

# MEMORANDUM

HHS COMMITTEE #1  
April 17, 2023  
Worksession

TO: Health and Human Services (HHS) Committee

FROM: Selena Mendy Singleton, Racial Equity Manager

SUBJECT: **FY24 Recommended Operating Budget – Office of Human Rights**

PURPOSE: Vote on recommendations for Council Consideration

**Expected Attendees:**

- James Stowe, Director, Office of Human Rights
- Alicia Singh, Fiscal & Policy Analyst, Office of Management and Budget

**I. Staff Recommendation**

Approve the County Executive's Recommended FY24 Operating Budget request for the Office of Human Rights

**II. Summary of FY24 Recommended Budget**

Office of Human Rights	FY22 Approved	FY23 Approved	FY24 CE Recommended	Change from FY23 Approved
General Fund	\$1,772,307	\$1,635,906	\$2,059,712	25.91%
Personnel Costs	\$1,467,294 11.60 FTEs	\$1,467,420 11.60 FTEs	\$1,639,524 11.0 FTEs 1 PTE	11.7%
Operating Costs	\$305,013	\$168,486	\$420,188	149.4%
Total Expenditures (All Funds)	\$1,772,307 11.60 FTEs	\$1,635,906 11.60 FTEs	\$2,059,712 12.1 FTEs	25.9

- A. The County Executive's FY24 recommended operating budget for the Office of Human Rights totals **\$2,059,712, an increase of \$423,806 or 25.91%** from the FY23 approved budget. The Executive recommends 12.1 FTEs for the Office of Human Rights in FY24, an increase of 1 PTE from FY23. Personnel costs comprise 79.6% of the budget, operating expenses comprise the remaining 20.40% of the budget. The changes included in the Executive's recommendation are summarized below:

## **B. FY24 Recommended Budget Changes (with Service Impacts)**

- **Add \$70,000** for Juneteenth and Dr. Martin Luther King Celebrations
- **Add \$56,000** for the Remembrance and Reconciliation Commission
- **Add \$53,162** for Part-time Program Manager I for Operational Support
- **Add \$40,000** for Hosting Human Rights Agencies Conference
- **Add \$40,000** for the Community Reinvestment Act Initiative

## **C. FY24 Recommended Budget Changes (with no Service Impacts)**

- **An increase of \$54,945** for an FY23 compensation increases
- **An increase of \$53,822** for FY24 compensation Adjustment
- **Restore \$40,000** for Ban-the Box Campaign
- **An increase of \$17,951** for the annualization of FY23 personnel costs
- **An increase of \$2,500** for the Biennial Hall of Fame Event
- **An increase of \$207** for printing and mail
- **A decrease of 2,005** for the motor pool adjustment
- **A decrease of \$2,776** for a retirement adjustment
- **An increase of \$6,497** for Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs

## **III. List of Suggested High Priority & Priority Items**

### **High Priorities**

- **Restore \$40,000** for Ban-the Box Campaign
- **Add \$70,000** for Juneteenth and Dr. Martin Luther King Celebrations
- **Add \$56,000** for the Remembrance and Reconciliation Commission
- **Add \$53,162** for Part-time Program Manager I for Operational Support
- **Add \$40,000** for Hosting Human Rights Agencies Conference
- **Add \$40,000** for the Community Reinvestment Act Initiative

### **Priorities**

- **Biennial Hall of Fame Event \$2,500.00**

## **IV. Operating Budget Equity Tool Rating and Justification**

### **A. ORESJ Rating**

3-Department-level budget demonstrates a strong commitment to advancing racial equity and social justice in Montgomery County.

**B. ORESJ Justification**

The department indicated commitments across each major area of the Government Alliance (GARE) framework and is well positioned to making meaningful impacts on redressing discrimination in the County. The office provides a complementary set of functions to ORESJ and with additional resources could help accelerate the county's RESJ efforts, particularly with respect to community engagement.

**This packet contains:**

		<b>Circle Page #</b>
<b>1</b>	The Executive's Recommended FY24 Office of Human Rights Operating Budget	<b>1-6</b>
<b>2</b>	Office of Human Rights Responses to Council Staff Questions	<b>7-8</b>
<b>3</b>	Letter from Councilmember Jawando to HHS Chair and Committee Members	<b>9</b>



# Human Rights

## RECOMMENDED FY24 BUDGET

\$2,059,712

## FULL TIME EQUIVALENTS

12.10

 JAMES STOWE, DIRECTOR

## MISSION STATEMENT

The Mission of the Office of Human Rights is to enforce the County's anti-discrimination laws in housing, commercial real estate, employment, public accommodations, and intimidation. The Office also provides training, public education programs, and promotes the increased understanding and tolerance among diverse groups.

## BUDGET OVERVIEW




The total recommended FY24 Operating Budget for the Office of Human Rights is \$2,059,712, an increase of \$423,806 or 25.91 percent from the FY23 Approved Budget of \$1,635,906. Personnel Costs comprise 79.60 percent of the budget for 11 full-time position(s) and one part-time position(s), and a total of 12.10 FTEs. Total FTEs may include seasonal or temporary positions and may also reflect workforce charged to or from other departments or funds. Operating Expenses account for the remaining 20.40 percent of the FY24 budget.

## COUNTY PRIORITY OUTCOMES

While this program area supports all seven of the County Executive's Priority Outcomes, the following are emphasized:

-  **Thriving Youth and Families**
-  **Effective, Sustainable Government**

## INITIATIVES

-  Hosting the Annual Human Rights Agencies Training Conference in August 2023, in partnership with the International Association of Official Human Rights Agencies (IAOHRA).
-  Continue implementation and outreach efforts of Ban-the-Box laws that prohibits employers and housing providers from asking applicants about criminal history on job or housing applications.
-  Planning and coordination for the County's Juneteenth Celebration, the observance of November as the month of Remembrance and Reconciliation, and other activities focused on mitigating the incidents of hate violence in the County.

## INNOVATIONS AND PRODUCTIVITY IMPROVEMENTS

- ☀ Planned and coordinated the first two-day Juneteenth event as the County celebrated its first official holiday observance with an estimated 4,000 people in attendance.
- ☀ Coordinated with the Remembrance and Reconciliation Commission the observance of November as the month of Remembrance and Reconciliation in the County. Activities focus on the recognition of three men lynched in Montgomery County in the late 1800s: George Peck, John Diggs Dorsey, and Sidney Randolph.
- ☀ In accordance with the Community Reinvestment Act (CRA) created a minority business training and development program in conjunction with the Human Rights Commission and a private bank. The ten-week intensive program has had 70 small businesses successfully complete the program.
- ☀ Held the second in a three-part series in partnership with the US Equal Employment Opportunity Commission, "A Virtual Employer Summit", focused on age discrimination and the multigenerational workplace, including corporate, academic, and federal enforcement officials as presenters.

## PROGRAM CONTACTS

Contact James Stowe of the Office of Human Rights at 240.777.8490 or Alicia Singh of the Office of Management and Budget at 240.777.2780 for more information regarding this department's operating budget.

## PROGRAM PERFORMANCE MEASURES

Performance measures for this department are included below (where applicable), with multi-program measures displayed at the front of this section and program-specific measures shown with the relevant program. The FY23 estimates reflect funding based on the FY23 Approved Budget. The FY24 and FY25 figures are performance targets based on the FY24 Recommended Budget and funding for comparable service levels in FY25.

## PROGRAM DESCRIPTIONS

### ☀ Administration

This program provides overall direction of the Office, administration of the budget, personnel, procurement, automation, and support services. Also provided in this program is funding for human relations awards and programs.

FY24 Recommended Changes	Expenditures	FTEs
<b>FY23 Approved</b>	<b>307,822</b>	<b>1.00</b>
Add: Funding for Juneteenth and MLK Celebrations	70,000	0.00
Add: Funding for the Remembrance and Reconciliation Commission	56,000	0.00
Add: Part-time Program Manager I for Operational Support	53,162	0.50
Add: Funding for Hosting Human Rights Agencies Conference	40,000	0.00
Add: Funding for the Community Reinvestment Act Initiative	40,000	0.00
Restore: Funding for Ban-the-Box Campaign	40,000	0.00
Increase Cost: Biennial Hall of Fame Event	2,500	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	6,497	0.00
<b>FY24 Recommended</b>	<b>615,981</b>	<b>1.50</b>

## Community Mediation and Public Affairs

This program supports and promotes the Human Rights Commission and Committee Against Hate Violence, Interagency Fair Housing Coordinating Group, and the Commission on Reconciliation and Remembrance in their outreach and education efforts; partners with other local, State, and Federal offices; and conducts various forums to promote increased understanding and tolerance among diverse groups.

Program Performance Measures	Actual FY21	Actual FY22	Estimated FY23	Target FY24	Target FY25
Number of Human Rights Commission meetings facilitated	10	10	10	10	10
Overall satisfaction of Commissioners with the HRC's advocacy for human and civil rights issues (scale of 1-5)	4.9	5.0	4.9	4.9	4.9
FY24 Recommended Changes			Expenditures		FTEs
<b>FY23 Approved</b>			<b>50,261</b>		<b>0.50</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.			6,636		0.00
<b>FY24 Recommended</b>			<b>56,897</b>		<b>0.50</b>

## Compliance

This program investigates and resolves formal complaints of worker protection violations and discrimination in employment, housing, commercial and residential real estate transactions, public accommodations, and intimidations through a formal complaint process or mediation.

Program Performance Measures	Actual FY21	Actual FY22	Estimated FY23	Target FY24	Target FY25
Number of human rights compliance cases processed	179	149	180	180	180
Percent of cases that have completed their investigation within 15 months	94%	93%	94%	94%	94%
Percent of cases that have a Letter of Determination issued within 30 days of completed investigation by investigator	95.0%	97.0%	97.0%	97.0%	97.0%
Percent of cases in backlog status (cases not closed within 15 months)	6%	7%	6%	6%	6%
Percent of referred cases that are mediated successfully <sup>1</sup>	N/A	N/A	65%	65%	65%
<sup>1</sup> Mediations were halted during COVID lockdown. Attempts to resume mediations virtually in 2020 and 2021 were unsuccessful.					
FY24 Recommended Changes			Expenditures		FTEs
<b>FY23 Approved</b>			<b>1,075,550</b>		<b>8.00</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.			205,252		1.00
<b>FY24 Recommended</b>			<b>1,280,802</b>		<b>9.00</b>

## Fair Housing

This program monitors the County's Fair Housing Ordinance through the Interagency Fair Housing Work Group in order to coordinate the activity of County departments, offices, and agencies to prevent housing discrimination; and to perform testing of housing providers. The Office investigates and seeks to resolve housing discrimination complaints.

Program Performance Measures	Actual FY21	Actual FY22	Estimated FY23	Target FY24	Target FY25
Number of fair housing workshops and public education programs hosted	1	2	2	2	2
Number of fair housing education ads on Ride On Buses	50	50	50	50	50

Program Performance Measures	Actual FY21	Actual FY22	Estimated FY23	Target FY24	Target FY25
Number of human rights and fair housing program ads played in movie theater previews	269,553	340,000	300,000	300,000	300,000
FY24 Recommended Changes			Expenditures	FTEs	
<b>FY23 Approved</b>			<b>202,273</b>	<b>2.10</b>	
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.			(96,241)	(1.00)	
<b>FY24 Recommended</b>			<b>106,032</b>	<b>1.10</b>	

## BUDGET SUMMARY

	Actual FY22	Budget FY23	Estimate FY23	Recommended FY24	%Chg Bud/Rec
<b>COUNTY GENERAL FUND</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	786,322	1,162,017	982,743	1,292,759	11.3 %
Employee Benefits	203,978	305,403	259,993	346,765	13.5 %
<b>County General Fund Personnel Costs</b>	<b>990,300</b>	<b>1,467,420</b>	<b>1,242,736</b>	<b>1,639,524</b>	<b>11.7 %</b>
Operating Expenses	309,070	168,486	243,486	420,188	149.4 %
<b>County General Fund Expenditures</b>	<b>1,299,370</b>	<b>1,635,906</b>	<b>1,486,222</b>	<b>2,059,712</b>	<b>25.9 %</b>
<b>PERSONNEL</b>					
Full-Time	11	11	11	11	—
Part-Time	0	0	0	1	—
FTEs	11.60	11.60	11.60	12.10	4.3 %
<b>REVENUES</b>					
EEOC Reimbursement	0	32,000	32,000	32,000	—
<b>County General Fund Revenues</b>	<b>0</b>	<b>32,000</b>	<b>32,000</b>	<b>32,000</b>	<b>—</b>

## FY24 RECOMMENDED CHANGES

	Expenditures	FTEs
<b>COUNTY GENERAL FUND</b>		
<b>FY23 ORIGINAL APPROPRIATION</b>	<b>1,635,906</b>	<b>11.60</b>
<b><u>Changes (with service impacts)</u></b>		
Add: Funding for Juneteenth and MLK Celebrations [Administration]	70,000	0.00
Add: Funding for the Remembrance and Reconciliation Commission [Administration]	56,000	0.00
Add: Part-time Program Manager I for Operational Support [Administration]	53,162	0.50
Add: Funding for Hosting Human Rights Agencies Conference [Administration]	40,000	0.00
Add: Funding for the Community Reinvestment Act Initiative [Administration]	40,000	0.00
<b><u>Other Adjustments (with no service impacts)</u></b>		
Increase Cost: Annualization of FY23 Compensation Increases	54,945	0.00
Increase Cost: FY24 Compensation Adjustment	53,822	0.00
Restore: Funding for Ban-the-Box Campaign [Administration]	40,000	0.00

## FY24 RECOMMENDED CHANGES

	Expenditures	FTEs
Increase Cost: Annualization of FY23 Personnel Costs	17,951	0.00
Increase Cost: Biennial Hall of Fame Event [Administration]	2,500	0.00
Increase Cost: Printing and Mail	207	0.00
Decrease Cost: Motor Pool Adjustment	(2,005)	0.00
Decrease Cost: Retirement Adjustment	(2,776)	0.00
<b>FY24 RECOMMENDED</b>	<b>2,059,712</b>	<b>12.10</b>

## PROGRAM SUMMARY

Program Name	FY23 APPR Expenditures	FY23 APPR FTEs	FY24 REC Expenditures	FY24 REC FTEs
Administration	307,822	1.00	615,981	1.50
Community Mediation and Public Affairs	50,261	0.50	56,897	0.50
Compliance	1,075,550	8.00	1,280,802	9.00
Fair Housing	202,273	2.10	106,032	1.10
<b>Total</b>	<b>1,635,906</b>	<b>11.60</b>	<b>2,059,712</b>	<b>12.10</b>

## FUNDING PARAMETER ITEMS

CE RECOMMENDED (\$000S)

Title	FY24	FY25	FY26	FY27	FY28	FY29
<b>COUNTY GENERAL FUND</b>						
<b>EXPENDITURES</b>						
<b>FY24 Recommended</b>	<b>2,060</b>	<b>2,060</b>	<b>2,060</b>	<b>2,060</b>	<b>2,060</b>	<b>2,060</b>
No inflation or compensation change is included in outyear projections.						
<b>Annualization of Positions Recommended in FY24</b>	<b>0</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>
New positions in the FY24 budget are generally assumed to be filled at least two months after the fiscal year begins. Therefore, the above amounts reflect annualization of these positions in the outyears.						
<b>Elimination of One-Time Items Recommended in FY24</b>	<b>0</b>	<b>(45)</b>	<b>(45)</b>	<b>(45)</b>	<b>(45)</b>	<b>(45)</b>
Items recommended for one-time funding in FY24, including Human Rights Conference and operating expenses associated with new Program Manager I position, will be eliminated from the base in the outyears.						
<b>Biennial Hall of Fame Event</b>	<b>0</b>	<b>(3)</b>	<b>3</b>	<b>(3)</b>	<b>3</b>	<b>(3)</b>
This Biennial event recognizes Montgomery County residents who have made personal sacrifices that positively impacted County human rights issues.						
<b>Labor Contracts</b>	<b>0</b>	<b>72</b>	<b>72</b>	<b>72</b>	<b>72</b>	<b>72</b>
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
<b>Subtotal Expenditures</b>	<b>2,060</b>	<b>2,100</b>	<b>2,106</b>	<b>2,100</b>	<b>2,106</b>	<b>2,100</b>



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## ANNUALIZATION OF FULL PERSONNEL COSTS

	FY24 Recommended		FY25 Annualized	
	Expenditures	FTEs	Expenditures	FTEs
Part-time Program Manager I for Operational Support	48,162	0.50	64,073	0.50
<b>Total</b>	<b>48,162</b>	<b>0.50</b>	<b>64,073</b>	<b>0.50</b>

## **Office of Human Rights Explanations to Council Staff Questions**

### **1. Add: Funding for Juneteenth and Reverend Dr. Martin Luther King, Jr. Celebrations \$70,000.00**

#### **Juneteenth**

- For FY23 the Office requested \$100,000 in the CE recommended budget, however it was not approved by Council. Funding was subsequently obtained from the Office of Human Rights personnel savings for vacant positions (which have since been filled), which transferred \$50,000 to the operating budget to provide funding for the Juneteenth event.
- The Juneteenth Celebration will be a 2-day event – starting Friday evening with the African American Living Legend Event and other activities planned all-day Saturday.

#### **Dr. Martin Luther King, Jr. Celebration**

- There was no funding allocated for the FY23 MLK Celebration in the FY23 budget. The Office relied on funding provided from individual departments and external funding sources (i.e., grants through the Volunteer Center).

### **2. Add: Funding for the Remembrance and Reconciliation Commission \$56,000.00**

- This was deferred last year. “Due to fiscal uncertainty, defer the consideration to January 2023 of one-time operating expenses totaling \$56,000 to support the FY23 activities of the Montgomery County Commission on Remembrance and reconciliation”. (See HHS Committee Worksession Staff Report, April 14, 2022).

### **3. Add: Funding for Hosting Human Rights Agencies Conference \$40,000.00**

- Note: This is one time.

### **4. Add: Funding for the Community Reinvestment Act (CRA) Initiative \$40,000.00**

- In FY23 there was a 10-week program, which resulted from a CRA related complaint against M&T Bank. The allegation claimed that minority businesses were not receiving federal assistance through the Paycheck Protection Program (PPP) program provided during the COVID-19 pandemic. The PPP program provided payroll assistance to businesses which was administered by banks. The program is still underway, and we graduate our third cohort on next Monday. To date nearly 200 minority businesses have completed the 10 week comprehensive program.
- The FY24 funding will support opportunities for ways the County can leverage the resource of area banks in the affordable housing and other economic development

opportunities, which is part of the enforcement of the fair housing law as part of the Community Reinvestment Act requirement for all banks.

**5. Restore funding for Ban-the-Box \$40,000**

- In FY23, funding for the Ban-the-Box campaign was decreased due to fiscal constraints. However, the Office was tasked to enforce the ordinance of the EEO laws for Ban-the-Box in Housing and Employment, officially the Fair Criminal Record Screening Standards in employment (Bill 35-20) and the Fair Criminal Record Screening Standards as amended (Bill 49-20). Restoration of funding in the FY24 budget is required for Ban-the-Box education and outreach campaigns.

**6. Increase Cost: Biennial Hall of Fame Event \$2,500.00**

- The FY22 Biennial Hall of Fame event was budgeted at \$7,500 and there has been no increase in costs. The event is held every two years in the fall or early winter and the Office allocates \$2,500 as a deposit for the venue and other services in the off year. The remainder of the costs are budgeted in the calendar year of the actual event. For instance, the Office will budget the 2024 event at \$5,000 in FY25.



**MONTGOMERY COUNTY COUNCIL  
ROCKVILLE, MARYLAND**

WILL JAWANDO  
COUNCILMEMBER, AT-LARGE  
CHAIR, EDUCATION & CULTURE COMMITTEE  
PLANNING, HOUSING, AND PARKS COMMITTEE

April 12, 2023

Dear Chair Albomoz and Councilmembers Luedtke and Sayles,

In advance of the HHS Committee's budget discussion on Monday, April 17, regarding the Office of Human Rights, I am writing to express my strong support for restoring that office's funding for the Ban-the-Box campaign to help ensure that members of our community with a criminal record are able to obtain housing and employment.

The Office of Human Rights is responsible for enforcing the County's Ban-the-Box laws related to housing and employment, namely as enshrined in Bill 35-20 (Human Rights and Civil Liberties - Fair Criminal Record Screening Standards — Amendments) and Bill 49-20 (Human Rights and Civil Liberties - Discrimination in Rental Housing - Fair Criminal History and Credit Screenings ("Housing Justice Act")),<sup>1</sup> However, the funding for the education and outreach campaigns related to this work was decreased in FY23 due to fiscal constraints.

I urge the committee to support the restoration of this funding in the FY24 budget. The Office of Human Rights' work in this area is an important part of ensuring that members of our community with criminal records, including those who are reentering society after serving time, are able to do so with dignity and the best chance possible of success, a benefit for them and their families and our entire community. Indeed, it is a win for our County as a whole if these community members are able to obtain and sustain stable employment and housing, which will allow them to be productive members of our community. Please support the restoration of the funding, and please continue to keep this goal in mind as a priority moving forward.

In addition, I would ask that you look closely at the Office of Human Rights' other funding requests, for Juneteenth and Reverend Dr. Martin Luther King, Jr. Celebrations, the Remembrance and Reconciliation Commission, hosting a Human Rights Agencies conference, the Community Reinvestment Act Initiative, and the Biennial Hall of Fame event. I believe these are worthwhile, and send an important message to our community about our County's dedication to, and investment in, ensuring that the human rights for all people are protected and prioritized.

As always, I would be happy to discuss these issues with you if that would be helpful.

Sincerely,

A handwritten signature in black ink, appearing to read "Will Jawando".

WILL JAWANDO

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<https://www.montgomenicountvmd.wv/humanrights/ban-the-box/btb-fag.html>