

# Howard County Council Racial Equity Task Force



**Meeting:** Racial Equity Task Force  
Economic & Workforce Development Subgroup Monthly Meeting  
**Date:** Wednesday, June 9, 2021  
**Time:** 6:00 to 8:00 pm

## Objectives:

- Review, finalize, and vote on placement of recommendations in the final report
- Reflect on group members' experience as part of the RETF

## Agenda:

- Welcome & Business Updates (5 min)
  - Conduct roll call, approve minutes, and review objectives
- Finalize recommendations (95 min) – *Please refer to the revised recommendations attached.*
  - Discuss OOL feedback (if available/provided)
  - One-by-one, discuss each recommendation
    - Gauge degree of support for recommendation using Five Fingers Exercise
    - The legislation request all recommendations include the following components. Are these met by each recommendation?
      - a clear and compelling recommendation;
      - information on the recommendation's potential impact on racial equity; and
      - a supposed and specific timeframe to impact
    - Discuss:
      - Are we satisfied with the supporting data provided? Within reason, what if anything should be added?
      - Any other items needed? Additional questions/concerns?
    - Confirm final content of recommendation, if possible. For recommendations that are finalized, vote on where to include them in the final report
      - For recommendations to be included in the main body, they must be within the County Council's legislative authority, be supported by the majority of the group, and contain the content in. Recommendations that don't meet these criteria will be in the appendix.
  - Once all recommendations are reviewed and voted on, confirm final slate
- Review final steps (5 min)
  - For recommendations requested to be tweaked following the meeting, *if any*:
    - June 8-15: Writers tweak recommendations and send to Aaron, Candace, Lauren, and Ashley.
    - June 17: Vote on recommendation location in final report via email
  - By June 18: Chairs compile report cover letter
  - By June 25: Groundwork compiles the cover letter and each group's recommendations into a final report
  - By June 29: Chairs review and finalize report

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- July 1:
  - Chairs submit preliminary final report to County Auditor on behalf of RETF.
  - Chairs circulate copy to their subgroups.
- July 2-2X: County Auditor reviews report and provides fiscal notes.
- July 2X-31: Chairs and Groundwork polish report.
- August 1:
  - Chairs submit final report to the County Council.
  - Chairs circulate copy to their subgroups.

*Through report finalization, Chairs and Groundwork will keep subgroups updated on the reports status and follow up regarding specific questions.*

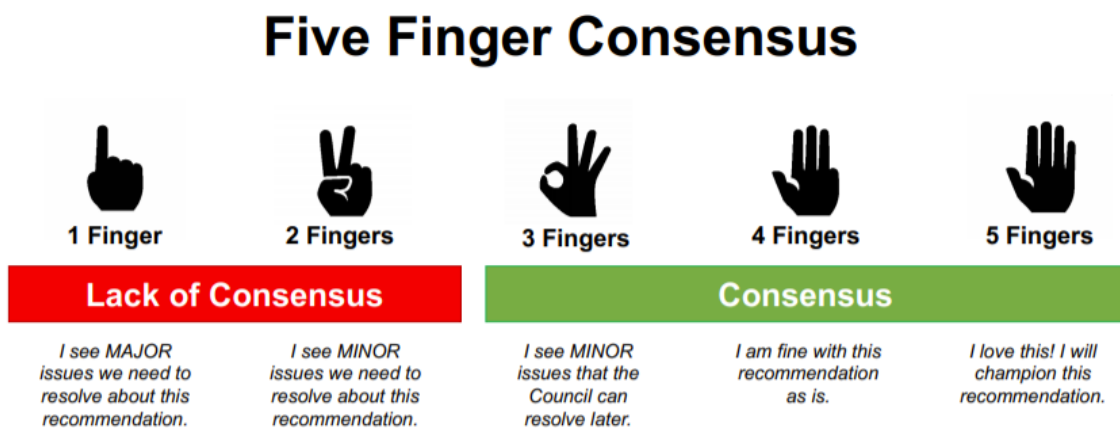
- Reflect upon RETF experience (15 min)
  - What is one thing you enjoyed about this experience?
  - What is one thing you'd recommend be done differently in future task forces?
  - What expectations can be set for the Council to seriously consider all recommendations?

## REFERENCE ITEMS

### Small Group Composition

- Group 1 - Hiring, Employment, and Leadership: Nat, Candace
- Group 2 - Economic Stability: Ayesha, Pam
- Group 3 - Economic Mobility: Leonardo, Roger, Minah, Aaron

### Five Fingers Exercise



**Final Report Guidance:** The final report will have three major parts: a cover letter from the Chairs, a main body with recommendations that meet two criteria (see below), and several appendices. Guidance on the content of each, as well as the content of recommendations is below.

### ***I. Cover Letter from Chairs*** (Written by/from Chairs)

Key points:

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- Overview of the RETF purpose and engagement process
- Reflections on the RETF experience
- Any overarching takeaways/recommendations
- Overview of report flow, including clarity on what is in the main body and in the appendix

## **II. Main body with Recommendations (Written by subgroup members)**

Recommendations included in the main body of the final report must meet the following criteria: (1) recommendation is within the County's legislative authority according to the OOL; (2) recommendation is supported by the majority of subgroup members.

Recommendations drafted by subgroup members must include the following information:

- A recommendation that is within the County Council's legislative authority. Specifically:
  - new County policies and changes to County ordinances and policies that could improve racial equity;
  - legislation that can be passed that will improve racial equity; and
  - recommending actions that other Howard County entities, that receive County funds, can take that will improve racial equity outcomes.
- The racial equity impact of this recommendation - how it helps make the County more equitable and inclusive and who will be impacted
- The timeframe to impact - short-term (0 to 2 years) or long-term (2+ years)

Nice to have include:

- Data that supports your recommendations, including quantitative and qualitative data. Inclusion of comparative analysis from other regions is welcome.
- Intent behind the recommendation
- Metrics to measure impact and success (if applicable)

By mandate from the legislation, a note by the County Auditor regarding potential fiscal impact will be included with each recommendation.

## **III. Appendices**

### **Appendix A: (Written by subgroup members)**

Appendix A will contain the remainder of recommendations from each subgroup that did not meet the criteria above (e.g. did not receive majority vote, not within the Council's legislative authority according to the Office of Law, but could be in the future). It is not mandatory that subgroups have material in this section.

### **Appendix B: (Assembled by Groundwork Partners based on existing materials)**

Major RETF Communications, such as Chairs statements or minutes from closed meetings (as desired)

### **Appendix C: (Assembled by Groundwork Partners based on existing materials)**

Overview of the process (with links)

### **Appendix D: (Assembled by Groundwork Partners based on existing materials)**

Names of RETF members, by subgroup

**Task Force Purpose:** As specified in the resolution, the Task Force must recommend legislative actions to the County Council to remedy racial disparities and inequities in the community by:

- reviewing indicators of disparate outcomes, findings of applicable studies, best practices, and local data to ascertain pertinent information on issues related to racial equity and identifying metrics for measuring progress in improving racial equity;

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- identifying new County policies and changes to County ordinances and policies that could improve racial equity;
- recommending legislation to the County Council that can be passed that will improve racial equity; and
- recommending actions that other Howard County entities, that receive County funds, can take that will improve racial equity outcomes.

### **Partnership Agreements**

- Respect each others' time, resources, identities, experiences and expertise
- Place tech on "silent" and stay checked in
- Connect to your core values and speak from your heart
- Be accountable to your commitments and honest about your limitations
- Give each other and ourselves grace – these are unprecedented times
- Keep the Task Force purpose and specific meeting goals in mind