



Meeting Minutes
Meeting of Human Rights and Fair Housing Commission,
Malden City Hall/Virtual Meeting
Malden, MA. 02148
January 13. 2026

Committee Members in Attendance/Absent

✓	Paul Weston	Chairperson, Local Nat'l Assoc Realtor Rep.
	Elaine Shwartz	Elder Services Rep.
✓	Steve Finn	Malden Housing Authority Rep.
✓	Dawn Macklin	Resident Member
-✓	Cindy Cohen	Resident Member
✓	Madelein McCormick	Resident Member
✓	Taylor Shutt	Vice Chair, Attorney Member
✓	Maria Luise	Ex-Officio, ADA Officer
	Amanda Belles	Ex-Officio, Chair of Disabilities Commission

Meeting started at 5:58 PM

Chair and Clerk Transition Planning: Chairperson Weston initiated a discussion about stepping down as chair of the Human Rights and Fair Housing Commission, with Taylor, Maria, and others considering their capacity to take on the role and Maria offering support for agenda and minutes management.

Chair Role Transition: Chairperson Weston expressed the intention to step back from the chair position **Support for New Chair:** Taylor stated they do not have the capacity to serve as chair but could potentially assist as vice chair, while Maria offered to help with agenda preparation, posting, and minutes, suggesting that Malden send the agenda to them for future meetings.

.Clerk Responsibilities: Support for New Chair: Taylor stated they do not have the capacity to serve as chair but could potentially assist as vice chair, while Maria offered to help with agenda preparation, posting, and minutes, suggesting that Malden send the agenda to them for future meetings.

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Clerk Responsibilities: Chairperson Weston mentioned the need for someone to take on clerk duties, offering to help with the transition and noting the complexity of the agenda center platform and the importance of proper meeting setup and documentation.

2026 Outreach and Event Planning: Chairperson Weston, Dawn, Maria, Taylor, Elaine, and others discussed goals for the year, focusing on enhancing community outreach through events, updating the Commission's brochure, and exploring collaborations with other organizations and city departments.

Community Event Participation: Dawn highlighted the effectiveness of tabling at city events and raised questions about the logistics and potential attendance of hosting independent Commission events, with Taylor and others supporting continued presence at established community gatherings.

Collaboration with DI Coordinator: Chairperson Weston and Maria discussed the city's Diversity, Equity, and Inclusion (DI) coordinator in future meetings and outreach efforts, with Maria confirming the position's stability and suggesting coordination for - informational events.

Inter-Community Collaboration: Maria offered to gather information from other communities' human rights commissions during quarterly meetings with chief of staff, aiming to identify successful initiatives and potential joint activities with neighboring cities like Everett and Melrose.

Brochure Update Initiative: Chairperson Weston and Maria agreed to update and reprint the Commission's informational brochure, with Maria confirming they had sent the Word document to Malden and suggesting that all members review and markup the document for improvements.

Expanding Outreach Venues: Elaine and Taylor proposed presenting at local organizations such as the Senior Center and Cambridge Health Alliance, as well as including information in newsletters, to increase awareness of the Commission's resources among staff and clients.

Office Hours and Community Access: Chairperson Weston, Maria, Taylor, and others explored the feasibility of hosting office hours at City Hall and the library to improve - public access to Commission resources, discussing logistics, promotion, and scheduling options.

Promotion and Scheduling: Taylor explained that the library handles most of the promotion for office hours through social media and flyers, and that standing reservations are possible for recurring events, making it accessible for community members without easy transportation.

--Appointment Software: Chairperson Weston asked about the availability of sign-up software for scheduling appointments, with Maria confirming that the city can set up such systems, and Malden suggesting the use of sign-up tools like *Signup Genius* for advance registration.

Staffing and Timing Considerations: Chairperson Weston and Taylor discussed the variability in attendance at office hours and the importance of choosing times that align with existing foot traffic, noting that staffing may be a challenge since I

Case Follow-Up and Privacy Concerns: Dawn, Maria, and Taylor reviewed recent cases brought to the Commission, including a housing issue involving xxx, emphasizing privacy concerns and confirming that the individual has been connected to appropriate resources.

Dawn raised a case involving a tenant seeking to exit a lease with a voucher, with Maria and Taylor confirming familiarity and explaining that the city cannot intervene directly, but that Jennifer has been connected to resources and is awaiting further information from Taylor.

Privacy in Case Discussions: Maria and Taylor emphasized the importance of maintaining privacy for individuals involved in Commission cases, noting that some matters are not suitable for public discussion and that progress is being made through confidential channels.

City Hall and Library Space: Chairperson Weston inquired about available space at City Hall for office hours, with Maria confirming there is plenty of space, and Taylor suggesting the library as an alternative venue where they already conduct monthly walk-in intakes for housing families.

Case Follow-Up and Privacy Concerns: Dawn, Maria, and Taylor reviewed recent cases brought to the Commission, including a housing issue involving Jennifer Osterman, emphasizing privacy concerns and confirming that the individual has been connected to appropriate resources.

Jennifer Osterman Case: Dawn raised a case involving a person seeking to exit a lease with a voucher, with Maria and Taylor confirming familiarity and explaining that the city cannot intervene directly, but that Jennifer has been connected to resources and is awaiting further information from Taylor.

Privacy in Case Discussions: Maria and Taylor emphasized the importance of maintaining privacy for individuals involved in Commission cases, noting that some matters are not suitable for public discussion and that progress is being made through confidential channels.

The meeting adjourned at 6:25 PM