

FREDERICK COUNTY EQUITY AND INCUSION COMMISSION

Thursday, 4 May 2023
Frederick County Government - Winchester Hall
12 E. Church Street, Frederick, MD 21701
5:30 pm.

MINUTES

I. Call to Order & Welcome – Tonya Amedon called the meeting to order at 5:42 pm.

II. Roll Call of Members

The following were present at the meeting: Commissioners Tonya Amedon, Danielle Haskin, Mari Lee, Kathy Brooks, Tiana Halle, Amilynn Adams, Nora Clark, Tameka Davis, Chief Jason Lando; Frederick County Government Equity & Inclusion Officer Michael Hughes, Equity & Inclusion Coordinator Lakisha Wade.

III. Public Comments - None

IV. Old Business

- a. Executive Session exceptions
 - i. The Commission can recommend candidates that were interviewed and recommended by the Executive Officers, but the County Executive has the sole selection responsibility. The Council then affirms.
 - ii. Michael followed up about FOIA concerns.
- b. Bio and photo deadline
 - i. Received some bios but still need from others. Please email to Mari.
 - ii. Each will be posted on the EIC webpage.
- c. Bylaws / Rules of Procedure
 - i. Our Commission is authorized to have Rules of Procedures, not Bylaws per the County Code.
 - ii. The Special Committee is drafting the Rules and will have them ready for Commission review ASAP.
- d. Meeting guest speakers
 - i. Michael heard back from MOCO – Tiffany Ward provided Shane Lloyd (current Chair of Racial equity and Social justice). Michael will send the email to Tonya, and we will ask him to attend a meeting in the near future.
 - ii. Mari suggested if we can schedule Shannon from FCG HR Dept. to attend the next meeting on 1 June.
 1. Commissioners deem the questions of interest include:
 - a. Speaking to the diversity of FCG employees.
 - b. What can we do to support you and your office?
 - c. Efforts to improve hiring minority.
 - d. What requirements are need for certain roles?
 - e. What is the primary reason for attrition over the last 5 years (retirement, change in leadership, etc)?

- f. Hiring goals and a strategic plan and ways thought to meet those goals and metrics.
 - e. Glossary of E & I Terms
 - i. Mari emailed the glossary to all members before the May meeting.
 - f. Logo
 - i. Members wish to explore a logo contest per the brief suggestion at the April meeting.
 - ii. Danielle & AmiLynn will work on parameters to propose for discussion at the June meeting.

V. New Business

- a. Ways to support Frederick County Office of Equity & Inclusion
 - a. The OEI office reports to the CAO (John – HOCO) and to the Chief of Staff.
 - b. It is essential that we are capitalizing on opportunities to be intentional about how we are setting up an institution that is not the same that has perpetuated injustices. Thus, commission members are interested in meeting with the County Executive to discuss best practices.
 - c. As an advisory body, we want to advise on Diversity, Equity, Inclusion and Belonging.
- b. Member Input
 - a. Develop language to send a recommendation to the County to add “Secretary” and “Treasurer” to the County Code. Mari can provide language that the HRC has used in the past.
 - b. Checking to see if all members of the Commission are still available to serve.

VI. Action Items

- a. Minutes
 - i. Amendments – Tiana suggests an amendment to – April Minutes - II. Roll Call of Members – to reflect the correct spelling of her last name to Haile.
 - 1. Tiara moved to approve the April minutes as amended, Chief Lando 2nd. The motion was moved correctly; passed unanimously by the quorum of members present at the time of the vote.

VII. Adjournment – 6:48

Next meeting: 1 June 2023, 5:30 pm, 2nd floor Winchester Room