

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

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

Excused Absence:

Absence: Christine Sherwood

QUORUM: *Yes:* X *No:*

Call to Order: Chairperson Rosa Browne called the meeting to order at 6:04 p.m. She took attendance for the record.

Public Session: None

Approval of Minutes: The committee reviewed the minutes of April 26, 2018. Edward Ford motioned to approve the Meeting Minutes. Pat Alston seconded it. There was discussion on page three of the minutes: "... and she (Faith Jackson) makes a point of sending the postings out to the ministers on the NAACP list, as well." Faith Jackson read the sentence and said that it was correct. Rosa Browne clarified that Faith Jackson does not send the postings to the members. She confirmed that she does not. 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 4th Quarter and Year-End Hiring Report: Rosa Browne moved the discussion to the 2017/2018 4th Quarter and Year-End Recruitment Activity Report. Faith Jackson distributed the two reports. She directed the committee's attention to the 4th Quarter report and explained that for the last couple of years, the City has not been hiring a great number of people. In fact, the numbers keep going down. For the 4th Quarter, there were three new hires: two White Females and one White Male. The hires were in EEO2 – Professional and EEO6 – Administrative Support. The City did not achieve any of its hiring goals due to the fact that those individuals who were hired did not meet the set goals for the EEO categories. Two of the individuals, or 67% fell under the protected class. There were no promotions in the 4th quarter. However, 39 positions were reclassified. Also, there were six separations from the City.

Pat Alston asked about the reclassifications. Faith Jackson explained that it was the 466 Labor Management process where union members can appeal their job. She further explained the process the employee goes through for reclassification. She explained that an employee submits an application. If selected by lottery, he or she goes before the Labor Management Committee, which is comprised of five people, two from management, two from the union, and one neutral party. The reason there were so many this time is because there was a two-year delay in the 466 appeal process. So, the City allowed twice as many to be reviewed. Justin Richardson added that they are currently going through the process right now again, as it is an annual process.

Rosa Browne asked if the City has a performance review process. Justin Richardson said performance evaluation is different from the Labor Management process. One is job description related and the other is performing the work within the job description. Faith Jackson explained that the City does not have merit increases. It is governed by union contract.

Rosa Browne asked about the diversity in the applicant pool for the three positions. Edward Ford asked if the positions are posted internally before being posted to the public. Justin Richardson confirmed that 466 jobs are posted internally for ten calendar days and UPSEU are posted ten working days, which is about two weeks. Police and fire have different guidelines, as well. Pat Alston asked Faith Jackson if she reviews the applicant pools. She explained that she reviews the pools in four different phases: 1) the makeup of the applicant pool after the closing of the posting, 2) when it is determined how many were qualified or not qualified, 3) after testing and oral interviews and 4) after the appointment of the individual.

Rosa Browne asked if there are any success stories and if there was a minority hired in a high level position. Faith Jackson said the City just hired Kisha Michael as the Arts/Culture Coordinator. And, she is a minority. She will appear on the 2018-2019 1st Quarter Hiring Report. Prior to her being appointed, she was a temporary employee in an acting capacity.

Faith Jackson reminded the committee that there is very little turnover in the EEO1 and EEO2 categories. Opportunities are typically in EEO4 – Protective Services, EEO6 – Administrative Support, and EEO8 – Service Maintenance. There are, however, three upper level positions open at this time. Two are in Planning, Conservation, and Development, which are City Planner and Planning/Environmental Specialist, and there is one in Finance, the Chief Management Analyst. Rosa Browne asked if there are goals set for recruitment pools. If there is an applicant pool with too little diversity, does the City go back and recruit? Faith Jackson said that the City has gone back out to recruit if there is no diversity in the applicant pool. She explained that the goals are set for the EEO categories based on underrepresentation in each of the EEO categories, the City's overall workforce, and the availability of the people in the unemployment market to fill those positions. That is how goals are set. Pat Alston confirmed this. Faith Jackson explained that before a vacancy is posted, she completes an Employment Requisition for the department head. The goals are indicated on the requisition.

Justin Richardson explained the recruitment process. He said that after the job is posted, he qualifies the candidates based on the job description. Those names will get forwarded to testing or to the department head for interview. He then sends the tracking report to Faith Jackson for review indicating the pool of qualified and not qualified. After the candidates have either gone through the testing or the interview process another tracking report is sent to her office. Pat Alston asked if Faith Jackson observed the interviews, and Justin Richardson answered that is not a part of the process. The department head makes a selection and/or recommendation and forwards that name to Human Resources. At that time, Human Resources sends a memo to the mayor with the recommended appointment, and the mayor will then approve that appointment or not.

Rosa Browne asked if there is a minority present on the interview team. Justin Richardson explained that interviews depend on the job. Most of the jobs are interviewed by the department head. Director or Deputy Director positions are interviewed by a panel, and there is effort to have a minority on the panel. Entry level Police Officer and Certified Police Officer are positions that interview in front of a panel, as well. Rosa Browne asked if diversity and inclusion training is offered to the department heads so they understand the importance of working to hire a diverse workforce.

Faith Jackson answered that years ago, there were training sessions offered such as Conflict Resolution, Supervisory Training, and Sexual Harassment Prevention Training. However, the City no longer has a budget for in-house training. Sexual Harassment Prevention is still mandatory, and the City uses CIRMA for that because, as a member of CIRMA, the City can get that training for free. When policy statements are updated along with a review of hiring practices, Faith Jackson announces it in a department head meeting. She also tells department heads where the City is at with diversity and encourages them to work to hire diverse candidates. Some departments are better at it than others.

Justin Richardson added that when CIRMA or CCM has a Management Boot Camp, he flags newly hired or promoted department heads or managers. That training goes over hiring practices, being a manager, dealing with unions, and sexual harassment prevention. Pat Alston asked if it includes diversity training. Faith Jackson and Justin Richardson agreed that the training does include that aspect.

Rosa Browne said there is much more training in the private sector. She said that Middletown residents pay taxes. Faith Jackson agreed that the private sector invests a lot of money in training the employees. However, the public sector doesn't expend or budget for training except where required for the essential functions of the job, like OSHA. Rosa Browne said the committee should make a recommendation to the mayor to have diversity training.

Faith Jackson moved the discussion to the 2017-2018 Year End Hiring Report. There were 40 job opportunities for the City. That was 21 less than the last fiscal year. Of the 40 job opportunities, 23 were new hires, 14 were promotions, and three were lateral transfers. During this fiscal year, 58% of the jobs were filled externally. Of all job opportunities, 33% fell within the protected class. The City achieved three or 8% of its set goals. For the first time under this administration, there were no minorities among the new hires. Rosa Browne said she was very surprised because when the mayor first came on board, there was an article in the paper highlighting the positive hiring record. Faith Jackson explained that a lot of the hiring was in the Police Department, and the City can't hire diversity if there isn't diversity in the pool. It is more cost-effective to hire certified police officers. There was further discussion on the process of hiring in police and fire. However, even if there is diversity in the pool, those candidates may no longer be available by the time the City is ready to appoint someone. Hiring occurred in the following departments: Board of Education, Public Workers, Fire Department, Police Department, Central Communications, and other various departments.

Rosa Browne said that in the past, the City has had success stories. However, this year's report is disappointing and troubling. Edward Ford reminded the committee that there have been positive results in the past, and the committee should give credit where credit is due. However, consistency is important. Faith Jackson pointed out to the committee that two minorities were promoted. A Cafeteria Worker II was promoted to School Secretary II, and a Custodian was promoted to Truck Driver. Also, in Public Works, there is a lot of opportunity for upward mobility.

Motion: Pat Alston motioned for the Affirmative Action Monitoring Committee to compose a letter to Mayor Dan Drew indicating its concerns about the 2017-2018 Year-End Hiring Report. Edward Ford seconded. Rosa Browne called for a vote. The motion passed unanimously.

Motion: Pat Alston motioned to approve the 2019 Meeting Schedule. Edward Ford seconded. Rosa Browne called for a vote. The motion passed unanimously.

Vacancy Report: Justin Richardson spoke on the Vacancy Report. He advised that the City has increased its recruitment efforts dramatically, and there is a lot of movement. Pat Alston asked about the process for recruitment for the Board of Education. She asked if the City recruits and the Board of Ed does the hiring. Justin Richardson confirmed that is the process. There was additional discussion on the process of tracking the recruitment through the Recruitment Action Sheets.

Pat Alston asked about Michele DiMauro's role at the Board of Education. Justin Richardson explained that Cafeteria Workers, School Secretaries, School Nurses, School Custodians, and maintenance workers, such as Carpenters are City employees. The Board of Education Human Resources Department recruits for certified Board of Education employees, such as teachers, paras, administrators, and principals. Faith Jackson clarified that all 466 and UPSEU positions are recruited through the City. Pat Alston said that process is confusing, and Edward Ford said that it's called for in the Charter. There was further discussion on how vacancies are announced and advertised. Justin Richardson explained that all jobs are sent to various community organizations. However, other positions are advertised to specific organizations. For example, City Planner was also posted to various city planner professional associations and affiliations, which are national. Someone from Georgia applied. At this time, there are a lot of vacancies in Board of Education.

Rosa Browne thanked Justin Richardson for his report and asked if anyone else had any questions. Pat Alston said she was reading the Affirmative Action Policy online and said that it addressed Equal Employment Opportunity more than Affirmative Action. Faith Jackson said that the policies are up for revision at this time; however, the policy statements typically mirror the Connecticut Department of Administrative Services. Once the policy statements have been revised, they will come before the Affirmative Action Monitoring Committee and General Counsel for review and input.

Pat Alston asked about the Police Officer who was terminated. Justin Richardson said that would appear on the next quarterly report. There was further discussion on the officer's termination.

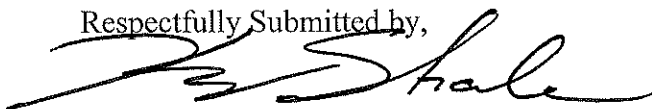
Miscellaneous Article(s): There was brief general discussion on the articles.

2018 Attendance: The committee reviewed the attendance. Pat Alston asked about Christine Sherwood. Rosa Browne asked if the issue with Alicia Moody was resolved. Faith Jackson said it was resolved, and there is now a vacancy on the committee.

Announcements: Edward Ford motioned to adjourn the meeting. Pat Alston seconded. The Chairperson called for a vote. The motion was properly carried. The next regularly scheduled meeting will be **January 24, 2019 at 6:00 p.m.**

Adjournment: Edward Ford motioned to adjourn. Pat Alston seconded. Rosa Browne called for a vote. The motion passed unanimously. The meeting was adjourned at 7:35 p.m.

Respectfully Submitted by,



Kasey Shoemaker,
Administrative Secretary III