

Affirmative Action Monitoring Committee  
Informal Meeting Minutes  
April 27, 2023 6:00 p.m.

**Attendance:** Rosa Browne, Laurie Palmer, Faith Jackson, Director of Equal Opportunity and Diversity Management, and Justin Richardson, Director of Human Resources

**Excused Absence:** Pat Alston

**Absence:**

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

**Call to Order:** Chairperson Rosa Browne called the meeting to order at 6:07 p.m. She took attendance for the record and noted that there was not a quorum. Faith Jackson explained that Pat Alston was excused.

**Public Session:** None

**Regular Meeting:**

**Approval of Agenda:** The April 27, 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:** Faith Jackson briefly discussed the committee vacancies. She said that she sent out a vacancy announcement to local minority and white churches for all the vacancies across the commission and committees that report to her department. She indicated the party affiliations needed for all committees and the commission, which is Republican, Independent, or Unaffiliated. At this time, she hasn't heard back from anyone interested in serving on the Affirmative Action Monitoring Committee, but she will resend the notice.

**New Business:**

**2022-2023 1<sup>st</sup> Quarter Report:** Rosa Browne asked Faith Jackson to give a brief summary of the 1<sup>st</sup> Quarter Report. Faith Jackson explained that in the first quarter, the City achieved no goals through new hires, but did achieve one goal through promotions: one Black Female in EEO6 – Administrative Support. The City hired three new people and promoted 12.

**2022-2023 2<sup>nd</sup> Quarter Report:** Rosa Browne asked Faith Jackson to give a brief summary of the 2<sup>nd</sup> Quarter Report. Faith Jackson explained that the City did not achieve any goals in the 2<sup>nd</sup> quarter. The City hired seven new employees and promoted four. Of the promotions, two, or 50%, were from the protected class. The 2<sup>nd</sup> Quarter Report is the one that prompted Anita Ford Saunders, President of NAACP, to address the mayor and the Common Council at its last meeting. President Saunders seemed unclear that White Females are considered a protected class. However, that is something that President Ronald Reagan declared when he was in office.

Justin Richardson said that they are working on evaluating their interview process. They're coming up with a new rubric for interviews to make it more equitable and consistent in practice. They are working with the Office of the Mayor and the Office of Equal Opportunity and Diversity Management. Faith Jackson said one of the issues occurs when a position goes through the recruitment process and gets to the interview stage. When there is diversity at the interview stage, with everyone being equal with regards to skills and qualifications, they need to encourage department heads to provide an opportunity to one of the hiring goal candidates.

There was further discussion on the importance of hiring diversity at the entry level so they can be promoted within the workforce. There was also discussion of not only making sure the applicant pools are diverse but also hiring the diverse candidates within the pool. Minorities complain that they apply for jobs but never get selected. The City has to break the cycle of hiring relatives. Faith Jackson indicated that the mayor is communicating the importance of this to the department heads; however, department heads are the ones selecting the candidates, so it takes everyone being on the same page to accomplish this recruitment effectively.

**Vacancy Report:** Rosa Browne asked Justin Richardson to briefly summarize the vacancy report. He explained that this vacancy report goes back as far as October. The Health Department recently selected two new hires. The City is also currently in the process of hiring the new Director of Economic and Community Development. There was also discussion of the opportunities for diversity in Water & Sewer.

**Miscellaneous Articles:** There was brief general discussion on the articles.

**2022 Attendance:** The committee reviewed the attendance.

**Announcements:** The next regular meeting of the committee will be July 27, 2023. Laurie Palmer asked the committee to discuss meeting in person in the future. Faith Jackson said they would put it on the agenda for July's meeting to discuss and vote on as an action item.

**Adjournment:** The meeting was adjourned at 6:38 p.m.

Respectfully Submitted by,



Kasey Maurice,  
Administrative Secretary III