

Howard County Council Racial Equity Task Force



Meeting: Racial Equity Task Force: Personal and Public Safety June Check-in Meeting

Date: Thursday, June 10th, 2021

Time: 5:00 pm to 6:00 pm

Objectives:

- Revisit the recommendations and items needed for the final report
- Discuss the Office of Law's Feedback
- Align on agenda for next week

Agenda:

- Welcome and check in *(10 min)*
 - Roll call
 - Approval of minutes
 - Overview of meeting objectives and agenda
 - Check in: *One-word to describe how you are entering today's meeting*
- Revisit the recommendations and items needed for the final report *(40 min)*
 - Invite members to share their recommendations, including what is being recommended, how the recommendation intends to advance racial equity, and evidence (broadly defined) to support this action
 - Debrief Office of Law's feedback
 - If necessary, ask the following questions about the presented recommendation:
 - What clarifying questions do you have?
 - To what extent are you (individually and as a group) in agreement with the draft recommendations?
 - How can each recommendation be strengthened?
- Review next steps between now and next meeting *(5 min)*
 - By June 14: Subgroup members will receive a compiled list of recommendations for review and the meeting agenda
 - June 17: Subgroup meeting from 5 to 7 pm
 - Our goal is to review and vote on recommendations in this meeting.
- Next steps and adjourn *(5 min)*
 - Upcoming subgroup meetings:
 - Thursday, June 17th, 5 to 7 pm

3430 Court House Dr., Ellicott City, MD 21043 ▪ 410-313-2001

racialequitytf@howardcountymd.gov ▪ FAX 410 313-3297

<https://cc.howardcountymd.gov/About-Us/Commissions-Task-Forces-and-Special-Reports/Racial-Equity-Task-Force>

The RETF Timeline:

- 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
- 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.

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.

Cover Letter from Chairs (Written by/from Chairs)

Key points:

- 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

Main body with Recommendations (Written by subgroup members)

Recommendations included in the main body of the final report must meet the following criteria:

- recommendation is within the County's legislative authority according to the OOL;
- recommendation is supported by the majority of subgroup members.

All 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.
- Data that supports your recommendations, including quantitative and qualitative data. Inclusion of comparative analysis from other regions is welcome.
- The racial equity impact of this recommendation - how it helps make the County more equitable and inclusive and who will be impacted
- Intent behind the recommendation
- Metrics to measure impact and success (if applicable)
- The timeframe to impact - short-term (0 to 2 years) or long-term (2+ years)

Auditors note on fiscal impact.

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)

3430 Court House Dr., Ellicott City, MD 21043 ▪ 410-313-2001

racialequitytf@howardcountymd.gov ▪ FAX 410 313-3297

<https://cc.howardcountymd.gov/About-Us/Commissions-Task-Forces-and-Special-Reports/Racial-Equity-Task-Force>

Major RETF Communications, such as:

- Chairs Statement following the March 4, 2021 public hearing
- Minutes from any closed meetings (as the Chairs wish)

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

ADDITIONAL REFERENCE ITEMS

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;
- 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

3430 Court House Dr., Ellicott City, MD 21043 ▪ 410-313-2001

racialequitytf@howardcountymd.gov ▪ FAX 410 313-3297

<https://cc.howardcountymd.gov/About-Us/Commissions-Task-Forces-and-Special-Reports/Racial-Equity-Task-Force>