

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

Attendance: Pat Alston, Alicia Moody, Christine Sherwood, and Faith Jackson, Director of Equal Opportunity and Diversity Management

Excused Absence: Kathleen Morey, Director of Human Resources

Absence: Rosa Browne

QUORUM: *Yes:* X *No:*

Call to Order: In the absence of the Chairperson, Faith Jackson called the meeting to order at 6:15 p.m. She asked those present to say their names for the record. She welcomed new committee member, Christine Sherwood. Christine Sherwood introduced herself and said that she has been in Middletown for about 13 years. She's been married for 30 years. She has four children and a granddaughter in high school. Additionally, she said she really enjoys Middletown and volunteers for committees. She works in Glastonbury for National Waste Associates. She has been there for about a year; however, she has worked in the industry of waste, recycling, and sustainability for approximately 15 years. She further elaborated on her work experience and various positions held in waste management. In conclusion she shared with the committee that she is a cancer survivor.

Faith Jackson welcomed her and asked what made her interested in joining the committee. Christine Sherwood answered that she volunteers as a side-walker with Manes & Motions. One of her long-standing goals is to have an inner-city equestrian program for latch-key youth and at-risk youth. In working toward that goal, she has been active on a number of committees to further understand the Middletown community and get to know people. She learned about the committee through her research and felt it was meant to be.

Public Session: None

Approval of Minutes: The committee reviewed the minutes of April 28, 2016. Alicia Moody motioned to approve the Meeting Minutes from April 28, 2016. Pat Alston seconded it. Faith Jackson called for a vote. The motion was properly carried with one abstention.

Old Business:

Committee Vacancy: The committee discussed the remaining committee vacancy. Faith Jackson explained that she is still in the process of recruiting people to fill the vacancy. There was discussion on the importance of diversity on this committee.

New Business:

2015/2016 3rd Quarter Hiring Report: Faith Jackson moved the discussion to the 2015/2016 3rd Quarter Hiring Report. She said that the City does not have a lot of new hires. Most positions are filled internally, which is why it's important to hire diversity for those few positions that are open to the public.

Faith Jackson also pointed out the Recruitment Action and Monitoring report, which is a spreadsheet for tracking the active job postings. Pat Alston asked if there was still outreach to the local churches. Faith Jackson advised that they have provided Human Resources a list of churches and minority organizations, to which Human Resources is supposed to disseminate information and vacancy announcements.

Christine Sherwood asked about the criteria for being on the mailing list. Faith Jackson answered that anyone could provide information to her, and she would update the list they provide to Human Resources. This outreach effort is important because the City doesn't advertise like it has in the past due to budget constraints. She said she would also follow up with Human Resources to see if they have an email distribution list. At this time, the job postings are listed on the City website. Pat Alston asked if Human Resources utilizes Facebook or Linked-In. Faith Jackson answered that she wasn't sure but could follow up with Human Resources on that, as well. There was further discussion about social media and recruitment.

Faith Jackson advised that in the 3rd Quarter, there were 11 new hires, and the majority of the hiring took place in the Fire Department. The promotional opportunities for the Fire Department are posted internally, such as Deputy Fire Chief, Battalion Chief, and Fire Lieutenant. When people fill these positions, it results in entry level vacancies for Firefighter. And, the Firefighter position is posted externally. Additionally, she explained that the City's workforce is very young. Typically, employees stay in the workforce to reach the benchmark of collecting 50% of the last highest three years of salary, and that timeframe generally is 22 ½ years, although some may stay longer. Therefore, with a young workforce, there will be very little movement or turnover in the City's workforce.

Pat Alston asked about outreach, specifically with regards to Police and Fire recruitment. She recalled an earlier discussion about efforts to reach out in the community. Faith Jackson answered that the Police Department has increased its presence at job fairs. Pat Alston suggested that they reach out to the churches. Christine Sherwood spoke on the importance of bridging the gap between the police and the youth in the community. There was discussion on mentorship programs.

Redirecting the discussion to the 3rd Quarter Hiring Report, Faith Jackson advised the committee that in the 3rd quarter, two Black Males were hired by the Board of Ed, and one of those hires was a goal. However, of the 11 new hires, seven were in the Fire Department. There were four promotions and one transfer. There were two demotions because one individual moved from being a Civilian Dispatcher Trainee to a Truck Driver, which was voluntary. Also, a School Custodian II voluntarily moved to a School Custodian I position. In this quarter, there were five employees separated from the City, two of whom were medical separations.

Faith Jackson spoke on the second page indicating the goals achieved. The City achieved one hiring goal. Additionally, there was a minority hire in EEO8- Service Maintenance. She explained that hiring occurred in EEO2 – Professionals, EEO3 – Technicians, EEO4 – Protective Services, which had seven opportunities, and EEO8 – Service Maintenance.

Revision to Employment Requisition Form: Faith Jackson moved the discussion to the revised Employment Requisition Form. She explained that the old form had been in effect for quite some time, and changes needed to be made to the categories. Now the form is consistent with how the hiring goals are set. There was discussion on the Two or More Races category. She explained that Other includes Asian, American Indian/Alaskan Native, and Native Hawaiian/Other Pacific Islander males and females and is reported in the Affirmative Action Plan in this format, but not in the federal EEO4 report where they are reported on separately. Faith Jackson further explained that the section on the Employment

Requisition Form that she completes is to advise the department heads of the hiring goals so they are aware of the goals during the recruitment process.

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. Also, she distributed additional articles that she'd received and wanted to share with the committee. She discussed the article provided by a member of the National Association of Access, Equity, and Diversity. She drew the committee's attention to the last page which addressed the discharge of a police officer for racial profiling. There was further discussion on the articles.

There was further discussion on the Recruitment Activity and Monitoring Report. Faith Jackson explained that her administrative assistant, Kasey Shoemaker, put the spreadsheet together to track the activity on open positions from posting to appointment and all the stages in between. The first stage after the position closes is the number of applications received. The second stage is the number of qualified and not qualified candidates. The third stage is the number who passed the test and are available for interviews. And, the final stage is the appointment of the employee, at which time the position is removed from the list. There was further discussion about the job posting process and goals in the Paraprofessional category and the Service Maintenance category. The committee also discussed recruitment efforts, especially in the Protective Services category. Additionally, the committee asked about internship programs. Faith Jackson explained the summer intern program runs through the Youth Services department. Christine Sherwood elaborated on her experiences with Manes & Motions and the volunteer opportunities in the program.

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

Announcements: The next regularly scheduled meeting will be **October 27, 2016**. For the record, Alicia Moody said that she would not be in attendance at that meeting.

Adjournment: Pat Alston motioned to adjourn the meeting. Alicia Moody seconded it. Faith Jackson called for a vote. The motion was unanimously carried. The meeting was adjourned at 7:20 p.m.

Respectfully Submitted by,



Kasey Shoemaker,
Administrative Secretary III