

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

Minutes

Thursday, December 8, 2016, 5:41 PM

Present:

George Cortes #2
Patrick Hare #5
Greta Kenney #5
Shirley Konneh #3
Aivi Nguyen #1
Kathleen Rentsch #1
Florette Willis #4
Leonard Cooper #2

Absent: Joseph Ortiz #4

Dr. Malika Carter, Chief Diversity Officer, Staff Liaison

The meeting was officially called to order at 5:41 PM. Dr. Carter welcomed all.

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

The public comment process and acknowledgement of no received submissions from Previous Meeting(s) were discussed.

APPROVAL OF THE MINUTES

Minutes of Thursday, November 10th, 2016– On a motion by Mr. Patrick Hare and seconded by Mr. George Cortes, the minutes were approved with the suggestion to correct the spelling of the last name of Mr. Cortes. No members were opposed.

Mr. Cortes, motioned to move item number four “suggestions for upcoming agenda items” to the last item of business prior to adjournment. Ms. Florette Willis seconded the motion. All were in favor. No members were opposed.

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

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

Chair and Vice Chair positions - Voting for appointments.

Discussion yielded two distinct possible scenarios (1) Mr. Hare proposed to dissolve current nomination, disperse resumes, nominate/accept/and vote during the next meeting. Mr. Hare went on to propose that we run the risk of not having a quorum at the next meeting. (2) Mr. Cortes proposed to maintain nominations, disperse resumes, nominate additional nominations/accept/and vote during the next meeting. Further, Mr. Cortes proposed to accept nominees for note taker.

Ms. Nguyen suggested that resumes be circulated among committee members so that committee members would be better informed in nominating and selecting Chair, Vice Chair and Note taker positions. Further, Ms. Nguyen pointed out that resumes have been made part of the public record through the CAC committee.

Dr. Carter agreed to send resumes of each committee member to the committee so that members would be able to determine if those nominated for positions would be best qualified to occupy the roles.

Mr. Cortes motioned to maintain nominations, disperse resumes, nominate/accept/and vote during the next meeting and also accept nominees for note taker during the next meeting. Ms. Nguyen seconded the motion. One member opposed.

Discussion yielded that quorum is needed (6 people, because full complement is 9 individuals) to do business. In order to vote for positions, six plus one persons are needed to accept or decline one or more positions because a person cannot vote for themselves. Roll call vote will be conducted.

Sub Committee Activity Update:

Dr. Carter reported that the use of the word committee was not preferable because it would be subject to open meeting law as a regularly scheduled meeting. Mr. Hare motioned that the committee amend wording from the previous minutes to working group wording. Ms. Nguyen seconded the motion. None opposed.

Mr. Cortes and Ms. Willis led the discussion of the draft version of the internal complaint process that, if adopted, would apply to municipal employees, former employees, and applicants of the city of Worcester, who believe they have been discriminated against on one or more of the following bases; color, religion, sex , national origin , age (40 or over), physical or mental disability, reprisal for prior equal employment opportunity (EEO), pregnancy, and sexual orientation.

During the discussion of the draft version of the internal complaint process, Dr. Carter referred to item number three on the meeting agenda of the city manager's community coalition against bias and hate dated Wednesday, December 7, 2016. Agenda item number three, "Bias in hate crimes reporting and community response conversation (Massachusetts Atty. General's office)" was brought to the attention of the committee by Dr. Carter, evidencing that other groups are addressing complaint and intake processing.

Further, Dr. Carter mentioned that she will be chairing a subgroup of the city manager's community coalition against bias and hate to build a bias in hate crimes reporting structure.

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.

Ms. Willis, requested that Dr. Carter provide percentages of city employees who are unionized at the next meeting. Ms. Willis, requested that Dr. Carter provide numbers of city employees with disabilities.

Ms. Nguyen suggested that there be a process for the accused that is embedded within internal complaint process to protect the rights of the accused.

Mr. Hare suggested language about peer and supervisor complaints.

Mr. Cortes provided Dr. Carter with a condensed version of complaint procedures intended to provide information about the city's employment discrimination complaints process. Dr. Carter will provide these consolidated notes to the committee via email and they will become part of the public record.

Committee members agreed to review the documents submitted by Mr. Cortes and Ms. Willis, and provide comments via email to Dr. Malika Carter, staff liaison. Comments provided to the staff liaison will be shared by the staff liaison with the entire committee prior to the next meeting.

Announcements:

Committee Member Announcements

- **Shawn King speaker at holy cross college. Tuesday, February 7 at 7 PM.**
- **Tonight Thursday, December 8, planting the seed holiday party to collect toys. Location: Worcester Fitness on Grove Street.**

- **Saturday, December 10 International Human Rights Day and Human Rights activity fair 11:30 AM to 2 PM.**

Activity Update from Dr. Malika Carter, Chief Diversity Officer & Staff Liaison

Dr. Carter addressed the recent city council agenda of Chief Diversity Officer Deliverables dated November 29, 2016.

Department of Justice Reporting

Dr. Carter shared with the committee the final version of the EEOP Utilization Report has been reviewed by Human Resources leadership. She shared that the goals and objectives therein will address underutilization, the final version has been sent to the Department of Justice and approved for distribution. The final version, by DOJ mandate must be shared internal and external to the City of Worcester, informing the public how the city will address underutilization of gender and racial minorities.

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.

Mandatory hiring manager sessions

Dr. Carter reported that sessions are currently underway to inform hiring managers of the revised Equal Opportunity policy that reflects revisions to the city's Notice of Nondiscrimination, and addresses practices and procedures for the city's response to protected class discrimination in all city dealings including employment, screening and promotion. Further, Dr. Carter spoke to how she's planned Employment Screening/Hiring Process Informational sessions for hiring managers and other interested employees who may become involved with employment screening. These sessions have been scheduled between November and December. Sessions will provide an overview of new employment screening tools; discuss how these tools will begin to repair the perception of nepotism and cronyism, and to answer any questions and/or concerns decision-makers may have.

As per the suggestion to move agenda item number four to the end prior to adjournment suggestions for upcoming agenda items were as follows;

- Mr. Cooper proposed that the city of Worcester does not have said affirmative-action numbers and proposed that the committee develop and suggest those to city leadership. Mr. Cooper also shared that many years ago \$1.4 million was withheld from the city of Worcester until there was an affirmative action plan enacted.

Motion to adjourn was made by Mr. Hare and seconded by Ms. Konneh

The meeting was adjourned at 7:04 PM.

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