

Talbot Family Network Racial Equity Committee

AGENDA

Date: Friday October 29, 2021

Time: 2:30 pm

Location: ZOOM

(Virtual Access – use [Zoom link on the TFN webpage](#))

Meeting is open to the public.*

- 1. Welcome**
- 2. Community of Learning – FY22 Race Equity Training RFP**
 - a. Review of RFP responses to select race equity training (Closed Session)
- 3. Announce selected vendor**

* Meetings are open to the public; however, the Board (or Committee as the case may be) reserves the right to meet in closed session in accordance with the Maryland Open Meetings Act, as applicable.

Talbot Family Network Racial Equity Committee

MEETING NOTES

Date: Friday October 29, 2021

Time: 2:30 pm

Location: ZOOM

(Virtual Access – use [Zoom link on the TFN webpage](#))

Meeting is open to the public.*

Attending: Jazmine Paxon, Kelly Griffith, Linda Webb, William Johnson, Estela Ramirez (joined during closed session), Samantha Martinez, Marlene Thomas, and Nancy Andrew

1. Welcome

Nancy Andrew explained that the purpose of this meeting is to review the proposals received in response to the FY22 race equity training Request for Proposals.

2. Community of Learning – FY22 Race Equity Training RFP

- a. Nancy announced that the committee would go into closed session based on General Provision Art. 3-305(B) 14: “Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.”
- b. Kelly Griffith made a motion to go into closed session which was seconded by Linda Webb. All were in favor; none opposed.
- c. Members of the public in attendance were placed in the waiting room during the closed session.

3. Announce selected vendor

- a. At 3:10pm, the committee returned to open session. Members of the public rejoined the session.
- b. Nancy announced that the committee received 13 proposals and from those, selected the Racial Equity Institute to be the race equity trainer using FY22 Community Partnership Agreement funding. She noted that the Howard County Local Management Board selected REI as their training vendor and are pleased with the experience.
 - i. This RFP process has helped introduce TFN to other vendors and trainers who may be good partners in the future. At the next Race Equity Committee meeting, committee members will discuss follow up with some of the applicants. Once that meeting is scheduled, it will be posted on the TFN webpage.

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PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT")
UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)
with Instructions

Instructions to presiding officer: To meet in a closed session under the Act, the public body must first meet in open session, after providing proper notice. Make sure that the open session is attended by a member designated to receive open meetings training. If a designated member cannot attend, complete the Compliance Checklist.¹ If the public body has never designated a member for training, it must do so **before closing the session**.

Before closing the session, take two steps: (1) conduct a recorded vote on a motion to close; and (2) make a written "closing" statement. If the public body might return to open session afterwards, be sure to tell the public that. During the closed session, keep the discussion topics within the confines of the closing statement. After the closed session, the events of the closed session must be disclosed in the next open-session minutes.

The top part of this form is a model closing statement. It has two sides. Before closing the open session, complete items 1 through 4 on this form or in any writing with the same information. If someone pre-prepared the form for you, make sure it reflects the public body's own intended topics and reasons for closing the meeting. A member of the public may inspect the closing statement at the time of the closing and may object to the decision to close the meeting. Once the meeting is closed, the closing statement sets the agenda and may not be changed.

The bottom part of the form is a worksheet that provides a checklist of the disclosures that must be made in the next open-session minutes. The worksheet is not part of the closing statement.

1. Recorded vote to close the meeting: Date: 02/29/21; Time: 2:32; Location: Virtual;
Motion to close meeting made by: Kelly Griffin; Seconded by: Linda Webb;
Members in favor: Griffin, Webb, Martinez, Johnson, Paxton, Thomas; Opposed: _____;
Abstaining: _____; Absent: Ramirez (joined meeting when closed session in progress)

2. Statutory authority to close session (check all provisions that apply):

This meeting will only be closed under the provision or provisions checked below, all from General Provisions Art. § 3-305(b):

- (1) ☐ "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals"; (2) ☐ "To protect the privacy or reputation of individuals concerning a matter not related to public business"; (3) ☐ "To consider the acquisition of real property for a public purpose and matters directly related thereto"; (4) ☐ "To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State"; (5) ☐ "To consider the investment of public funds"; (6) ☐ "To consider the marketing of public securities"; (7) ☐ "To consult with counsel to obtain legal advice"; (8) ☐ "To consult with staff, consultants, or other individuals about pending or potential litigation"; (9) ☐ "To conduct collective bargaining negotiations or consider matters that relate to the negotiations"; (10) ☐ "To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans"; (11) ☐ "To prepare, administer, or grade a scholastic, licensing, or qualifying

¹ http://www.marylandattorneygeneral.gov/OpenGov%20Documents/Openmeetings/COMPLIANCE_CHECKLIST%20.pdf

examination"; (12) ☐ "To conduct or discuss an investigative proceeding on actual or possible criminal conduct"; (13) ☐ "To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter"; (14) ☒ "Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process"; (15) ☐ "To discuss cybersecurity, if the public body determines that public discussion would constitute a risk to" (i) "security assessments or deployments relating to information resources technology"; (ii) "network security information," such as information that is related to passwords, personal ID numbers, access codes, encryption, security devices, or vulnerability assessments or that a governmental entity collects or maintains to prevent, detect, or investigate criminal activity; or (iii) "deployments or implementation of security personnel, critical infrastructure, or security devices."

3. For each provision checked above, the corresponding topic to be discussed and the public body's reason for discussing that topic in closed session, in as much detail as possible without disclosing the information that may be discussed behind closed doors:

Citation (insert # from above)	Topic <i>We expect to discuss these matters:</i>	Reason for closed-session discussion of topic - <i>We are closing the meeting to discuss this topic because:</i>
§ 3-305(b) <input type="checkbox"/> 14	Review proposals from RFP Race	we are discussing contents of proposals & public discussion could discourage applicants
§ 3-305(b) <input type="checkbox"/>	Equity Training	
§ 3-305(b) <input type="checkbox"/>		
§ 3-305(b) <input type="checkbox"/>		

4. This statement is made by , Presiding Officer.

**WORKSHEET FOR OPTIONAL USE IN CLOSED SESSION: INFORMATION THAT MUST BE
DISCLOSED IN THE MINUTES OF THE NEXT OPEN SESSION (§ 3-306)(c)(2) or § 3-104**

For meetings closed under an exception, as disclosed above:

Time of closed session: _____ Place: _____

Purpose(s): _____

Members who voted to meet in closed session: _____

Persons attending closed session: _____

Authority under § 3-305 for the closed session (see chart above): _____

Topics actually discussed: _____

Each action Taken: _____