

Minutes of Monday, April 9, 2018, 6:00 PM

Present:

Patrick Hare – District 5
George Cortes – District 2
Greta Kenney – District 5
AiVi Nguyen – District 1
Nicole DiCello – District 4
Florette Willis – District 4
Shirley Konneh – District 3

Absent: None

Staff:

Suja Chacko, Chief Diversity Officer
Pam Callahan, HR Staff Liaison

1. The meeting was officially called to order at 6:00 PM. Update on membership: Two vacancies on the committee are currently available to be filled, from Districts 1, 2 and 3.
2. The Chairperson called for a motion to approve minutes on 3/12/18. On a motion by AiVi Nguyen and seconded by Florette Willis, the minutes were approved.

Department Presentation: Tom Culverhouse, Personnel Manager, Department of Public Works & Parks

The Chairperson welcomed Tom Culverhouse, Personnel Manager, Department of Public Works & Parks, and each of the committee members introduced themselves. Tom gave a brief overview of the department, including the different divisions and functions, and his role that oversees personnel matters.

George Cortes asked about the diversity of the workforce composition of DPW, and if the data will help Tom in his role of understanding of underrepresentation of protected groups. Tom explained that the data is tracked by HR, and he does work with HR to understand the underrepresented classifications. George also asked about

grievances and complaints, and Tom responded that he also works with HR in complaints and union grievances in regard to contract violations.

In response to a question from the chair about Diversity and Inclusion partnerships, Tom mentioned to the board that he has participated in recruitment efforts with HR Opportunity Fairs and partnerships with the Worcester Investment Board- Jobs Fund.

Shirley Konneh expressed her concern about lack of representation from protected groups in executive management roles in the department, since current positions have been held by current management for so long without change. She asked about mentorship programs and pipeline programs to promotional opportunities within the department for underrepresented groups. Tom explained the career pathway and promotional process within the department, and partnerships with HR to create internships.

Nicole DiCello asked about the promotional process and Greta Kenney followed up with a question about professional development opportunities. Tom explained the promotional process and professional development opportunities in regard to workshops, trainings, and seminars. George Cortes mentioned that there is underrepresentation from women and minorities when it comes to open positions in the promotional pathways and wants to know how the board can help diversify the department's workforce. George suggested that mentoring programs for minority employees 6 months on the job, to provide assistance in performance on the job. George also suggested that HR provide DPW with the data on underrepresented groups, every quarter, so DPW can be aware of underrepresentation in the workforce.

3. **AAP Sub-Committee Updates:**

Affirmative Action Policy has been submitted by the committee and is in the process of review by HR and Legal. Now the committee will continue to work on the Affirmative Action Plan to include the Implementation areas of: Hiring and Promotion, Recruitment and Outreach, and Retention, through sub-committees. Each member was assigned to a sub-committee, based on the area of their interest and/or expertise on the subject matter. The committee set a deadline date of by May to complete their work and edits on each section of the Affirmative Action Plan, in time for the City Manager's June Review. The committee agreed to have each of the three sub-committees meet at least once before the next committee meeting, to finalize their

section of the AAP. The goal is to finalize edits on the full document before the City Manager's June Review, and provide a draft to the CDO by May.

4. **Announcements:**

- Updates from Members on Community Outreach Events
 - City of Worcester Opportunity Fair, Wednesday, April 4th, 2018
- Volunteer Recognition Ceremony, Tuesday, April 10, 2018
- April 11-13th 2018: MA Fair Housing and Civil Rights Conference
- Veterans Unemployment Check-In Day

5. The Meeting was adjourned at 7:30 PM

C/o Suja Chacko, Staff Liaison
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