

**Howard County Commission for Women**  
**9830 Patuxent Woods Drive**  
**June 9, 2020**

**Members Present**

Kashonna Holland, Chair  
Phyllis Zolotorow  
Jessica Epps, Recording Secretary  
Judy Zhou, Student Commissioner  
Dianne Paulus  
Farida Guzdar  
Rhonda Jones  
Lanlan Xu  
Maxine Kellman-Allen

**Members Absent**

Meg Boyd, Vice-Chair

**Staff Present**

Cheryl Mattis, Executive Secretary and Deputy Director  
Stephanie Adibe  
Jarrett Carter

**Staff Absent**

None

**Guests Present**

None

**\*In alignment with the County Executive's moment of silence initiative, the Commissioners engaged in a moment of silence prior to calling the June meeting to order.**

**Call to Order**

With a quorum present, the CFW meeting was called to order at 7:06pm.

**Approval of March and May Minutes**

A motion was made to approve the March and May minutes.

The May minutes were reviewed and a correction needs to be made to indicate that Phyllis and Jessica were not in attendance at the May meeting. Once the May minutes are updated, they will be reviewed and approved with the discussed modifications. This motion was seconded, and all present were in favor so the minutes were approved.

The March minutes were also reviewed. A motion was made to approve the March minutes. This motion was seconded, and all present were in favor so the minutes were approved.

**Executive Secretary's Report**

- The County is continuing to work remotely and 99% of staff is teleworking. As reopening stages are announced the County is beginning to plan the early stages associated with reopening.
- There will be an older adults forum on June 29, 2020, at 4pm. COVID response, health tips, impact of pandemic, food access and wellness programs, as well as 50+ offerings. Questions will be accepted and more information will be sent out soon.

- The HC Department of Housing has received a considerable amount of funding for rental assistance. Up to three months of assistance will be provided to eligible individuals. Information will be disseminated soon and the application is under development.
- Department of aging is engaging in food access initiatives and is continuing their grab and go meal program as well as drop off program.
- The County will release more information about their Virtual disaster assistance center. In the past this Center served as an in-person resource and will pivot to a virtual environment using an online portal that would be able to provide information about available services.
- Staff submitted a press release regarding the student commissioner vacancy.
- Stephanie Adibe will assume the role of Executive Secretary in the upcoming year.

### **Chair's Report**

- Kashonna congratulated the new Executive Board and thanked the Commission for their support. Kashonna also spoke on behalf of Meg and expressed their gratitude and honor for serving on the Commission.
- The Commission wished Judy all the best and expressed gratitude for her efforts.
- Congratulations to Mae who recently graduated from University of Maryland.

### **New Business**

- HOF
  - Staff has finished development of all materials with the exception of the yard signs. Logistics need to be worked out. How will we bundle and distribute these materials? County Executive will present an introductory video for inductees and contest winners.
    - Pre-recorded montage of presentation and video. Staff has begun collecting video of inductees shot in a backdrop of their choice. All remarks have been consolidated to ensure that this feels like an in-person ceremony. There will be a photo of each honoree receiving their recognition. The duration of the video would be 6 minutes.
  - Staff has finished development of all materials with the exception of the yard signs. Logistics need to be worked out. How will we bundle and distribute these materials? County Executive will present an introductory video for inductees and contest winners.
  - Video
    - Still shot of CE with interspersed pictures of honorees. CE can highlight each honoree during introduction and end with individual videos.
  - Virtual Ceremony Video (5-7 minutes in length)
    - The Commission discussed developing two virtual presentations; one that would include a condensed ceremony and another focused on the student essay contest.
    - Agenda
      - Welcome
      - County Executive Opening Remarks
      - Presentation of Inductees
      - Inductee Remarks
      - County Executive Student Essay Remarks
      - First place essay contest winners read essays

- Closing - Chair and Staff Remarks
  - Induction Ceremony
    - County Executive Remarks (2-3min)
      - Talking points
        - CFW 40<sup>th</sup> anniversary
        - Mission of the CFW
        - A celebration of outstanding women in our community – women who have made significant contributions to the welfare of others; women who are visible models of achievement for today’s and tomorrow’s female leaders; and women whose accomplishments have had an enduring impact on the social, cultural, economic or political well-being of Howard County, Maryland, the United States, and the world. This year the Commission focused on women’s role in voting, centennial power, and equity for women.
  - Essay Contest
    - County Executive Remarks (2-3min) (pictures of all winners scrolling during presentation)
      - Talking Points
        - Essays celebrated women who fought for a woman’s right to vote in the United States, as well as the centennial of the 19th Amendment. This year, we celebrate the accomplishments of women from the original suffrage movement as well as 20th and 21st century women who have continued the struggle (fighting against poll taxes, literacy tests, voter roll purges, and other more contemporary forms of voter suppression) to ensure voting rights for all.
  - Presentation of Awards
    - Recognition (yard signs, basket, and awards) will be dropped off at inductees’ homes.
      - Pictures of the inductees receiving their awards will be requested/ taken and included in the Ceremony video.
        - Commission taking photo
        - Inductees providing photos
    - Staff will provide photo instructions and address of awardees.
    - Commission will contact all (11) awardees to obtain permission to drop off awards.
      - Kashonna to take lead
    - Drop Off Date: June 20, 2020 at 10am
      - Commissioners who volunteer will be delivering baskets to awardee homes and take photos of individuals receiving their awards.
- Feminine Hygiene Product Drive
  - Cheryl Rowe said that the Commission can arrange to drop off packed bags and is currently at the Multi Service Center. Cheryl will then take the bags and include them in donated backpacks and then take the donations to the Detention Center.

- Oxford House – a home for individuals recovering from substance abuse that is in need for feminine hygiene products.
- Half of the products will be delivered to the Multi Service Center/ Detention Center and the Oxford House.
- Promotion
  - We already possess a picture of the items packaged.
  - Photos will be posted on social media.
- Rhonda will coordinate and distribute information about the distribution date and time.
- Speaker Series
  - Kashonna spoke with mental health speaker about postponing the speaker's series. The speaker is interested in presenting at a later date.
- Remaining Funds
  - Remaining funds will be used for the Virtual Hall of Fame Ceremony.
- Voting for Next Year's Executive Board
  - Chair: Rhonda Jones  
Vice Chair: Jessica Epps  
Secretary: Dianne Paulus
  - A motion was made to approve the officer slate. The motion was seconded, and all who were comfortable with voting were in favor, so the motion was passed. One Commissioner abstained from voting.

### **Adjournment**

A motion was made to adjourn the open meeting. The motion was seconded, and all present were in favor so the motion was passed. The meeting adjourned at 8:31 pm.

Submitted by Jessica Epps

The next meeting will be held in the Fall of 2021.