

PRINCE GEORGE'S COUNTY

hrc 

**HUMAN RELATIONS
COMMISSION**

Embrace Diversity. End Discrimination.



Annual Report
FY2018

D. Michael Lyles, Esq., Executive Director

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Executive Director's Summary



Dear Citizens, Visitors and Friends of Prince George's County,

FY2018, which ended on June 30, 2018, and into FY2019 is an election year and has had interesting twists and turns. The #MeToo Movement has spawned more claims than ever involving sexual harassment and equal pay discrimination. And across the country the rights of citizens to be free from harassment and discrimination based on race, or sex or sexual orientation, etc. has been at the forefront of our political and social discourse. Here at the Commission, we have brought more charges of discrimination in categories ranging from sex, to age, to race, to disability. We continue to be on the front lines of anti-discrimination work in the region and have seen our staff become more experienced at investigating various types of claims against alleged violators large and small. We were able to hire one investigator Caitlin Gordon, who has added energy and enthusiasm to the office and our vital work. This new fiscal year will bring more changes to our office.

As the year progressed, we embarked upon a program to provide legal defense to residents threatened with deportation and held in detention in Maryland. The program was partially funded by VERA SAFE Cities Grant and was carried out via a contract with the Capital Area Immigrant Rights Coalition (CAIR). That contract will continue in the new year and be fully funded, as the Grant expires. The funding was provided by the County Council and the contract was managed by the Human Relations Commission Executive Director. Also, we were excited for the additional opportunities presented through our work with the University of Maryland SAFE Center and our contract with it to provide services and case management for victims and survivors of human trafficking. FY19 will see more activity in this regard as we begin to get a financial boost from the federal government grant of \$1.3 Million funding the work of the SAFE Center, the Police Department and the State's Attorney's office among others to help fight against human trafficking here in the County.

As we look to the future, the Human Relations Commission will adjudicate more cases at public hearings and we will continue to have oversight responsibilities for the County's anti-human trafficking effort as well as the Language Access program, which will be managed by a new hire as part of the staff here.

As we look forward to the winding down of the Baker administration and the end of my tenure as the Executive Director, it is my hope that the Commission will continue to involve itself in protecting the civil and human rights of all and work harder than ever to ensure that our community remains one of the most inclusive and diverse in the region. I appreciate having had the opportunity to work with the Baker Administration and thank him for allowing me the chance to be a part of a wonderful staff and complement of Commissioners here at the Human Relations Commission. I wish everyone continued success in this amazing work. I would also like to



Rushern L. Baker, III
County Executive

thank the County Council and all the many members of the Human Trafficking Task Force for believing in me and supporting the vision of the Commission through the years.

Sincerely,

D. Michael Lyles

D. Michael Lyles, Esquire
Executive Director



Executive Director Lyles with some of the Prince George's County Human Relations Commission staff - 2018

Letter from Commission Chairperson



Dear Citizens of Prince George's County,

FY 2018 was a full year as usual for the Human Relations Commission. As always, we, the entire Commission, look forward to continuing the important work that began more than 45 years ago when the Commission was created. I am proud to serve along with Vice-Chair Janelle Johnson, Secretary Nora Eidelman, Commissioner Katrina Burson, Commissioner Gerald Folsom, Commissioner Tony Langbehn, Commissioner MaKeila Mitchell and Commissioner Johnathan Medlock and thank them for their commitment and service to our great county. I would also like to thank the Executive Director D. Michael Lyles and his staff for their support in fulfilling the Commission's mission.

On a somber note, one of our beloved Commissioners, Eric Jackson passed without warning earlier this year. Eric was a tremendous asset to our Commission and we will be forever grateful for his contribution and service.

As the County's official Civil and Human Rights Agency, we Commissioners are honored and fortunate to be confirmed to serve in what is one of our nation's most revered civil rights investigatory and quasi-judicial bodies. That authority is at the center of our county's commitment to ensure Prince George's County, Maryland is a place where each resident is free to grow and prosper in an environment free of discrimination, bigotry, and other unlawful practices.

I am also proud to represent our Commission as treasurer and board member of The International Association of Official Human Rights Agencies (IAOHRA). The association is made up of some 70 plus Human and Civil Rights Agencies across the United States with an international reach. During FY2018, we held our annual conference in Seattle, Washington with five Commissioners and four staff members attended. The conference was packed with plenary sessions and workshops providing training and development for all attendees ranging from Title VII to housing to civil rights to LGBTQ issues and many more.

With an ever changing Human and Civil Rights landscape, we must challenge ourselves to always do what is right. We are consistently looking to doing more outreach to individuals and groups in our diverse county. We will continue working with our partners in law enforcement, the LGBTQ community, the Muslim community, the political community, those with disabilities, and many others in our commitment to create the best county in the land.

We, the citizen, must remain mindful that each one of us, regardless of race, color, sex, economic status, ideology, national origin, disability, etc. are created equal and the sum of all of us is always better. We are blessed with life and while we are all here, we should strive to leave our community a better place than it was



yesterday. We must always stand for justice, stand for human rights, stand for civil rights, and stand for love of each other.

In closing, on behalf of the entire Commission, we would like to thank the outgoing Baker Administration for their support over the last eight years and we also look forward to working with the New Administration when they take office. We would also like to thank D. Michael Lyles for his service to the Commission staff over the last eight years and much success in his next endeavor.

Please visit our webpage (<http://www.princegeorgescountymd.gov/1528/Human-Relations>) on the county's website to learn more about the Commission. In closing, please feel free to contact the Commission if you have any question or concern by calling us at 301-883-6170.

Sincerely,

Merrill Smith Jr.



OUR GUIDING PRINCIPLES

MISSION

IT SHALL BE THE MISSION OF THE PRINCE GEORGE'S COUNTY HUMAN RELATIONS COMMISSION, AS THE COUNTY'S CIVIL RIGHTS EDUCATION AND ENFORCEMENT AGENCY TO:

- Provide residents, businesses and visitors an efficient and cost effective administrative alternative for investigating, mediating and adjudicating complaints of unlawful discrimination in the areas of housing, employment, law enforcement, education, public accommodations and real estate transactions;
- Be professional, competent and fair to all those we serve;
- Value staff for their skill, dedication and creativity—in turn, the Commission will provide a positive work environment based on mutual respect and dignity, where personal and professional development is encouraged;
- Always seek ways to improve our systems and processes in the interest of producing more thorough investigations while resolving cases in a timely manner;
- Work to ensure that our services are equally accessible to those of various abilities and of limited English proficiency.

VISION

THE PRINCE GEORGE'S COUNTY HUMAN RELATIONS COMMISSION IS COMMITTED TO THE DEVELOPMENT OF PRINCE GEORGE'S COUNTY AS A GREAT PLACE TO LIVE, WORK AND PLAY: WHERE ALL ARE FREE TO PURSUE THEIR TALENTS AND DREAMS FREE FROM BIAS, MISUNDERSTANDING AND CONFLICT BASED ON RACE, RELIGION, NATIONAL ORIGIN, AGE, OCCUPATION, MARITAL STATUS, POLITICAL OPINION, PERSONAL APPEARANCE, SEXUAL ORIENTATION, DISABILITY, OR FAMILIAL STATUS.

CORE VALUES

PUBLIC SERVICE: We are committed to serving and educating the public in a professional, impartial and efficient manner. Quality investigations, alternative dispute resolution and adjudications will be accomplished by utilizing skilled and motivated employees who are responsive to the needs of those who interface with the Commission.

DEDICATION: We will demonstrate our commitment to public service by being responsible, dependable and proactive professionals who will exhibit pride and excellence in fulfilling our mission.

TEAMWORK: We will empower our employees to achieve a quality work product and harmonious work environment through open communication, positive interaction and the spirit of cooperation.

RESPECT: We respect the diversity, talents and ideas of all Commission Staff, our most valued resource. We honor the right of every member of our team and the public to contribute, to be heard and to be treated with dignity.

INTEGRITY: We pledge to fulfill our duties and responsibilities without bias and the aim of producing the right result in the public interest.



LEGISLATIVE INITIATIVES

COUNTY LEGISLATIVE INITIATIVES		
CB-78-2014: Fair Criminal Record Screening Standards (Ban the Box)	Prohibits certain employers from conducting a criminal background check or inquiring into an applicant's criminal record until the conclusion of a first interview.	STATUS: In FY18, the Commission has successfully pursued two cases against employers who have demonstrated some discriminatory activity against individuals with a criminal history.
CB-79-2014: Human Trafficking—Lodging Establishments—Room Rental	Prohibits room rentals by the hour; reduces opportunities for promoting human trafficking in hotels, motels, and other lodging establishments.	STATUS: Continuous monitoring and coordination with PGPD for suspected instances of human trafficking within lodging establishments.
CB-80-2014: Human Trafficking—Lodging Establishments—Employee Training	Requires the training of employees of lodging establishments to detect instances of human trafficking.	STATUS: Retained a contractor to design a training module. As of date, approximately 170 countywide hotel employees have completed the training.
CB-81-2014: Massage Establishment Licensing	Requires additional information for the licensing of massage establishments, operators, managers, and technicians; requires more stringent checks on licensures to reduce potential occurrences of human trafficking.	STATUS: Currently, additional legislation is being proposed at the state level to encourage more stringent licensing for massage establishments, which will aid in accountability for individuals engaged in trafficking activities within massage venues.
CB-59-2016: Landlord Tenant Code—Drug Activity & Prostitution	Making landlords, agents, management staff, and owners liable for the use of apartments for drug activities and/or prostitution and human trafficking.	STATUS: Two trainings have been conducted for a local property management company on risks and indicators of human trafficking. As legislated, the Chair stands prepared to provide additional training for apartment communities seeking to be educated on human trafficking.

STATE LEGISLATIVE INITIATIVES		
HB0632/SB308: Child Abuse—Sex Trafficking (Protecting Victims of Sex Trafficking Act of 2017)	Alters the definition of “sexual abuse” to include sex trafficking of a child.	STATUS: MD Code, Family Law, § 5-701; The PGCHTF continues to educate social service providers and community agencies and organizations on the expansion of the definition of child abuse.
SB912: Children in Need of Assistance—Sex Trafficking (2017)	Alters the definition of “sexual abuse,” identifying youth who are sex trafficked by any individual as children in need of assistance.	STATUS: MD Code, Courts & Judicial Proceedings, § 3-801; The PGCHTF continues to educate social service providers and community agencies and organizations on the expansion of the definition of children in need of assistance (CINA).
HB 700: Hate Crimes—Group Victim	This legislation expanded current law by prohibiting hate crimes against a group (as a victim, as opposed to only a person) based on their race, color, religious beliefs, sexual orientation, gender, disability, national origin, or because others are homeless. Those found guilty can be subjected to penalties under the law.	STATUS: The law goes into effect on October 1, 2018, but the Commission fully intends to monitor hate crimes against the group in an effort to end discriminatory practices and eliminate bias within the County.

Fair Housing Act

The Commission continues to advocate to make HRC a Fair Housing Assistance Program (FHAP) with the U.S. Department of Housing and Urban Development and for Fair Housing legislation which will repeal and replace provisions related to discrimination in housing and make our enforcement more robust. These provisions seek to provide protection in residential real estate-related transactions, brokerage services, false or misleading signs or statements, and other real-estate dealings.

PRINCE GEORGE'S COUNTY HUMAN TRAFFICKING TASK FORCE (PGCHTTF)

FY18 has brought great and substantial strides to the Prince George's County Human Trafficking Task Force. During FY18, we executed the customized training module, pursuant to CB-80-2014 (see Table on Page 7), and at least 170 lodging establishment employees have since been trained on human trafficking.

During FY18, the PGCHTTF has also conducted more than 40 outreach activities, including but not limited to the National Black Nurses Association, various faith-based entities, Southern Management Corporation, youth conferences, Community Roundtables, the Mexican Consulate, the Department of Defense's Protective Services Training Academy, and the Cuban Delegation. The Task Force continues to lead the fight against human trafficking in the area by conducting trainings in various jurisdictions, even beyond Prince George's County. This fight is enhanced by the creation of additional public awareness campaign materials, which have been seen throughout the County.

The Task Force has also continued to perfect its crisis intervention protocol in connection with the UMD-SAFE Center, which is intended to help local, state, and federal agencies, community groups, and victim services providers address the emergent needs of human trafficking victims. This protocol led to another PGCHTTF accomplishment in FY18, in collaboration with the Prince George's County Police Department and the UMD-SAFE Center. The Task Force was the recipient of the FY2017 Enhanced Collaborative Model to Combat Human Trafficking Grant. This grant by the U.S. Department of Justice awarded the Task Force, through the SAFE Center and the Prince George's Police Department, \$1.3 million over a three-year period, and is intended to support a 24/7 crisis response and comprehensive services to human trafficking victims in the County. Such services shall include: additional investigative resources, a forensic investigator, State's Attorney human trafficking caseworkers, and a specifically focused on prosecutions.





OUTREACH AND EDUCATION

The practice of connecting the Community to information, services, education and opportunity is defined as **Outreach and Education**. For The Prince George's County Human Relations Commission, this practice is a performance cornerstone. For this reporting period, the Commission has continued to improve and expand on its existing Outreach & Education Initiatives while engaging the Community through a variety of Outreach opportunities.

OUTREACH & COMMUNITY ENGAGEMENT ACTIVITIES FOR THIS REPORTING PERIOD INCLUDE:

- August 5, 2017 – Commissioner Johnson and L. Clay attended the Beltway Church of Christ Health Seminar and Expo and Community Day held at the Beltway Church of Christ located in Camp Springs, Maryland.
 - September 2, 2017 – HRC Executive Director Michael Lyles, along with S. Powell, D. Ruiz, K. Hanington, Chair Smith, and Commissioner Eidelman attended the Greenbelt Labor Day Festival Information Day held at the Roosevelt Center located in Greenbelt, Maryland.
 - September 7-10, 2017 - HRC Executive Director Michael Lyles, along with S. Powell, D. Ruiz, J. Villegas, V. Glenn, C. Floyd, and Commissioner Johnson participated in Prince George's County Fair located at the Show Place Arena in Upper Marlboro, Maryland.
 - March 12, 2018 - HRC Executive Director, Michael Lyles participated in the Town of Bladensburg Town Council Meeting in Bladensburg, Maryland.
 - April 3, 2018 - HRC Executive Director, Michael Lyles participated in the City of Mt. Rainier City Council Meeting located in Mount Rainier, Maryland.
 - June 9, 2018- C. Floyd, L. Clay, C. Gordon, V. Glenn, and Commissioner Jackson attended the Prince George's County Housing Fair at the Prince George's County Sports and Learning Complex located in Landover, Maryland.
 - June 9, 2018 – J. Villegas, S. Leslie, Chair Smith, and Commissioner Johnson attended the Edmonston Day Fair at the Edmonston Recreation Center located in Hyattsville, Maryland.
 - June 13, 2018 – K. Hanington participated in a Safe Space Workshop located in Bowie, Maryland.
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CIVIL RIGHTS FELLOWSHIP PROGRAM

The Prince George's County Human Relations Commission continues to seek committed attorneys and other professionals for participation in its annual Civil Rights Fellowship Program. Under the program, persons with a committed interest in civil rights law will serve as Fellows to the Human Relations Commission, serving at the pleasure of the Executive Director. Fellows taught about the agency and its mission, performing assignments alongside staff and are encouraged to take part in monthly Commission meetings and Public Hearings as well as participate in Outreach activities. The monthly Commission meetings and hearings before the Commission offer a candidate a first-hand opportunity to witness and assist with the Commission's processes and to observe how the rights of those discriminated against are championed by this independent government entity.

This fiscal year the Commission's fellow, Janet Quartey, actively participated in all efforts to execute the vision and purpose of the Commission.

Fellow- Janet Quartey



Miss Janet Quartey is a rising sophomore, Criminal Justice Major at Prince George's Community College. Janet will be pursuing a career in criminal law, with hopes of becoming a Judge Advocate General in the United State Air Force. During her time at the Prince Georges County Human Relations Commissions, she had the opportunity to work alongside investigators and the Executive Director to learn and assist with the protection of civil rights of citizens in her community. She assisted with interviews, assigning cases, inputting key information regarding the agency's performance report and contractual obligation with the Equal Employment Opportunity Commission, and investigative reports. After her tenure at Prince George's Community College, Janet plans to transfer to University of

Maryland and commission into the U.S. Air Force through their ROTC program.

MEET OUR COMMISSIONERS

Chairperson – Merrill Smith Jr.:



Commissioner Merrill Smith, Jr. is a small business owner and the Chairperson for the Prince George's County Human Relations Commission. Prior to joining the Commission, Mr. Smith worked in the private sector for nearly 25 years in various capacities including Chief Operating Officer, Vice-President of Operations, and Regional Vice-President. A native of Georgia, Mr. Smith has a passion for Civil and Human Rights that has led him to serve as a Commissioner.

Commissioner Smith is President of Van McCoy legacy branch of ASALH, a proud supporter of the 105 Voices of History Choir and is a graduate and lifetime alumni of The Ohio State University. Mr. Smith also has a Lean Six Sigma Certificate from Villanova University. Commissioner Smith has been a resident of Prince George's County since relocating to the area in 2003.

Vice Chairperson – Reverend Janelle Johnson:



A native of Hampton, Virginia, Commissioner Janelle Johnson attended the University of Illinois with a full scholarship in track and field. She competed in the 1995 Olympic Festival and qualified for the 1996 Olympic Trials. Commissioner Johnson transferred to George Mason University graduating with a degree in Broadcast Journalism, later receiving her Master's Degree in Business from Johns Hopkins University, after relocating to the Washington D.C. area in 1998. She has held positions in various technology companies, including Sprint and Lockheed Martin, where she served as the corporate Diversity Manager. Her current work assignment is with the United States Department of Transportation (DOT) in the Office of the Secretary. She is also an ordained minister on the ministerial staff of Reid Temple AME Church. Commissioner Johnson believes her greatest commitment is to serve God, people, and the community.

Secretary- Nora Edelman:



Commissioner Nora Edelman was born in Asunción, Paraguay and currently resides in College Park, MD. Commissioner Edelman is a graduate of the University of Maryland University College, and is currently employed with Community Legal Services of Prince George's County, Inc., where she serves as Deputy Director. Commissioner Edelman served on several boards including the Prince George's County Child Resource Center and the Family Crisis Center. She was the co-chair of the Hispanic Community Task Force, a member of the Prince George's County Circuit Court Latino Task Force, a founding member of the Prince George's Hispanic Chamber of Commerce and a founding member of the Maryland Latino

Coalition for Justice.

Commissioner Katrina Burson:



Commissioner Burson has been a professional registered nurse for 20 years. She is currently employed as a Clinical Research Associate for a large non-profit organization in Rockville, Maryland. Commissioner Burson has spent most of her career caring for and advocating on behalf of vulnerable populations. Commissioner Burson is also a strong supporter and activist for LGBTQ equality and is passionate about building relationships for and with the LGBTQ community. The right of equality should not be mutable based on ethnicity, race, sex, gender or sexual orientation. Commissioner Burson was born and raised in Houston, Texas but relocated to Maryland in 2012. Commissioner Burson lived abroad in London, England for nearly a decade. While there she worked on numerous projects on behalf of the LGBT Community. She carried her passion to Maryland and continues to be a volunteer with the Prince George's County Youth Equality Project. Commissioner Burson is married to her partner, Kenya. They have one son, Kenneth, who is currently serving in the United States Armed Forces. In her spare time, she develops real estate. Commissioner Burson is proud to be living in a state that recognizes marriage equality and actively seeks to unite communities and reduce discriminatory practices in public domains.

Commissioner Gerald Folsom:



Commissioner Folsom, son of Mary Nell and late George Thomas Folsom, is originally from Quitman, Georgia and is employed by the U.S. Department of Transportation as a Senior Transportation Specialist in Washington, D.C. He currently serves on the ministerial staff of Community of Hope AME church under the direction of Rev. Tony Lee in Hillcrest Heights, MD. He serves as ministry leader of Community of Hope's Social Justice and Public Service Ministry and Assistant Men's Ministry leader. On Friday, April 11, 2014, Commissioner Folsom was ordained as an itinerant elder in the AME Church at the Washington Annual AME Conference. Commissioner Folsom has received his Ph.D. in Communication and Culture from Howard University in Washington, D.C., Master of Divinity from Howard University, his M.A. in Organizational Communication from Bowie State University in Bowie, MD, and B.S. in Liberal Arts from Excelsior College in Albany, NY. Commissioner Folsom is a life member of Omega Psi Phi Fraternity, Inc. and currently serves as the Second District Chaplain, overseeing the spiritual needs of Omega men in Maryland, New York, New Jersey, Delaware, and Pennsylvania. Commissioner Folsom served as the Co-Chairman of the Public Engagement Committee on the Transition Team for the Honorable Rushern L. Baker III, County Executive, Prince George's County, MD. On November 7, 2012, he was appointed by the Prince George's County Executive as a Commissioner on the County's Human Relations Commission (County's Civil Rights Agency). He is married to Joyce Folsom and they reside in Upper Marlboro, MD.

In Memoriam of Commissioner Eric Jackson:



On Friday, June 22, 2018, the Prince George's County Human Relations Commission lost a truly remarkable Commissioner, Eric Jackson. Commissioner Jackson's commitment to the Commission and the County is without equal. He was always thoughtful, thorough, dedicated, etc., but he will always be remembered as the Commissioner who reminded his fellow Commissioners to always **'call a ball, a ball, and a strike, a strike, regardless of circumstance.'** The Prince George's County Commission is better because of Commissioner Jackson's service and contributions. The Commission will miss him, but his legacy is fully cemented into the fabric of the Human Relations Commission forever. We not only miss him, but we also honor him for his service.

Commissioner Jackson was a partner with The Sack Law Firm P.C., a full service law firm based in McLean, Virginia. His was a diverse law practice which included representation of individuals, law firms, associations and emerging and large companies in business litigation, employment and intellectual property cases. Commissioner Jackson also assisted families and children with special needs in navigating the educational and legal labyrinths necessary to obtain special education services. Prior to joining The Sack Law Firm P.C., Commissioner Jackson was a partner at Jenner & Block LLP and Robins, Kaplan, Miller & Ciresi L.L.P. in Washington, D.C. Commissioner Jackson earned an A.B., Values, Technology, Science and Society from Stanford University and a J.D. from the University of Wisconsin Law School. Commissioner Jackson was active in the community. He had served as a Commissioner of the Prince George's County Human Relations Commission since November, 2012 and had previously been Vice Chair of the D.C. Bar Pro Bono Committee. He was a proud father of his three children.

Commissioner Eugene Langbehn:



Commissioner Langbehn is a retired career and vocational rehabilitation counselor with a Master's Degree in Counseling and Personnel Services with specialization in counseling individuals who have disabilities. Commissioner Langbehn has an AA degree in Paralegal Studies. Previously, Commissioner Langbehn was employed in administrative positions with the State of Maryland, including legal assistant to the State Appeals Officer for the Department of Human Resources. He was appointed to the Prince George's County Human Relations Commission in 2012 and also serves on the Prince George's County Commission for Individuals with Disabilities. Commissioner Langbehn founded and chairs Maryland United for Peace and Justice, a statewide non-profit, advocacy and education coalition. He serves on boards of non-profits, including Pax Christi Metro DC and Baltimore, and Progressive Maryland, and he helped found Maryland Committee to Amend. Previously, Commissioner Langbehn was an elected member of the Democratic State Central Committee of Maryland and Political Action Chair of the AFSCME State Employees Council 92. As a Chief Steward with AFSCME, he handled employee grievances. His disabilities include multiple chemical sensitivity and toxic encephalopathy. After becoming disabled, Commissioner Langbehn served on the Governor's Committee for Employment of People with Disabilities and The Advisory Board of the ADA Information Center for the Mid- Atlantic Region.

Commissioner Johnathan Medlock:



Recently appointed Commissioner Johnathan Medlock believes community leaders are servants first. Currently Vice-Mayor to the City of District Heights, Commissioner Medlock also serves as the Chairman for the Board of Directors for the Brave Heart Entrepreneurial Youth Camp (BEYC). BEYC is a nonprofit organization founded to promote the benefit of youth entrepreneurship. For the past seven years, Commissioner Medlock has volunteered as a mentor to African-American boys in need of male role models through the District Heights Elementary Mentoring Program and through his work as Sergeant-at-Arms and mentor with 100 Black Men of Prince George's County. He serves on the Board of Directors for the 100 Black Men of Prince George's County and is Chair of that organization's Saturday Leadership Academy (SLA). He has also

organized a "Feed the Hood" program with the National Black United Front.

Within his City of District Heights, Vice Mayor Medlock serves with the District Heights Civic Coalition (DHCC), District Heights Community Education Advocates and the Citizen Action Patrol. In 2016, the residents of District Heights elected Johnathan Medlock as their Commissioner and in May 2018 as Vice Mayor and he is currently leading a committee to rewrite the City of District Heights' charter which establishes the powers, functions and essential procedures of the city government.

Vice Mayor Medlock is a member of the Maryland Municipal League (MML), National Black Caucus of Local Elected Officials (NBC-LEO), Blacks in Government (BIG), and the Maryland Association of Counties (MACO). He is the only representative from Maryland serving on the 2017 Finance, Administration and Intergovernmental Relations (FAIR) Committee for the National League of Cities. His scope of influence includes developing positions on issues involving national economic policy, general financial assistance programs, liability insurance, intergovernmental relations, Census, municipal bonds and capital finance, municipal management, antitrust issues, citizen participation and civil rights, labor relations, Native American sovereignty and municipal authority for the state of Maryland. In July 2018, Commissioner Medlock I also received my Honorary Doctorate in Philosophy from Global Oved Dei University.

Commissioner MaKeila Mitchell



MaKelia D. Mitchell, Ph.D., a newly appointed Commissioner, has over 20 years' experience in education, coaching, supervision and management. Originally from Charleston, SC, she obtained her Bachelor of Arts in English, Master of Education and Doctor of Philosophy in Developmental Psychology from Howard University in Washington, DC. Dr. Mitchell is passionate about advocating for the most vulnerable members of our community and has dedicated her life to changing and improving outcomes for all populations, especially children, regardless of zip code. She is currently employed with the Prince George's County Department of Human Services and owns several small businesses based in Prince George's County, MD.

PROFILE OF A FORMER COMMISSIONER

Patricia D. Fenn

Patricia Fenn, who served on the Prince George's County Human Relations Commission from 1976 to 1981, was appointed first as a charter Commissioner to the Commission for Women in 1972, the youngest Commissioner on that Commission at the time and the only person of Asian ancestry. In addition to the two terms she served with the PGCHRC and her service with the Commission for Women, Ms. Fenn also served two terms with the Prince George's County Board of Ethics and worked with many other organizations, including the National Women's Political Caucus, the Maryland chapter of the National Association of Community School Education, the Prisoners Aid Association of Maryland, and the NAACP.



Commissioners who served on HRC at the same time as Ms. Fenn include: Mr. Leonard Colodny who, after his services with HRC, went on to co-write *Silent Coup* with Robert Gettlin; Mr. Alexander Williams Jr., Esq., who served as State's Attorney for Prince George's County from 1987-1994 before being appointed to the District Court of Maryland by then-President Bill Clinton, a position he held from 1994 until his retirement in 2014; Mr. Dervey Lomax, who was mayor of College Park from 1973-1975 and who would later serve on the Citizen Complaint Oversight Panel; Mr. Joseph Parker, Sr., a teacher who

Ms. Fenn recalls as also being heavily involved with the County's National Conference for Community and Justice; Mr. John d'Eustachio, a high school administrator; Ms. Cynthia Franklin; and Ms. Hilaria Pinera.

INTERCOUNTY PARTNERSHIP

Civil Rights Historic Bus Tour

On April 7, 2018 HRC Paralegal Kyla Hanington joined Montgomery County's Office of Human Rights' Maryland Civil Rights Educational Freedom Experience. The nine-day, eight-night bus tour took participants on a Civil Rights experience to such historic sites as the Edmund Pettus bridge in Selma, Alabama, Little Rock's Central High School, and The Lorraine Motel in Memphis, Tennessee.

The first day the tour left Montgomery County Office of Human Rights in Rockville, Maryland for Greensboro, NC where they toured the International Civil Rights Center and Museum at the site of the 1960 Greensboro Lunch Counter sit-ins. From there they drove to Atlanta, Georgia, where the next day they toured Old Ebenezer Baptist Church, the King Center and the National Center for Civil and Human Rights. At Ebenezer Baptist Church, Presidential Medal of Freedom winner Reverend C.T.



Reverend C.T. Vivian with
PGCHRC Paralegal Hanington

Vivian and Civil Rights activist Gordon Joyner joined the group and spoke powerfully about the legacy of civil rights work while providing encouragement and hope about the work that still lies ahead.

Later that day, the group continued on Montgomery, Alabama for a tour of the Freedom Riders Museum, commemorating the young people who, in 1961, embarked on a dangerous journey to desegregate buses in the South. Following a dinner at Martha's Restaurant and a good night's sleep the group began the third day of their experience which included touring Dexter Avenue Baptist Church, the Rosa Parks Museum, and the Civil Rights Memorial Center.

The morning of the fourth day, the tour continued to Selma, Alabama where the group met with civil rights activist Joann Bland, toured the Selma Interpretive Center, walked across the historic Edmund Pettus bridge, had a guided tour of Selma from Ms. Bland, and toured the National Voting Rights Museum before closing out their evening in Birmingham, Alabama with a private performance by the Carlton Reese Memorial Mass Choir.

In Birmingham, the group enjoyed a guided trip through historic Birmingham before visiting the famed Sixteenth Street Baptist Church. The fifth day ended with the group arriving in Jackson, Mississippi for a late dinner at the Iron Horse Grill.



In Jackson the next morning, they went to Medgar Evers house for a detailed tour before experiencing the new Mississippi Civil Rights Museum. Late that afternoon the bus left for Little Rock, Arkansas where, the following morning, the group toured Central High School and the Mosaic Templar Cultural Center. After lunch they continued onto Memphis, Tennessee where that evening and the following morning the group visited the Stax

Records Museum, Beale Street, the Mason Temple Church of God in Christ, and the National Civil Rights Museum at the Lorraine Motel.

Mid-afternoon on the eighth day, the bus left Memphis for Asheville, North Carolina where the group spent the night before heading home to Rockville.

Calling this a tour would be a misnomer – it was so much more than a tour. It was, as the title suggests, an experience. Organized and led by Montgomery County Office of Human Rights Director Jim Stowe, the experience included movies – either documentary or fictionalized – about places the group was about to visit or had just been. Participants shared openly their own experiences during the Civil Rights era and contemporary times and talked about how the immersion of the Civil Rights Educational Freedom Experience shaped their perspectives as they journeyed back to their regular jobs, routines, and lives.

Those interested in joining the 2019 civil rights tour can contact Ms. Beverly Marshall at the Montgomery County Office of Human Rights by telephone (240-777-8479) or email Beverly.Marshall@montgomerycountymd.gov .

Further information can also be found on their website: www.montgomerycountymd.gov/humanrights .



EEOC Strategic Engagement Plan

In fiscal year 2018 the Prince George's County Human Relations Commission embarked on an ambitious



campaign to reach businesses owned or primarily frequented by recent immigrants and/or new citizens. Using EEOC Strategic Engagement Plan funds, PGCHRC distributed English- and Spanish-language brochures to businesses in the Riverdale and Langley Park areas of Prince George's County. Spanish-speaking Investigators Ruiz and Villegas worked in teams with Investigator Gordon and Paralegal Hanington to conduct mini-anti-discrimination and bias-awareness workshops with seventy-five businesses in Prince George's County.

For fiscal year 2019 the team intends to continue this on-the-ground outreach, bringing awareness about our agency, human and civil rights law, bias in the work place and what can be done about it to businesses around Prince George's County. In particular, the team will continue to work in the Riverdale and Hyattsville areas as well as increase outreach in southern areas of the county, including Oxon Hill and Fort Washington.

COMMISSION PERFORMANCE MEASURES (Addendum 1)

Proposed Changes	Objective	Measure Name	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimated
2.2	2.2	Resources (input)				
	2.2	Number of commission mediators	2	1	2	2
	2.2	Workload, Demand and Production (output)				
	2.2	Number of mediations scheduled	60	30	15	20
	2.2	Number of conciliations scheduled	6	6	5	4
	2.2	Number of mediations conducted	40	20	14	14
	2.2	Number of conciliations conducted	4	6	5	4
	2.2	Number of mediations closed with settlement	20	10	9	12
	2.2	Number of cases that reached a resolution through conciliation	0	2	2	3
	2.2	Efficiency				
	2.2	Number of ADR sessions conducted per mediator	20.0	26.0	9.5	9
	2.2	Quality				
	2.2	Percentage of mediated cases that reached an agreement	59%	50%	64%	83%
	2.2	Percentage of cases that reached a resolution through conciliation	0%	33%	40%	50%
	2.2	Percentage of customers satisfied with mediation services	100%	100%	100%	100%
	2.2	Impact (outcome)				
	2.2	Percentage of discrimination cases that reached an agreement through ADR	50%	46%	58%	83%
		Resources (input)				
	4.1	Number of Investigators	6	6	7	7
		Workload, Demand and Production (output)				
	4.1	Number of intake interviews conducted	144	216	140	150
	4.1	Number of Cases opened as result of intakes conducted	90	100	83	90
	4.1	Number of investigated complaints with "cause" findings	6	8	7	8



Rushen L. Baker, III
County Executive

Proposed Changes	Objective	Measure Name	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimated
	4.1	Number of investigated complaints with "no cause" findings	60	90	50	50
	4.1	Number of administrative closures and voluntary withdrawals	22	24	16	16
	4.1	Number of investigated cases closed w/in 180 days	22	50	57	58
	4.1	Number of closed investigations subject to quality audit	30	40	30	30
	4.1	Number of "no cause" findings appealed to the Commission	7	10	14	10
	4.1	Number of subpoenas served by investigators	25	15	4	6
	4.1	Number of MPIA requests processed by staff	11	12	10	10
Efficiency						
	4.1	Average number of cases investigated per investigator	11	10	7	8
	4.1	Average number of open cases per month	62	49	38	40
Quality						
	4.1	Average case age in days	268	154	180	180
	4.1	Percentage of cases closed within 180 days	33%	50%	99%	100
	4.1	Audit Score of closed audited cases (out of 10)	9.00	9.00	9.25	9.0
Impact (outcome)						
	4.1	Percentage of appeals of investigative findings sustained by the Commission	95%	97%	95%	100%
	4.1	Percentage of "no-cause" findings reversed or remanded by the Commission	5%	5%	5%	0%
	4.2	Number of commissioners	11	11	10	12
	4.2	Number of cases certified for public hearing	5	5	5	5



Rushen L. Baker, III
County Executive

Proposed Changes	Objective	Measure Name	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimated
	4.2	Number of hearings held	4	5	2	3
	4.2	Number of decisions issued	3	4	2	3
	4.2	Number of decisions issued within 180 days	3	4	2	3
	4.2	Number of decisions appealed to Circuit Court	1	1	2	0
	4.2	Number of decisions overturned on appeal	0	0	TBD	0
	4.2	Number of Outreach Events attended	7	8	8	12
Efficiency						
	4.2	Percentage of decisions issued within 180 days	90%	90%	95%	95%
Quality						
	4.2	Percentage of decisions overturned on appeal	0%	0%	TBD	0%
	4.2	Average number of days decisions are issued after a hearing	200	190	120	180
4.1 Impact (outcome)						
	4.2	Number of decisions issued in favor of Complainant	4	2	Pending	3
	4.2	Number of decisions overturned on appeal	0	0	Pending	3

IMPORTANT INFORMATION

THE PRINCE GEORGE'S COUNTY HUMAN RELATIONS COMMISSION



DUTIES OF A COMMISSIONER

DUTIES: The Commission, along with its Executive Director, is the agency empowered to enforce the civil rights laws of Prince George's County. Primary duties of the 13 member commission are to: 1) conduct administrative hearings involving claims of unlawful discrimination. 2) Serve as the civil rights policy arm of county government; and 3) perform community outreach activities aimed providing information to citizens about cultural diversity and civil rights enforcement.

TIME COMMITMENT: Attendance at mandatory monthly commission meetings held on the 4th Monday of the each month at 6:00 pm. At the meetings, the Commission manages administrative details related to hearings, case closures, policy pronouncements, research and community outreach. Some preparation time prior to the meeting may be necessary depending on the agenda items established by the Executive Director and the Chair. Meetings typically last no more than 2 hours.

HEARINGS: Public Hearings are held at the discretion of the Commission, usually after a recommendation by the Executive Director, who is authorized to bring the charges of a civil rights violation. The hearings are scheduled at the pleasure of the Commission and are held on Tuesday and Thursday evenings. Timely written decisions are required within 180 days after each public hearing.

PANELS: Commissioners hear cases in panels of three or four members, divided by subject area (Housing, Public Accommodations, Employment, Education, Real Estate, Lending, Law Enforcement Discrimination). A panel chair, assigned by the Commission Chairperson, presides over any hearings or related meetings. The Commission has the authority to award money damages, levy fines and issues cease and desist orders or other injunctive relief directed at penalizing or stopping discriminatory conduct.

TERM: Three years, depending on year of appointment.

BENEFITS: Although the position is non-stipend, funding is provided for travel and training in connection with civil rights conferences and meetings throughout the year. Reimbursement for certain expenses related to the performance of Commission duties is also permitted.

PRINCE GEORGE'S COUNTY
hrc 
**HUMAN RELATIONS
COMMISSION**

Embrace Diversity. End Discrimination.

www.princegeorgescountymd.gov/civilrights

HOW TO BECOME A COMMISSIONEE

Prince George's County Human Relations Commission FY2018 Case Audit Report

Executive Summary

Objective: To review and grade cases closed from the time period of June 1, 2017 through May 31, 2018.

Purpose: The purpose of the case audit is to review closed cases to discover ways to improve the Commission's investigation process and case jacket presentation for the future. This task is undertaken on a yearly basis by reviewing previous work that has been completed, it provides the Commission with an opportunity to create new ideas or enhance old procedures, figure out trouble areas, and streamline processes, which can advance overall case investigations. The case audit process also gives those outside of the Commission a chance to better understand what exactly they do and what goes into the work.

Audit Description: In June 2018, thirty (30) cases that were closed from June 1, 2017 through May 31, 2018, were randomly chosen from an available pool of seventy-nine (79) cases and graded by Human Relations Commission Investigators Charles Floyd and Caitlin Gordon. Investigator Floyd has over ten (10) years investigative experience with the Human Relations Commission. Investigator Gordon has six (6) months investigative experience and this was her first time participating in the case audit process. The 2018 case audit followed the same grading system used in 2017 that consisted of three (3) categories in which to score the cases. The three (3) categories used to review the thirty (30) selected cases were: Completeness, Timeliness, and Organization. Cases were scored on a scale of one (1) to four (4), with one (1) being the lowest score and four (4) being the highest possible score.

Audit Findings: After all thirty (30) case jackets were randomly reviewed, each one was scored and an overall average was calculated based on the scores of each individual category and translated into a letter grade for easier review. The overall letter grade of the 2018 case audit was an "A" with an overall average score of 3.7, a slight drop from 2017's score of 3.93. The consistency and progress shown since the 2017 audit is very impressive as it shows that all Investigators are still working to produce high quality and respectable investigative work and case jackets. As the staff continuously evolves to bring in new faces and skillsets, they continue to improve on all facets of case investigations. High quality effort is consistent and surely will remain as we advance towards the future of investigations.

Definitions:

- **Completeness:** The level of effort and care put into an investigation from start to finish which can be reflected by reviewing a case jacket and its contents. To obtain a higher end score in the area of Completeness during the case audit, the case jacket should have all required forms and documents relevant to the investigation. The investigation was complete and thorough, with the important questions answered. All witnesses were contacted and interviewed or indicated as to why they were not included. To obtain a lower score, the case jacket is missing several forms and documents that are required to be in a closed case. The investigation was poor and the witnesses or other evidence needed to support the Report of Investigation are missing or incomplete.
- **Timeliness:** The amount of time that it took to complete an investigation. Cases transferred from the Equal Employment Opportunity Commission office to the Human Relations Commission, are scored based on the

amount of time the Investigator had the case, not based on its actual age. Grading in the Timeliness category is based on the below time-based scoring system:

Days	180 and less	181- 360	361- 540	541- 720	721 and older
Score	4	3	2	1	0

- **Organization:** This category is scored on how well the case jacket being reviewed is kept during and after the investigation. To achieve a high score, the folder should show minimal signs of damage with crisp documents. The folder should be easy to review with all evidence assembled in a form and fashion such that any other Investigator or management staff can go through the entire record and determine the basis for any action. The table of contents is detailed and lists exactly where the relevant documents are located for easy review. A lower score indicates a damaged folder, missing documents, incomplete or miss-tabbed documents, and lack of table of contents or no flow of information based on either chronology or important evidence to least important.

2018 Case Audit Conducted by: Charles Floyd (Investigator III) and Caitlin Gordon (Investigator I/II)

Completeness: A (4.00)

The Investigative Team continues to move forward with the completeness and strength of their investigations and the quality of the case jackets as the score has increased from the 2017 audit score of 3.93. The Investigators in all of the cases made sure each relevant case jacket had a Report of Investigation, which laid out their entire investigative process for anyone to pick up, read and understand case progression from beginning to end. The case jackets also had the proper documents and information required in each investigation based on its specific needs. In addition, there were no documented complaints against the Investigators in the case files. Furthermore, all cases that were appealed by the Complainant were upheld by the Commissioners, which speak to the strength and effort the Investigative Team puts into their quality of work.

Timeliness: A (3.67)

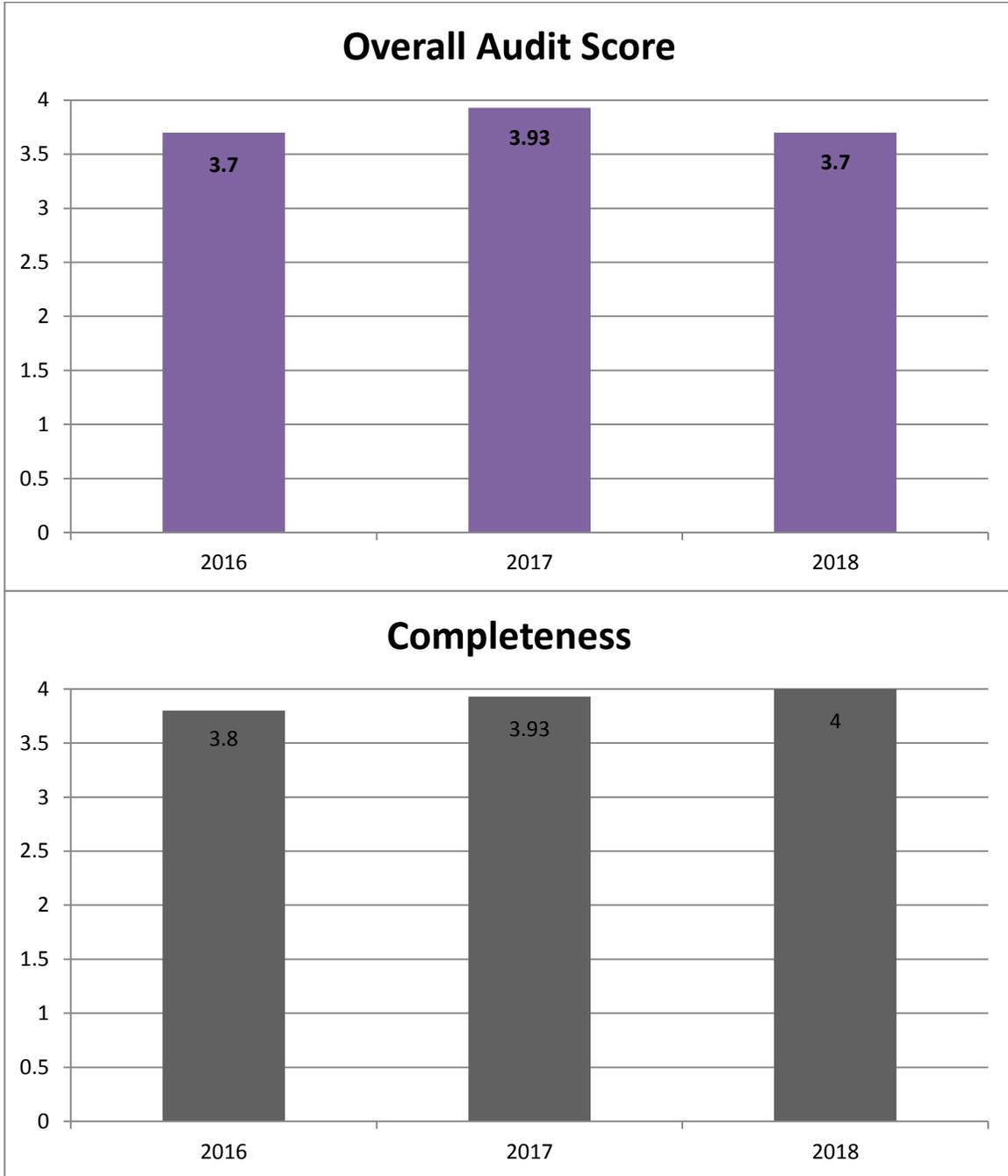
Ten (10) reviewed case investigations took over one hundred-eighty (180) days to complete. Out the thirty (30) reviewed cases, twenty (20) were closed in one hundred-eighty (180) days or less, a drop from the twenty-eight (28) cases in 2017. It should be taken into account that over the past year, Investigators have picked up additional duties and responsibilities outside of investigations in their quest to make the Human Relations Commission a more successful and publicly known establishment. Investigators are more involved in conducting trainings for a variety of companies and agencies, they are attending more trainings and conferences, they are involved in Human Trafficking Task Force events, and participating in public outreach events.

Organization: A (3.93)

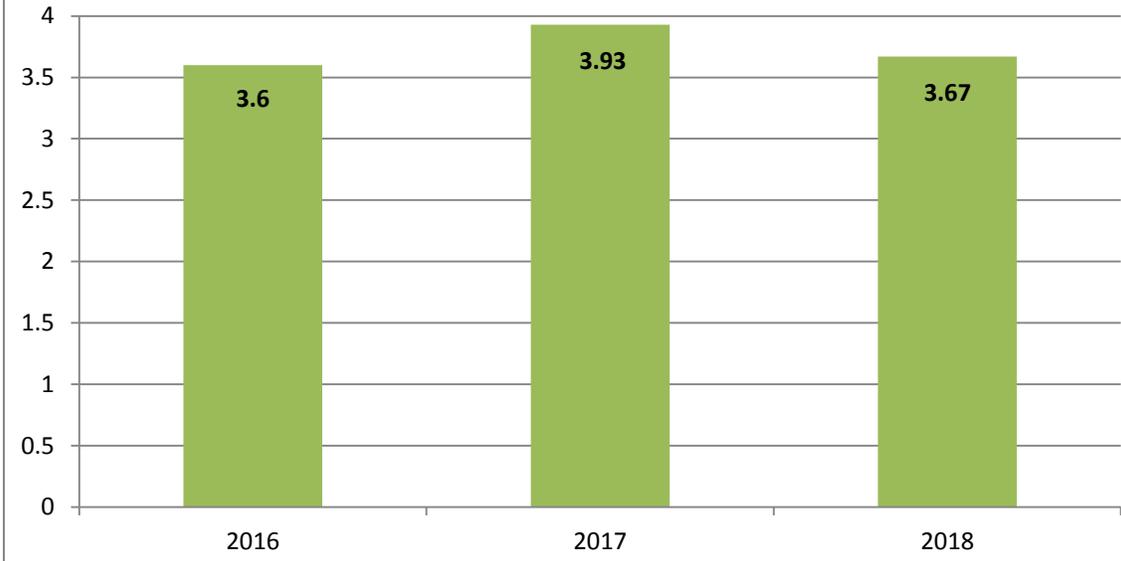
This category remained the same 3.93 score obtained during last year's review, which shows that high case jacket quality is still consistent among Investigators. Investigators know the importance of maintaining and presenting to the Commissioners and others a well-organized case jacket. Out of the thirty (30) cases reviewed during this audit, twenty-eight (28) scored a four (4) out of four (4).

Overall 2018 Case Audit Grade: A (3.7)

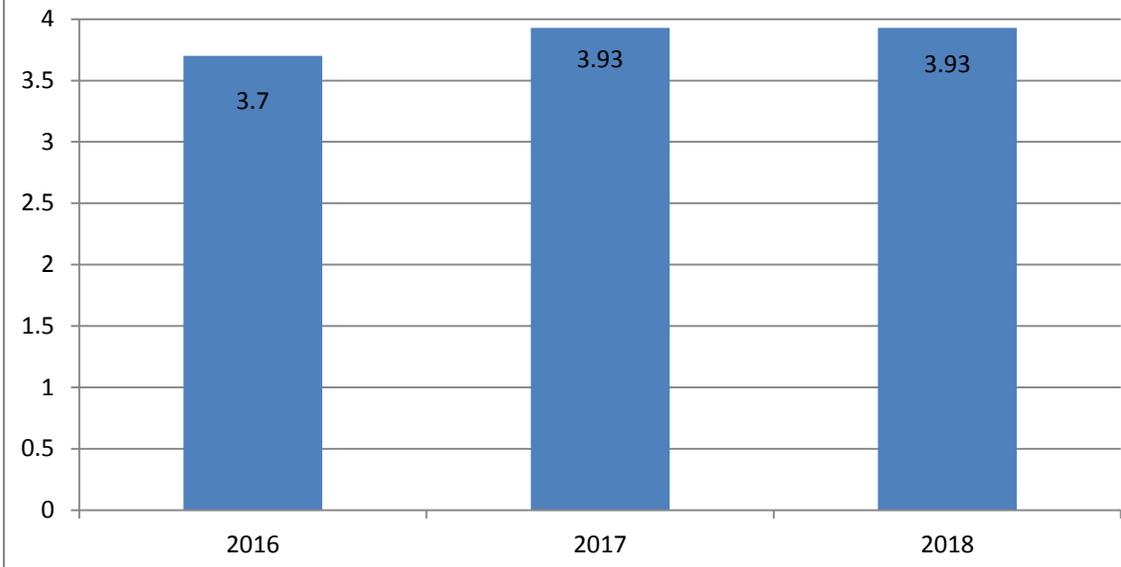
Please see the attached quantitative data below which further show the breakdown of the thirty (30) cases reviewed during the 2018 case audit:



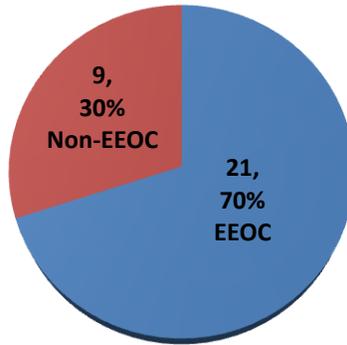
Timeliness



Organization

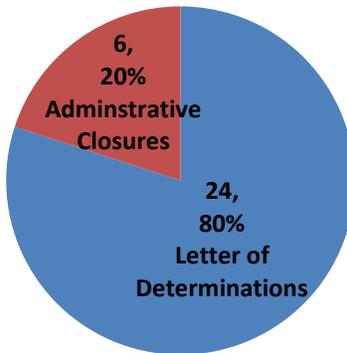


The amount of EEOC cases Compared to Non-EEOC in 2018 Audit



■ EEOC Cases ■ Non-EEOC Cases

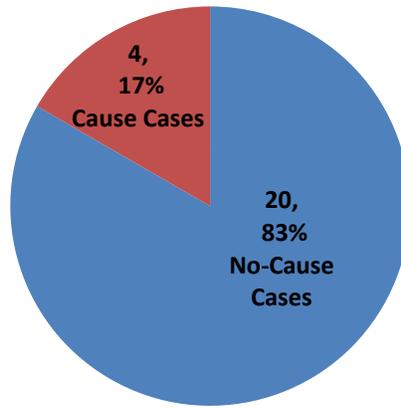
Number of Letter of Determinations compared to Administrative Closure



■ Letter of Determinations ■ Administrative Closures

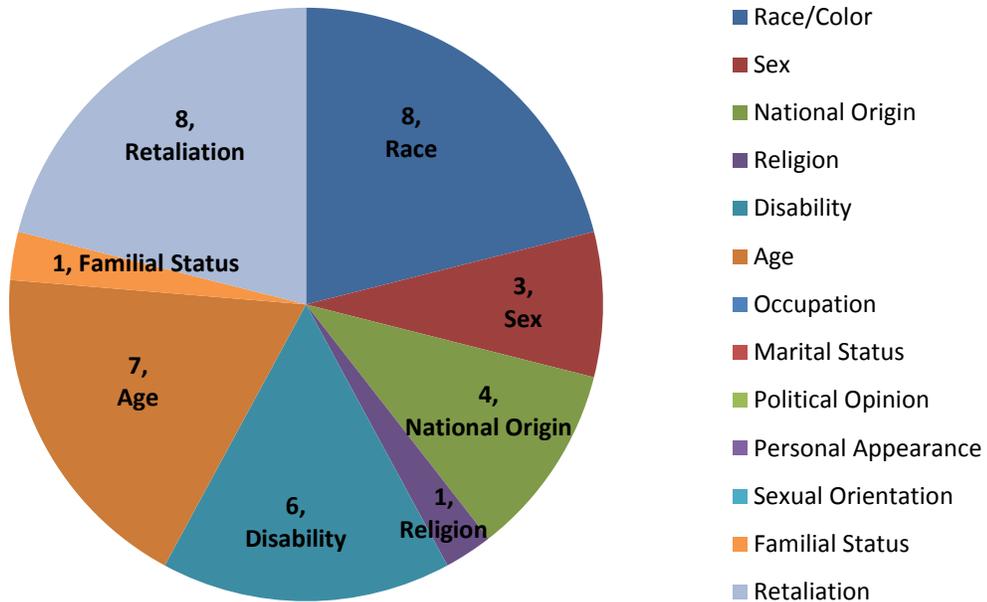


Number of Cause cases vs. No-Cause cases

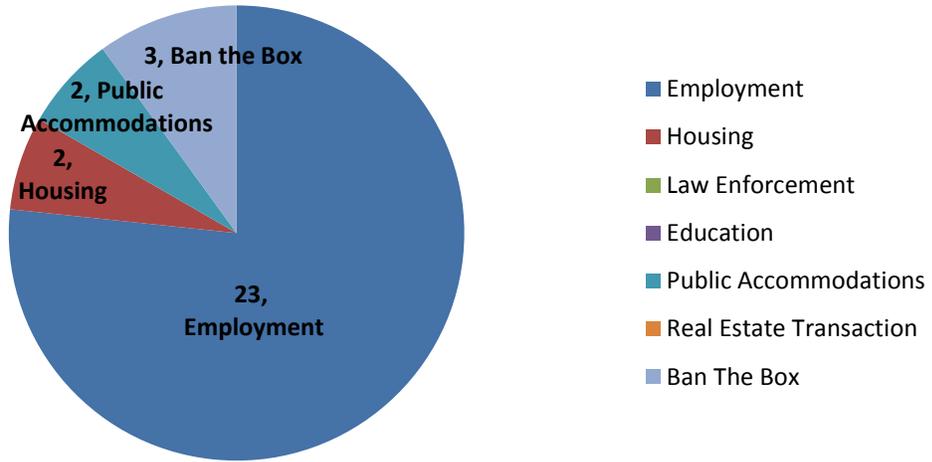


■ No-Cause cases ■ Cause Cases

Protected Bases Represented in the 2018 Audit

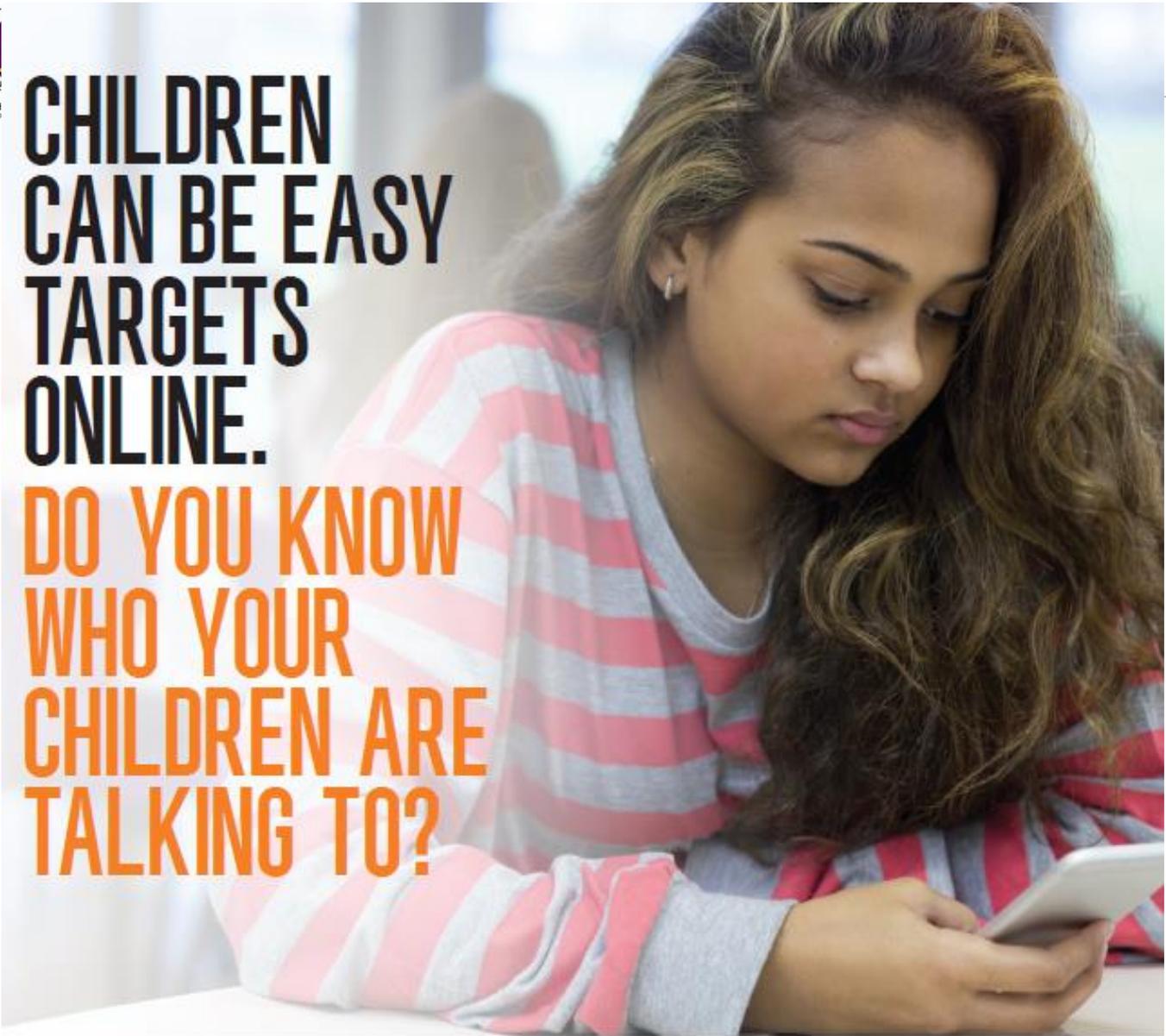


Area of Investigation



CHILDREN CAN BE EASY TARGETS ONLINE.

DO YOU KNOW WHO YOUR CHILDREN ARE TALKING TO?



Help Stop Human Trafficking in Prince George's County.

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If you're in Prince George's County and need help or see something suspicious. Call 7am-7pm

**CALL 888-373-7888
OR TEXT 233733**

If you're outside of Prince George's County. National Human Trafficking Hotline. Call 24/7

CALL 911

If you have an emergency or are in immediate danger.

Learn the facts and recognize the signs: HumanTraffickingHotline.org

humans **NOT** for sale



PRINCE GEORGE'S COUNTY
HUMAN TRAFFICKING TASK FORCE



National Human Trafficking
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