.

Respectfully submitted by Chok-Fun Chui

September 14, 2014