Civil Rights Committee Meeting Minutes

Wednesday, March 24, 2021 @ 6:45 p.m.

DRAFT

As a result of the COVID-19 virus, the Civil Rights Committee conducted the meeting via Zoom remote access as provided by Maine law. Zoom allowed all Civil Rights Committee members and members of the public to hear all discussion as required by law.

Present: : Keyla Alston-Griffin, Dheeraj Khare, Miriam Esch Levanos, Kim Monaghan, Jim Sparks, Melanie Thomas, Rafina Young, Rachel Davis (Director, Thomas Memorial Library, Committee Secretary)

Absent: Valerie Deveraux

1. Welcome and Call the Meeting to Order: Melanie called to order at 6:48 p.m.
2. Acceptance of minutes from the March 10 meeting
   1. A few changes were recommended:
      1. Keyla, not Melanie had called the meeting to order
      2. A couple of typos were corrected
      3. Point 8.c. was amended to indicate that it was Melanie who had brought up the meeting on affordable housing that was happening that evening.
   2. Melanie made a motion to to accept the minutes as corrected; seconded by Kim; unanimously approved.
3. Report from co-chairs about departments with advisory committees: Melanie had spoken with the Town Manager for clarification on how our committee works with departments that have advisory committees; the Town Manager said that our committee should bring forth recommendations to the Town Council, and if necessary, the Town Council will communicate with any advisory committees
   1. Dheeraj wondered if this would mean that there would be a duplication of effort--would our committee and advisory committees be working on the same thing? Rachel said that Department Heads are aware that our Committee will be looking at policies, and if their department has a Committee that is already in the process of revising policies, she would share that information so we are sure to be looking at the most up-to-date policies
   2. Kim pointed out that the need to bring the recommendations to the Town Council and not to the advisory committees is required due to the public’s right to know and the requirement that work be done in the public’s view
4. Additional item: Rafina shared a list she compiled of other departments and which ones have their own policies; many departments are covered under the Personnel Code, which significantly reduces the number of department policies our committee needs to examine (see Town Department List Updated 3-24-21)
5. Review of Personnel Code: the Committee viewed the Personnel Code on a shared screen and added notes and comments (see attached pages from the Personnel Code)
6. Review of Presentation for the Town Council: There was discussion about whether Keyla and Melanie should run through the presentation for the committee during the next meeting, which will be before the Town Council presentation.
   1. Keyla made a motion to vote on whether it should be presented; seconded by Rafina
      1. Kim: no
      2. Jim: no
      3. Rafina: yes
      4. Melanie: no
      5. Dheeraj: yes
      6. Keyla: yes
   2. Since the vote was tied, it was decided that chairs will send out the text of the presentation to committee members for review
7. Meeting schedule discussion: Tabled until May
8. Next meeting: Will be a workshop on April 7 at 6:45 p.m.
9. Other Business:
   1. Adjourn: Melanie mentioned that Pond Cove School has a Civil Rights Team, and wondered if we could invite them to watch one of our meetings, or join us at the start. Keyla said that the Middle School also has such a team, and perhaps they could be invited to join us as well at some point
10. Adjourn: Rafina made a motion to adjourn; seconded by Jim; unanimously approved. Workshop adjourned at 8:57 p.m.

Minutes respectfully submitted by Rachel Davis, 4/1/21