

**Racial Equity Advisory Panel  
Telephone Meeting  
Minutes  
March 19, 2019**

PRESENT: Andrea Brett, Chair, Karen Richards, Nancy Waples, Clarence Davis. Absent: Stephanie Seguino.

BUSINESS MEETING:

The meeting was called to order by Chair Brett at 2:10 p.m.

Minutes: Davis moved to accept the Minutes of the February 8, 2019 meeting. The motion was seconded by Waples. Vote 4:0.

Role of the executive director and the panel: The panel discussed quarterly meetings and the role of advisory panel with the executive director. Agreement was reached that a portion of each meeting should consist of the executive director updating the panel on both on-going and new activities.

Meeting Schedule: There was further agreement that meetings should take place at 5:00 p.m. in order to allow for participation by interested members of the public and would be every fourth Wednesday of the month beginning in May 2019. The meetings will be held in a state office or other public space (to be determined) in Burlington. Suggestions were the Cherry Street state office building or Room 10 at City Hall. The following schedule was agreed to:

- May 29, 2019 at 5:00 p.m.
- September 25, 2019 at 5:00 p.m.
- December 4, 2019 at 5:00

The 2020 schedule will be discussed at the September meeting. Waples moved to accept this schedule. The motion was seconded by Richards. Vote 4:0.

Alert system for panel email messages: The panel discussed ways of ensuring that the state partnership accounts are checked regularly and agreed that each person should set up notifications on a cell phone or other device to alert them to any pertinent email messages.

Rating Sheets from interviews: The administration requested the rating sheets from the panel's interviews with executive director candidates. Discussion centered on the illegibility of individual's notes (shorthand, bad handwriting, etc.) and the lack of consistency in the manner in which the sheets were filled out. It was decided that absent consistency, it did not make sense to turn them over to the administration. Chair Brett will convey this to human resources.

Legislation: S.120, which has been introduced but otherwise seen no action, would change the executive director to a commissioner and add public schools to the person's charge. The panel agreed that since the bill does not appear to be moving this session, there is no need to take a position at this time.

Richards made a motion to adjourn which was seconded by Brett. Vote 4-0.

Whereby the meeting adjourned at 2:55.

Respectfully submitted,

Karen Richards, Panel Member