

Talbot Family Network Racial Equity Committee

AGENDA

Date: Thursday, December 9, 2021
Time: 1pm
Location: Board of Education, 12 Magnolia Street, Easton
(Virtual Access – use [Zoom link on the TFN webpage](#))
Meeting is open to the public.*

1. **Approve Meeting Minutes** (October 25 and October 29, 2021)
2. **FY22 Community Partnership Agreement**
 - a. **Community of Practice**
 - i. Youth/Family Conversations on Race grant applications – review and award
 - b. **Community of Learning**
 - c. **Community of Support**

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Talbot Family Network Racial Equity Committee

MEETING NOTES

Date: Thursday December 9, 2021

Time: 1pm

Location: Talbot County Education Center (12 Magnolia Street, Easton) and ZOOM
(Virtual Access – use [Zoom link on the TFN webpage](#))

Meeting is open to the public.*

Attending - In Person: Jazmine Paxon, Samantha Martinez, Marlene Thomas, and Nancy Andrew
Virtually: Linda Webb, William Johnson, and Estela Ramirez

1. Welcome

The meeting started at 1:02pm.

2. Community of Practice

a. Conversation on Race – update

Jazmine reported that the 12/2/21 session which was in person at the Easton Family YMCA with 23 attendees. Feedback on the surveys was positive. Next session: Thursday, January 27, 2022.

b. Equity and Diversity Book Group

Nancy reported that this new project with Talbot County Free Library will launch in January. She will share the program information including reading list and registration link when it is posted on the TCFL website.

c. Conversations on Race – Youth/Family Mini-Grant Program

Nancy announced that the committee would go into closed session to review the proposal received for this program 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."

William Johnson made a motion to go into closed session; second by Marlene Thomas. All in favor; none opposed.

Jazmine Paxon recused herself due to her connection to the applicant. Members of the public were moved into the waiting room.

At 1:25pm, participating committee members returned to open session. Members of the public were readmitted. Jazmine rejoined the meeting. Linda Webb made the motion, which was seconded by Samantha Martinez. All in favor; none opposed.

This grant program was announced November 5, 2021 with proposals due November 30, 2021. One proposal was received from The Race Thing with a letter of partnership

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support from Talbot Mentors. It was moved and approved to award a \$1,200 grant for this proposal. All in favor; none opposed; abstain - Paxon. Nancy will notify the applicant and meet with them to complete contracting.

d. Race Equity Audit Quotes

The committee went into closed session at 1:30pm to consider vendor quotes for completing a race equity audit in FY22. Nancy announced the reason for closed session as 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."

Linda Webb made a motion to go into closed session; second by Jazmine Paxon. All in favor; none opposed. Members of the public went into the waiting room.

At 1:35pm, the committee returned to open session with a motion by Jazmine Paxon; seconded by Marlene Thomas. All were in favor; none opposed.

Nancy announced that three responses were received to the quote request. One vendor declined to provide a quote and two responded with quotes. It was moved and approved to proceed with the quote from Dr. Mercedes Avila of Cultural Research Solutions at a cost of \$8,500. All were in favor; none opposed. Nancy will notify Dr. Avila and set up the contract to begin work.

3. Community of Learning

- a. Training dates have been set with the Racial Equity Institute for January and February. Nancy will distribute the workshop flyers.
- b. Vendors from the training Request for Proposals were identified for follow up. Nancy will set up virtual interview dates and invite available committee members to participate.
 - i. Project 986 Consulting
 - ii. Dr. Carey Yazeed
 - iii. MESE Training
 - iv. Prosper and Partners

4. Community of Support

- a. Nancy asked for committee input on the release of the FY22 Equity Grant opportunity that the Board approved at their November meeting. After discussion, it was decided that Nancy will start with a survey of organizations and agencies to gauge their needs and interest in applying. In the meantime, meetings with the abovementioned vendors may result in additional resources to share with community partners. As to formal community surveying as previously discussed, the committee will hold on that outreach.
- b. Nancy shared that tomorrow she is meeting with the Frederick LMB director to learn about the race equity plan they are completing. Karen Finn is their vendor.

Submitted By: Nancy Andrew

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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: 12/9/21; Time: 1:30 pm; Location: TCEC + Zoom;
Motion to close meeting made by: Webb; Seconded by Paxon;
Members in favor: Webb, Paxon, Martinez, Johnson, Thomas; Opposed: n/a;
Abstaining: n/a; Absent: Griffith

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	Race Equity Audit Quotes	Review vendor quotes. Public discussion of these quotes would negatively impact the procurement process.
§ 3-305(b) <input type="checkbox"/>		
§ 3-305(b) <input type="checkbox"/>		
§ 3-305(b) <input type="checkbox"/>		

4. This statement is made by Nancy Andrew, 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**

See mtg
minutes

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: _____