

Affirmative Action Monitoring Committee
Meeting Minutes
April 28, 2016 6:00 p.m.

Attendance: Pat Alston, Rosa Browne, Alicia Moody, Kathleen Morey, Director of Human Resources, and Faith Jackson, Director of Human Relations

Excused Absence: None

Absence: None

QUORUM: **Yes:** X **No:**

Call to Order: Chairperson, Rosa Browne called the meeting to order at 6:06 p.m. She asked those present to say their names for the record.

Public Session: None

Acceptance of Revised Meeting Agenda: Pat Alston motioned to accept the revised meeting agenda. Alicia Moody seconded the motion. The Chairperson called for a vote. The motion was unanimously carried. The revised meeting agenda was accepted.

Approval of Minutes: The committee reviewed the minutes of January 28, 2016. Alicia Moody motioned to approve the Meeting Minutes from January 28, 2016. Pat Alston seconded it. Pat Alston then asked about language on page three, under Vacancy/Recruitment Update, the second paragraph. She asked for clarification of the sentence: "A further complication for Fire is the physical agility testing, which applicants all have to pass before they can go to the recruitment." Kathleen Morey read the sentence and explained that "recruitment" should be replaced with "Fire Academy." The Chairperson called for a vote. The motion was unanimously carried to approve the minutes with the noted correction.

Old Business:

Corrected Guidelines for Understanding the Revised/New Race/Ethnicity Categories and Codes: Faith Jackson moved the discussion to the Corrected Guidelines for Understanding the Revised/New Race/Ethnicity Codes. She explained that at the last meeting, Pat Alston brought to the committee's attention that Deputy Directors were listed under EEO2, when they should be listed under EEO1. Additionally, there was a typo in the ethnicity categories. The corrections have been made, and the new guidelines have been provided for the committee's record. Faith Jackson also explained that the Human Relations Department has been working closely with the IT Department on the conversion of the City's Federal EEO4 and Affirmative Action Plan Reports from the HRSource system, which is no longer being supported, to the City AUC system.

Pat Alston asked about the reporting of the new categories. She wanted to know if they were reported as listed on the guidelines or as "other?" Faith Jackson explained that five of the race/ethnicity categories are reported under "other" for the Affirmative Action Plan according to the revised regulations. For the Federal EEO4 Report, the race/ethnicity data is reported separately for each of the categories listed.

Rosa Browne asked for clarification. There was further discussion on this topic. Faith Jackson and Pat Alston explained that the five ethnicities, Asian, American Indian, Alaskan Native, Native Hawaiian, and Other Pacific Islander now fall under "other" according to the Affirmative Action regulations. However, they must be listed separately under the EEO federal regulations. There was further discussion on the format of the Affirmative Action Plan. Kathy Morey said that with regards to recruitment, they are seeing more and more people choose not to self-identify. The self-identification is done at the time an applicant submits an application to Human Resources. The form is at the end of the employment application for voluntary self-identification. Or, it was done at the time that the City surveyed its workforce due to the Federal revision in the race/ethnicity categories, which took place in 2015.

Faith Jackson explained that there may be a shift in the applicant pool of "unknown;" however, when a person is hired, the Human Resources Division is required by the federal and state government to place the person in some race/ethnicity category. Therefore, if the applicant didn't self-identify during the recruitment process, the Human Resources Division has to identify the person and place him or her in a race/ethnicity category. There was further discussion on making a visual determination when the person hired didn't self-identify.

Human Relations Department Name Change: Faith Jackson spoke on the proposal she sent to the Mayor in October 2014 on changing the department name. When the Legal Department merged with the Personnel Department, it changed its name to the Office of General Counsel and the Human Resources Division, respectively. The Personnel Department was renamed to the Human Resources Division. The name similarity between Human Resources and Human Relations and the fact that both had the acronym of HR caused a great deal of confusion for the public and even internally. Additionally, the State had changed the title of Affirmative Action Officer to Equal Employment Opportunity Directors or Managers. However, having the word "employment" in the department name would further confuse the public, leading people to think that the department does employment and recruitment. The Human Relations Department monitors the hiring and employment processes of the City as governed by the federal and state regulations. All of that information and additional research was provided in a package that went to the mayor. Additionally, Faith Jackson indicated that when she was hired by the City of Middletown, she had come from UCONN Office of Diversity Management and Equal Opportunity. The mayor agreed to the proposal. The proposal was submitted to the General Counsel Commission, which oversees the City of Middletown Ordinance changes. They approved the change the department and director title will change to Office of Equal Opportunity and Diversity Management and Director of Equal Opportunity and Diversity Management. The approved proposed changes will go before the Common Council on Monday, May 2nd for approval. If approved, the department and director name change will be a global change throughout the City Ordinance. However, the committees and commission names will not change.

Pat Alston congratulated Faith Jackson on this change, as it took a great deal of work and time.

Committee Vacancies: The committee discussed the vacancies. Faith Jackson explained that a copy of the letter that went out to a number of churches was included in the committee's package. Rosa Browne asked if the letter went to the churches with a higher population of minorities in the congregation. Faith Jackson responded that in order to achieve more diversity on the committee, she did not send the letter to churches with minorities because the committee currently has three minorities. There was further discussion regarding this. Faith Jackson responded that if there was no interest from the first mailing another expanded outreach would be done.

New Business:

2015/2016 2nd Quarter Hiring Report: Faith Jackson moved the discussion to the 2015/2016 2nd Quarter Hiring Report. She indicated that there were two new hires and five promotions this quarter. Additionally, two hiring goals were achieved: one Black Male and one White Female. There were four transfers, which was unusually high. Kathleen Morey explained what was driving the increase in transfers is a requirement in the 466 contract that requires the City to post by location. Therefore, School Secretaries, Cafeteria Workers, etc. are posted by individual school. Also, in one school, there are several Cafeteria Worker positions that are different hours, 20 hours, 27.5 hours, 30 hours, etc. When a person is promoted to a position with more hours, the vacated position is then posted. Kathleen Morey then clarified that the union considers moving to a job with more hours a promotion; however, it is reported as a transfer because it's the same job title and same salary.

Faith Jackson explained that this quarter five people left the City. She pointed out that there were nine people who moved internally, as compared to two new hires. Even with few new hires, the City continues its good faith efforts to achieve diversity.

Vacancy/Recruitment Update: Kathleen Morey said that at the last meeting, they spent a lot of time talking about the police and fire recruitments. To date, the City has not hired one Police Officer. At this time, they've passed the written exam, passed the oral exam, and they're at the stage of the background check. And, they have not been getting positive results from the background checks. There was further discussion that this issue is not an uncommon one for police and fire recruitments.

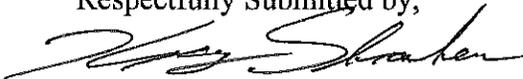
Miscellaneous Article(s): The committee reviewed the miscellaneous articles. Faith Jackson said she wanted to encourage the committee to read and review the articles, as there is a great deal of useful information in them. Pat Alston said she found them very interesting and was amazed at the types of errors still occurring in the workforce, even in this day and age. Faith Jackson added that regardless of the day and age, the more important factor is the culture of the workplace, or the environment of the institution. Kathleen Morey made mention of the article regarding bereavement.

2016 Attendance: The committee reviewed the 2016 attendance. There was no discussion on the attendance.

Announcements: The next regularly scheduled meeting will be **July 28, 2016**.

Adjournment: Pat Alston motioned to adjourn the meeting. Alicia Moody seconded it. The Chairperson called for a vote. The motion was unanimously carried. The meeting was adjourned at 6:52 p.m.

Respectfully Submitted by,



Kasey Shoemaker,
Administrative Secretary III