

## MINUTES

### WORKFORCE DIVERSITY AND INCLUSION COMMITTEE

**APRIL 26, 2006 3:30 P.M. BEVERLY LIVESAY CONFERENCE ROOM**

Present: Jim Dennis, Steve Whicher, Kristina Belanger, Cheryl Nelson, Satomi Hill, Cathy Covert, Shawn Martel Moore, Don Barr, Chantalise DeMarco, Tim Joseph, Constance Thompson, Martha Robertson, Dave Richardson, Anita Fitzpatrick

#### **Called to Order**

The meeting opened at 3:30 p.m.

#### **Announcements**

Ms. Martel Moore announced on June 1<sup>st</sup> the Diversity Consortium will be having a roundtable promoting inclusion to education, media and business at the Hilton Garden Inn. The fee is \$20 and the registration deadline is May 19<sup>th</sup>.

#### **Diversity Policy**

Ms. Martel Moore provided an update on the actions taken by Legislative Committees and outlined the areas of discussions and concerns with the Diversity Policy. At the Personnel Committee meeting on April 12<sup>th</sup>, the discussion came up again that the formatting of Administrative Manual policies should include procedures. The Diversity Policy was not formatted in that manner as the procedures have not yet been developed but will be included in the Diversity Plan. Therefore, the Committee recommended that it be put in a memorandum format. Ms. Martel Moore did not feel that would be sufficient because it really needs to be approved by the full Legislature. Next, the Government Operations Committee discussed the Diversity Policy in an alternate format. The proposal presented was in the form of a resolution entitled Amendment of Tompkins County Diversity Statement. The resolution was approved and will be presented to the Personnel Committee at their next meeting and then forwarded to the full Legislature at their meeting on May 16<sup>th</sup>. Ms. Martel Moore reinforced that the individuals opposed to the policy were not against the content.

Mr. Joseph added what he believed this Committee was requesting was that the highest authority of the County being the Legislature approve the Diversity Statement as a policy and believes the proposed resolution meets that need.

Mr. Richardson referred to the proposed resolution as presented and asked if Department Heads will know they are responsible and accountable. Ms. Martel Moore said that Department Heads would be held responsible.

#### **County's Candidate Demographic Questionnaire Form**

Ms. Fitzpatrick said the subgroup has not met since the last meeting. She reported the Personnel Department has discontinued the use of the Candidate Demographic form as requested. She said Mr. Roberts has been in touch with Ms. Thompson with regard to demographic data collection.

Ms. Thompson said the discussions she has had with Mr. Roberts centered around whether the County should move forward or what direction it should go. Ms. Martel Moore spoke about the intent of the form and said it was used for collecting statistics as required by the Federal government for equal opportunity purposes. The intent of the review of this form was to further diversify and reach out to other community members. Discussions were held to try to develop other ways such as a web-base program similar to Cornell's site.

Minutes  
Workforce Diversity and Inclusion Committee  
April 26, 2006

Ms. Thompson cautioned the committee that questions such as what is the information going to be used for and what is the purpose need to be addressed. At this time, she explained Cornell's use of this site and said the reason is for compliance purposes.

Ms. Martel Moore recommended that informal discussions continue with Ms. Thompson; and Ms. Fitzpatrick recommended the subgroup get together again to discuss some of the issues raised at this meeting.

**Marketing Subgroup**

Ms. Thompson said the subgroup has not met but will be meeting next Friday to discuss next steps such the number of copies needed of the logo and other material. Ms. DeMarco asked for clarification on what the logo will be used for as discussed at the last meeting. Ms. Thompson said it will be used to represent the Diversity Statement of other efforts and initiatives.

It was noted that the dates in the marketing plan will need to be reviewed and updated as appropriate.

**Update on Shell Plan**

Ms. Martel Moore distributed copies of the draft outline and said the subcommittee just began meeting again. At this time she asked what the intent will be once the plan is adopted and raised the question of whether it would be included in the Administrative Manual.

Discussion followed concerning the inclusion of the Shell Plan in the Administrative Manual and there was consensus that once the Plan is complete and approved that certain aspects of the Plan could be included in various policies. For example, the County could make diversity part of a fabric of how it does budgeting, disciplines employees, retention of employees, etc.

At this time, Ms. Martel Moore reviewed and explained the various sections of the outline for the Shell Plan. Following a brief discussion, Ms. Thompson suggested one area to consider adding either to the plan or some other document is a list of recruitment areas for various job titles. Mr. Joseph felt that was a good point and that this information could be available in the policy for hiring. Ms. Fitzpatrick spoke briefly about the civil service rules and how it may relate to this. Ms. Thompson said she would be willing to serve on a subcommittee for this if one is needed. Committee members also recommended that Mr. Richardson could assist the subcommittee.

Ms. Thompson made the following suggestions to the outline and the Committee agreed:  
Focus Area 3 change to Orientation and Retention  
Add the word "inclusive" in appropriate places

**Adjournment**

The meeting adjourned at 4:47 p.m.