

**Chairperson**  
TBA



**Members/District:**  
George Cortes #2  
Patrick Hare #5  
Greta Kenney #5  
Shirley Konneh #3  
Aivi Nguyen #1  
Kathleen Rentsch #1  
Florette Willis #4  
Open Position Pending  
Open Position Pending

**Vice-Chairperson**  
TBA

**City of Worcester  
Diversity & Inclusion Advisory Committee**

**Minutes**

**Thursday, November 10, 2016, 5:45 PM**

**Present:**

**Patrick Hare – District 5  
George Cortes – District 2  
Shirley Konneh – District 3  
Florette Willis – District 4  
Greta Kenney – District 5**

**Absent: Aivi Nguyen – District 1  
Kathleen Rentsch- District 1**

**Dr. Malika Carter, Chief Diversity Officer, Staff Liaison**

**The meeting was officially called to order at 5:45 PM. Dr. Carter welcomed all.**

**Call to Order, Public Comment Process & Acknowledgement of received public comment submissions**

The public comment process and acknowledgement of received submissions from Previous Meeting(s) were discussed.

## **APPROVAL OF THE MINUTES**

**Minutes of Thursday, October 27<sup>th</sup>, 2016**– On a motion by Mr. Patrick Hare and seconded by Mr. George Cortes, the minutes were approved. No members were opposed.

## **Duties & Responsibilities of the Diversity Inclusion Advisory Committee & Welcome New Committee Members**

Dr. Malika Carter shared that if she would provide training materials to other committee members as they onboard. Dr. Carter also referred to the charge given by the City Manager.

### **Suggestions for upcoming agenda items:**

Dr. Carter led the discussion of upcoming agenda items. Mr. George Cortes suggested that the committee discuss a complaint process. Dr. Carter shared that she has already been involved in conversations to address complaints and that the nature of complaints will fall into two categories, public and employment. Dr. Carter mentioned that she has been in conversation with Jayna Turчек of the Human Rights Office to begin conversations that could result in an anti-bias/bigotry/hate response system. Dr. Carter mentioned important distinctions that have been determined in conversations with Ms. Turчек thus far.

- Employment Complaint/Reporting Process will differ from public citizen Complaint/Reporting Process because employment-related information is confidential and handled differently
- Submissions would be subject to open records.
- In an environment of open records, it would be difficult to protect identities of reported and reporters who self-identify.

Ms. Greta Kenny motioned that Mr. George Cortes and Ms. Florette Willis craft a document suggesting recommendation changes to the city's protected class policies and procedures. Mr. Patrick Hare seconded the motion. None opposed.

**Chair and Vice Chair positions** - Voting for appointments could not be accomplished because the committee did not have quorum, plus one so as to avoid someone voting for

their self. Chair and Vice Chair position descriptions will have been sent to new committee members so they may consider nominations for the role of chair or vice chair. Voting for those who accept appointment will be conducted during the next meeting. Nominations were made and accepted for Chair for the following candidates Greta Kenny and George Cortes. Nominations were made and accepted for Vice Chair for the following candidates Aivi Nguyen and Shirley Konneh, and Mr. Patrick Hare. Mr. George Cortes submitted a motion to approach the City manager's administration to make effort to make the remaining two appointments to the Diversity and Inclusion Committee prior to the next meeting of December 8<sup>th</sup>, 2016. Ms. Shirley Konneh seconded the motion. None opposed.

After discussion, Ms. Shirley Konneh rescinded the motion with support of Mr. George Cortes.

### **Vocabulary for Committee Members: Glossary of terms prepared by the City of Worcester Human Rights Office**

Dr. Carter spoke to the committee about the glossary of terms including Equal Opportunity, Affirmative Action and Non-Discrimination terms and asked each member to review the terms so that they were speaking the same language going forward.

### **Announcements:**

#### **Department of Justice Reporting**

Dr. Carter shared with the committee the draft EEOP Utilization Report that is currently under review by Human Resources. She shared that after Human Resources review and finalization of the goals and objectives that will address underutilization, the draft will be sent to the Department of Justice for review prior to the submission of the final document.

Dr. Carter shared that the Equal Opportunity Employment statement is now used on employment postings and on other Human Resources materials and publications such as business cards and presentations.

**Dr. Carter to follow up on where Human Rights committee and the Disability Committee post meeting information so the Diversity and Inclusion Committee may duplicate.** Dr. Carter shared the response from Ms. Turchek.

**From:** Turchek, Jayna

**Sent:** Tuesday, November 01, 2016 11:16 AM

**To:** Carter, Malika

**Subject:** RE: Diversity and Inclusion Meeting agenda to community

Good morning Dr. Carter, the City Clerk posts on the city calendar and under Boards and Commissions upcoming agendas. In addition I have a constant contact subscription and send out email reminders/announcements for meetings/trainings and events organized by my office. Other city departments/divisions also have constant contact subscriptions and do the same (ie Planning and Regulatory Bds, Cultural Affairs, Public Health). (I also co host a radio show on Audio Journal where we talk about the upcoming Commission on Disability agenda items among other things).

I have lobbied for a more comprehensive service that could be shared with all city departments. This would help with the uniformity of the messaging but more importantly we could share and build upon everyone's email lists to have a broader reach and allow email users to manage what information they want."

**Affirmative Action (official role, policy, plan, statement)**

Committee suggested that they would need more time to review related materials prior to discussion [Affirmative Action fair housing/ Affirmative Action contract compliance/ Affirmative Action employment].

**The meeting was adjourned at 7:04 PM.**

*The City of Worcester does not discriminate on the basis of disability. The Commission on Disability will provide auxiliary aids and services, written materials in alternative formats, and reasonable modifications in policies and procedures to persons with disabilities upon advance request. Contact 508-799-1152 or disabilities@worcesterma.gov*