

Minutes of Monday, May 14, 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

Absent:

Shirley Konneh – District 3

Staff:

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

1. The meeting was officially called to order at 6:10 PM.
2. The Chairperson called for a motion to approve minutes on 4/9/18. On a motion by AiVi Nguyen and seconded by Patrick Hare, the minutes were approved.

3. Affirmative Action Plan Update:

An Equal Employment Opportunity and Affirmative Action Plan has been developed and reflects revisions to the City's Affirmative Action and Nondiscrimination Policy, which addresses practices and procedures for the City's response to protected group discrimination in all City dealings including hiring, recruitment, and retention. Through sub-committees, the committee finalized their work on the Affirmative Action Plan to include the Implementation areas of: Hiring and Promotion, Recruitment and Outreach, and Retention. 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 May 14 to submit their edits on each section of the Affirmative Action Plan to the Chief Diversity Officer (CDO). On a motion by Patrick Hare and seconded by Nicole DiCello, the CDO will compile all the final edits and submit final draft to the City Manager's office, pending review of final draft by Chair and Vice-Chairs. George Cortes initiated a discussion on the motion, and requested that the complaint process, a document previously worked on by the board, be included in the Affirmative Action Plan. The chair and vice-chairs confirmed that

the final draft will reference a complaint process and procedures in the appropriate section. All members present at the meeting approved the motion.

4. **Updated Agenda Items for FY18-FY19**

Civil Service Process Recommendations will be the next agenda item for the board. A request has been made at a previous meeting to the Assistant Director of Human Resources to obtain demographics data for each department that has the civil service process, so it will be helpful to the board to make recommendations about the process. The chair has also suggested that the board perform listening sessions and focus groups sessions to obtain a perspective of the impact of civil service in employment, and to create a logistical plan to carry out this objective through a sub-committee. The chair appointed AiVi Nguyen and Nicole DiCello for this sub-committee, who will then delegate tasks to the other board members.

Affinity Groups program is also another agenda item the board will be tasked with, which was discussed as a deliverable for fall 2018. The chair suggested that this program occur at a grass roots level, with seed money given to each group to kick-off the program. The Vice-chairs suggested we come back to logistics of this program, after completing the deliverable scheduled for September 2018.

5. **Committee's Policies, Procedures, and Best Practices**

Future agenda items should be emailed to the CDO, and the CDO will discuss agenda items with the Chair. Any communications with external sources/media sources on any board related items should be relayed to the CDO, who will in turn relay the information to the City Manager's Office.

6. **Announcements:**

- City of Worcester Opportunity Fair, Wednesday, May 23rd from 5:30-7:00PM
- CENTRO's Resource Fair – Tuesday, May 22nd, 2018, 9:00am to 2:00pm
- Youth Opportunities "Whole Kids 2018" event- May 20th, 2018, 1:00pm to 4:00pm

7. The Meeting was adjourned at 7:40 PM.

C/o Suja Chacko, Staff Liaison
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