

Howard County Council Racial Equity Task Force



Meeting: Racial Equity Task Force: April Subgroup Meeting, Legislative Process

Date: Monday, April 12, 2021

Time: 4:00 pm to 6:00 pm

Objectives:

- Gain a shared understanding of the recommendation and report development timeline, as well as final report content
- Continue recommendations development

Agenda:

- Welcome and check in *(15 min)*
 - Roll call
 - Approval of minutes
 - Overview of meeting objectives and agenda
 - Check in: *Using one-word, describe how you are entering today's meeting?*
- Presentation from the Office of Human Rights and Equity *(30 min)*
 - Dr. Denise Boston, Howard County Equity and Restorative Practices Managers
 - Q&A
- Review recommendation and report development timeline, as well as guidance on report content and discuss member questions *(20 min)*
 - See below
- Review and discuss draft recommendations *(50 min)*
- Next steps and adjourn *(5 min)*
 - Upcoming subgroup meetings:
 - Monday, May 10th, 4 - 6 pm
 - Monday, June 21st, 4 - 6 pm

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

racialequitytf@howardcountymd.gov ▪ FAX 410 313-3297

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OVERVIEW OF PROJECT TIMELINE AND RECOMMENDATIONS DEVELOPMENT PROCESS

Timeline

Major milestones are in red

- **April**
 - **Subgroup Meeting:** Complete learning on prioritized topical areas and commence recommendation development process.
 - **Small Groups: draft & complete first draft of recommendations by ~April 28**
 - Topics on which recommendations will be developed need to be confirmed by the 28th. These topics will be posted in advance of the public hearing and it is around these topics that recommendations from the public will be solicited.

- **May:**
 - Early May: Second public hearing (mandated by legislation, date TBD)
 - Share recommendation topic areas in advance of the public hearing so the public can review and respond with relevant testimony (during the hearing)
 - **Subgroup Meeting:** small groups present draft recommendations and other members provide feedback.
 - Office of Law (OOL) reviews recommendation to provide feedback on all recommendations, especially whether they fit within the Council's legislative authority and their feasibility
 - **Small Groups:** refine recommendations
 - Draft recommendations will be refined based on feedback from subgroup members and the Office of Law (OOL).

- **June:**
 - Early June: Finalize recommendations for a vote
 - **Subgroup Meeting: Vote on recommendations to include in final report**
 - Chairs compile their subgroups's recommendations and send to Groundwork by **June 18th.**
 - **Final Report Completion:**
 - Chairs will co-write report cover letter by **June 18th.**
 - Groundwork will compile the cover letter and each group's recommendations into a final report by **June 25th.**
 - Chairs review and finalize report by **June 30th.**

- **July:**
 - Chairs submit final report to County Auditor on behalf of RETF on **July 1st.**
 - County Auditor reviews report and provides fiscal note on recommendations.
 - **Subgroup Meetings (or a format TBD):** Present and discuss recommendations with County Council.

- **August:** Chairs submit final report to County Council on behalf of RETF on **August 1st.**

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Small Working Groups

- Each subgroup will break into small working groups that will be responsible for
 - developing written recommendations (incl. conducting additional research if needed)
 - soliciting feedback on recommendations from the whole subgroup (during our regular monthly meetings)
 - revising and finalizing written recommendations for a vote
 - submitting final recommendations to the Chair to compile for the final report
- Working groups will be organized by topical area, per the learning conversations in Jan.-April.
- Working groups will be comprised of 2-3 subgroup members. *If additional group members join periodically, no more than four group members can convene to ensure you do not exceed quorum.*
- Working group members will meet frequently during April, May, and early June to complete work during non-subgroup meeting time.
- Each subgroup member, including the Chair, is asked to sign up for one working group.

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

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- 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)

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

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