

MINUTES

DRAFT 8-6-07

WORKFORCE DIVERSITY AND INCLUSION COMMITTEE

JULY 25, 2007 3:30 P.M. BEVERLY LIVESAY CONFERENCE ROOM

Present: Leslyn McBean-Clairborne, Chair; Carol Griep; Kristina Belanger; Chantalise DeMarco; Lisa Holmes; Bob DeLuca; Betsy Doling; Dave Richardson

Not Present: Kathy Luz Herrera; Martha Robertson; Shawn Martel Moore; Anita Fitzpatrick; Larry Roberts; Marcia Lynch; Heather Stewart; Patricia Carey; Constance Thompson

Others Present: Cathy Covert, Clerk of the Legislature; Charles Marchant, Intern; Steve Estes, Deputy Personnel Commissioner

Call to Order

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

Introductions and Announcements

Mr. Marchant introduced himself and said he is an intern working with Public Information Officer Marcia Lynch and will be assisting with the Diversity Communications Program of this Committee. He said he is a Cornell University graduate student. At this time Committee members and guests introduced themselves.

There were no announcements made.

Acceptance of Minutes

This item was deferred to the next meeting due to lack of quorum for taking action. [Eleven members present required.]

Chair's Report

Tagline

Mrs. McBean-Clairborne said discussion to have a tagline on County letterhead began at the last meeting. One suggestion made for a tagline was "Strength in Diversity". Mrs. McBean-Clairborne commented that she was surprised to learn that each Department has their own letterhead design and also noted that some already have a tagline.

It was recommended that the three Departments: Administration, Legislature, and Personnel include a tagline.

Mrs. McBean-Clairborne said the word "inclusion" is very important to her and would like to include it in the tagline. Following a recommendation from this Committee to adopt a tagline, the next step will be to request the appropriate program committee(s) of the Legislature to direct the Departments mentioned above to add a tagline (as adopted) to their letterhead.

Discussion followed concerning possible recommendations for a tagline with the following suggestions being offered:

- Inclusion through Diversity
- Strength in Diversity and Inclusion
- A Place of Inclusion and Diversity
- Fostering a Culture of Inclusion through Diversity

➤ A Strength of Diversity and Inclusion

Committee members believe that proposing two options to this Committee would be appropriate for the next meeting. Further discussion followed and by consensus the Committee agreed that the following two taglines would be presented for consideration:

- Inclusion through Diversity
- Fostering a Culture of Inclusion through Diversity

Web Page Update

Mrs. McBean-Clairborne reported the Michelle Pottorff of the Legislature's office designed a website for the Workforce Diversity and Inclusion Committee. The page will continue to be updated and any comments or suggestions should be directed to Ms. Pottorff. Mrs. McBean-Clairborne suggested adding a link to the Skilled Trades Diversity Consortium.

Diversity Communications Program – Update

Mrs. Covert distributed a written report from Ms. Lynch updating the Committee on the activities of the Diversity Communications Program. Mrs. McBean-Clairborne said there continues to be questions and concerns about this initiative. There is more to this than just race and ethnicity, it is about cultural communication change and moving towards a place of inclusion.

Mr. Marchant updated the Committee and said he began contacting Departments to set up meetings and commented that he too has heard similar remarks as Mrs. McBean-Clairborne. Meetings have been scheduled with approximately ten departments.

Discussion followed concerning the lack of communication and information being shared with departments and staff. Ms. Griep suggested that each department have a contact person that can keep their department staff up to date on the progress of this Committee. She said that she provides progress reports to the management staff in the Health Department.

Following further discussion, it was recommended by consensus to have County Administrator Steve Whicher send out a memorandum asking each department to designate a contact person; someone who can filter information from this Committee to the employees of the department and report back any questions or comments. The individual does not necessarily have to attend meetings but needs to be committed and is willing to report and provide updates of the activities of the Committee.

Mr. Richardson asked if there was a process in place to address reporting mechanisms. Mrs. McBean-Clairborne said the process questions should be discussed at a department head meeting. Committee members expressed the importance that there be two-way communication. Mr. DeLuca and Ms. Holmes agreed to discuss these issues at the Department Head meeting. Ms. DeMarco recommended that some of the contacts be from the workforce and not all managers when possible understanding the structure for each department is different.

Mrs. McBean-Clairborne agreed to bring this to Mr. Whicher's attention and ask that this be an agenda item for a Department Head meeting and emphasizing the role of front-line staff with getting information and helping to filter it. Mr. DeLuca and Ms. Holmes along with Mr. Marchant and Ms. Lynch will be present at the Department Head meeting to discuss this.

A concern was raised that some departments are not allowing their staff to attend these meetings and be paid for it. There needs to be communication and flexibility to allow employees to attend these

meetings. Mrs. McBean-Clairborne said she will follow-up with Mr. Whicher on this as she thought that issue was resolved.

Diversity Plan

Mrs. McBean-Clairborne provided an update on the developments of a Diversity Plan and asked the Committee to review the draft plan and give feedback on areas that need to be revised, deleted, or added. Mrs. McBean-Clairborne noted that the list of competencies around diversity and the performance evaluation for competencies needs to be added. She spoke briefly about the County's systems analysis that includes core performance framework and said it may be a direction this Committee wants to take.

At this time, Mrs. McBean-Clairborne asked Committee members to review the format of the action plan and indicate whether it is useful or not. Mr. Estes provided an update on areas of the action plan that the Personnel Department has used and steps they have taken. Mrs. McBean-Clairborne views the action plan as the second piece to the overall plan and that the areas identified are areas that need to be achieved and then figure out how to measure them.

She asked if there was a process if a diverse pool of candidates has not applied for a job. Mr. Estes said when he is recruiting for a job he is looking for a diverse pool of candidates. He said that he has a recruitment plan that highlights the action steps taken. Mrs. McBean-Clairborne said she would like to see procedures in place and said she could see that as being one area of a diversity plan.

Mrs. McBean-Clairborne said she is looking for ways to strengthen and improve, but also ways to consider how to take the document and formulate it into the Tompkins County Workforce Diversity and Inclusion Plan.

She reiterated her comments and strongly encouraged Committee members to look at the draft plan and provide any comments and suggestions.

Adjournment

The meeting adjourned at 5:05 p.m.