

**MINUTES**  
**WORKFORCE DIVERSITY AND INCLUSION COMMITTEE**  
**NOVEMBER 28, 2007 3:30 P.M.**  
**BEVERLY LIVESAY CONFERENCE ROOM**

Approved 1/23/08

Present: Leslyn McBean-Clairborne, Chair; Carol Griep; Dave Richardson; Kristina Belanger; Patricia Carey; Anita Fitzpatrick; Shawn Martel Moore; Betsy Doling; Chantalise DeMarco; Larry Roberts; Marcia Lynch  
Excused: Martha Robertson, Kathy Luz Herrera, Lisa Holmes, Bob DeLuca, Kit Kephart, Constance Thompson  
Guests: Cathy Covert, Tim Joseph

**Call to Order**

The meeting was called to order at 3:35 p.m.

**Announcements**

Ms. Moore spoke briefly about the Cornell University Diversity Supply Program and said she will be attending. She believes there are several other County employees registered as well.

Ms. Moore also announced the Human Services Coalition is looking for nominees for two awards: Ann Jones and Ruth Pettengill. Nominations are due January 19<sup>th</sup>. She asked that people who are doing the work be considered for these awards.

Mrs. McBean-Clairborne announced a position opening at GIAC for a computer lab coordinator. This person must have computer skills and be able to teach and will also be working with children. This is a part-time, short-term position; however, Mrs. McBean-Clairborne hopes it will become fulltime.

Mr. Richardson announced the deadline for the pre-construction applications are to be filed by December 19<sup>th</sup>. A review of the applications will begin reviewing in mid-January.

**Acceptance of Minutes**

No action was taken on the September 26<sup>th</sup> minutes.

**Chair's Report**

**2007/2008 Budget and Spending Plan**

Mrs. McBean-Clairborne said it is anticipated there will be approximately \$5,000 available for rollover from the 2007 Budget to be used for diversity initiatives. In addition, \$15,000 was approved for 2008. This committee will need to come up with a spending plan for next year. One area that will be considered is training.

Mrs. McBean-Clairborne asked that additional copies of the Diversity Logo plaques be printed and available to agencies that receive major funding from the County. A list was prepared which also includes conference rooms in County facilities and other County departments and divisions that have not yet received the plaque.

Ms. Lynch, Mr. Roberts, and Mr. Joseph arrived at this time [3:43 p.m.].

**Tagline Rollover Plan**

Mrs. McBean-Clairborne said now that a tagline "Inclusion through Diversity" has been approved by the Committee, a roll out plan needs to be discussed. Ms. Carey commented that the Diversity Logo and the expectations for using it has not been discussed by Department Heads. Mr. Roberts said the

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Marketing Team discussed a three-tier plan and was to come back with a recommendation on how to use the logo. It was noted that this plan could include the tagline too. Ms. Carey agreed to discuss the use of the logo and tagline at the next Department Head meeting. Mr. Roberts also agreed to reconvene the Marketing Team to discuss and recommend ideas for specific uses of the logo and tagline.

At this time, a draft resolution for approving the tagline was distributed and reviewed by Committee members. A discussion followed concerning the intent and required use of the tagline. Mr. Joseph offered some language for the resolution that was agreed upon by the Committee and is reflected in the resolution adopted later in the meeting. In addition, Ms. Moore recalled reading an article recently related to this subject and agreed to make it available.

### **Next Meeting**

The Committee agreed to cancel the December 26<sup>th</sup> meeting.

### **Communications Plan**

Ms. Lynch updated the Committee on the Communication Plan and said the project was put on hold due to the intern accepting a job. The Cornell intern working on this last summer did not complete the process, however, there were some needs assessment sessions were held with Department Heads. Ms. Lynch said the intern has information that she is trying to obtain in order to prevent it from being redone. She has also spoke with Ms. Moore who has an intern and is willing to work on this project. She is hopeful that work will begin soon again.

Another element of this is a video production through an agreement with Tompkins Cortland Community College. The first phase of this will be a segment with the Departments of Assessment and Solid Waste. There will be a meeting in early January to discuss the details so that work can begin as soon as possible in the Spring Semester.

Another area that will be addressed is the focus on a video around the Diversity Statement. She met with Larry Roberts and Constance Thompson to discuss various approaches and reviewed them briefly with the Committee.

Mrs. McBean-Clairborne reminded Ms. Lynch to look into having the logo and Diversity Statement appear on TV before Legislature meetings are aired and during executive sessions.

### **Resolution – Approving the Tagline**

It was MOVED by Mr. Roberts, seconded by Mr. Richardson, and unanimously adopted by voice vote by members present, to approve and submit the following resolution to the Personnel Committee of the Legislature:

### **RESOLUTION NO. – APPROVAL OF TOMPKINS COUNTY WORKFORCE DIVERSITY TAGLINE**

WHEREAS, the Tompkins County Legislature has made a commitment to improving its culture of diversity and inclusion throughout county government, and

WHEREAS, in January 2005 the Legislature formed an ad hoc advisory committee called “Workforce Diversity and Inclusion Committee” and charged this Committee with assisting the Legislature to moving forward an agenda of diversity and inclusion, and

WHEREAS, the County's commitment to diversity and inclusion should be in the forefront whenever we communicate with the public, and

WHEREAS, a tagline that is carried on all County communications reinforces that commitment, and

WHEREAS, Workforce Diversity and Inclusion recommends the adoption and regular use of the tagline "Inclusion through Diversity", now therefore be it

RESOLVED, on recommendation of the Workforce Diversity and Inclusion and the Personnel Committees, That the Tompkins County Legislature hereby approves the Workforce Diversity and Inclusion tagline, *Inclusion through Diversity*, and directs that it be used on County letterhead, websites, and other appropriate materials.

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### **Appointments**

It was MOVED by Ms. Griep, seconded by Ms. Moore, and unanimously adopted by voice vote by members present, to approve the following reappointments to the Workforce Diversity and Inclusion Committee:

Chantalise DeMarco – term expires December 31, 2010

Betsy Doling – term expires December 31, 2010

Mrs. McBean-Clairborne announced there was one vacancy on the Committee representing a County employee seat.

Ms. Lynch also announced a need for a Multicultural Editor for County Corridors.

### **Personnel Department**

Ms. Fitzpatrick announced a new position of Staff Recruitment and Development Specialist in the Personnel Department and provided a brief overview of the responsibilities. Copies of the job description were distributed and reviewed by members of the Committee. Ms. Fitzpatrick agreed to make the suggested changes offered by Committee members. In addition, the Committee was encouraged to provide additional feedback to Ms. Fitzpatrick if desired.

### **Diversity Plan**

Ms. Moore said it has been difficult trying to convene a meeting of the subcommittee with all members present. Mrs. McBean-Clairborne asked if the Committee would object to her and Ms. Moore discussing the Diversity Plan over the next month as the performance evaluation plan needs to be completed and move forward. There was no objection by Committee members to proceed as recommended by Mrs. McBean-Clairborne.

### **Other Announcements**

Mr. Roberts announced the Finger Lakes Independence Center will be celebrating the Holidays on December 12<sup>th</sup> at 12:30 p.m. with a Ham Dinner.

### **Adjournment**

The meeting adjourned at 4:42 p.m.