



FREDERICK COUNTY
Equity and Inclusion Commission
February 2, 2023

Winchester Hall, 12 East Church Street, Frederick, Maryland; 5PM

COMMISSION MEMBERSHIP: Nora Clark, Ed.D., Ms. Tameka N. Davis, Ms. Mari Lee, Kathy W. Brooks, Ph.D., Ms. Tiana M. Haile, Ms. Danielle Haskin, Shahid Rafiq, M.D., Amilynn E. Adams, Ms. Tonya Amedon, Laura Fernandez, Reverend Ronnie L. Henry, Chief Jason Lando

MEETING AGENDA

- I. Call to Order- Lakisha Wade, Equity and Inclusion Coordinator
 - a. Approval of Previous Meeting Minutes
- II. Roll Call
- III. Attendance requirements - Lakisha Wade
 - a. Lakisha is still locating attendance requirements.
- IV. Election of officers (Chair, Vice Chair, Recording Secretary)
 - a. Officers assume duties immediately
Agenda deadline: two weeks before the meeting, send to Lakisha
Tonya - Chair
Danielle - V Chair
Mari - Sec
- V. Open meetings act training - County Counsel
 - a. Do not reply all with any commission business
 - b. Follow up as to executive session exceptions
 - c. Checking for interviewing for vacancies before recommendation to CE for appointment
 - d. Follow up on the possibility to hybrid meeting
 - e. Public comment is discretionary and must be advertised in agenda
 - f. Can be limited to set time
- VI. DEIB survey results - Office of Equity and Inclusion Staff
 - a. Survey implemented Jan 27, 2022
 - b. 40% response rate
 - c. 4000 written comments that are still being analyzed
 - d. Demographic information was not collected
 - e. Some questions were taken from question bank
 - f. If no score, then it was a question added by Frederic County
 - g. No action to move by former CE after seeing results
 - h. New CE immediately wanted to post survey to be transparent
 - i. Meeting with division directors individually to go through the details that are particular to their teams
 - j. Surveys were anonymous but there are times when people could be identified based on responses

- k. Needing to be very mindful of how the information is handled
- l. Do not want to teach to the test
- m. Request to review the survey before the next implementation
- n. Want to replicate so that it is standard and can be comparable overtime
- o. Training starting with three offices

VII. Recommended speakers/topics for future meetings - Tonya

- a. Discuss resolutions on topics that are important to the commission
- b. Process for submitting concern to address
- c. Bio for the commission members
- d. Approx 100 words
- e. Include photo
- f. Members will send photo and bio to XX by XX
- g. Develop goals and objectives for commission
- h. Establish bylaws for the commission
- i. Lakisha will send link to commissions bylaws for review/template
- j. By law examples for review
- k. Commission on disabilities
- l. Commission for women
- m. Human Relations Commission - bylaws not found on website
- n. Immigrants Affairs Commission

VIII. Future speaker/presentations:

- a. All requests should include, if possible, specific questions, topics and guidance for information of interest to commission and how the commission can support division efforts of diversity, equity, inclusion and belonging.
- b. Shannon Powell - FCG HR director
- c. Ask for WF data from FCG
- d. Other Equity and Inclusion (or similar) commissions
- e. Lessons learned
- f. County employees to give comments and talk about their experiences
- g. Communicate to employees that the commission is a place to voice concerns
- h. Possibility to have consistent time for this during public meeting process
- i. Can include specifics in Agenda
- j. Division Directors
- k. talk about what they plan to do in response to survey results
- l. Schedule follow up after implication
- m. FCG IIT
- n. Discussion specific to data procedures
- o. FCSO leadership

IX. Other business - Tonya

- a. Chief Lando discussed FPD session held at FCC 2.2.23
- b. The Chiefs Community Advisory Board (CCAB) is a group of community members who meet quarterly
- c. Process includes the CCAB to be the first group gathered for discussion in the wake of events of concern
- d. Open to broader discussion

X. Public comments - Tonya

- a. None

XI. Adjournment - Tonya

a. Next meeting: March 2, 2023 5pm 2nd floor Winchester Room

Please keep in mind the Frederick County Equity and Inclusion Commission is subject to the Open Meetings Act requiring reasonable advance notice of meetings be provided, to make the agenda available in advance, to hold its meetings openly, and to adopt and retain minutes.

The group is also subject to the Public Information Act, meaning any member of the public may request any record pertaining to the work group at any time.