

Diversity Commission Meeting Minutes – 05/12/14

In Attendance:

Diversity Commission Members: Donald Baker, Delores McLamb, Marcus Montejo, Paresh Patel and Marcos Ramos.

Other Attendees: Candy Boayue, Human Resources Assistant; Tanisha Merced, Counsel.

Absent: Scott Saunders

Commissioner Ramos called the meeting to order at 4:07p.m. A motion was presented by Commissioner Ramos to amend the correction of the February minutes being approved at the March 10, 2014 meeting.

Approval of Minutes:

The March minutes were approved by the Commissioners.

Discussion Items:

1) New/Old Business:

- a) **Boards and Commission:** Commissioner Ramos handed out a sample introductory cover letter that would accompany the survey along with the sample questions for the survey for discussion. At the last meeting, the commissioners had decided that having a minimum of about ten questions would not only be cost effective, it would also be appropriate to generate the answers that they are looking for. To that end, Commissioner Ramos provided a list of ten questions that encouraged Board and Commission members to self-disclose their race, gender, age and education. These questions were debated by the Commissioners and they decided to find out what information would be accommodated by Survey Monkey and also to reword some of the questions to suit their needs. The Commissioners agree that they would have the questions approved by the Executive Office before distribution. Tanisha offered to inquire of the Executive Office if they would be willing to pick up the cost of Survey Monkey if there is a cost applied to the survey. In the distribution of this survey, the Commissioners proposed that a letter be sent to the chairman or the attorneys of each board, introducing the survey and requesting the contact information of its members. This would start the process of disseminating the information to its members. The response time of this survey is expected to be about two weeks from distribution to Board and Commissioner Members.
- b) **Quorum Discussion:** Tanisha explained to the commissioners that in order to change quorum, the commissioners would have to present it to County Council as it is governed by County code. First, the request would have to be approved by the Executive Office, and then an ordinance would be drafted and presented to the Council members for a vote. Commissioner McLamb asked about the use of proxies, and was told by Counsel Merced that because the diversity commission meetings are public, it is subject to FOIA. There is nothing in the code that limits or prevents proxy for quorum purposes; however, the State of Delaware does not allow proxies for public meetings. They do allow board members to be counted thru videoconferencing, to this end; if you are not present you can't give up your vote.
- c) **Vice Chair:** Commissioner Baker brought up the issue of the commission having a vice chair. Currently, the commission is without a vice chair to conduct meetings in the absence of the chairman. A recommendation from Tanisha was that the Commissioners consider appointing or selecting a vice chair. The commissioners decided to discuss and appoint a temporary vice chair for the next meeting in July. They also decided to add the nomination and approval of a vice chair on the next agenda.

d) **EDLG:** This discussion was tabled until the next meeting in July if there is time.

Action Items for Next Meeting:

1. Tanisha Merced is to find what “roles” the administrator would have and perform for the survey.
2. Ms. Merced is to find out how the Executive Office would prefer the information gathered would be held.
3. Ms. Merced is also to find out if the information would be foiable or not.
4. The Commissioners are to discuss and appoint a temporary vice chair for the next meeting.

The meeting adjourned at 5:25 p.m. The next Diversity Commission meeting will be held on Monday, July 14, 2014, at 4:00 p.m.