



**Baltimore City's Commission for Women  
Meeting Minutes**

<p>Type of Meeting:</p> <p><input checked="" type="checkbox"/> 🗳️ Regular</p> <p><input type="checkbox"/> ✨ Special</p> <p><input type="checkbox"/> 🚨 Emergency</p>	<p>Date: 📅 Date</p> <p>Time: 6:05pm to 7:35pm</p> <p>Meeting Method:</p> <p><input type="checkbox"/> In-Person   Location: 📍 Place</p> <p><input checked="" type="checkbox"/> Virtual</p> <p><input type="checkbox"/> Hybrid   Location: 📍 Place</p>
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**I. Welcome and Call to Order**

The meeting was called to order by Kionne at 6:05pm.

**Roll Call**

Commissioners Present:	Commissioners Absent:	Staff Present:	Others Present:
<ul style="list-style-type: none"> <li>• Ana Rodney</li> <li>• Casey Brent</li> <li>• Ciarra Miles</li> <li>• Gab Sussman</li> <li>• Kionne Abdul-Malik</li> <li>• Lillian Sparks Robinson</li> <li>• Miriam Carrion de Moore</li> <li>• Rachel Marquez</li> <li>• Robin Neverdon</li> <li>• Sarasi Desikan</li> <li>• Stephany Sulbaran</li> <li>• Tevis Simon</li> </ul>	<ul style="list-style-type: none"> <li>• Candace Everette</li> </ul>	<ul style="list-style-type: none"> <li>• Jill Muth</li> </ul>	<ul style="list-style-type: none"> <li>• Monica Haines Benkhedda</li> </ul>

A quorum was established.

**II. Approval of Previous Minutes**

Minutes from Nov 19, 2025 were reviewed.

Motion to approve the minutes from Nov 19, 2025 .

Moved by: Sarasi; Seconded by: Stephany

Vote:

- <sup>700</sup> Unanimous
- 👍 Approved
- 👎 Denied
- 🙄 No Action Taken

### III. Staff and Director Updates

Chief of Staff Report (Jill Muth):

Jill provided an overview of the Director's Report, including:

- Introduction of the new Deputy Director of OECR.
- The first Chief & Chairs meeting, which was reported as successful and presented opportunities for collaboration.
- Civil Rights Week 2026 planning has begun; commissioners were encouraged to share ideas
- Women's History Month 2026 planning has started, including a partnership with Morgan University on a Community Self-Care Day.
- The National Association of Commissions for Women call was successful; materials will be shared.

Kionne reaffirmed that the Chief & Chairs meeting went well and emphasized the collaborative potential with other boards and commissions.

Rachel asked a clarifying question regarding the Director's Report and noted that after discussion, she had been mistaken.

### IV. State of the Womb Recap

*Summary of Discussion: Commissioners discussed the SOTW event and noted it was impactful. The mosaic art piece has not yet been installed; once installed, Morgan University will host a reception. Impact Art shared that over 125 individuals contributed to the piece and expressed appreciation for the Commission's involvement.*

- Kionne shared that the art project had been in progress for nearly a year.
- Ana expressed gratitude for the collective contributions and support, noting that her goal of sharing her expertise and passion with the Commission had been achieved. She expressed pride in the wide range of participants involved.

### V. Roll Call - Email Votes

*Summary of Discussion: The Commission discussed whether and how to define proposed priorities, with questions raised about scope, clarity, and supporting documentation. Members*

*sought clarification on procedural requirements, voting authority, and the impact of quorum limitations from the retreat. It was confirmed that the Legislative Agenda could not be changed and suggested voting on the titles of the priorities, with definitions to be developed later. This approach was agreed upon.*

- Kionne shared the priorities developed at December’s Retreat and initially called for a vote.
- Gab asked if the commission should define “health, safety, and engagement” to ensure everyone is on the same page.
  - Ana shared that by providing definitions, we may limit the commission’s scope.
  - Gab clarified that definitions could still be broad.
- Rachel shared the documents and reaffirmed that we have language we can use.
- Casey sought clarity around what needs a vote and where procedure is needed.
- Kionne explained that we didn’t have a quorum at the retreat, so we couldn’t agree that these are our advocacy and grounding priorities for the year.
- Lillian asked for the motion to be restated.
- Jill and Kionne elaborate on the process of the priorities from the retreat.
- Rachel clarified that the Legislative Agenda cannot be changed.
- Lillian clarified procedure around motions.

Motion for Safety, Health, and Engagement of residents will be titles of the WC advocacy and grounding priorities of 2026.

Moved by: Ana

Vote:

- 700 Unanimous
- 👍 Approved
- 👎 Denied
- 🙄 No Action Taken

## **VI. Elections Update - Secretary and Vice Chair**

*Summary of Discussion: It was noted that no applications were received via the link shared on December 17, 2025.*

Motion to install Rachel as Treasurer.

Discussion revealed that bylaw amendments would be required.

**✗ MOTION WITHDRAWN**

- Lillian suggested forming a group to draft recommended language related to the Treasurer role.
- Commissioners agreed that having a Treasurer position is necessary.

- Kionne offered to refresh and reshare the application link.

Motion to install Gab as Secretary.  
 Moved by: Ana; Seconded by: Lillian

Vote:

- ~~700~~ Unanimous
- 👍 Approved
- 👎 Denied
- 🙄 No Action Taken

- Kionne nominated Miriam for Vice Chair. She accepted.
- Gab nominated Lillian. She accepted.
- A Google Form was created by Kionne for voting and left open until 7:15 p.m.

Election Results - A quorum was present at 7:16pm for the Vice Chair vote.

- Total 12 votes
  - Miriam = 7 votes
  - Lillian = 5 votes

Miriam was elected Vice Chair.

## VII. Open Discussion: Communications and Processes

*Summary of Discussion: The Commission discussed ways to improve internal communication and operational processes. Members emphasized the need for clearer and more consistent communication practices and reviewed opportunities to update internal procedures. It was confirmed that the Commission may revise its SOPs, and a subcommittee was formed to review and make recommendations.*

- Kionne proposed using a single communication pathway to improve clarity and impact.
- Casey suggest using all-caps CTAs and deadlines in subject lines, using “Reply All” sparingly, and exploring possibly using text communication.
- Rachel shared process improvement ideas including SOP updates, oversight of subcommittee chairs, timelines for decisions and actions, and dedicated time for feedback.
  - Ana supported the development of SOPs, particularly for quick-turnaround decisions.
- Jill confirmed that the Commission may directly edit and update SOPs.
- Rachel volunteered to lead the SOP Review Subcommittee, joined by Ana, Gab (async support only), and Kionne.

## VIII. New Business

- Kionne proposed holding meetings on the last Wednesday of each month at 6:00 p.m. in 2026.
  - Sarasi noted this would depend on case schedules.
- Kionne suggested the final meeting of each quarter be held in person.
- Rachel asked about progress on Miro board ideas. Kionne shared that they will be synthesized into a document and shared by the following Wednesday.
- Rachel reminded the group of the Bylaws Subcommittee. Volunteers included Rachel and Lillian, with input offered by Casey

Commission Actions / Next Steps
<ol style="list-style-type: none"> <li>1. Bylaws/Treasurer Subcommittee to draft language and share before the next meeting               <ol style="list-style-type: none"> <li>a. Rachel, Lillian</li> </ol> </li> <li>2. SOP Review Subcommittee to make recommendations and share before the next meeting               <ol style="list-style-type: none"> <li>a. Rachel (Chair), Ana, Kionne, Gab (async support)</li> </ol> </li> <li>3. Kionne to condense retreat language regarding WC priorities so definitions can be developed</li> </ol>



**IX. Adjournment**

The meeting was adjourned at 7:35pm.

Motion to Adjourn

Moved by: Kionne

**10. Certification**

Prepared by:

Title: Secretary

Date Prepared:

Approved by the Commission on: