

Women's Commission Meeting Minutes
7 E Redwood, 12th Floor
Wednesday, May 31, 2023



Equity and Civil Rights

5:00 PM

Commissioners present:

Ana Rodney	Miriam Carrion
Candace Everette Dickens	Monica Mitchell
Carolyn Jewell	Rachel Marquez
Casey Brent	Robin Neverdon
Ciarra Miles	Sara Whaley
Ella Smothers	Sarasijhaa Desikan MD
Gab Sussman	Stephany Sulbaran
Kimberly Haven	Tevis Simon
Kionne T. Abdul-Malik	Yasmin Karimian
Lynda Davis	

Staff present:

Dana P. Moore (Director)
Khadeja Farahmand (Chief of Staff)
Lisa Kelly (Chief of Investigations)
Jill Muth (Program Compliance Officer)
Autumn Grant (Policy Legislative Analyst)
Robin Drummond (Special Assistant)

I. Welcome and call to order – Director Dana Moore

- The meeting was called to order by Director Dana P. Moore at 5:05 pm.
- Director Moore gave opening remarks.

II. Roll Call and introductions

- Each member briefly introduced themselves with their name and why they joined the Baltimore City Women's Commission. In addition, staff introduced themselves.
- Jill Muth conducted the roll-call beginning with the remote attendees followed by those in-person.

II. Duties and Mandates of the Women's Commission

- Ms. Muth gave a PowerPoint presentation explaining the Mandates and Duties of the Commission.
- Topics included:
 - Referrals
 - Forum for amelioration
 - Research and education
 - Monitor workforce
 - Advise and counsel
 - Evaluate policies and programs
 - Seeking to remove inequalities
 - Monitor boards and commissions

IV. Meetings

a. Frequency/Location

- Attendees discussed the date, time, frequency and location of future meetings.
 - Evenings, monthly, hybrid
 - 6:00 pm, alternate times, daytime
- Ms. Muth will send out a Doodle poll for the next meeting.
 - Attendees agreed to have the next meeting on Tuesday, June 27, 2023 at 5:00 pm.
 - Meeting location and Zoom link will be determined.

b. Attendance Requirements and procedures

- OECR Staff and attendees discussed attendance requirements and procedures.
- If three unexcused absences in the law, the member is considered resigned.
- Members were asked to communicate with the staff if they cannot attend.

c. Agenda Setting

- OECR staff and attendees discussed the process for setting agendas for the General Body.
- Meetings of the Women's Commission conducted by the Chair.
- The agenda will be written by the Secretary
- The Secretary will be elected by majority vote.
- If anyone has agenda items, they can be presented to staff for the next meeting.
- Ms. Muth stated that there is a standard agenda and attendees are asked to think about other items that they would like to add.

d. Voting

- OECR staff and attendees discussed voting procedures.
- The quorum is 10 for the Women's Commission.
- Autumn Grant has a PowerPoint on the Robert's Rules of order and will bring to the next meeting.

e. Open Meetings Act

- Jill Muth presented a PowerPoint on the Open Meetings Act and advised Commissioners on how to get OMA certified.
- Public bodies in Maryland are subject to the Open Meetings Act.
- Keep in mind certain rules govern when there is a quorum.

- Advance notice must be posted within 24 hours of the meeting.
- Arrangement must be made for the public to attend.
- Arrangements must be made for someone to take minutes.
- Closed meetings – there are 15 exceptions that will allow members to close the meeting.
- Ms. Muth will email the link to the Open Meetings Act training.

V. Officer Positions

a. Officer Positions Available and Duties

- Chairperson will lead the meetings, compliance and assigned activities.
- Vice Chairperson – duties to assist the Chair and OMA compliance person
- Secretary – Record keeper for the Commission and drafting agendas
- Members may send a statement if they are interested in a position may send your interest to Khadeja Farahmand by June 7, 2023.

b. Process for Elections

- Director Moore gave a quick overview of the process for election of officers
- Elections will take place at the next meeting.

VI. By-laws Discussion

- Jill asked everyone to review the by-laws and make their suggestions and comments.
- By-laws must comply with the Baltimore City Charter
- By-laws must comply with the statutes.
- Action: Jill will create a shared document to allow members to access to the by-laws.

VII. Subcommittees

- There are 7 mandates.
- Members were asked to think about which subcommittees they would like to join.
- Meet on an as needed basis with a maximum of 6 members and should not be a quorum.
- Meeting schedules should be decided so they can report.
- Action: Jill will send a poll on the subcommittees.

VIII. Open Discussion

- President and State Chair of the Women's Commission – one person is asked to speak on behalf of the Commission.
- Action: Members asked Khadeja to speak on behalf of the Women's Commission.

IX. Adjournment

- Director Moore gave a summary of the reasons why the members wanted to join.
- She reminded everyone that the public and press may attend the meetings.
- She asked to think of ways to elevate the work.
- Director Moore thanked everyone for coming and closed out the meeting at 6:30 pm.