

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

Attendance: Pat Alston, Rosa Browne, Laurie Palmer, Faith Jackson, Director of Equal Opportunity and Diversity Management, Cayla Jones, Human Resources Specialist, 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. Cayla Jones, Human Resources Specialist, was also present. Justin Richardson said that Cayla Jones was hired for the Office of General Counsel Human Resources Division last November. She is working to improve the City's outreach efforts. She's been working with the Middlesex Chamber to do community outreach as well as career fairs. Additionally, she helps with the recruitment and the testing phase.

Public Session: None

Regular Meeting:

Approval of Agenda: Pat Alston motioned to approve the Meeting Agenda for October 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 July 28, 2022. Pat Alston seconded. The chairperson called for a vote. The motion properly carried.

Old Business: None

New Business:

2021-2022 4th Quarter and Year-End Report: Faith Jackson spoke on the 2021-2022 4th Quarter Hiring Report. For the fourth quarter, a total of seven new people were hired: two White Males, three White Females, one Hispanic Female, and one Two or More Races Male. Job opportunities for new hires and promotions for this quarter came under the following categories: EEO1-Officials/Administrator, EEO2-Professional, EEO3-Technician, EEO6-Administrative Support, and EEO8-Service Maintenance. Hires and promotions occurred in the following departments: Health, Land Use, Board of Education, Public Works, and Finance. Of all new hires, five or 71% were from the protected class: one Hispanic Female, three White Females, and one Two or More Races Male. The City did not achieve any goals within new hires. However, it did hire two new minorities in the fourth quarter, one Hispanic Female in the EEO2-Professional Category and one Two or More Races Male in the EEO8-Service Maintenance Category.

During the fourth quarter, a total of twelve employees were promoted. Of the promotions, the City achieved one of its set goals, one Black Male in EEO8-Service Maintenance and promoted two Black

Females in the EEO6-Administrative Support Category. This demonstrates the City's ability to provide upward mobility to a diverse workforce. Of the twelve promotions, 50% were from the protected class, One Black Male, two Black Females, and three White Females.

Laurie Palmer asked when the separation of the City and the BOE would take effect and if the committee would still be monitoring their recruitment. Faith Jackson answered that it took effect July 1st 2022 and that they are no longer monitoring or reporting on the Board of Ed going forward.

Faith Jackson explained that during the fourth quarter, seven employees separated from employment. One White Male quit the City, two White Males retired from the City, one White Female retired from the City, two White Females retired from the Board of Ed., and one Hispanic Male was terminated from the City.

Laurie Palmer asked if Justin Richardson could provide the reason for the termination. Justin Richardson said he could not give specifics but could broadly say that it was willful misconduct and violation of City policies. The case is going through arbitration at this time.

The committee had no further discussions or questions on the 2021-2022 4th Quarter Hiring Report; therefore, Faith Jackson moved the discussion to the Year-End Report. For the fiscal period July 1, 2021 through June 30, 2022, there were 100 job opportunities for the City. This was 31 more job opportunities than the previous year. Job opportunities were comprised of 45 new hires, 46 promotions, 7 lateral transfers, and 2 demotions. During this hiring period, 55 or 55% of the 100 job opportunities were filled internally, while the remaining 45% were filled externally. Of all employees, hired and promoted, the City achieved seven or 19% of its set affirmative action goals. Four goals were achieved through new hires, and three goals were achieved through promotions. Of all job opportunities filled, 41% fell within the Protected Class. For minority hiring (people of color), 17 or 17% accounted for all job opportunities filled during this period. Of all hires and promotions, seven or 19% of the 2021-2022 set hiring goals were achieved. Four goals were achieved through new hires, and three achieved through promotions. It should be noted that the City's ability to achieve hiring goals through promotions, reflects positively on upward mobility opportunities.

Faith Jackson explained that Pat Alston asked about the upward mobility program within the City. The union contracts don't allow for merit increases. However, employees can apply for a promotion or lateral transfer when one becomes available. Justin Richardson added that there is a system of checks and balances in place. They had a situation they had to address in Water & Sewer when it was indicated that there was no incentive for employees to become managers. This can be addressed with an MOU where 466 employees have the ability to apply for a manager position before it becomes open to the public.

Pat Alston asked if there was a mentoring system for entry-level positions. Justin Richardson said it depends on the specific entry-level job, the possible training opportunities, other jobs within the department, and education requirements and opportunities. Pat Alston then asked if the employee would be informed about training opportunities. Justin Richardson answered that it would again depend on the position. Truck Drivers, for example, are trained on different equipment in preparation to take tests for different classes of licenses. Faith Jackson added that some departments, such as Water & Sewer offer multiple types of trainings, but employees have to take the initiative to say they want to attend the training.

Pat Alston asked about promotions. She asked if promotions are tracked within certain EEO categories or throughout the entire workforce. Faith Jackson answered that promotions are tracked through the entire workforce and that the year-end report provides a snapshot of all the yearly activity, including

new hires, promotions, transfers, and demotions. The report captures the number and percentage of employees hired and promoted within the protected class.

There was no further discussion or questions on the year-end report. Rosa Browne thanked Faith Jackson for her reports.

Vacancy Report: Rosa Browne moved the discussion to the vacancy report. Justin Richardson thanked Pat Alston for the questions she emailed. He said they could go through them one by one in the discussion.

Pat Alston asked, concerning the Black Female and Black Male who were promoted, what position and EEO category were they promoted from, and into? Faith Jackson and Justin Richardson answered that two Black Females and one Black Male were promoted. One Black Female was promoted from School Sec. II in EEO 6 – Administrative Support to Tax Clerk in EEO 6. Another Black Female was promoted from Cafeteria Worker II in EEO 5 – Paraprofessionals to School Secretary II in EEO 6 – Administrative Support. One Black Male was promoted from School Custodian I in EEO 8 – Service Maintenance to Park Maintainer II in EEO – 8.

Pat Alston's next question was regarding the entry-level police officer pool, which has 80 applicants. She asked if that was a typical pool. Justin Richardson answered that the pool is usually over 200. He added that the current fire recruitment is over 170 at the moment. Pat Alston also asked why the job offer for Civilian Dispatcher was rescinded. Justin Richardson answered that the background check indicated that the applicant did not have the certification he or she claimed to have. Justin Richardson answered her next question of why there were two openings for Tax Collectors office by explaining that one Tax Clerk moved up to Chief Tax Clerk. Two other Tax Clerks were promoted, one within the department and another to a department outside of Finance.

Pat Alston asked about the utility worker position. She said she wanted to know if it was the entry-level position and if so, she wanted to read the job description. Justin Richardson said that he could send her the four different utility worker job descriptions, Utility Worker I through Utility Worker IV. Pat Alston's next question was if there is a requirement for certain positions to have applicant pools. Justin Richardson answered that all positions are posted, and the list of eligible applicants becomes the applicant pool. Applicant pools and eligibility lists are key for common positions such as Truck Driver or Custodian. Having an eligibility list saves time in filling vacancies.

Pat Alston asked about newly implemented outreach measures. Justin Richardson said that he asked Cayla Jones to attend the meeting tonight to address this question. He said that she is working closely with the Middlesex Chamber and other community partners. In the last year, they have had one virtual career fair, six hiring events, and four outreach events with three more coming before the end of the calendar year. Pat Alston asked about visiting community organizations in person. Cayla Jones said she could talk about that. She said that she's reached out to a few community leaders and met with them one on one. She met with the Adult Ed program with regards to their job placement initiatives. Additionally, she has gone out and visited a few minority business groups, as well as working with the Anti-Racism Task Force. They have multiple agencies that post job postings on their social media as well as continuing to mail out job postings. This effort is in addition to posting to Indeed and DiversityJobs.com.

Pat Alston also asked if the committee could get a copy of the Workforce Analysis that delineates employees by race and gender within each EEO category. Faith Jackson indicated that she could provide that to the committee.

The committee thanked Justin Richardson for his report and for answering the questions.

2023 Meeting Schedule: Pat Alston motioned to approve the 2023 Meeting Schedule. Laurie Palmer seconded. The chairperson called for a vote. The motion properly carried.

Miscellaneous Articles: Rosa Brown thanked Faith Jackson for forwarding the articles to the committee for information and review. There was general discussion on the articles.

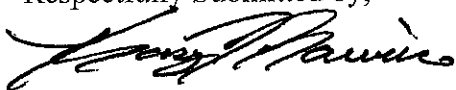
2022 Attendance: The committee reviewed the 2022 attendance. Rosa Browne remarked on Christine Sherwood's attendance and absence from this meeting. She said that she has contacted her by email and phone and the Christine Sherwood indicated that she would like to continue on the committee; however, she is neglecting to attend the meetings. Faith Jackson recommended that the committee send her a letter, along with the attendance record, removing her from the committee based on her lack of attendance and dereliction of duty.

Motion: Pat Alston motioned to send Christine Sherwood a formal letter removing her from the committee based on the lack of attendance and dereliction of duty. Laurie Palmer seconded. The chairperson called for a vote. The motion properly carried.

Announcements: The next regular meeting of the committee will be January 26, 2023. Pat Alston said that her term expires in April of 2023. She asked how that would be handled. Faith Jackson said she was unsure how they were handling term expirations with regards to the charter revision.

Adjournment: Laurie Palmer motioned to adjourn the meeting. Pat Alston seconded it. The meeting was adjourned at 7:03 p.m.

Respectfully Submitted by,



Kasey Maurice,
Administrative Secretary III