

1. Agenda

Documents:

[AFFIRMATIVE ACTION AGENDA 2018 0125.PDF](#)

2. Minutes Draft 1

Documents:

[AFFIRMATIVE ACTION MINUTES 2018 0125.PDF](#)



City of Middletown

Memorandum

To: Linda Bettencourt, Town Clerk

From: Faith M. Jackson, Director
Office of Equal Opportunity and Diversity Management

Date: January 12, 2018

Re: *Affirmative Action Monitoring Committee Meeting Notice*

The Affirmative Action Monitoring Committee will be having its regularly scheduled meeting on Thursday, January 25th at 6:00 p.m. in Room 208.

If you require special accommodations for any meeting, please call the Senior Services Specialist at 860-638-4542, (voice) or 860-638-4812 (TDD/TTY), or the Town Clerk's Office at 860-638-4910.

Thank you.

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18 JAN 16 AM 10:58
TOWN CLERK
MIDDLETOWN, CONN.

MEETING AGENDA

**City of Middletown
 Equal Opportunity and Diversity
 Management
 245 deKoven Dr.
 Middletown, CT 06457**

Meeting Description: Affirmative Action Monitoring Committee

Date January 25, 2018 Time 6:00 to 7:00 P.M. Location 208

<u>Start Time:</u> _____	<u>Stop Time:</u> _____
COMMISSION MEMBERS:	
<input type="checkbox"/> Pat Alston	<u>Quorum:</u> Yes _____ No _____
<input type="checkbox"/> Rosa Browne, Chairperson	
<input type="checkbox"/> Edward Ford	
<input type="checkbox"/> Alicia Moody	
<input type="checkbox"/> Christine Sherwood	
<input type="checkbox"/> Faith Jackson, Staff, Director of Equal Opportunity and Diversity Management	
<input type="checkbox"/> Thomas Tokarz, Director of Human Resources	
<u>Call to Order</u>	
<u>Public Session</u>	
<u>Regular Meeting</u>	
➤ <u>ACTION ITEM:</u> Approve Meeting Minutes for October 26, 2017 Motion _____ 2 nd _____	
<u>Old Business:</u>	
➤ None	
<u>New Business:</u>	
➤ <u>Open Discussion:</u> 2017/2018 1 st Quarter Report – Faith Jackson.	
➤ <u>Open Discussion:</u> Vacancy Report – Thomas Tokarz	
➤ <u>Open Discussion:</u> Miscellaneous Articles	
➤ <u>Review:</u> 2017 Attendance	
<u>Announcements</u>	
➤ Notification of next meeting: April 26, 2018	
<u>Adjournment</u>	
C: Mayor Daniel Drew	

RECEIVED
 18 JAN 16 AM 10:59
 TOWN CLERK
 MIDDLETOWN, CONN.

Affirmative Action Monitoring Committee
Meeting Minutes
January 25, 2018 6:00 p.m.

Attendance: Pat Alston, Rosa Browne, Edward Ford, Faith Jackson, Director of Equal Opportunity and Diversity Management, and Thomas Tokarz, Director of Human Resources

Excused Absence:

Absence: Alicia Moody and Christine Sherwood

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

Call to Order: Chairperson Rosa Browne called the meeting to order at 6:00 p.m. She took attendance for the record. She requested a phone number for Alicia Moody to contact her and inquire about her desire to continue serving on the committee. Faith Jackson said she would have Kasey Shoemaker follow up with her again via email and then email Alicia Moody's number to Rosa Browne.

Public Session: None

Approval of Minutes: The committee reviewed the minutes of October 26, 2017. Edward Ford motioned to approve the Meeting Minutes. Pat Alston seconded it. The Chairperson called for a vote. The motion was properly carried.

Old Business: There was no old business on the agenda for discussion.

New Business:

2017/2018 1st Quarter Hiring Report: Rosa Browne moved the discussion to the 2017/2018 1st Quarter Hiring Report. Faith Jackson directed the committee's attention to the report and explained that for the first quarter, there were 11 new hires. The bulk of the new hires were in the fire and police departments. Other new hires were the Food and Nutrition Manager, School Nurse, Human Resources Clerk, Master Mechanic, Meter Monitor, and Civilian Dispatcher Trainee, a position which has a high level of turnover.

Faith Jackson spoke on the promotions. There were seven this quarter, and 57% of the promotions were from the protected class. Also, a Black/African American Male was promoted in the Service Maintenance Category. Three promotions occurred within the Fire Department. Other promotions included two School Secretary III positions, one School Secretary II, and a Truck Driver with Public Works. Seven employees left the workforce. Those positions were the retirements of the Fire Marshal, a Police Officer, a Custodian, and the Clerk of the Common Council. A School Secretary II and a Building Superintendent were terminated, and a School Secretary II resigned.

Rosa Browne asked about the promotion which met an established goal. Faith Jackson answered that goals are met both through new hires and through promotions. She reminded the committee that about half the positions in the City are filled through internal movement.

Vacancy Report: Thomas Tokarz spoke on the Vacancy Report. He advised that there is a candidate for Director of Water and Sewer. He's currently serving as Acting Director. Joseph Fazzino's name will be presented to the Common Council for appointment. He's been employed with the City for 18 years, most recently serving as Chief Engineer before being promoted to Acting Director.

Thomas Tokarz went on to speak on the testing for Certified Police Officer, transfers. He elaborated that he's found since being with the City that Police Officers are quite interested in transferring to Middletown. That is largely due to the retirement benefits Middletown offers, health benefits, and the diversity in the police force. There are 27 candidates in the applicant pool for two available Certified Police Officer positions. Those who pass the test will be interviewed by the Chief, Deputy Chief, Union President, and him. The beauty of this is that the City doesn't have to pay for them to go to the academy. Also, the City has hired a Master Mechanic, a difficult position for which to recruit.

Thomas Tokarz continued speaking on the vacancies. The City will be starting the interview process soon for Zoning/Wetlands Officer. For Firefighter, 290 candidates applied, and after the testing process, 137 were listed on the eligibility list, which is effective for three years. The mayor has tentatively appointed a Deputy Director of Central Communications, and a conditional offer has been sent. For the Administrative Secretary in the Office of the Mayor, there were 20 applicants. Additionally, there is an opening for Deputy Director of Planning, Conservation, and Development and an opening for Network Administrator in Technology Services. A posting for School Custodian eligibility list resulted in 24 names certified applicants. The School Secretary II for Middletown High School had 73 applicants. And, those two eligibility lists will be effective for one year.

Miscellaneous Article(s): There was brief general discussion on the articles. Pat Alston said the article about the HR Manager being fired for a secret relationship was interesting. There was further discussion on the article.

2017 Attendance: The committee reviewed the attendance. Rosa Browne said the only issue with the attendance is Alicia Moody. She again asked for her phone number so she could follow up, and Faith Jackson said she would provide her with the number and follow up with a personal call, as well.

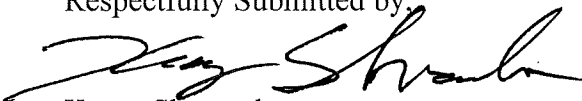
Before moving onto the announcements, Pat Alston said she wanted to ask about Sexual Harassment Prevention training and policies. Faith Jackson answered that annually, she reviews the policies. She wasn't able to this past year because of a special assignment. Typically, they are all reviewed and compared with the State to make sure they are in compliance, taking into consideration any new regulations. They are then reviewed by the Office of General Counsel. They will also be presented to this committee for review and input. After that, they go before Common Council. Once approved, the mayor signs them. After that, they are distributed to the department heads to review with their employees. Each employee has to sign off as having received and read them. Also, new hires and promotions to positions that have supervisory requirements or contact with a lot of people are sent to Sexual Harassment Prevention training by the Office of Equal Opportunity and Diversity Management. At this time, the City has been able to partner with CIRMA, where the training is free. There was further discussion on the process of filing complaints and conducting investigations.

Rosa Browne asked if there are policies in place to address the increase in US workplace suicides rates. She explained there was an incident recently and one last year, as well. Thomas Tokarz responded that the Employee Assistance Program, which is quite responsive if someone detects that an employee is in peril. Faith Jackson said if someone comes to her office for counseling, she will provide them with information on EAP. Also, in some cases, Human Resources can mandate an employee utilize the program. There was further discussion of the importance of paying attention to employees and their mental and emotional state.

Announcements: Edward Ford motioned to adjourn the meeting. Christine Sherwood seconded. The Chairperson called for a vote. The motion was properly carried. The next regularly scheduled meeting will be **April 26, 2018 at 6:00 p.m.**

Adjournment: The meeting was adjourned at 6:35 p.m.

Respectfully Submitted by,



Kasey Shoemaker,
Administrative Secretary III