

Affirmative Action Monitoring Committee
Meeting Minutes
August 1, 2019 6:00 p.m.

Attendance: Pat Alston, Rosa Browne, and Faith Jackson, Director of Equal Opportunity and Diversity Management,

Excused Absence: Edward Ford and Justin Richardson, Director of Human Resources

Absence: Christine Sherwood

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

Call to Order: Chairperson Rosa Browne called the meeting to order at 6:06 p.m. She took attendance for the record and noted that there was not a quorum. For the record, Faith Jackson advised that Justin Richardson was excused due to being sick.

Public Session: None

Approval of Minutes: The minutes for April 25, 2019 could not be approved due to lack of quorum.

Old Business: None

New Business:

2018-2019 3rd Quarter Report: The 2018-2019 3rd Quarter Report could not be reviewed due to lack of quorum. Pat Alston asked about the Police Captain promotion. Faith Jackson advised them that had occurred in the 4th quarter.

Vacancy Report: The vacancy report could not be discussed due to the fact that there was none because the Director of Human Resources was absent due to illness.

Committee Vacancy: The committee vacancy could not be discussed due to lack of quorum. Pat Alston asked if the Office of Equal Opportunity and Diversity Management could send out an email regarding the committee vacancy so the members could think about potential people who may want to serve on the committee. Rosa Browne asked Faith Jackson to follow up with Justin Richardson on the person he was going to speak to regarding his or her interest in serving on the committee.

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

2019 Attendance: The attendance was not reviewed due to lack of quorum.

Announcements: Faith Jackson spoke on the public acts effective October of 2019. One is in regards to the new minimum wage, and another addresses sexual harassment. As of October 2019, there was an indication that all employers who have four or more employees must ensure that all the employees receive the mandated two hours of sexual harassment prevention training. Faith Jackson will evaluate this further to ensure that this is correct so that this can be planned effectively for the City of Middletown.

There was another public act regarding family medical leave. The State is going to collect a certain percentage of the employees' salary and pool it. If the employee goes out on family medical leave, he or she can collect income from that pool. There was further discussion regarding these public acts. Faith Jackson added that she would be talking to Justin Richardson about these acts and how they will impact the City's current process.

The next regular meeting of the committee will be October 24, 2019.

Adjournment: Rosa Browne motioned to adjourn the meeting. Pat Alston seconded. The meeting was adjourned at 6:20 p.m.

Respectfully Submitted by,

A handwritten signature in black ink, appearing to read "Kasey Maurice". The signature is written in a cursive, flowing style.

Kasey Maurice,
Administrative Secretary III