



**Anne Arundel County
Human Relations Commission**

2020 ANNUAL REPORT

**Submitted to the County Executive and the County Council
Pursuant to Article 3, Title 5A, § 3-5A-108(b) of the Anne Arundel County Code on
January 25, 2021**

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I. Purpose

The purpose of this report is twofold: to comply with the annual reporting requirement imposed on the Human Relations Commission by § 3-5A-108(b)¹ of the Anne Arundel County Code and to make recommendations under § 3-5a-108(a)(9)² and (10)³ of the Code.

II. Background

The Anne Arundel County Human Relations Commission was originally created by Executive Order as a volunteer advisory body to help fight discrimination in Anne Arundel County. In 2019, the Commission was reconstituted through legislative enactment and is now codified in Article 3, Title 5A of the Anne Arundel County Code. The Human Relations Commission is now tasked with the mandate to work toward the elimination of discrimination and to enforce the County's fair housing law, codified at Article 1, Title 9 of the Anne Arundel County Code.

III. 2020 Accomplishments

The COVID-19 pandemic had a disproportionate impact on the African American and Latino communities in the County, two of the larger groups that could benefit from the assistance of the Commission. These communities were forced to focus on the immediate health and economic consequences of the pandemic that posed an immediate threat to their survival, in 2020. Understandably, these communities were less focused on seeking help from the Commission on discrimination-related problems. This factor, combined with the social distancing requirements and limitations in the size of group gatherings, had a significant impact on the Commission's ability to engage in community outreach efforts and to help the community with its newly enacted authority to enforce the County's fair housing law.

Despite the limitation on its ability to engage with the community, the Human Relations Commission had a number of accomplishments in 2020:

- **Hate Crimes and Bias Incidents Forum**

In conjunction with various community partners, the Commission held the Hate Crimes and Bias Incidents Forum at Anne Arundel Community College on February 26, 2020, to begin a conversation with the community as to how to best respond to the rising number of hate crimes and bias incidents in the County. The forum was well attended and provided a valuable outlet for the community to engage on this important topic.

¹ "the Commission shall submit a report to the County Executive and the County Council setting forth its accomplishments for the preceding year and its goals for the forthcoming year."

² "make recommendations to the County Executive, the County Council, and County departments and offices on matters involving human relations, including housing discrimination, prejudice, and inter-group relations"

³ "suggest proposed legislation to the County Executive or the County Council"

- **Creation of Student Commissioner Position**

The Commission successfully advocated for the codification of the non-voting student member position on the Commission to obtain better insights as to the issues affecting young people in our school system and help mentor future leaders. The Commission remains hopeful that a student will be appointed to this position early in 2021.

- **Black Lives Matter Response**

In response to the murder of George Floyd and the Black Lives Matter Protests, the Commission formally called on the Police Department to:

- Clearly define, and post on its website, the process for citizens to report alleged abuse and/or harassment and abuse of power by its officers;
- Increase the number of citizens on the death review board, reflective of the demographics of the community, to investigate officer-involved deaths;
- Provide training in micro-inequities and micro-aggressions for all officers;
- Expedite the use of body-worn cameras for all officers;
- Explore the use of Citizen Review Boards in other jurisdictions, gleaning best practices to determine how creating a board in Anne Arundel County can be accomplished; and,
- Implement Campaign Zero's⁴ *8 Can't Wait Initiatives*⁵.

The Commission also called upon County Executive Pittman to:

- Expand the authority of the Commission to investigate and hold hearings on other forms of discrimination beyond housing discrimination;
- Declare racism a public health emergency; and,
- Sanction a racial attitude survey.
- Work with the Anne Arundel County Police Department to implement Campaign Zero's *8 Can't Wait initiatives*.

- **Community Dialogues on Race**

As a follow up to the Hate Crimes and Bias Incidents Forum held in February, under the leadership of the Human Relations Officer, the Commission supported and participated in a series of community dialogues on race, systemic racism and related issues. These dialogues were to culminate in the Commission receiving training from the US Department of Justice, Community Relations Service ("CRS") on facilitating these sensitive community discussions using a framework developed by CRS. Unfortunately, due to the Executive Order issued by

⁴ Campaign Zero, www.joincampaignzero.org, (Link last checked on 12/10/2020).

⁵ *8 Can't Wait Initiatives*, www.8cantwait.org, (Link last checked on 12/10/2020).

President Trump on September 22, 2020 regarding *Combating Race and Sex Stereotyping*⁶, the CRS training which was scheduled for October 2020 had to be cancelled.

Despite this disappointing turn of events, the Commission is still committed to engaging in meaningful dialogue with County residents regarding race, systemic racism and related issues. Towards that end, in October the Commission took the *Dimensions of Diversity* training offered by the Maryland Commission on Civil Rights and a training on Conflict Resolution, Reflective Listening and De-escalation offered by a joint group from the Anne Arundel Conflict Resolution Center, the Anne Arundel County States Attorneys Mediation Center and the Anne Arundel County Police Crisis Intervention Team.

- **Updates to Webpage**

As part of its ongoing outreach efforts to educate, communicate and engage with the community regarding the role of the Commission in enforcing the County's fair housing law and in combatting discrimination in the County, the Commission:

- Updated its webpage⁷
- Developed a brochure⁸
- Created a Facebook Group⁹
- Made a presentation regarding the Commission's role in enforcing the County's fair housing law and in combatting discrimination in the County:
 - Anne Arundel County African Diaspora Affairs Group, November 16, 2020
 - Anne Arundel County Immigrant Affairs Commission, December 15, 2020

- **Inquiries and Complaints**

The COVID-19 pandemic reduced the number of inquiries and complaints made to the Commission. It is likely that fewer incidents of discrimination occurred in the County as COVID-19 restrictions limited the interaction between people in the County but also likely that the pandemic prevented the reporting of any such incidents. Nevertheless, the data that the Commission could collect demonstrates that discrimination continues to be a problem in the County.

⁶ President Donald J. Trump, Executive Order on *Combating Race and Sex Stereotyping*, <https://www.whitehouse.gov/presidential-actions/executive-order-combating-race-sex-stereotyping/>, (Link last checked on 12/10/2020).

⁷ Anne Arundel County Human Relations Commission webpage, <https://www.aacounty.org/boards-and-commissions/human-relations-commission-of-anne-arundel-county/index.html>, (Link last checked on 12/10/2020).

⁸ Anne Arundel County Human Relations Commission Brochure, <https://www.aacounty.org/boards-and-commissions/human-relations-commission-of-anne-arundel-county/forms-and-publications/2020-brochure-english.pdf>, (Link last checked on 12/10/2020).

⁹ Anne Arundel County Human Relations Commission Facebook Group, <https://www.facebook.com/groups/1076250282730085/>, (Link last checked on 12/10/2020).

The table below documents the 12 inquiries and complaints involving allegations of discrimination that were brought to the Commission’s attention. This number however is misleading as it does not capture all of the inquiries directed to the Human Relations Officer, who resolved many inquiries prior to the involvement of the Commission by directing them to the appropriate state or federal agency or by referring the matter to mediation at the Anne Arundel Conflict Resolution Center. In the future, the Commission plans to better track these inquiries to have a more complete record of allegations of discrimination. Further, the Anne Arundel County Police Department recorded 57 hate/bias incident reports through December 10, 2020. The Commission and the Human Relations Officer were only involved in a small number of these incidents.

Inquiry / Allegation Type	Number of Instances	Description	Resolution
National Origin / Title VI Discrimination	5	Families complained of local hospitals failing to provide individuals with limited English proficiency, seeking COVID-19 related care, with an opportunity for meaningful access to translation services	Matters were beyond the jurisdiction of the Commission; Families were referred to other government agencies that could provide assistance
Fair Housing (Race)	1	Individual complained of being harassed and discriminated against because of her race by a neighbor who kept interfering with the complaining party’s ability to use parking facilities in front of her home; no evidence of fair housing discrimination was presented	Matter was referred to County police for investigation and handling after mediation was refused by the parties
Fair Housing (Race/Age/ Veteran Status/Retaliation)	1	Individual complained of a dispute with property management company; no evidence of fair housing discrimination was presented	Matter was referred to mediation but refused by one of the parties; complainant was referred to ACDS eviction prevention program, County Department of Aging and Disabilities and Veterans Affairs in the event that they might have some resources that could be helpful
Hate/Bias Incident	1	A fight broke out on a County	County police

(Race)		Parks and recreation field between two teams engaged in a soccer match after racially derogatory expletives were exchanged. One team was predominantly made up of African American players and the other of Latino players	responded and investigated; matter was referred to Anne Arundel Conflict Resolution Center for mediation between the main instigators of the fight, the captains of the two soccer teams
Discrimination (Race)	1	Community member alleged being intentionally discriminated against by a neighbor based on her race	Complaining party was contacted by Human relations Officer but never pursued inquiry any further
Hate/Bias Incident (Religion)	1	Allegations of spitting at two young Muslim girls who were wearing Hijabs	County Police investigation was initiated
Hate/Bias Incident (Religion)	1	Ongoing complaint of multiple incidents made by Muslim member of community being targeted because of his religion by a neighbor	Multiple complaints filed and investigated by County Police
Hate/Bias Incident (Race)	1	Complaint by community member about someone placing a sign in front of their home, disparaging the race of our newly elected Vice President; this is likely speech protected by the First Amendment despite its offensive nature	County Police were going to contact the offending party and request that they remove the sign voluntarily due to the offensive nature of the sign; Offending party agreed to take down sign voluntarily

IV. 2021 Goals

The Commission's 2021 goals are focused on helping it achieve its legislative mandates of enforcing the County's fair housing law and working toward the elimination of discrimination. To this end, the Commission will work to educate, inform and persuade the County Executive's Office, the County Counsel and community stakeholders that the Commission cannot fulfill its legislative mandate unless it is appropriately funded. More details regarding the Commission's funding request are detailed in section V.A. of this report.

The Commission will also focus on developing and implementing a responsive community outreach strategy. This strategy will concentrate on educating the community that: unlawful discrimination will not be tolerated in Anne Arundel County, the Commission stands at the ready to enforce the County's fair housing law, and that the Commission is collecting data regarding residents' experiences with discrimination in the County. The Commission will work to identify communities in the County that are most likely to benefit from its assistance. Further, the Commission will work on fostering relationships with community groups who can help to disseminate information regarding the Commission's legislative mandate to the community.

In furtherance of its community outreach strategy, the Commission will work on creating the necessary infrastructure to facilitate the implementation of the outreach strategy. Specifically, the Commission will work on developing videos for a social media campaign and trifold brochures (in English and Spanish) covering the topics of fair housing and hate/bias incidents. The Commission will also develop a general inquiry form to complement the fair housing complaint form already on the Commission's webpage. This inquiry form will help document residents' concerns regarding discrimination in the County and will assist the Commission in identifying how it can best help County residents live a life free of discrimination. More details regarding the Commission's data collection efforts are detailed in V.F. of this report.

The Commission continues to be gravely concerned about the state of the relationship between the County Police Department and the community. The Commission has been in contact with the Police Department since it issued its recommendations for policing reform in the summer of 2020 and has requested an opportunity to discuss policing reforms with the leadership of the Police Department. The Commission will be meeting with the County's new Police Chief, Amal Awad and her executive staff, early in the new year. Shortly after this meeting, the Commission will issue recommendations regarding further steps that should be taken by the Police Department and/or County government to increase police accountability and community trust.

Lastly, the Commission will explore the possibility of obtaining training for the Commissioners to become facilitators capable of engaging the community in difficult conversations regarding race, discrimination and other sensitive topics pertinent to the work of the Commission.

V. Recommendations

A. Fund the Human Relations Commission to Comply with Legislative Mandate

In 2019, a watershed moment occurred in Anne Arundel County. For the first time in County history, a fair housing law, was passed making it illegal to discriminate against constitutionally protected classes of people.¹⁰ Prior to the enactment of this law, the only recourse a victim of housing discrimination in Anne Arundel County had was to pursue redress through the Maryland Commission on Civil Rights or the U.S. Department of Housing and Urban Development. Enacting the fair housing law in Anne Arundel County finally provided residents of Anne Arundel County with the same, long overdue level of legal protection afforded to the residents of all the other counties in Central Maryland.

¹⁰ Now codified at Article 1, Title 9 of the Anne Arundel County Code.

To enforce the new fair housing law, the County reconstituted the Commission.¹¹ The Commission was tasked under § 3-5A-102 of the Code with promoting and enhancing “the ability of all Anne Arundel County residents to pursue their lives free of discrimination” and under § 3-5A-108(a)(1) and (2) with the power to “receive, mediate, and adjudicate complaints of discrimination in housing” and “initiate and investigate matters relating to discrimination in housing.” As an all volunteer body made up of County residents, the Commission is capable of fulfilling some, but not all, of its legislated mandate.

The Commission is a critical part of the regulatory scheme devised by the County to enforce the County’s fair housing law and to work towards the elimination of discrimination in the County. This approach to enforcing the fair housing law and fighting discrimination is similar to the approach taken by the other counties in Central Maryland.¹² However, the principal distinction in the approach pursued by the other counties is that they provide the necessary funding and staffing to support the work of volunteer commissions tasked with similar statutory enforcement responsibilities.

In its *Guidelines for Effective Human Relations Commissions*,¹³ the U.S. Department of Justice has indicated that: “Cities, counties, and states must provide adequate funding for a commission to undertake its responsibilities.” As it currently stands, Anne Arundel County’s fair housing law is an unfunded mandate. Therefore, the Commission, predominantly relying on an all volunteer group of Commissioners, is operating in a less than optimal manner.

As part of the regulatory scheme created by the County to enforce its fair housing law and to counteract discrimination, the Commission plays a number of critical roles. Among these roles are compliance, imposing penalties for non-compliance and to motivating compliance with the law through deterrence. In order to accomplish these roles, it is imperative for the Commission to be active in the County and strive to educate its constituency on the rights and requirements of the County’s fair housing law. This constituency includes both residents and the housing industry (landlords, property management companies, real estate agents, etc.). Additionally, the Commission must be proactive in its efforts to advocate for the eradication of discrimination in

¹¹ Now codified at Article 3, Title 5A of the Anne Arundel County Code.

¹² Baltimore City Office of Equity & Civil Rights, <https://civilrights.baltimorecity.gov/equity-division>, see also, <https://civilrightsequity.baltimorecity.gov/community-relations-commission>; Baltimore County Human Relations Commission, <https://www.baltimorecountymd.gov/boards-commissions/human-relations-commission>; Frederick County Human Relations Commission, <https://frederickcountymd.gov/1512/Human-Relations-Commission-HRC>; Howard County Office of Human Rights, <https://www.howardcountymd.gov/Departments/County-Administration/Human-Rights>; Montgomery County Office of Human Rights, <https://www.montgomerycountymd.gov/humanrights/>; Prince George’s County Human Relations Commission, <https://www.princegeorgescountymd.gov/1528/Human-Relations-Commission> (All links last checked 12/10/2020)

¹³ U.S. Department of Justice, *Guidelines for Effective Human Relations Commissions*, <https://www.justice.gov/archive/crs/pubs/gehrc.htm> (Last checked 12/10/2020)

the County in an era in which discrimination has become commonplace. This discrimination can be overt, but often it includes more subtle and nuanced expressions of bias.

Enacting the Anne Arundel County fair housing law and reconstituting the Commission was a good and necessary first step in ensuring that Anne Arundel County residents could live a life free of discrimination. However, more work needs to be done in order to make this dream a reality. Although the volunteer commissioners are committed to fulfilling the Commission's legislative mandate, as an all volunteer body of 11 County residents, they cannot fully execute their responsibilities without greater support. Accordingly, the Commission recommends that funding be provided for hiring an Executive Director and an Administrative Assistant to support the work of the Commission.

Without ceding any of the independence granted to the Commission by the County Code and the County Charter, the Commission recommends that the Executive Director of the Human Relations Commission report directly to the Director, Equity, Diversity and Inclusion. The title of Executive Director is recommended based on a sampling of comparable titles for similar positions in the Central Maryland area:

- Executive Director, Maryland Commission on Civil Rights (State of Maryland)
- Executive Director of Human Relations (Prince George's County)
- Director of Civil Rights & Equity (Baltimore City)
- Director of Human Rights (Montgomery County)
- Director of Human Relations (Frederick County)
- Human Rights Administrator (Howard County)

To assist the Human Resources Department in the development of the Executive Director job description, relevant excerpts of descriptions of duties for the director position are attached at the Appendix.

Research regarding human relations director salaries performed by the Human Relations Officer and previously provided to the County Executive's Office revealed a salary range from \$117,000 to \$177,125. Examples of salaries varied from Baltimore City's Director of Equity & Civil Rights at approximately \$120,000 annual salary to Montgomery County's Director of Human Relations at approximately \$177,125 back in 2018. At a bare minimum, the Commission recommends that funding be provided at similar levels as the County Ethics Commission, for a full time Executive Director (Pay Grade EE-02¹⁴ - \$67,853 - \$121,151¹⁵) and an Administrative Assistant (Pay

¹⁴ Executive and Exempt Service Classes by Pay Grade,
<https://www.aacounty.org/departments/personnel/forms-and-publications/CCPlan/Resources/FY21/executive-pay.pdf> (Last checked 12/10/2020)

¹⁵ FY 2021 Exempt Service Pay Schedule,
<https://www.aacounty.org/departments/personnel/forms-and-publications/CCPlan/Resources/FY21/executive-scales.pdf> (Last checked 12/10/2020)

Grade EE-01¹⁶ - \$37,507 - \$63,756¹⁷). This funding request is appropriate as both Commissions are now part of the County Charter and both Commissions are tasked with administering and enforcing a County law. The Ethics Commission administers and enforces the County Public Ethics Law and the Human Relations Commission administers and enforces the County Fair Housing Law.

B. Enact County Law Requiring Equity Analysis Prior to Enacting New Legislation or Policies

The Human Relations Commission recognizes the contributions made by the Joint Commission to Eliminate the Opportunity Gap in its Committee Recommendations report and supports the priority recommendations of said report. The Opportunity Gap Commission (“OGC”) undertook a year-long process to address the persistent disparity in academic performance between white and Black students, also known as the opportunity gap. The OGC report acknowledges that the opportunity gap can be attributed to a number of conditions common to the lowest income neighborhoods in the County, including poverty, income inequality, unsafe housing, poor nutrition, and inadequate health care. For Black students, structural and systemic racism perpetuates these inequities.

The OGC report notes that the opportunity gap occurs long before students enter the school system, and many of the structural and systemic problems are societal. For this reason, the school system, the county government, community organizations, and county residents must all be part of the solution. The OGC distilled the work of five subcommittees addressing education, systemic racism, discipline, family life, and curriculum into four priority recommendations:

1. Establish and empower an independent coalition of stakeholders, including those with lived experience of the issues, to provide ongoing review and oversight of structural and systemic racism that contributes to the opportunity gap in AACPS and the County, and to recommend changes to address equity issues in academics and discipline.
2. Engage government agencies and community partners to mitigate the effects of social determinants of education in low income communities, thereby increasing readiness for school and achievement throughout school.
3. Increase transparency and accountability by improving the public’s ability to locate, read, and interpret available reports on progress toward opportunity gap goals.
4. Establish a practice within the Board of Education, the AACPS Central Office, the Anne Arundel County Government, and the Anne Arundel County Council of preparing a documented equity analysis to accompany all proposed policies and decisions.

¹⁶ Executive and Exempt Service Classes by Pay Grade,
<https://www.aacounty.org/departments/personnel/forms-and-publications/CCPlan/Resources/FY21/executive-pay.pdf> (Last checked 12/10/2020)

¹⁷ FY 2021 Exempt Service Pay Schedule,
<https://www.aacounty.org/departments/personnel/forms-and-publications/CCPlan/Resources/FY21/executive-scales.pdf> (Last checked 12/10/2020)

The Human Relations Commission wholeheartedly agrees with the report's premise that the opportunity gap cannot be addressed without acknowledging that it is affected by multiple systems and worsened by structural and systemic racism. Only by working together can we close the gap. The Human Relations Commission endorses and supports the recommendations made by the Opportunity Gap Report in furtherance of its mandate to eradicate all forms of discrimination in Anne Arundel County. The Human Relations Commission further recommends that the County Council and County Executive enact legislation requiring the preparation of an equity analysis to accompany all proposed County legislation before it is enacted or before policies are implemented.

C. Implement Countywide Workforce Diversity Policy

The Commission recommends that the County formally adopt a policy to increase the recruitment and retention of underrepresented groups employed by the County government workforce similar to the policy of the Anne Arundel County Public Schools. As part of this policy, the County should disclose on a yearly basis demographic data regarding County employees and hiring practices and set hiring goals for achieving a workforce representative of County demographics. This policy can be implemented without the need for legislation and will serve as a concrete demonstration of the County's commitment to fight racism and discrimination.

D. Implement a Minority and Small Business Set Asides Policy

The Commission recommends that the County formally adopt a policy committing to enhancing competitive opportunities for minorities and small business enterprises competing for County contract awards. The Commission supports the County's Minority and Small Business Enterprise (MSBE) program, which was created as a recognition of the strong and diverse business community that represents the broader socio-economic makeup of Anne Arundel County, and the awareness that all citizens can benefit from an effective minority and small business enterprise program. The Commission urges the County to formalize this program into a policy requiring the disclosure, on a yearly basis, of demographic data regarding contract awards to minority and small businesses. This is another policy that can be implemented without the need for legislation and will serve as a concrete demonstration of the County's commitment to fight racism and discrimination.

E. Create Commission or Committee Against Hate Violence by Executive Order

The Commission recommends that the County Executive create via executive order a Commission or Committee to combat hate and bias incidents in the County, modeled on Montgomery County's Committee Against Hate Violence.¹⁸ The *State of Maryland 2018 Hate Bias Report* issued by the Maryland State Police found that Anne Arundel County reported 78

¹⁸ Montgomery County Committee Against Hate Violence, <https://www.montgomerycountymd.gov/humanrights/outreach/Hate/index.html> (Last checked 12/10/2020).

hate crimes and bias incidents. In doing so, Anne Arundel County earned the ignominy of reporting more hate/bias incidents than any other County in the State of Maryland. The *State of Maryland 2019 Hate Bias Report* found that the County reported 81 hate crimes and bias incidents, the second greatest number in the State of Maryland. This is a serious problem that needs the focused attention of a standalone Committee or Commission.

Hate crimes and bias incidents, unlike other types of discriminatory, racist or bigoted acts, have a far-reaching social impact. This is because the hate crime or bias incident, whether intentional or not, sends a message to an entire group of people that they are not welcome and are not safe in a specific neighborhood, community, school, workplace or other environment. By committing a hate crime or bias incident against an individual based on the individual's minority group status, the incident sends the message that other members of the individual's community should also feel threatened by the attack. Thus, the hate crime or bias incident victimizes not only the individual but also other members of that individual's group. Individuals from the targeted group may thereafter think twice before traveling in, visiting, relocating to or otherwise having anything to do with a particular area where the incident occurred. To compound the matter, hate crimes and bias incidents also generate a general mistrust and other feelings of ill-will towards the police and other governmental authorities, who are seen as unable to remedy the situation or sympathetic in favor of hate crime/bias incident perpetrators.

Most hate crimes and bias incidents are carried out by otherwise law abiding people. They are spurred on to act based on hate because of their personal prejudice or disdain for people who are different or whose differences are perceived as a threat and their perception that society sanctions attacks on certain groups in the community. Experts who have studied hate concur that, when it comes to hate crimes, bias incidents and discrimination, apathy is viewed as acceptance by the perpetrators, the victims and the public.¹⁹ The best way to combat this perception that society sanctions attacks on certain groups of people in our communities is by creating a Commission or Committee focused on the task of counteracting hate and bias incidents in the County by working to implement the recommendations made by the Southern Poverty Law Center in their Community Response Guide:

- **Act:** When confronted with acts of hatred, apathy by our community will be interpreted as acceptance by the perpetrators, the public and the victims of hate. This Commission or Committee would provide leadership and help victims of hate and their respective communities take appropriate action to demonstrate that hate is not tolerated in Anne Arundel County.
- **Join Forces:** This Commission or Committee will connect with allies from churches, schools, clubs, and other civic groups. It will work to create diverse community coalitions including children (where appropriate), police, and the media and gather constructive ideas from everyone on how to respond to hate and bias incidents.

¹⁹ *Ten Ways to Fight Hate: A Community Response Guide*, Southern Poverty Law Center, <https://www.splcenter.org/20170814/ten-ways-fight-hate-community-response-guide>, (Last checked 12/10/2020)

- **Support the Victims:** This Commission or Committee will offer an invitation to connect and provide support to victims of hate and bias incidents through a partnership with the County Police Department. Although support is currently provided to crime victims, when an incident does not arise to the level of a hate crime and is only considered a bias incident no support is currently available to victims.
- **Speak Up:** The Commission or Committee will help expose and denounce hate crimes and bias incidents on behalf of the County government and the residents of Anne Arundel County.
- **Educate the Community:** The Commission or Committee will organize and to the extent possible lead educational initiatives and campaigns to inform the public regarding the occurrence of hate/bias incidents and the County's initiatives to combat these.
- **Create an Alternative:** In the event that a hate group plans to rally in Anne Arundel County, the Commission or Committee would organize a counter demonstration against the hate all the while avoiding direct confrontation with participants in the hate rally.
- **Galvanize the Support of Local Elected Officials and Community Leaders:** The Commission or Committee would work to build relationships with local leaders that could be mobilized to publicly oppose hate/bias incidents in the community when they occur.
- **Stay Engaged:** The Commission or Committee would work to promote acceptance of people with differences and address bias before another hate crime can occur.
- **Teach Acceptance:** The Commission or Committee would organize, promote and lead educational initiatives that teach tolerance and acceptance in order to combat bias and stereotypes that are too frequently learned at home.
- **Dig Deeper:** The Committee or Commission would explore further opportunities to educate and combat biases and stereotypes and would look for opportunities to join the fight to dismantle systemic racism, bigotry and bias.

Creating a Committee or Commission focused on counteracting hate crimes and bias incidents in Anne Arundel County will send a strong message to hate groups and individuals who are inclined to act on their personal prejudice based on a disdain or fear of those who are different, that the County does not sanction intolerance.

In response to the community's outcry over the 2018 Hate Bias Report, the Commission was the lead organizer of a forum at Anne Arundel Community College designed to educate the community and begin a dialogue with the community exploring ways that progress could be made in regards to this issue and the number of hate/bias incidents occurring in the County could be decreased. This important, yet time consuming work, led to a delay in the Commission's ability to move forward with the legislatively mandated priorities that the Commission was tasked with under the newly enacted fair housing law. Accordingly, the Commission recommends that the County Executive create via executive order a Commission or Committee to combat hate and bias incidents in the County, modeled on Montgomery County's Committee Against Hate Violence.²⁰

²⁰ Montgomery County Committee Against Hate Violence, <https://www.montgomerycountymd.gov/humanrights/outreach/Hate/index.html> (Last checked 12/10/2020).

F. Provide Support for the Commission to Collect Data from County Residents Regarding their Personal Experiences Regarding Discrimination

The large number of hate/bias incidents reported in Anne Arundel County is evidence that individuals who are part of minority groups in the County are victims of discriminatory animus. We know from anecdotal evidence collected by community groups that residents of Anne Arundel County complain with too much regularity of having their civil rights violated. However, no one in the County is aware of the full extent of the malevolent behavior motivated by hate, bias and bigotry targeted at individuals in a minority group status or legally protected classes.

Central to the legislatively mandated mission of the Commission is that it “promote and enhance the ability of all Anne Arundel County residents to pursue their lives free of discrimination.”²¹ Further, the Commission is empowered to “collect, research, assemble, analyze, and disseminate data . . . to assist in the elimination of discrimination”.²² However, the Commission does not possess the requisite expertise or ability to meaningfully collect the data or analytics that are necessary to fully understand the extent to which unlawful discrimination is a problem in Anne Arundel County. Without being able to collect and analyze this data, the Commission will be severely handicapped in its ability to work towards the elimination of discrimination in the County. Without data or analytics to support the work of the Commission it will be very difficult for the Commission to recommend or implement effective solutions to the problem of discrimination in Anne Arundel County.

Regardless of whether the County Council or County Executive are supportive of the Commission’s request for funding and staffing, the Commission respectfully requests resources or assistance in order to undertake this task of collecting actionable data/analytics that will assist the Commission’s work of combatting discrimination in the County. This data gathering can be done in a number of ways. For instance, a request for proposal to conduct a survey or focus groups of the discriminatory experiences of residents of Anne Arundel County could be issued. Alternatively, County staff who are appropriately experienced could conduct the same type of work. At a bare minimum, the Commission requests assistance in creating and deploying a survey using GoogleForm technology to try to gather data regarding the experiences of County residents with discrimination to assist the Commission in fulfilling its statutory mandate.

VI. Commission Membership

- Oluwatosin Agboola (November 2019 - Present)
Recommended by Council Member Lacey (District 1)

²¹ Anne Arundel County Code § 3-5A-102.

²² Anne Arundel County Code § 3-5A-108(a)(8).

- Pastor John Watts (November 2019 - August 2020)
Recommended by Council Member Pickard (District 2)
- Lakisha Hatcher (October 2020- Present)
Recommended by Council Member Pickard (District 2)
- Faye Gaskin (November 2019 - Present)
Recommended by Council Member Volke (District 3)
- Eugene Peterson (November 2019 - Present)
Recommended by Council Member Pruski (District 4)
- Khaled Sayed (November 2019 - Present)
Recommended by Council Member Fiedler (District 5)
- Toni Strong Pratt (November 2019 - Present)
Recommended by Council Member Rodvien (District 6)
- Mohan Grover (November 2019 - October 2020)
Recommended by Council Member Haire (District 7)
- Marc Apter (November 2019 - Present)
Recommended by County Executive Pittman
- Mary Dadone (November 2019 - Present)
Recommended by County Executive Pittman
- Georgia Noone-Sherrod (November 2019 - September 2020)
Chair (January 2020 - September 2020)
Recommended by County Executive Pittman
- Joseph Clapsaddle (December 2020 - Present)
Recommended by County Executive Pittman
- Roberto Veloso (November 2019 - January 2019 and September 2019 - Present)
Chair (November 2019 - January 2019 and September 2019 - Present)
Recommended by County Executive Pittman
- Alanna Dennis (November 2019 – January 2021)
Ex-Officio and Human Relations Officer

VII. APPENDIX

HUMAN RELATIONS COMMISSION
EXECUTIVE DIRECTOR
Sample Job Description Excerpt Nos. 1 through 4

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HUMAN RELATIONS COMMISSION EXECUTIVE DIRECTOR
Sample Job Description Excerpt No. 1

TITLE: Santa Barbara County Human Relations Commission Administrator

DEFINITION: Under administrative direction, acts as the primary professional staff support to the Human Relations Commission, which is charged with eliminating prejudice, intolerance, and discrimination throughout Santa Barbara County; assists the Commission and the County Administrator's office in developing, clarifying, and promoting positions and policies on a broad range of human relations issues; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS: This single position class reports to a Deputy County Administrator. The incumbent uses facilitation, administrative, and community mediation skills to address issues and to resolve problems under the Commission's purview. This position serves as liaison with County departments, other local, regional, state, and federal government agencies, community groups, the Board of Supervisors, the media, other human relations commissions, and related organizations.

EXAMPLES OF DUTIES:

1. Coordinates meetings and projects of the Commission; confers with community groups, the general public, educational institutions, law enforcement agencies, business organizations, and government entities to develop solutions, recommendations, or proposals for the Commission's review and implementation; provides professional guidance to enhance the quality of Commission hearings, deliberations, and recommendations; develops work plans, project schedules, and budgets. Facilitates Commissioners' ongoing orientation to human relations issues and familiarity with rules governing public meetings.
2. Writes press releases, magazine articles, opinion editorials, special reports, and other documents on behalf of the Commission; develops and presents workshops and educational/training materials on human relations issues and conducts community outreach for the Commission.
3. Provides community mediation, group facilitation, and consensus-building services to resolve existing or potential interpersonal and inter-group disputes or grievances; designs and implements conflict resolution and educational training and programs; serves as a consultant to community groups and local agencies on human relations issues in keeping with community needs and the Commission's charge and priorities. Coordinates activities and meetings of Hate Crime Network and maintain familiarity with local and regional issues related to hate crimes and incidents.
4. Researches and analyzes current civil rights and human relations issues, laws, regulations, and policies; makes recommendations and presentations based on research; represents the Commission at meetings and in other public forums to provide information on issues and to facilitate discussion and resolution of issues.
5. Supervises staff, prepares and manages budget, and directs the activities of the Human Relations Office. Ensures compliance with Brown Act and other public meeting requirements,

including preparation of agenda, minutes, and accessibility of public records generated by the Commission.

EMPLOYMENT STANDARDS:

1. Possession of a bachelor's degree and three years of professional administrative experience in human services, community organizing, or human rights
2. for a public agency, non-profit, or other community-based organization that included responsibility for facilitating groups or mediating community disputes and for fiscal and project management; or, possession of an Associate's degree and five years of professional administrative experience in human services, community organizing, or human rights
3. for a public agency, non-profit, or other community-based organization that included responsibility for facilitating groups or mediating community disputes and for fiscal and project management; or, a combination of training, education, and experience that is equivalent to the above standards and that would provide the required knowledge and abilities.

Additional Requirements: Independent travel is required. Possession of a valid California Class C Driver's License. Incumbents may be called on to work non-traditional hours, including evenings and weekends.

Knowledge of: the operations of local governments and community-based organizations including service delivery systems; the practices, processes and legal requirements of appointed boards and commissions and their roles in local government; strategies for promoting harmonious human relations within communities; principles and practices of project management and policy analysis; research and data collection techniques; group dynamics and organizational behavior; basic procedures and methods of budget preparation and control; principles of public relations and marketing; practical and theoretical principles of group facilitation, group dispute resolution, and group conflict management; Internet research skills and basic computer applications including Microsoft Word and PowerPoint; standard English usage and grammar.

Ability to: understand and clarify community demographics and critical issues facing a human relations commission; work under pressure; establish and maintain effective working relationships with a wide variety of people including representatives of diverse community groups, public employees and elected officials, the media, and the public; understand and interpret pertinent laws and policies that will promote [or detract from] furtherance of human relations goals; communicate clearly and concisely in writing and with individuals and groups; make effective public presentations; conduct and facilitate group meetings on sensitive issues; diffuse tensions within and between parties to community disputes; respond effectively to a variety of changing situations; organize and lead projects; demonstrate sensitivity to diverse populations and work tactfully and effectively with people of different sexual orientations and a wide variety of ethnic, cultural, racial, religious, socio-economic, and educational backgrounds; maintain confidentiality and objectivity, and inspire trust.

Desirable Qualifications: Possession of a master's degree in social welfare, sociology, social work, organizational behavior, psychology, counseling, education, or a related field; additional training in community mediation, facilitation, consensus building, and group conflict management and resolution.

Source: https://www.educers.com/jobdescriptions/human_relations_commission_administrator/
(Last reviewed on 12/10/2020)

HUMAN RELATIONS COMMISSION EXECUTIVE DIRECTOR
Sample Job Description Excerpt No. 2

TITLE: City of Toledo, Commissioner of Human Relations Commission

POSITION SUMMARY:

The Commissioner of the Human Relations Commission will act as the individual to manage, help create and implement the work of the Human Relations Commission (Advisory Board). The Commissioner will be responsible for all general operations of the Human Relations Commission, including maintaining the budget.

ESSENTIAL JOB FUNCTIONS:

- Provides general management and direction of the Human Relations Commission
- Supports the work of the commission and its committees, including mediation, community & neighborhoods, Youth, Equality and social Justice and Stop the Violence committees of the Human Relations Commission
- Drives the policy or plans the event or programs of the Commission by supporting and managing the work of the Human Relations Commission
- Reports work progress and future plans of the Human Relations Commission to the Legislative Director for approval and coordination
- Creates and Manages the Human Relations Commission budget
- Develops and manages relationships with agencies and individuals whose work supports the work of the Human Relations Commission
- Acts as the spokesperson and public face of the work of the Human Relations Commission along with the Chair of the Human Relations Commission

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Knowledge of City of Toledo operations and processes
- Knowledge of community work, Roberts Rules of Order and other project management skills
- Basic working knowledge of communication technology, including smart phones, email, computer word processing and social media

Skill in:

- Strong leadership skills
- Strong problem solving and conflict resolution skills
- Excellent oral communications skills
- Excellent writing skills
- Excellent attention to detail skills

Ability to:

- Ability to engage with community, establish and maintain effective working relationships with other employees, government officials, business owners and the general public
- Ability to be flexible and adaptable
- Ability to effectively plan, organize, schedule and prioritize work assignments and tasks
- Ability to review and advise the Mayor for appointments to the Human Relations Commission

REQUIRED EDUCATION, EXPERIENCE, AND CERTIFICATIONS:

- Bachelor's degree in Public Administration, Business Administration, Social Science or a closely related field required with focus in non-profit management, management, public relations, marketing or related field.
- Three (3) years of experience in a profession related to engaging diverse populations.
- Must have working knowledge of the City of Toledo community and current positive relationship within or around a variety of community organizations.
- Must possess a valid driver's license and have an acceptable driving record. Must meet and maintain qualifications for driving at all times and as a continued condition of employment.
- Must be honest, confidential and trustworthy.

Source:

http://agency.governmentjobs.com/toledooh/job_bulletin.cfm?jobID=2685122&sharedWindow=0

(Last reviewed on 12/10/2020)

HUMAN RELATIONS COMMISSION EXECUTIVE DIRECTOR
Sample Job Description Excerpt No. 3

TITLE: Commonwealth of Pennsylvania, Director, Human Relations Commission

CHALLENGES AND OPPORTUNITIES:

The Executive Director of the PHRC will work in collaboration with the commissioners, staff, and all PHRC constituencies, to address the following challenges and opportunities:

- Balancing competing priorities in an economic climate of reduced budgets and increased expectations;
- Working with two unions, the PSSU and AFSCME, in “Meet and Discuss” sessions within the context of applicable collective bargaining agreements;
- Advocating for the eradication of discrimination in an era of more subtle and nuanced expressions of bias;
- Accommodating technological change within the framework of state government;
- Incorporating the needs of minority groups not yet represented in the PHRA or PFEOA into the programs and policies of the PHRC;
- Propose plans to address aged cases and to reduce overall case inventory size;
- Propose ways to address demographic changes of the PHRC constituency groups;
- Address educational issues resulting from language barriers as well as ethnic, religious, and/or cultural differences; and
- Address accessibility issues with a sophisticated understanding of current law at the federal and state level.

IDEAL CHARACTERISTICS:

The Executive Director of the PHRC should have the following attributes:

- The business and managerial acumen needed to head a complex organization with a strong management team, many of whom will be recently hired individuals;
- The capability of managing and responding to an engaged group of commissioners with a strong commitment to the work of the PHRC;
- The strategic imagination to identify and assess competing priorities for the organization’s resources;
- A decisive, proactive and agile management style that promotes clarity and accountability throughout all aspects of the agency;
- A direct communication style rooted in honesty, integrity and transparency;
- Technological sensitivity with the experience and perspective to appreciate the power of technology in pursuit of the PHRC’s mission;
- Knowledge of local, state and federal legislation pertaining to civil rights;
- Knowledge of civil rights practices as applied to employers, employment agencies, unions, real estate, public accommodations and education;

- Knowledge of social dynamics and problems related to discrimination in employment, housing, public accommodations, education and related fields;
- Ability to motivate and gain the cooperation of a variety of persons and groups in employment, housing, public accommodations, education and community affairs;
- Ability to exercise a high degree of tact and diplomacy;
- Ability to communicate PHRC concerns to the various constituency groups;
- Knowledge and skill to use contemporary mass media tools;
- Ability to develop a PHRC vision and communicate it to staff, commissioners and other constituency groups; and
- Ability to recruit and retain competent personnel.

DESCRIPTION OF WORK:

- Plans, organizes, and directs a staff of professional and technical staff in divisions engaged in promoting and assuring compliance with the Pennsylvania Human Relations Act and the Pennsylvania Fair Educational Opportunities Act.
- Directs the development of the PHRC budget for compliance and submission to the Office of the Budget.
- Implements Commission policy and/or administrative guidelines, recommendations, and procedures related to management within the four (4) PHRC offices.
- Develops and recommends program objectives, allocation of resources, changes in program emphasis and priority based upon successes or failures, and adjustments in resource utilization to correct deficiencies.
- Develops, implements, and directs programs in the areas of compliance, education, community services, housing, research, and publicity and information.
- Meets with Program Specialists and Regional Directors to discuss program approaches and techniques.
- Develops comprehensive staff training programs in existing or new programs and techniques.
- Provides leadership and guidance to local human relations groups on the development of programs for promoting individual and intergroup relationships.
- Represents the PHRC in dealings with federal, state and local agencies, other organizations, and private citizens to promote human relations programs and to offer assistance to groups in starting human relations programs of their own.
- Makes speeches to influential groups and organizations to promote the integration of ethnic groups in employment, education, housing, and public accommodations.
- Performs other related work as required.

Essential Functions:

1. Ability to motivate & gain the cooperation of a variety of persons/groups in employment, housing, public accommodations, education & community affairs.
2. Ability to plan, direct, and coordinate a comprehensive human relations program.
3. Ability to exercise a high degree of tact and diplomacy.

4. Ability to present ideas clearly and concisely, orally and in writing.

REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:

- Ten years of professional experience in human relations work, of which five years must have been in an administrative or supervisory capacity; and a bachelor's degree.
- A master's degree or advanced training in a related field is preferred.
- Any equivalent combination of experience and training may be considered.

Source:

https://agency.governmentjobs.com/pabureau/job_bulletin.cfm?jobID=306076&sharedWindow=0 (Last reviewed on 12/10/2020)

HUMAN RELATIONS COMMISSION EXECUTIVE DIRECTOR
Sample Job Description Excerpt No. 4

TITLE: Westchester County Executive Director, Human Rights Commission

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Human Rights Commission, the incumbent executes and administers the policies, regulations, and procedures of the Commission. This position is appointed by the members of the Human Rights Commission, serves as Secretary to the Commission and performs such duties as may be delegated by the Commission. The Executive Director is responsible for the administration and implementation of anti-discrimination laws, policies and regulations and for coordinating the functions of the agency. Consistent with the provisions of the Westchester County Charter this class will direct and manage the activities of any and all such employees as may be appointed by the Commission. Substantive contact occurs with employers, landlords, labor organizations, real estate brokers/sales staff, creditors, local municipal officials and elected officials. Supervision is exercised over professional and staff support personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

- Administers, coordinates and implements programs, policies and procedures of the Commission to prevent discrimination in employment, public accommodations, housing accommodations, commercial space and land transactions, and in the issuance of credit, and to foster tolerance among the residents of Westchester County;
- Directs the preparation and administration of the budget;
- Presents Commission policies to, and enlists the cooperation of, various community organizations, business community, individuals, ethnic groups, labor organizations, religious groups, local, state and federal officials, and other groups;
- Establishes and directs procedures for the enforcement of anti-discrimination laws; Develops standards and procedures to conduct investigations of discrimination complaints based on race, color, ethnicity, religion, national origin, alienage or citizenship, gender, age, sexual orientation, marital status or disability, to ascertain if the Commission has jurisdiction over the complaint and if the complaint has merit;
- Develops and implements procedures for the receipt, processing and investigation of complaints;
- Creates and develops a database to track complaints and identify trends in who complaints are filed against;
- Serves as the liaison to other local, state and federal compliance agencies; Serves as an advisor and provides oversight and coordination in gaining compliance with human/civil rights provisions;
- Monitors progress of investigations;
- Makes recommendations to resolve discrimination or harassment complaints; Recruits and trains staff, assigns work, and evaluates performance;

- Researches and interprets laws, rules and regulations, guidelines and court rulings or opinions;
- Supervises the development of and conducts human rights outreach programs, including development of informational materials;
- Prepares the annual report of Commission activities for submission to the County Executive and the Board of Legislators;
- Appears before committees of the Board of Legislators regarding the operations and activities of the Commission;
- Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
- May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

- Comprehensive knowledge of the legal and administrative requirements for investigating, preparing and processing cases of alleged discrimination; comprehensive knowledge of local, state and federal laws, regulations and court rulings related to human/civil rights;
- Thorough knowledge of the principles and practices of administration, management, and supervision;
- Good knowledge of the issues faced by victims of discrimination; ability to comprehend, analyze and interpret laws and regulations and supervise their application to specific situations;
- Ability to gather and analyze pertinent data and draw appropriate conclusions; ability to identify critical factors and to formulate realistic proposals;
- Ability to communicate clearly and effectively, both orally and in writing; ability to develop and implement policies and procedures; ability to prepare, present and support reports to officials and the public both orally and in writing;
- Ability to establish and maintain effective working relationships;
- Ability to assign and supervise the work of professional, administrative and clerical staff involved in the enforcement of human/civil rights statutes/regulations;
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position;
- Ability to use computer applications such as spreadsheets, word processing, e-mail and database software;
- Resourcefulness; imaginative; initiative; tact, diplomacy; integrity; diligence; sound professional judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree* and six years of experience involving investigative and reporting procedures and related to Human/Civil Rights practices, three of which must have included human rights objectives,

labor or employment law issues, human resources matters or related concerns, two years of which must have been in a supervisory or administrative position; or (b) a Juris Doctorate Degree* and three years of professional legal or managerial experience which included Human/Civil Rights practices, prosecuting bias crimes, or in labor/employment law issues.

SUBSTITUTION: A Master's Degree in Psychology, Social Work or related field in the social sciences may be substituted for one year of experience in option (a). There is no substitution for the two years of supervisory or administrative experience.

Source: <https://www.westchestergov.com/hr/jobspecs/cjs/county/E/EXECUTIVEDIRECTOR-HUMANRIGHTSCOMMISSION.pdf> (Last reviewed on 12/10/2020)