

Howard County Council Racial Equity Task Force



Meeting: Racial Equity Task Force: June Subgroup Meeting, Legislative Process
Date: Monday, June 21, 2021
Time: 4:00 to 6:00 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 (10 min)
 - Conduct roll call, approve minutes, and review objectives
 - Check-in: Use one word to describe how you are feeling about this meeting?
- Finalize recommendations (90 min) – *Please refer to the revised recommendations attached.*
 - One-by-one, discuss each recommendation
 - Gauge degree of support for recommendation using Five Fingers Exercise
 - Discuss:
 - Does each a) state a clear and compelling recommendation; b) provide information on the recommendations potential impact on racial equity; 3) specify a timeframe?
 - Are we satisfied with the supporting data provided? Within reason, what if anything should be added?
 - What other questions/concerns do you have?
 - Confirm final content of recommendation
 - Vote on where to include recommendation in the final report using yay/nay
 - For recommendations to be included in the main body, they must be within the County Council's legislative authority and be supported by the majority of the group. 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 24: Send the updated recommendations to the chairs and facilitator
 - By June 24: 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 a preliminary final report to the County Auditor on behalf of RETF.
 - Chairs circulate a copy to their subgroups.
 - July 2-2X: County Auditor reviews report and provides fiscal notes.
 - July 2X-31: Chairs and Groundwork polish report.

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

- o August 1:
 - Chairs submit final report to the County Council.
 - Chairs circulate a 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)
 - o What is one thing you enjoyed about this experience?
 - o What is one thing you'd recommend be done differently in future task forces?
 - o What expectations can be set for the Council to seriously consider all recommendations?
- Meeting adjourned

REFERENCE ITEMS

Five Fingers Exercise

Five Finger Consensus



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:

- 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.

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- 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;
- 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