

Affirmative Action Monitoring Committee
Meeting Minutes
January 27, 2022 6:00 p.m.

Attendance: Pat Alston, Rosa Browne, Laurie Palmer, 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 6:02 p.m. She took attendance for the record and noted that there was a quorum.

Public Session: None

Regular Meeting:

Approval of Agenda: Pat Alston motioned to approve the Meeting Agenda for January 27, 2022. Laurie Palmer seconded. The chairperson called for a vote. The motion properly carried.

Approval of Minutes: Laurie Palmer motioned to approve the Meeting Minutes for August 26, 2021. Pat Alston seconded. The chairperson called for a vote. The motion properly carried.

Review of Informal Minutes: The committee reviewed the Informal Meeting Minutes from October 28, 2021.

Old Business: None

New Business:

2020-2021 4th Quarter and Year-End Report: Rosa Browne asked Faith Jackson to speak on the 4th Quarter Report.

Before beginning discussion on the quarterly report, Faith Jackson said she wanted to bring something to the committee's attention. The charter revision, which passed, has a clause regarding term limits for board, committee, and commission members. She indicated that she was unsure how Mayor Florsheim would put this in effect. However, she wanted the committee members to be aware of this change. She added that she was concerned about this for the sake of keeping continuity on the committees and commissions and preserving the expertise of long-standing members. Rosa Browne added that she is pleased that this committee is balanced in diversity, which is important. Faith Jackson agreed and reminded the committee that there is still a vacancy.

Faith Jackson then moved to the 2020-2021 4th Quarter Report. She explained that there was quite a bit of diversity in this quarter. She added that not only is the City hiring diversity, but also it is promoting

diversity. A number of hiring goals are met through promotions. Therefore, it's important to get diversity in the door so there's diversity within the pool when promotional opportunities become available. She explained that in the 4th quarter, nine employees were hired: two White Males, four White Females, one Black Male, one Hispanic Female, and one Asian Male. Job opportunities for new hires and promotions for this quarter came under the following categories: EEO2-Professional, EEO3-Technician, EEO4-Protective Services, EEO6-Administrative Support, and EEO8-Service Maintenance. Hires and promotions occurred in the following departments: Police, Public Works, Water and Sewer, Central Communications, and Board of Education. Of all new hires, seven or 78% were from the protected class, four White Females, one Black Male, one Asian Male, and one Hispanic Female. The City achieved two of its set hiring goals through new hires, one Other Male and one Black Male in EEO4-Protective Services. Faith Jackson said these results are above and beyond a good-faith effort.

Faith Jackson continued by saying that during the fourth quarter, a total of nine employees were promoted. Of the promotions, the City achieved one of its set goals, one Hispanic Male in EEO3-Technician Category. Demonstrating the City's ability to provide upward mobility to a diverse workforce. Of the nine promotions, 22%, one Hispanic Male and one White Female were from the protected class. Faith Jackson said the City is moving in the right direction to diversify the workforce and to meet set goals.

Faith Jackson moved onto the Year-End Hiring Report. She reminded the committee that the City does not hire a large number of people. For the fiscal period July 1, 2020 through June 30, 2021, there were 69 job opportunities for the City. This was 26 more job opportunities than the previous year. However, 2020 was a very unusual year due to COVID. She went on to explain that job opportunities were comprised of 22 new hires, 28 promotions, 15 lateral transfers, and four demotions. She added that in many cases, employees choose to take a demotion because it provides greater opportunity for advancement in the future. Also, other departments may provide opportunity for overtime. She further explained that during this hiring period, 47 or 68% of the 69 job opportunities were filled internally, while the remaining 32% were filled externally. Of all employees, hired and promoted 18 or 36% fell within the Protected Class. For minority hiring (people of color), 14 or 20% accounted for all job opportunities filled during this period. Of all hires and promotions, nine or 20% of the 2020-2021 set hiring goals were achieved. Two goals were achieved through new hires, and seven were achieved through promotions. It should be noted that during this fiscal year, the City achieved the majority of its set goals through promotions, reflecting positively on upward mobility opportunities.

2021-2022 1st Quarter Report: Faith Jackson spoke on the 2021-2022 1st Quarter Hiring Report. She said that for the first quarter, a total of fourteen new people were hired, ten White Males and four White Females. Job opportunities for new hires and promotions for this quarter came under the following categories: EEO1-Officials/Administrator, EEO2-Professional, EEO3-Technicians, EEO4-Protective Services, EEO6-Administrative Support, and EEO8-Service Maintenance. Hires and promotions occurred in the following departments: Fire, Finance, Police, Central Communications, Water and Sewer, and Board of Education. Of all new hires, four were from the protected class, four White Females. Of the new hires the City achieved one of its set hiring goals this quarter, one White Female in EEO4-Protective Services.

During the first quarter, a total of seven employees were promoted. Of the promotions, the City achieved one of its set goals: one Hispanic Female in EEO6-Administrative support. Of the seven promotions 57%, one White Female, one Hispanic Female, one Hispanic Male, and one Two or More Male were from the protected class. In addition to achieving two of its set goals, the City promoted two minorities,

one Hispanic Male and one Two or More Male this quarter. She pointed out that again, the City has diversity in upward mobility. There has been demonstrated effort in hiring and promoting diversity.

Pat Alston said she had some questions about the 1st Quarter Hiring Report. She asked what the job title was for the White Male in the Officials/Administrators category. Faith Jackson answered that was the promotion of the Fire Chief. Pat Alston then asked about the White Male in the Professional category, and Faith Jackson answered that was the promotion of Police Lieutenant. Pat Alston then asked about the new Chief of Police. Faith Jackson answered that he would appear on the second quarter report.

Federal EEO4 Data Collection and Filing Report: Faith Jackson explained that the Federal Filing report was filed on time. However, she explained that there have been changes to how the data is collected in the function section. She will have to advise the administrative team at AUC that she will need different reports generated for the next filing period. She explained that she is in the process of adding part-time staff to the office. The part-time person can take on some of the work Kasey Maurice does. Then, she can begin to train Kasey Maurice on the proper filing of other reports in the office.

Laurie Palmer asked how things are input into the system and how that affects reporting. Faith Jackson answered that Human Resources inputs all new employees into the system. Payroll is responsible for changes in the existing workforce, such as internal movement. Board of Ed inputs its data, and that information merges with the City's AUC. The department went from working with one department to working with three different entities to make sure data collection and reports are running correctly.

Vacancy Report: Rosa Browne then asked Justin Richardson to speak on the Vacancy Report. He explained that with regards to the charter revision, the City is in the initial stages of passing the torch to the Board of Ed's Human Resources department. They are making sure that the Human Resources department is up to speed on the policies and procedures of the union contracts. Also, while the City is still the employer until July 1st 2022, the City's Human Resources Division still has the duty to report all the recruitment activity to Faith Jackson's office. In working with the Board of Education, they learned that they are not knowledgeable of the applicant pool. The data is collected, but both Human Resources and the administrators were not knowledgeable of the specifics of how an applicant self identifies. They were able to work around that with their vendor, which was positive. He went on to say that there are currently 11 positions open at the Board of Ed. Those positions are posted on the Board of Ed's website; therefore, applicants are being directed to the Board of Ed's link. Justin Richardson explained that the City was dealing with a great number of retirements from 2020 and 2021.

Justin Richardson said that the eligibility list for entry-level police officer has expired. Therefore, Chief Costa and Human Resources have been working together on outreach. He added that going forward he is asking for funding in the budget to be able to attend recruitment fairs in the community. He said that both the HR Generalist and the HR Specialist have experience with recruitment fairs. Therefore, he anticipates that the momentum the City has should continue going forward. Additionally, the internal movement of Deputy Police Chief leaves a vacancy for Police Captain, and when that is filled, it will cause a ripple effect throughout the department.

Pat Alston asked why of the number of Police Officers who were hired in the 4th quarter and in the 1st quarter, so few were female. Justin Richardson answered that the applicant pool for Certified Police Officer, which would be a lateral move from another police department, tends to be largely made up of white males. Hiring certified officers is less expensive and less time consuming for the City. Pat Alston asked if the new HR Specialist is a minority, and Justin Richardson indicated that she is a minority. Pat Alston then asked about the starting pay rate for the Cafeteria Worker and if the City plans to align it

with the upcoming wage increase. Justin Richardson answered that the 466 contract, which is the contract for Cafeteria Workers, is currently in negotiation, and that is an issue under discussion. Pat Alston then asked how recruitment is done within the Registrar of Voters office. Justin Richardson indicated that the Democrat and Republic Registrar of Voters are elected officials. By statute, they have the power to appoint an assistant or deputy.

Pat Alston indicated that she knows of someone who was trying to get a position as an Administrative Secretary III. This person told her that a position was posted to the public, taken down, and then posted internally. She asked how a situation like that happens. Justin Richardson answered that without knowing the specific position and department, he could say a possibility is that a posting went public for an eligibility list then closed. Subsequently, internal postings could have been posted after the eligibility list closed. He added that when a position is made available, it's posted internally. If no one applies, the City can then go to the eligibility list, which was posted externally. He also explained that all jobs, internal and external, are posted on the City's website. At times, applicants from the public will put in an application for an internal posting without realizing that the job wasn't open to the public.

Rosa Browne asked about the vacancy report where, for some positions, it is indicated that no internal candidates applied. Justin Richardson answered that those jobs were offered to the union for the amount of time required in the union contract; however, no internal candidates applied. In those cases, the City then either goes to an established eligibility list or posts the job externally.

Pat Alston said she had one additional question. She asked how new positions were created for the new Land Use Department. What is the process? Justin Richardson answered that those positions were created through a reorganization of the Planning, Conservation, and Development Department and the Parking Department into Economic and Community Development and Land Use. He added that the Common Council had to vote twice on these positions, and this is just the end result of that work.

The committee thanked Justin Richardson for the review of the Vacancy Report.

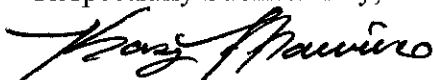
Miscellaneous Articles: Faith Jackson explained that she gets the articles from SHRM. She forwards them to the committee members so they can be aware of updates, changes, and court cases in labor law, sexual harassment, disability, and COVID testing and vaccine requirements in the workplace.

2021 Attendance: The committee reviewed the 2021 attendance. Faith Jackson asked the committee to be thinking about someone to possibly fill the existing vacancy.

Announcements: The next regular meeting of the committee will be April 28, 2022. Justin Richardson said he may not be present for that meeting.

Adjournment: Laurie Palmer motioned to adjourn the meeting. Pat Alston seconded it. The meeting was adjourned at 7:13 p.m.

Respectfully Submitted by,



Kasey Maurice,
Administrative Secretary III