

Affirmative Action Monitoring Committee  
Meeting Minutes  
April 26, 2018 6:00 p.m.

**Attendance:** Pat Alston, Rosa Browne, Edward Ford, Faith Jackson, Director of Equal Opportunity and Diversity Management, and Thomas Tokarz, Director of Human Resources

**Excused Absence:**

**Absence:** Alicia Moody and Christine Sherwood

**QUORUM:**            *Yes:*   X              *No:*           

**Call to Order:** Chairperson Rosa Browne called the meeting to order at 6:09 p.m. She took attendance for the record. She brought up the issue of Alicia Moody's attendance record and the fact that the office has contacted her by phone and email multiple times. She also emailed and called her and received no response. She then asked Faith Jackson for advice on how to move forward with removing her from the committee. Faith Jackson said her recommendation was that the Office of Equal Opportunity and Diversity Management send a letter to Alicia Moody indicating that she has been absent for over a year and that she has been unreachable by phone and email. The letter should further request her intent to continue or not on the Affirmative Action Monitoring Committee. The letter should indicate that she needs to respond by a certain date. If she does not respond, her name will be sent to the mayor for removal. Rosa Browne said she was in agreement with that action. Faith Jackson said she would report back to the committee about the status at its next quarterly meeting.

**Public Session:** None

**Approval of Revised Meeting Agenda:** The committee reviewed the Revised Meeting Agenda. Pat Alston motioned to accept the agenda. Edward Ford seconded. The Chairperson called for a vote. The motion was properly carried.

**Approval of Minutes:** The committee reviewed the minutes of January 25, 2018. Edward Ford motioned to approve the Meeting Minutes. Pat Alston seconded it. There was discussion of the minutes before they could be voted on. Pat Alston said the minutes mention the termination of a School Secretary II and a Building Superintendent in the 1<sup>st</sup> Quarter. She asked why they were terminated. Thomas Tokarz said the School Secretary II embezzled \$13,000 from the student activity fund. The Building Superintendent responded to an online ad to meet an under-aged boy. As it turned out, the ad was placed by someone who tries to catch people doing such a thing. Thomas Tokarz and Faith Jackson reminded the committee that both instances were in the news. The Chairperson called for a vote to approve the minutes. The motion was properly carried.

**Old Business:** There was no old business on the agenda for discussion.

**New Business:**

**2017/2018 2<sup>nd</sup> Quarter Hiring Report:** Rosa Browne moved the discussion to the 2017/2018 2<sup>nd</sup> Quarter Recruitment Activity Report. Faith Jackson directed the committee's attention to the report and explained that for the second quarter, there were six new hires. They consisted of the Director of

Recreation and Community Services, two Police Officers, an Accounts Clerk II, a Master Mechanic, and a Truck Driver.

Faith Jackson spoke on the promotions. There were five promotions this quarter, and 20% of the promotions were from the protected class. A Black/African American Female was promoted in the Administrative Support category. Two promotions occurred within the Police Department, one was in the Board of Ed, and another occurred in the Technology Services department. Two employees were reclassified. Seven employees left the workforce. Those positions were the retirements of the Deputy Director of Central Communications, the Deputy Director of Planning, Conservation, and Development, Software Engineer, a Police Sergeant, and a Firefighter. A Civilian Dispatcher Trainee and a Civilian Dispatcher resigned.

Faith Jackson said two goals were achieved this quarter. One was the hiring of a White Female in Officials/Administrators, which is positive because the City doesn't recruit often in that category. Another goal was achieved in the promotion of a Black/African American Female in Administrative Support. She added that there aren't very many people of color in that category, so it's wonderful to see this promotion.

**2017/2018 3<sup>rd</sup> Quarter Hiring Report:** Rosa Browne moved the discussion to the 2017/2018 3<sup>rd</sup> Quarter Recruitment Activity Report. Faith Jackson said in the 3<sup>rd</sup> quarter, three new employees were hired, two Firefighters and a Custodian. Also, there were two promotions, the Zoning/Wetland Enforcement Officer and a Lead Master Mechanic. Of the promotions, 50% were from the protected class. Eight employees left this quarter, which consisted of the retirement of the City/Town Clerk, the Acting Director of Water and Sewer, a Firefighter, a Police Officer, a Campus Safety Officer, the Chief Records Technician, and a Lead Master Mechanic. A Building Superintendent was terminated.

Faith Jackson further explained that the City did not achieve any set goals this quarter. She noted that in the last six months, the City hired only 10 people, and in that same time period, 15 employees left workforce.

Rosa Browne pointed out that the 3<sup>rd</sup> Quarter Report says 2<sup>nd</sup> Quarter in the heading of one the pages. Faith Jackson confirmed that the error was in the heading only, and that the report is correct. The office will make the correction before the report goes to the Common Council.

**Vacancy Report:** Thomas Tokarz spoke on the Vacancy Report. He advised that the Director of Water and Sewer has been vacant for some time. Serving in an acting capacity is Joseph Fazzino. He was chosen by the mayor and is awaiting approval of the Common Council. Similarly, the Deputy Director of Central Communications position has been vacated. The mayor has selected Bob Grauer to serve in an acting capacity, and the official appointment is awaiting Common Council.

Thomas Tokarz spoke on the recruitment of Certified Police Officers. He explained that the benefit of hiring Certified Police Officers is that the City doesn't have to send them to the academy. He said they made hires off the Firefighter exam, which had 290 applicants in the pool. The Administrative Secretary III in the Office of the Mayor had six applicants who passed the exam. The mayor will be conducting interviews. There has been an appointment to the Civilian Dispatcher Trainee position, and a conditional offer has gone out to a candidate for Civilian Dispatcher. For the Deputy Director of Planning, Conservation, and Development, interviews were held with the mayor, and they are awaiting his recommendation. A Network Administrator has been appointed. The Arts and Culture Coordinator has announced his retirement, and that position is currently posted to the public. The position of Chief

Records Technician has eight internal applicants. The Master Mechanic is a position that requires a great number of certifications, and they have trouble filling that vacancy, but there is one internal applicant for it. The School Secretary II position at Middletown High School has a good amount of interest with 73 applications. Building Superintendent is currently vacant with ten internal applicants. Also, there is not a particular vacancy for Cafeteria Worker, but they have posted externally to establish an eligibility list. The City/Town Clerk position is vacant. At this time, Ashley Flynn is serving in an acting capacity while the mayor determines how to fill that vacancy.

Pat Alston asked about the eligibility list for cafeteria worker. She inquired if the position was temporary or permanent. Thomas Tokarz answered that when a permanent position becomes available, they will pull from the eligibility list. However, they also use the list to fill temporary positions. Pat Alston asked if postings are also sent to the churches because she hasn't seen them in her church. Faith Jackson said they are sent to the churches. Her church receives them, and she makes a point of sending the postings out to the ministers on the NAACP email list, as well. There was further discussion on this process.

Rosa Browne spoke on the importance of reaching out to disabled people and training them to serve in certain positions. She said that other towns do this, and it works very well.

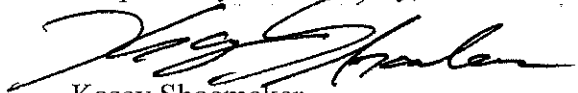
**Miscellaneous Article(s)**: There was brief general discussion on the articles.

**2018 Attendance**: The committee reviewed the attendance. Rosa Browne reminded Faith Jackson that her office would be working to remove Alicia Moody.

**Announcements**: Edward Ford motioned to adjourn the meeting. Pat Alston seconded. The Chairperson called for a vote. The motion was properly carried. The next regularly scheduled meeting will be **July 26, 2018 at 6:00 p.m.**

**Adjournment**: The meeting was adjourned at 6:42 p.m.

Respectfully Submitted by,



Kasey Shoemaker,  
Administrative Secretary III