

FREDERICK COUNTY EQUITY AND INCUSION COMMISSION

Thursday, April 06, 2023
Frederick County Government - Winchester Hall
12 E. Church Street, Frederick, MD 21701
5:30 pm.

MINUTES

I. Call to Order & Welcome – Danielle Haskin called the meeting to order at 5:41 pm.

II. Roll Call of Members

The following were present at the meeting: Commissioners Danielle Haskin, Mari Lee, Kathy Brooks, Tiana Halle, Ronnie Henry, Amilynn Adams, Nora Clark, Chief Jason Lando; Frederick County Government Equity & Inclusion Officer Michael Hughes, Equity & Inclusion Coordinator Lakisha Wade, Council VP Kavonte Duckett.

III. Public Comments - None

IV. Old Business

- a. Executive Session exceptions
 - i. Michael to follow up by the May meeting.
- b. Hybrid Meeting
 - i. The County has said that a call-in option is permissible to meet a quorum; However, the meeting must stop if the call disconnects, or the member is not responsive. The EIC agreed that we would give the member five minutes to reconnect. If that does not happen, the meeting will officially end.
- c. Reminder – Bio and photo deadline
 - i. Brief bio of no more than 100 words indicating a little bit about yourself + your interest in the EIC.
 - ii. Danielle will send a reminder email one week ahead of the meeting.
- d. Bylaws
 - i. The Bylaws committee was not able to meet as planned. They plan to get together before the EIC's May meeting.
- e. Meeting guest speakers - How are you structured, and how would you like to be organized to be ideal?
 - i. There will be a virtual option for presenters.
 - ii. May meeting - Michael will email other EI Commissions and the GARE thread to seek a speaker.
 - iii. June meeting tentative – Shannon Powell, FCG HR Director

V. New Business

- a. Discussion of E & I terms and definitions
 - a. Mari will pull information from the E & I website for providing to the members. This will help give us a unified language around E & I.
- b. Ways to support Frederick County Office of Equity & Inclusion

- a. Need the Commission to review County's Workforce DEIB Strategic Plan (internal how to diversify). Primary concern – Goals and Objectives (about six pages)
 - i. Lakisha will email the document. Provide feedback on pages 10-18 by Tuesday, 11 April, by 3:00 pm.
 - 1. The Office of Equity & Inclusion (OEI) plans to roll out the DEIB Plan around 28 April. The Plan is a confidential document and is not to be shared.
 - b. Lakisha will confirm the Support to request more autonomy – to operate independently with the CE.
 - i. Table to next meeting to draft.
- c. Other – Member input
 - a. Mari suggested that we host a contest to develop a logo as an initial engagement of the community. Will add this to the May meeting agenda.

VI. Action Items

- a. Meeting Schedule
 - i. Members agreed that we would not have an EIC meeting in July and that the December date would be an internal celebration.
- b. Minutes
 - i. Amendments - Mari suggests an amendment to - VI. Action Items, Bullet B - in the March minutes to remove the second "Mari moved," which was listed twice in error.
 - 1. Chief Lando moved to approve the March minutes as amended, Ronnie 2nd. The motion was moved correctly; passed unanimously by the quorum of members present at the time of the vote.

VII. Adjournment – 6:45

Next meeting: May 4, 2023, 5:30 pm, 2nd floor Winchester Room