

**STATE HUMAN RELATIONS COMMISSION
FULL COMMISSION MEETING MINUTES
DOVER, DELAWARE**

THURSDAY, OCTOBER 11, 2018

The October monthly meeting of the Delaware State Human Relations Commission was held at the Cannon Building, 861 Silver Lake Boulevard, 2nd Floor Conference Room A, Dover, Delaware.

Attendance:

Commission Members Present: Chairperson Gail Tarlecki, Vice Chair Olga Ramirez, Jamaal Bivens, Diaz Bonville, Whittona Burrell, Erika Caesar, Calvin Christopher, Earnest Gulab, Nancy Maihoff, Walter Smith, Jr., Rosemarie Williams, Robert Watson, Jr.

Commission Members not present: Kerri Harris (E), Dolores Finger Wright (U), Bernice Edwards (E), Chok-Fun Chui (E)

Division of Human Relations: Director Romona Fullman, Amy Willey, and Vincent Petroff

Members of the public present: none

I. Call to Order

The meeting was called to order by Chair Gail Tarlecki at 6:10 p.m. followed by a period of silent meditation.

II. Approval of Minutes

The minutes of the September SHRC meeting were submitted. A motion was made to accept the minutes by Commissioner Ramirez. The motion was seconded by Commissioner Maihoff. A vote was taken, motion carries with no opposition.

III. Members of the Public Present:

None

IV. Chair's Report

<i>Topic / Discussion</i>	<i>Actions to be Taken</i>	<i>Leaders</i>	<i>Due Date</i>
<u>Vice Chair</u> - Chair Tarlecki announced Commissioner Olga Ramirez has agreed to serve as SHRC Vice Chair. She noted Commissioner Ramirez brings to the role 27 years of experience on the SHRC.	Recognize Olga Ramirez, SHRC Vice Chair	Chair Tarlecki	

Commissioner Ramirez expressed honor to be selected and pledged her commitment to the role.			
<u>Committee Appointments</u> - Chair informed that committees are important to the work of the Commission and that they should meet regularly and post minutes on the public calendar. She conducted an exercise to allow Commissioners to indicate the Committee they feel most aligns with their interest and skills. Nancy Maihoff will continue as Chair of the Community Response Committee and Erika Caesar will Chair the Legislative Committee. No Commissioner has expressed interest in chairing the Public Awareness Committee (PAC).	Appoint PAC chair.	Chair Tarlecki	November 8, 2018
<u>SHRC Bylaws</u> – Several amendments were recently approved by the SHRC. The Legislative Committee is charged to review and recommend additional revisions needed.	Legislative Committee to review and recommend updates.	Committee Chair Caesar	
<u>Commissioner Vacancies and Recruitment</u> – The Commission should continuously look for potential candidates to serve on the Commission. Commissioner Prameela Kaza has resigned from the Commission due to personal reasons.	Coordinate to fill Commission vacancies	SHRC Chair Tarlecki	
<u>Committee Assignments</u> - Commissioners will be assigned to committees based on interests, skills and the need for membership balance on all committees.	Make committee assignments	SHRC Chair Tarlecki	November 8, 2018
<u>Training</u> – Chair Tarlecki led a review of the state budget process. Materials were distributed for review and discussion. The SHRC should work to ensure the support and resources needed to perform its duties.	Attend the DOS Budget Hearing Nov. 8, 2018, 8:30 am, Legislative Hall (Dover)	All Commissioners	November 8, 2018

Motion by Commissioner Watson, and seconded by Vice Chair Ramirez, for the Commission to attend the Budget Hearing at Legislative Hall, Nov. 8 to be followed by the Regular Monthly Meeting of the Full Commission. A vote was taken, motion carries with no opposition.	Hold the Regularly Monthly meeting of the Full Commission immediately following the budget hearing. House Hearing Room. Legislative Hall.		
Motion by Commissioner Gulab, and seconded by Vice Chair Ramirez, for the Commission to have the December Meeting at a Restaurant for a Holiday Gathering/Commission Meeting. A vote was taken, motion carries with no opposition. 12/13/2018 at 5:30 pm.	Find locations that will accommodate 35-40 people	Admin. Special. III	November 8, 2018

V. Director's Report

<i>Topic / Discussion</i>	<i>Actions to be Taken</i>	<i>Leaders</i>	<i>Due Date</i>
Director's Report – submitted in writing and handed out hard copies at the Commission Meeting.		All Commissioners	
<u>DHR Budget</u> – Details of the agency's budget were provided. Also notice of the Dept. of State, OMB Budget Hearing, Nov. 8, 2018, 8:30 am to 9:30 am, Senate Chambers Legislative Hall. Public hearing. Opportunity for public comment on agency's services and needs.	Attend the DOS OMB budget hearing. Offer public comment on agency's services and needs.	All Commissioners SHRC Chair Tarelcki	November 8, 2018
<u>DHR Office Relocation</u> – DHR is looking to relocate to reduce expenses. Staff will visit space at the Office of the Public Advocate (State Street, Dover).	Explore relocation options for DHR Dover offices.	Director Fullman	
Training Coordinator Position – Remains in jeopardy due to lack of funds.	Seek funding for the position	Commissioners/Staff	

Name Change: The Commission/Division on Human Rights and Equal Protection, proposed by Investigator Joe Dawson, is on the table. Other suggestions are still welcomed.	Agree on Commission/Division name change	Commissioners/Staff	
Agency website – Commissioners are encouraged to visit the website and give feedback.	Give feedback on Division website	Commissioners/Staff	
Community Engagement – Events in the written report were reviewed.	Identify and participant in relevant community engagement events	Commissioners/Staff	Ongoing
Other			
Commissioner Training – DAG Plerhoples discussed plans for training on EA Hearing Procedures at the January Commission Meeting.		DAG Zoe Plerhoples	

VI. Committee Reports

<i>Topic / Discussion</i>	<i>Actions to be Taken</i>	<i>Leader</i>	<i>Due Date</i>
<u>Public Awareness Committee</u> – Commissioners interested in serving: Commissioner W. Burrell	Appoint a Chair	SHRC Chair Tarlecki	November 8, 2018
<u>Legislation Committee</u> – Chair Commissioner Erika Caesar. Commissioners interested in serving: Commissioners R. Watson, C, Christopher, B. Edwards and possibly K. Harris	Appoint Committee	SHRC Chair Tarlecki	November 8, 2018

<u>Community Response Committee</u> – Chair Commissioner Nancy Maihoff. Commissionees interested in serving: Commissioners O. Ramirez, D. Bonville, J. Bivens, W. Smith, R. Williams, E. Gulab, and C. Chui.	Appoint Committee	SHRC Chair Tarlecki	November 8, 2018
<u>Executive Committee</u> – Members: Chair Tarlecki, Vice Chair Ramirez, Commissioner Maihoff, Commissioner Caesar, Commissioner Watson	Appoint two additional members.	SHRC Chair Tarlecki	November 8, 2018

VII. Old Business

<i>Topic / Discussion</i>	<i>Actions to be Taken</i>	<i>Leader</i>	<i>Due Date</i>
Mediation Training provided to the Commissioners for a \$300 charge. Motion by Commissioner Caesar, and seconded by Commissioner Smith, for the Mediation training to occur April 11, 12, 13. A vote was taken, motion carries with no opposition.	Commissioners to confirm plans to attend 3-day training	Commissioner Maihoff	

VIII. New Business

<i>Topic / Discussion</i>	<i>Actions to be Taken</i>	<i>Leader</i>	<i>Due Date</i>
None			

IX. Good News

<i>Topic / Discussion</i>	<i>Actions to be Taken</i>	<i>Leader</i>	<i>Due Date</i>
None			

X. Meeting Adjourned

The Commission meeting was adjourned at approximately 8:00 pm by Chair Gail Tarlecki.