

Affirmative Action Monitoring Committee
Meeting Minutes
April 25, 2019 6:00 p.m.

Attendance: Pat Alston, Rosa Browne, Christine Sherwood, Faith Jackson, Director of Equal Opportunity and Diversity Management, and Justin Richardson, Director of Human Resources

Excused Absence: Edward Ford

Absence:

QUORUM: Yes: X No:

Call to Order: Chairperson Rosa Browne called the meeting to order at 6:01 p.m. She took attendance for the record.

Public Session: None

Approval of Minutes: Faith Jackson explained that there was no recording of the meeting on January 24, 2019. Therefore, the minutes were composed using her notes. Pat Alston motioned to approve the Meeting Minutes for January 24, 2019. Christine Sherwood seconded. The chairperson called for a vote. The motion was properly carried.

Old Business: None

New Business:

2018-2019 2nd Quarter Report: Rosa Browne moved the discussion to the 2018-2019 2nd Quarter Recruitment Activity Report. Faith Jackson advised the committee that the City does not do a lot of hiring but makes an effort to hire diversity. She added that there was a Two or More Races Male hired in the Police Department. For the second quarter a total of nine employees were hired: eight White Males and one Two or More Races Male. Six White Males were promoted. Rosa Browne said that this showed improvement from last fiscal year.

Pat Alston asked about the demotions. Faith Jackson answered that the Board of Education had a demotion as a result of an investigation. Justin Richardson added that both the Office of Equal Opportunity and Diversity Management and the Human Resources division did separate reports, and both reports had the same conclusion of recommending a demotion. Another demotion was a voluntary one. Faith Jackson said she would clarify the third demotion at the next meeting.

Rosa Browne thanked her for the report.

Vacancy Report: Justin Richardson spoke on the Vacancy Report. Recently the City promoted an employee to the Deputy Director of Water and Sewer on April 1st. A minority will be hired for Civilian Dispatcher Trainee. A candidate has been selected for the Human Resources Generalist. At the beginning of March, a minority was hired for the Chief Management Analyst position. The Public Health Manager recruitment has a pool of very qualified candidates for a highly specified position. They are moving forward with interviews. Truck Driver has three available positions, and there are three conditional offers

pending. One, he believes, is a minority. Police recruitment closed March 18th. There were 175 applicants. A preliminary review indicated that there was an increase in minority applicants since the last recruitment. He explained that the process is laborious because they need to have three volunteer police officers per panel, and there are three panels. They try to have at least one minority per panel, as well.

Pat Alston asked about the Police Captain recruitment. Justin Richardson explained that recruitment is internal. At this time, there are three candidates, one female and two males. All three candidates are stellar. By contract, the Chief of Police interviews up to five, so he will interview all three and make a selection.

Christine Sherwood asked about sensitivity training. She asked who or what group would oversee sensitivity training for the Police Department. Justin Richardson answered that possibly he and Faith Jackson could coordinate something. Faith Jackson answered that some of this training may occur at the academy for new officers; otherwise, the Police Department has brought in outside consultants for that type of work.

Rosa Browne thanked Justin Richardson for the report.

Committee Vacancy: There was discussion on the committee vacancy. Faith Jackson advised that the party affiliation has to be balanced. Rosa Browne added that there needs to be diversity on the committee, as well. Justin Richardson said he may have a suggestion but he needs to ask the person first.

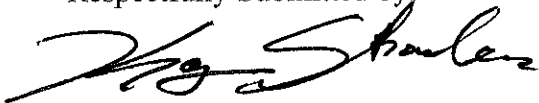
Miscellaneous Article(s): There was brief general discussion on the articles.

2019 Attendance: The committee reviewed the attendance.

Announcements: Due to a conflict with the next meeting date of July 25, 2019, the committee discussed rescheduling it. Pat Alston motioned to move the meeting to August 1st. Christine Sherwood seconded. The chairperson called for a vote. The motion was properly carried. The next regularly scheduled meeting will be **August 1, 2019 at 6:00 p.m.**

Adjournment: Pat Alston motioned to adjourn the meeting. Christine Sherwood seconded. The chairperson called for a vote. The motion was properly carried. The meeting was adjourned at 6:25 p.m.

Respectfully Submitted by,



Kasey Shoemaker,
Administrative Secretary III