

Affirmative Action Monitoring Committee
Meeting Minutes
January 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 6:22 p.m. She asked those present to say their names for the record. The committee welcomed new member, Alicia Moody. Alicia Moody introduced herself and said that she is originally from Middletown. She is a social worker for property management in Bridgeport, working with seniors. She advised that she serves as Secretary on the Martin Luther King Scholarship Committee, is a member of Middlesex County NAACP, and volunteers with seniors. She summarized that community is important to her.

Public Session: None

Approval of Minutes: In review of the January 22, 2015 Meeting Minutes, Pat Alston asked about the progress of the department name change. Faith Jackson responded that the proposed recommendation is still pending in the Mayor's Office. No action has taken place on the recommendation. The proposal recommended changing the department name to a more appropriate name of Equal Opportunity and Diversity Management. The proposed department title would be more reflective of the work of the office and consistent with the department name changes that took place on the state level. There was no further discussion on the topic. Pat Alston motioned to approve the Meeting Minutes from January 22, 2015. Alicia Moody seconded. The Chairperson called for a vote. The motion was unanimously carried. The committee reviewed the Informal Meeting Minutes of July 23, 2015. There was no discussion on the informal minutes.

Old Business: None

New Business:

Committee Vacancies: Chairperson Rosa Browne turned the discussion over to Faith Jackson to speak on items under New Business. Faith Jackson advised that there were two vacancies on the committee. She indicated that consideration has to been given to party affiliate since there were currently two democrats and one independent. She said that she was in the process of reaching out to community churches for possible candidates to fill the vacancies.

Instructions for Reading Quarterly Hiring Reports and Guidelines for Understanding the Revised/New Race Ethnicity Categories and Code: Faith Jackson reviewed the revised Instructions for Reading the City's Quarterly Hiring Reports and the Guidelines for Understanding the Revised/New Race/Ethnicity Categories and Codes. She explained that they have been revised based on the federal guidelines and 2015 new race/ethnicity categories and codes implemented by the federal government.

She indicated that the City's Human Resources Division and Human Relations Department worked together to develop and survey the City's workforce to establish the new workforce data for two or more races, which was required for filing the City's 2015 Federal EEO4 Report that was due on September 30, 2015. She advised the committee that this was successfully accomplished.

In addition, she told the committee that the Human Resources Division revised its Recruitment Action Sheet to include the new categories, which was a necessary requirement for applicant tracking. Because the development of occupational categories for two or more races on the state level is pending, future goals will mostly be set for the EEO categories where the most recruitment occurs, such as EEO4 – Protective Services, EEO6 – Administrative Services, and EEO8 – Service Maintenance, where such goals are more likely to be obtainable due to the applicant pool. She said that they have moved forward in making those changes and adjustments so they can better capture that data.

The instructions were amended for reading the City's revised hiring report. Faith Jackson went on to explain the ethnicities that now fall under "other." There was discussion of the differences between race and ethnicity. There was a noted correction to the Guidelines for Understanding the Revised/New Race/Ethnicity Categories and Codes that the Deputy Directors should be under A1-EEO1 – Officials and Administrators instead of under B2-EE02 – Professionals because they take over in the absence of the Director.

2015/2016 1st Quarter Hiring Report: Faith Jackson moved the discussion to the 2015/2016 1st Quarter Hiring Report. She indicated that only three new people were hired. The City did achieve three of its set hiring goals. While there were no minorities hired this quarter, the three hires (females) did fall under the protected class. Hiring occurred in three different job categories, EEO2 – Professionals, EEO3 – Technicians, and EEO4 – Protective Services. The City does not hire a large number of employees. Generally, the City hires less than 50 employees a year. The majority of all available positions are filled internally. There was discussion on retirement age and early retirement packages offered in the private sector and if the City offered such incentives.

Faith Jackson indicated that 12 people were promoted this quarter. Of the 12 people promoted, one person fell under the new two or more race category. Pat Alston asked a question regarding the promotions. She asked if the movement was to a new occupational category or just a new salary grade. Faith Jackson stated that promotions are generally to a new salary grade. She gave the example of a Truck Driver moving to a Light Equipment Operator. Both positions are in the same occupational category, EEO8 – Service Maintenance category, but not the same salary grade. Truck Driver is a salary grade 6 and Light Equipment Operator is a salary 7. In addition, promotions can also be as a result of an employee moving to a different occupational category, such as Assistant Chief Engineer – EEO2-Professional, Water and Sewer Department, to Deputy Director of Public Works – EEO1-Officials/Administrator, Public Works Department. There are certain positions that have a higher probability of being filled from within through the existing workforce. While other positions that require a more specific skill set or higher education may generally be filled from the outside. Pat Alston asked about the Animal Control Officer. Kathleen Morey answered that position is in the Police Department.

Faith Jackson concluded the discussion on the hiring report by explaining that there were two transfers and ten people separated from employment by either retiring or resigning.

Vacancy/Recruitment Update: Chairperson Rosa Browne asked Kathleen Morey to speak on vacancies and recruitments. Kathleen Morey advised the committee that there has been a great deal of movement in the last few months. Also, the Human Resources Division has been handling a lot of recruitment, specifically two large ones, which ran concurrent: Firefighter and Police Officer. Also, there were a few unexpected retirements from the Fire Department, necessitating the recruitment effort. For Firefighter, there were 275 applications. She mentioned that with the reorganization, the Human Resources Division is now two people, which is 50% of its original workforce. An added complication is that these recruitments occurred right as she went out for medical leave for surgery. The numbers for the Police Officer recruitment are not available as of yet. For that recruitment, Police App.com was used, which is external. Prior to her going out on medical leave, she had worked with the company and set up the new classifications for the EEO reporting. However, in reviewing the final recruitment data, she sees that some of the categories are not captured. Therefore, it will take time to go through and review the applications.

Kathleen Morey explained that they have always made great effort to get a diverse applicant pool. However, with the Firefighter and Police recruitments, they had a larger collaborative effort and had representatives from Police and Fire out in the community. The approach for public safety is twofold. There are short term and long term goals. The short term goals are filling vacancies. The focus is on improving recruitment efforts, getting the word out, and reaching more people in a short period of time. There are also the limitations of when academy seats are available for Fire and Police. A further complication for Fire is the physical agility testing, which applicants all have to pass before they can go to the recruitment. To manage those complications, Human Resources, for the first time, accepted the applications from people who may not have had that physical agility certification yet. From the pool for Firefighter, there were 15 Middletown residents. Also, in the Firefighter pool, there were 12 females in the pool. Six passed the oral exam.

Kathleen Morey further explained the long term goals, which involve reaching out in the community. The office produced brochures that are in storefronts letting those interested know that the City was taking applications for Fire and Police. Also, they were able to reach out to Middletown High School and Xavier High School prior to graduation and distribute a more generally worded brochure for the students. The Police and Fire departments have further committed to reaching youth through job fairs at schools and letting them know what's involved in pursuing a career in protective services, such as keeping clean criminal records. The City has a young police force and committed School Resource Officers, which is positive community policing. She further explained that recruitments for Police and Fire are labor intensive processes because of the different levels of testing the applicants must pass and the various background checks and qualifications they must meet. The recruitments were running concurrent, but the dates for the Fire Academy were up first, starting in two weeks. They sent out seven conditional offers and had various things they had to do to get the candidates ready for the academy. Now that they are nearing the end of the Fire recruitment, they can refocus their attention on the Police recruitment.

Faith Jackson added that changing the EMT requirements in the job description for the Firefighters allowed the City to achieve diversity in the applicant pool. The problem is many of the minority applicants can meet the qualifications and get through the testing but fail on the background checks. Chairperson Rosa Browne said that it's important to have early intervention with the students in the schools so they understand the future consequences of their behavior.

There was further discussion on the recruitment process, administering equal opportunity for everyone, and thinking about different and more creative methods of outreach. Kathleen Morey said that when it comes to presence at job fairs, she could go as the Human Resources representative to speak on the recruitment process. However, the members of the Police Department are the ones who can really sell the career and show students what it means to be a Police Officer, and the benefits of being one in Middletown.

Pat Alston asked for a more specific explanation of the EMT requirement for the Firefighter position. Kathleen Morey said that when all was said and done, the Common Council voted to amend the job description to what it was originally. Now, upon completion of the academy, the Firefighter has one year to obtain the EMT certification. The training for the certification will come from the Fire Department. If the Firefighter is unable to achieve it within the time frame, the City can dismiss the person.

Approval 2015 Meeting Schedule: Chairperson Rosa Browne moved the discussion to the 2016 Meeting Schedule. Pat Alston motioned to approve the 2016 Meeting Schedule. Alicia Moody seconded. The Chairperson called for a vote. The motion was unanimously carried.

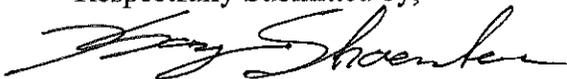
Miscellaneous Article(s): The committee reviewed the miscellaneous articles. There was no discussion.

2015 Attendance: The committee reviewed the 2015 attendance. There was no discussion on the attendance.

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

Adjournment: Alicia Moody motioned to adjourn the meeting. Pat Alston seconded. The Chairperson called for a vote. It motion was unanimously carried. The meeting was adjourned at 7:21 p.m.

Respectfully Submitted by,



Kasey Shoemaker,
Administrative Secretary III