



## BALTIMORE CITY OFFICE OF Equity and Civil Rights

Women's Commission Meeting Minutes  
Virtual Zoom Meeting  
Wednesday, June 27, 2023  
5:00 PM

### **Commissioners present:**

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

### **Commissioners absent:**

Monica Mitchell, Stephany Sulbaran, Tevis Simon

### **Staff present:**

Khadeja Farahmand (Chief of Staff)  
Jill Muth (Program Compliance Officer)  
Robin Drummond (Special Assistant)

- I. Welcome and call to order – Jill Muth**
  - The meeting was called to order by Jill Muth at 5:05 pm.
  - Kionne T. Abdul- Malik gave an overview of her experience at the Maryland Women's Commission event.
- II. Approval of the minutes**
  - The May 31, 2023 public session minutes were approved as presented.
- III. Roll Call and introductions**
  - Members names were listed in the participants Zoom list.
- IV. Officer Positions**

Elections will be held for the Vice Chair positions online via a Google doc. Ms. Muth discussed the process for the election of the Board Chair. The Secretary will be Carolyn Jewell as the only nominee. Nominees are listed below.

- a. Chair
  - i. Kimberly Haven
  - ii. Kionne Abdul Malik
  - iii. Ana Rodney
  - iv. Ciarra Miles
  - v. Ella Smothers
- b. Vice Chair
  - i. Kionne Abdul Malik
  - ii. Miriam Carrion
  - iii. Ella Smothers
- c. Secretary
  - i. Carolyn Jewell will be the Secretary.

## V. Bylaws Discussion

Attendees discussed the draft bylaws, questions and potential changes. Once finalized, bylaws will be posted on the OECR website for 30 days for public comment, before being settled and adopted by the Women's Commission by majority vote.

- Goals of the Commission
- Organizing subcommittees
- Suggestions were made about the language
- Keeping the by-laws broad
- Definition and examples of women
- Suggested topics – woman's life/needs, home/family, work/career, recreation/social, health/wellness
- Aligning with the Mayor's agenda
- Language
- Next steps
- How to integrate suggestions into the by laws
- Members will vote to use emojis and thumbs ups to support by-laws by Friday, June 30<sup>th</sup>

## VI. Issuing Statements

Attendees discussed the desired process for issuing statements on current events related to the work of the Women's Commission.

- Rachel Marquez gave an overview of the partnership with Hon Fest and Planned Parenthood. She also spoke about the work of Planned Parenthood.
- Gab Sussman spoke about timeline, turnaround, and workflow of statements.
- Ana Rodney suggested boilerplate language and language that may not be in line with the Mayor's vision.
- Casey Brent spoke about crafting quick responses in a few hours, identifying hot topics for the City and nationwide.
- Kionne Abdul-Malik agreed that urgent responses could be drafted in a text thread.

- Ciarra spoke about emergency off-cycle meetings – defining emergency meetings, and statement response protocol should be written in the by-laws.
- Rachel Marquez volunteered to draft the process for defining urgent responses including internal vs external comments.
- Carolyn Jewell is willing to be a point person and help with the response process.

#### **VIII. Open Discussion**

- Next meeting will be Wednesday, July 26, 2023 at 5pm
- Commissioner Abdul-Malik spoke about having a social media Website. Action: Khadeja Farahmand will follow-up and get back to the commission at the next meeting.
- Commissioner Miles asked about having a Calendar for all the Boards and Commissions to avoid duplicating efforts. Action: Jill Muth will create a calendar. Commissioner Marquez suggested a Google calendar.
- Commissioner Smothers spoke about housing needs in the community including evictions, housing vouchers, and inspection waiting lists. Commissioners weighed-in on the needs of the community.
- Ana Rodney asked about defining misrepresentations of the Women's Commission. Jill Muth stated that members should ensure that statements are in line with the commission policies. Commissioner Brent stated that everyone should be on one accord and that statements on behalf of the Commission are stated collectively.

#### **IX. Adjournment**

- The Commission adjourned at 6:40 pm.

Respectfully Submitted by: Robin Drummond (Office of Equity and Civil Rights)