

Affirmative Action Monitoring Committee
Meeting Minutes
October 27, 2016 6:00 p.m.

Attendance: Pat Alston, Rosa Browne, Edward Ford, Christine Sherwood, Kathleen Morey, Director of Human Resources, and Faith Jackson, Director of Equal Opportunity and Diversity Management

Excused Absence: Alicia Moody

Absence: None

QUORUM: *Yes:* X *No:*

Call to Order: Chairperson Rosa Browne called the meeting to order at 6:05 p.m. She took attendance for the record. Faith Jackson explained that Alicia Moody is excused because she is on a cruise. Additionally, for the record, Faith Jackson clarified that the committee just learned at tonight's meeting that Edward Ford had been appointed to the committee in August; however, no one notified the committee or the Office of Equal Opportunity and Diversity Management so he could be put on the email distribution lists or the mailing list. Faith Jackson apologized for this not occurring. Rosa Browne welcomed him and asked him to introduce himself to the other members present. Edward Ford said that he is a second-year college student at Middlesex Community College. Last year, he was at Johnson & Wales in Providence and decided to come back to further his studies and serve his community as a Middletown resident. He spoke to Mayor Drew, who appointed him to this committee, for which he is thankful. Also, he is a licensed Youth Minister. He is aiming to continue on in the field of ministry and politics. Currently, he is a Psychology major and plans to obtain advanced degrees in that field of study. He hopes to contribute and to be a great asset to the committee and is strongly motivated to learn more, grow more, and benefit more. He thanked the committee for having him and apologized that the information hadn't been properly conveyed.

Rosa Browne thanked Edward Ford for introducing himself and asked the committee members to state their names. Because Kathleen Morey had stepped out of the meeting to make an extra package for Edward Ford, Faith Jackson advised that Kathleen Morey is the Director of Human Resources. She added that tomorrow is her last day as she is retiring from the City, and this meeting will be her last one.

Public Session: None

Approval of Minutes: The committee reviewed the minutes of July 28, 2016. Pat Alston motioned to approve the Meeting Minutes from July 28, 2016. Christine Sherwood seconded it. The Chairperson called for a vote. The motion was properly carried with one abstention.

Old Business:

Committee Vacancy: Faith Jackson said, for the record, that the committee vacancy has been filled by the mayor in August. She advised that she would follow up with the Common Council Clerk for further information. Therefore, at this time, there are no vacancies on the committee.

New Business:

2015/2016 4th Quarter and Year-End Hiring Report: Rosa Browne moved the discussion to the 2015/2016 4th Quarter and Year-End Hiring Report. Faith Jackson advised that the report has already been presented to the mayor and common council and has already been approved. During the 4th Quarter, there were only two new hires, but there was diversity, one White Male and one Two or More Races Male. Additionally, there were five promotions and one transfer. There were two demotions, which in many cases is voluntary movement for a better opportunity. Also, there were seven separations, which resulted in fewer people coming into the City than leaving it. Of the seven separations, there were five retirements, one medical separation, and unfortunately a person with Central Dispatch who passed away suddenly.

Indicating the page showing goals achieved, Faith Jackson explained that in the 4th quarter, no goals were achieved. However, at this time, there are no goals established for Two or More Races based on the data from the Department of Labor. Therefore, in moving forward for the next fiscal year, if there is a goal set for Two or More Races, it will be a set goal and not a calculated goal for the EEO category. In reviewing the Recruitment Action sheets, the City is seeing an increase in people identifying as Two or More Races in the applicant pool. Kathleen Morey added that she recently had a scenario where an applicant attempted to identify as White, Hispanic, and Two or More. However, when the applicant submitted the self-identification form, she eventually crossed out White and Hispanic and chose the Two or More Races category. Faith Jackson clarified that was correct. Additionally, the Two or More Races category specifies on the form that it means two or more races listed above.

Faith Jackson moved the discussion to the Year-End Report. She further explained that this report is essentially a snapshot of the hiring activity for the year. She looks to make sure that the City is continuing its efforts to diversify the workforce. The City cannot promote diversity if the new hires aren't diverse. There were no questions or discussion on the quarterly or year-end report.

Faith Jackson advised Edward Ford that he was welcome to make an appointment with her to get a better understanding of the reports and the data.

2017 Meeting Schedule: Faith Jackson moved the discussion to the 2017 Meeting Schedule. All of the schedules for the committees have to be submitted to the Town Clerk's Office by the end of the year. The Affirmative Action Monitoring Committee meets quarterly. Edward Ford motioned to approve the 2017 Meeting Schedule. Pat Alston seconded. The Chairperson called for a vote. The motion was properly carried.

Pat Alston asked why the January meeting was in the basement where the other meetings were in room 208. Faith Jackson explained that the municipal building has only two conference rooms, and room 208 is probably booked for the date in January.

Kathleen Morey added that the City has a number of high profile vacancies at the director level. They have had difficulty booking the conference rooms for the oral boards because the Registrar of Voters has the basement conference room booked for election preparation, leaving everyone else scrambling for the only other remaining room.

Kathleen Morey Retirement: Kathleen Morey announced to the committee that she is retiring. Friday, October 28th is her last day of work. She is retiring from the City after completing 16 years. She's been working in Human Resources for the last 25 years, and while it's bittersweet, it's time to move on with her husband, who has been retired for about six years.

Kathleen Morey said that over the years, she has worked closely with Faith Jackson's office, and together they have made great progress in increasing the diversity in the applicant pool, especially for positions in public safety. She said that while they still have a lot further to go, she is comfortable and proud of the progress made. She said that she has worked in civil service for her entire career and considers it an honor and a privilege to serve the community.

The committee congratulated her, thanked her for her service on the committee, and said that she would be missed.

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. There was further discussion on the material sent by the Connecticut Association of Diversity and Equity Professionals. There was discussion on how jobs are posted to the public, the cost of advertising positions, and the process of the blue interest cards. Kathleen Morey put the blue interest cards into effect 15 years ago, and it has worked very well for recruitment.

There was discussion on the proposal to add a new racial category for Middle East and North Africa. If approved, the category could appear on the census forms in 2020. According to the article, they currently are categorized as White. However, some voluntarily identify as another race, such as Asian or Two or More.

Rosa Browne asked for a motion to accept the two reports provided to the committee, one by Faith Jackson and the other by Kathleen Morey. Edward Ford motioned to accept the reports. Pat Alston seconded. The Chairperson called for a vote. The motion was properly carried.

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

Announcements: Kathleen Morey announced that the City has completed the beginning of the recruitment process for her position, and she expects the new person to be on board by December. The next regularly scheduled meeting will be **January 26, 2017.**

Adjournment: The meeting was adjourned at 6:51 p.m.

Respectfully Submitted by,



Kasey Shoemaker,
Administrative Secretary III