

Affirmative Action Monitoring Committee  
Informal Meeting Minutes  
January 26, 2023 6:00 p.m.

**Attendance:** Pat Alston, Rosa Browne, and Faith Jackson, Director of Equal Opportunity and Diversity Management

**Excused Absence:** Laurie Palmer and Justin Richardson, Director of Human Resources

**Absence:**

**QUORUM:**            *Yes:* \_\_\_\_\_            *No:*   X  

**Call to Order:** Chairperson Rosa Browne called the meeting to order at 6:02 p.m. She took attendance for the record and noted that there was not a quorum. Faith Jackson explained that Laurie Palmer was excused as well as Justin Richardson.

Faith Jackson also advised the committee that there are two vacancies that they need to work to fill as quickly as possible. She asked Pat Alston, who is the newly elected Democratic Registrar, about the procedure for filling vacancies because she was told that the City's Registrar's Office is responsible for that task. Pat Alston asked for further clarification. Faith Jackson explained that Elizabeth Santangelo, the previous elected registrar, kept a list of people who were interested in serving on committees and commissions. She would sometimes select from that list when a committee had a vacancy, which is how Ed Ford was appointed to the Affirmative Action Monitoring Committee. Pat Alston said she would reach out to Elizabeth Santangelo and ask for more information about the process. Faith Jackson explained that vacancies can also be filled by the committee making a recommendation. Then, the Office of Equal Opportunity can reach out to the individual and provide him or her with more information about the committee to see if there is interest. So, the committee members are encouraged to also make recommendations if they have someone in mind. Pat Alston said she would make an announcement at her church. Faith Jackson said she could also send out an email announcement through her church distribution list, as well.

**Public Session:** None

**Regular Meeting:**

**Approval of Agenda:** The January 26, 2023 Meeting Agenda could not be approved due to lack of quorum.

**Approval of Minutes:** The Meeting Minutes for October 27, 2022 could not be approved due to lack of quorum.

**Old Business:** None

**New Business:**

**2022-2023 1<sup>st</sup> Quarter Report:** The committee tabled the discussion of the 1<sup>st</sup> Quarter Report until the next meeting.

**Vacancy Report:** The Vacancy Report was not available

**Miscellaneous Articles:** There was no discussion on the articles.

**2022 Attendance:** The committee did not review the attendance.

**Announcements:** The next regular meeting of the committee will be April 27, 2023.

**Adjournment:** The meeting was adjourned at 6:14 p.m.

Respectfully Submitted by,

A handwritten signature in black ink, appearing to read "Kasey Maurice". The signature is written in a cursive, flowing style.

Kasey Maurice,  
Administrative Secretary III