

Affirmative Action Monitoring Committee  
Meeting Minutes  
August 26, 2021 6:00 p.m.

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

**Excused Absence:**

**Absence:**

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

**Call to Order:** Chairperson Rosa Browne called the meeting to order at 6:04 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 August 26, 2021. 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 April 22, 2021. Pat Alston seconded. The chairperson called for a vote. The motion properly carried.

**Old Business:** None

**New Business:**

**2020-2021 3<sup>rd</sup> Quarter Report:** Rosa Browne asked Faith Jackson to speak on the 2020-2021 3<sup>rd</sup> Quarter Report. Faith Jackson began discussion on the 3<sup>rd</sup> quarter. She explained that the City does not do a great deal of hiring and even less since COVID-19. In this quarter, there were eight new hires: six White Males and two White Females. Job opportunities for new hires and promotions came under the following EEO categories: EEO2 – Professional, EEO4 – Protective Services, EEO6 – Administrative Support, EEO7 – Skilled Craft, and EEO8 – Service Maintenance. Also, job opportunities were in the following departments: Recreation and Community Services, Board of Ed, Central Communications, Public Works, Police, and Fire. A total of nine employees were promoted: four White Males, three White Females, one Hispanic Female, and one Two or More Races Male. While the City did not achieve goals under new hires, the City did achieve two goal within the promotions, which is why upward mobility is key. Achieving goals through promotions demonstrates that the City not only hires a diverse workforce but promotes a diverse workforce, as well.

Rosa Browne said that at the last meeting, both Faith Jackson and Justin Richardson mentioned retirements. She asked if retirements in the City create new opportunities. Faith Jackson responded that retirements create vacancies, which are opportunities for promotions or new hires. For example, if a Police Lieutenant retires, that creates a vacancy for a Police Sergeant to get promoted into, and that vacancy creates an opportunity for a Police Officer to be promoted. It's a chain reaction. Justin

Richardson said that was correct and added that union contracts play a significant role in that. The police union contract stipulates that candidates must be in the current Middletown police force for a certain number of years in order to apply for promotions. Also, the 466 union contract stipulates that union positions be offered to the union members first because that is their vested and negotiated right. Faith Jackson added that it's the only way for City employees to get promoted to available, higher-salary position. There is no other promotion system in place.

Rosa Browne asked about the percentage of retirements compared to the percentage of promotions and new hires. Faith Jackson said that in this quarter, seven people separated from the City. There were nine promotions and eight new hires. Christine Sherwood said that as movement occurs within the City due to vacancies, it's important to have diversity in that pool of people. She then asked how often opportunities go out to the public because that is really crucial. Justin Richardson said that it depends on the position. If a position is posted internally and no one wants it or no one is qualified for it, the City can post the job externally or use an existing eligibility list, which was derived from an external posting. Christine Sherwood said she understood the process. However, it seems like the lower level jobs have more diversity while the upper management positions are filled from within the union.

Faith Jackson said the goals achieved within the promotions show that the City is heading in the right direction. However, upper-level positions, such as director and deputy director, don't become available very often. Most employees who are hired for the City tend to stay for the 22 years required to qualify for the pension.

Christine Sherwood said to make improvements, the City should make sure that a certain percentage of positions should always be kept open for a certain percentage of the public. Justin Richardson said that two IT positions, which will be posted very soon, will be posted both internally and externally because they both needed them filled quickly. They still have to allow preference for the internal candidates, but if they don't get an internal candidate, they can easily move to the external list, and this process will cut down on time. Christine Sherwood said the City is still protecting the people in the union so the effort is almost futile. Justin Richardson said that there are approximately 50 middle management positions and even less director-level jobs. Almost half, if not more, of those jobs will go out to the public because they are positions that require specific qualifications, credentials, and experience.

There was further discussion on the internal movement and how vacancies are filled through promotions or lateral transfers. Faith Jackson said she was concerned about the effect the charter revision will have on the City's diversity, as it aims to separate the Board of Ed. Justin Richardson said that current negotiations have stipulated that Board of Ed employees will still have the opportunity to apply for City jobs internally. Faith Jackson said that was good because at this time the Board of Ed has a 22% diverse workforce.

Pat Alston asked about the promotion on the 3<sup>rd</sup> Quarter Report in EEO8 – Service Maintenance. Faith Jackson answered that promotion was a School Custodian II moving to a Building Superintendent I within the Board of Ed. Pat Alston then asked about the new hire in EEO7 – Skilled Craft. Faith Jackson answered that the new hire was a Master Mechanic in the Public Works department.

Rosa Browne asked if there were any other questions about the 3<sup>rd</sup> Quarter Report. The committee said it had no further questions. Rosa Browne thanked Faith Jackson for her report.

**General Recruitment Procedures and General Instructions for Oral Examiners:** Rosa Browne moved the discussion to the General Recruitment Procedures and General Instructions for Oral Examiners. Justin Richardson asked the committee how it would like him to discuss this agenda item. Did the committee members want him to go over the procedures or were there specific questions?

Laurie Palmer said she had a question. In section 3F and 3H in the General Recruitment Procedures, it speaks of individuals who have passed testing prior to the application process. She asked how long a passing test score is good. Is there a time limit, after which an applicant would need to test again? Justin Richardson said that it depends on the position. For example, if an Administrative Secretary III is hired by the City at this time and a year from now wants to move to another Administrative Secretary III position, the applicant does not need to test again. However, if the person is going for a promotion, he or she needs to test. If the person has never tested in the past, he or she would need to test. Laurie Palmer then asked if a person applied for a job, passed the test, but then wasn't selected for the position, is that test still in effect. Justin Richardson said no. If the recruitment has been closed, then the applicant would need to re-test. However, if the applicant is on an eligibility list, the list is viable for up to a year. Laurie Palmer asked a question about the General Instruction for Oral Examiners. Number 5 says "see next page" for a rating scale, but that wasn't included. Justin Richardson apologized and said he would describe a rating scale he had for a Police Officer. It is a 5 – 10 scale for rating an answer to a question: 5 – completely and wholly unacceptable, 6 – unacceptable, 7 – acceptable, 8 – good, 9 – very good, and 10 – exceptional. He then said the office has used the scale system for about 15 years, but it gets updated periodically.

Rosa Browne asked for further explanation of the application process, asking if someone applies, passes the test, and doesn't get the position, does that person have to go through the entire process again if she or she wants to re-apply. Justin Richardson said it depends on the position. For example, for the Board of Ed, they recruit by position, meaning every School Custodian position at every individual school must be posted. They can't just have one posting for School Custodian. He said that once school is back in session, he'd like to see if there is a way to work around the process of posting and testing for every single position over and over again and streamline the process.

**Vacancy Report:** Rosa Browne moved the discussion to the vacancy report. Justin Richardson said at this time, the City has about 60 to 70 open, in-process recruitments.

Pat Alston asked Justin Richardson how many active job titles the City has. Justin Richardson answered that the City has 261. Pat Alston asked about the salary range for the Police Officer positions. She asked if there is a differential for experience. Justin Richardson said that officers can start on a different step within that salary scale, but the scale is the same for all Police Officers. The scales is broken into different stages: start, six months, one year, two years, three years, four years, and five year. The union contract gives credit in years for lateral officers coming in from other towns. Pat Alston then asked if the City ever posts part-time positions or are they mostly full time. Justin Richardson said that the City has very few part-time positions, maybe 15. However, the Board of Ed has quite a few more part-time jobs. Cafeteria Workers, alone, account for about 30 part-time positions. Pat Alston asked if Justin Richardson could make a notation on the vacancy report when someone is hired who is a goal candidate. Justin Richardson said he would look into doing that.

Pat Alston then asked about the School Custodian vacancy. She said the report indicates that there were no internal candidates and the position would be revamped to a 40-hour position. She asked how many hours the position was before. Justin Richardson said that the person who was working in the position had it split between two locations. For Central Office, the position was 20 hours, and it was merged with Bielefield, which was a part-time, 20-hour position. However, since the person has retired, the employee no longer needs that accommodation. The part-time position was posted. However, there were no applicants. The Board of Ed reconsidered the position and revised it to be for Central Office and another location. Pat Alston asked about the large number of Cafeteria Worker I and II positions. Justin Richardson explained that the Board of Ed held these positions from last year because cafeteria services were low. Now, the Board of Ed needs to fill them for the new school year.

Rosa Browne asked if part-time employees receive benefits. Justin Richardson answered that employees working less than 20 hours receive sick time, holiday time, and life insurance. Employees who work 20 to 34 receive sick time, vacation time, holiday time, health insurance, and life insurance. Employees who work 35 hour or more receive sick time, vacation time, holiday time, health insurance, life insurance, and pension.

Pat Alston said she noticed that the City hired a new Chief of Police. She asked when he will start. Justin Richardson explained that there will have to be a Special Meeting of the Common Council to confirm the appointment. They are looking for that to occur mid to late September, with a start date for him shortly after.

Rosa Browne asked if there were any other questions for Justin Richardson. The committee had no further questions.

**2021 Attendance:** The committee reviewed the 2021 Attendance.

**Announcements:** The next regular meeting of the committee will be October 28, 2021. Laurie Palmer said for the record that she would not be in attendance. Faith Jackson announced that the Office of Equal Opportunity and Diversity Management sent out a vacancy announcement to the local churches.

**Adjournment:** Pat Alston motioned to adjourn the meeting. Laurie Palmer seconded. The meeting was adjourned at 6:55 p.m.

Respectfully Submitted by,



Kasey Maurice,  
Administrative Secretary III