

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
Joseph Ortiz # 4
Leonard Cooper # 2

Vice-Chairperson
TBA

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

MEETING AGENDA

Thursday, January 12, 2017, 5:30 PM

**Worcester City Hall, 455 Main Street, Worcester, MA 01608
(Room 401)**

Please note: all times listed below are approximate

1. Call to Order, Welcome to new committee members, Roll Call & Public Comment Process & Acknowledgement of received Submissions from Previous Meeting	5:30-5:35
2. APPROVAL OF THE MINUTES of 12/8/16	5:35-5:40
3. Duties & Responsibilities of the Diversity Inclusion Advisory Committee & Welcome New Committee Members (If Applicable) (Dr. Malika Carter, Chief Diversity Officer/Staff Liaison) See http://www.worcesterma.gov/uploads/86/43/8643f6be6b2228b4a813b9667f3596769/revised-ordinances-2015-2.pdf "Article 2. Human Resources Department", then "6. Diversity Inclusion Advisory Committee". See http://www.worcesterma.gov/boards-commissions <i>Physical Copies provided during meeting.</i>	5:40-5:45
4. Chair and Vice Chair positions - voting for appointments.	5:45-5:50

c/o Dr. Malika Carter, Chief Diversity Officer
OFFICE OF HUMAN RESOURCES, CITY HALL
455 MAIN ST., WORCESTER, MA 01608
TELEPHONE (508) 799-1030 | FAX (508) 799-1040 EMAIL: CarterM@worcesterma.gov

<p>If appointed in time for this meeting, position descriptions will have been sent to new committee members so they may consider nominations for the role of chair or vice chair</p>	
<p>5. City of Worcester Internal Complaint process design - Activity Update: Ms. Florette Willis & Mr. George Cortez - Complaint process</p>	<p>5:50-5:55</p>
<p>During the 12/8/16 meeting, Ms. Rentsch asked of the committee what role does mediation play for unions? She suggested that we share the final draft of the internal complaint process with union leaders as it relates to their established grievance process. Unions have collective bargaining agreements that outline how to file a grievance, the timeline and the steps to take. This new process will not supersede that union agreement. It doesn't mean that someone in a union cannot follow this process; rather it means is that they must follow what is outlined in their agreement. They can do both if they want.</p>	
<p>6. Announcements:</p> <ul style="list-style-type: none"> • Committee Member Announcements • Event Announcements <ul style="list-style-type: none"> - 23rd Annual Martin Luther King Jr. Youth Breakfast Celebration. A free event to be held at Worcester State University on Saturday, January 14, 2017 at 9:00 AM. The snow date is Saturday, January 21. I invite you all to attend. This annual event celebrates the legacy of Dr. Martin Luther King, Jr. • Activity Update from Dr. Malika Carter, Chief Diversity Officer & Diversity and Inclusion Committee Staff Liaison <ul style="list-style-type: none"> - Mandatory Hiring Manager Sessions Updates - Community Resource Guide Development - Where/How we Recruit Document (by District) - Voluntary Self-Identification (VSID) Form - Wall Art – Basement of City Hall 	<p>5:55-6:05</p>

<p align="center">- Human Resources to attend the following job fairs</p> <p>Monday, January 30th, 2017 between 9:00am - 1:00pm. 11 Sycamore Street in Worcester</p> <p>Assumption College's 2017 Career & Internship Fair. Date/Time: Wednesday, February 15, 2017 from 4:30-6:30pm.</p> <p>Nichols College-Career Fair Feb. 21, 2017 from 1:00 - 3:30 pm.</p>	
<p>7. Committee Suggestions: Equal Opportunity(official role, policy, plan, and statement), Affirmative Action(official role, policy, plan, statement), Department of Justice Goals/Action Steps</p>	<p align="center">6:05-6:15</p>
<p>8. Suggestions for upcoming agenda items</p>	<p align="center">6:15:6:30</p>
<p>9. Adjournment</p>	<p align="center">6:30</p>

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