

Affirmative Action Monitoring Committee
Meeting Minutes
April 28, 2022 6:00 p.m.

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

Excused Absence: Christine Sherwood and Justin Richardson, Director of Human Resources

Absence:

QUORUM: Yes: X No:

Call to Order: Chairperson Rosa Browne called the meeting to order at 6:06 p.m. She took attendance for the record and noted that there was a quorum. Faith Jackson said for the record that Christine Sherwood sent an email indicating that she would not be able to attend. The committee discussed her attendance. It was noted that last year the committee asked her if she intended to continue serving, and she responded that she wanted to remain on the committee. Since then, she has attended one meeting. Rosa Browne said she would follow up with her to further discuss her attendance. She asked Faith Jackson to forward her Christine Sherwood’s contact information. The committee also discussed the vacancy. Members indicated that they were having difficulty finding people willing to commit to an additional meeting. People are already overcommitted and stretched too thin.

Public Session: None

Regular Meeting:

Approval of Agenda: Laurie Palmer motioned to approve the Meeting Agenda for April 28, 2022. Rosa Browne seconded. The chairperson called for a vote. The motion properly carried.

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

Old Business: None

New Business:

2021-2022 2nd Quarter Report: Faith Jackson spoke on the 2021-2022 2nd Quarter Hiring Report. She said that for the second quarter, a total five new employees were hired, and 17 were promoted. The City achieved three set goals. Two were achieved through new hires: one Hispanic/Latino Male in EEO4 – Protective Services and one Black/African American Female in EEO6 – Administrative Support. Another goal was achieved through promotions: one Black/African American Male in EEO2 – Professional. Of the five new hires, 80% (or four) were from the protected class. Of the seventeen promotions, 29% (or five) were from the protected class. Additionally, two minorities were hired: one Two or More Male in EEO1 – Officials/Administrators and one Hispanic Male in EEO4 – Protective Service. Hiring and promotions occurred in the following departments: Police, Board of Ed., Office of General Counsel, Public Works, Fire, Land Use, Finance, and Water & Sewer. Faith Jackson explained that it’s very good that even in a small number of people hired, there was diversity.

Faith Jackson added that there were 12 reclassifications, two transfers, and one demotion. She noted that for this quarter, twelve people were separated from employment, which is more than the number who were hired.

Faith Jackson clarified that the Office of Equal Opportunity and Diversity Management does not recruit. The office monitors recruitment. She added that Councilwoman Blackwell asked during a budget meeting how the newly hired HR Specialist was working out with her office. Faith Jackson had to explain that the HR Specialist does not work in the Office of Equal Opportunity and Diversity Management. The position is within the Office of General Counsel, and the HR Specialist was hired to do recruitment.

Rosa Browne said that this report shows steady improvement over past reports presented to the committee, which is good. Faith Jackson agreed. However, she reminded the committee that starting July 1st of 2022, the Board of Ed employees who are noncertified, meaning the 466, UPSEU, and non-bargaining employees, will no longer be under the umbrella of the City. They will not be counted as City employees. Also, there will not be a lot of movement or turnover in the City, so there will be fewer opportunities both internally and externally.

Faith Jackson said that she is working to transition work that Kasey Maurice does to the new part-time employee. Then, Kasey Maurice, who already pulls together the data for the quarterly reports, can take on other elements of the Affirmative Action Plan. Rosa Browne said that Faith Jackson has number of different aspects of her job. So, finding someone who has the same skill base will be difficult.

Pat Alston said she had a few questions about the quarterly hiring report. She asked for details about the Black Male promoted in EEO2 – Professional category. Faith Jackson answered that he was promoted in the Board of Ed from Educational Technologist to Educational Software Engineer. Pat Alston then asked about the Black Female, who was a new hire. Faith Jackson answered that was the HR Specialist hired in the Office of General Counsel. Pat Alston then asked for clarification on the terminations. She asked the job title of the person who was terminated from the Board Ed. Faith Jackson said the employee was a School Nurse. She explained that Human Resources would have the details surrounding that termination. Pat Alston said that she understands that the specifics may not be available; however, the committee should be able to get some information about the reasoning for the termination.

Pat Alston said she understands that it's not within Faith Jackson's control; however, when Justin Richardson isn't able to be present for a committee meeting, someone from his office should be in attendance. Faith Jackson explained that Justin Richardson has two staff members in his office, and it is not in either of their job descriptions to attend meetings in the absence of the director. Also, those positions likely don't get paid overtime work outside the normal workday hours. Most support departments don't have positions like deputy director, who would attend meetings in the director's absence.

Vacancy Report: Rosa Browne moved the discussion to the vacancy report. She explained that Justin Richardson was not in attendance; therefore, the committee must decide if it wants to table discussion. Pat Alston said that she had a couple questions for the vacancy report. She could email Justin Richardson and copy the committee and Faith Jackson on the email message. Faith Jackson asked Pat Alston to enter her questions into record for the minutes:

1. On page 6, at the top of the page, Human Resources Clerk BOE has a notation of “Piggy Gr 7.” Would you explain what that means?
2. On the same page for Administrative Secretary III BOE MHS Guidance Gr 8, it has “(New Position) Closed out per union & BOE.” Does that mean someone was hired, the opening was cancelled, or what?
3. On page 7, Educational Technologist BOE, “(New Position) Closed out per Craig Zalewski MOU.” Does that mean that the position was cancelled, or that someone was hired, or the position is on hold, or what? Please clarify.
4. When does the list for Administrative Secretary III list expire, and how many applicants are on the list?

There was further discussion on these questions. Rosa Browne thanked Pat Alston for her questions but also suggested that Justin Richardson address the questions to the committee at the next meeting in case the answers prompt additional questions and or discussion.

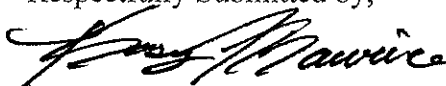
Miscellaneous Articles: Rosa Brown thanked Faith Jackson for forwarding the articles to the committee for information and review.

2022 Attendance: The committee reviewed the 2022 attendance. Rosa Browne said she would follow up with Christine Sherwood regarding her intention to continue serving on the committee.

Announcements: The next regular meeting of the committee will be July 28, 2022.

Adjournment: Pat Alston motioned to adjourn the meeting. Laurie Palmer seconded it. The meeting was adjourned at 7:06 p.m.

Respectfully Submitted by,



Kasey Maurice,
Administrative Secretary III