

## MINUTES

### WORKFORCE DIVERSITY AND INCLUSION COMMITTEE

JULY 26, 2006 3:30 P.M.

#### BEVERLY LIVESAY CONFERENCE ROOM

Present: Leslyn McBean-Clairborne, Chair; Cathy Covert; Dave Richardson; Heather Stewart; Cheryl Nelson; Carol Griep; Patricia Carey; Kristina Belanger; Betsy Doling; Chantalise DeMarco; Kathy Luz Herrera; Marcia Lynch; Michael Murphy; Tim Joseph; Larry Roberts; Shawn Martel Moore

#### Called to Order

The meeting opened at 3:30 p.m.

#### Introductions and Announcements

Ms. Belanger introduced Michael Murphy the newly hired Associate Paralegal for the Human Rights Department.

Ms. Belanger reminded the Committee that she was appointed the Chair for the next New York State Affirmative Action Advisory Council conference and announced it will be held in Ithaca June 20-22, 2007. Some of the topics include disabilities and reasonable accommodations, sexual orientation, cultural diversity to include language, social economic factors, and recruitment/retention. Planning is in process and she will be asking Committee members for assistance.

Marcia Lynch introduced herself as the new Public Information officer for Tompkins County and said she looks forward to working with the Committee.

Ms. Herrera reported the Dragon Boat race was held and Tompkins County beat the City of Ithaca in its challenge. The dragon trophy is now on display in Legislative Chambers. Ms. Herrera especially thanked Karen Fuller and Anita Fitzpatrick for their help in organizing this event. Mrs. McBean-Clairborne commented on the growing diversity in the community and the Dragon Boat race was evidence of that as it is a cultural and educational event. She feels the County sent a message of being more involved, more inclusive, more diverse, and broadening our scope as a County and shows people we are committed.

Ms. Nelson announced the County employee blood drive is being held August 10<sup>th</sup>. She will be contacting the City of Ithaca to invite their employees to participate as well.

#### Marketing Subcommittee

Ms. Doling said the Committee continues to make progress on the kick-off event. The proposed date has been changed to September 14<sup>th</sup> on the Commons. She commented that Purity Ice Cream is unable to donate the ice cream and the subcommittee is looking for suggestions for other possibilities.

Ms. Lynch said she has been in contact with Larry Roberts about marketing ideas and understands there is an internal and external element. For the internal element she recommends including flyers with paychecks, emails, etc., and for the external element press releases and public service announcements.

It was noted that Mr. Roberts was attending the Finger Lakes Independence Center annual picnic to celebrate the 16<sup>th</sup> year of the American's with Disability Act.

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In response to an inquiry about all employees not being able to attend the September 14<sup>th</sup> event, Mrs. McBean-Clairborne said she is willing to have follow-up meetings with individual departments.

### **Other Announcements**

Ms. Stewart said she was asked to serve as the multi-cultural editor for County Corridors and will be putting something in the next issue about the logo and the passing of the resolution approving the Diversity Policy Guidelines.

Ms. Herrera announced a new program being offered at GIAC (Greater Ithaca Activities Center) to train people to become truck drivers and receive their CDL. The open house is August 3<sup>rd</sup>.

Mrs. McBean-Clairborne reported the Tompkins County Legislature approved the Diversity Policy Guidelines at their last meeting.

### **Discussion – Draft Bylaws**

Mrs. McBean-Clairborne said in reviewing the bylaws of the Community Affirmative Action Committee and revising them to reflect the creation of new Workforce Diversity and Inclusion Committee, some questions have been raised and she would like the Committee's feedback. The areas she would like discussed include officers, membership, executive committee, designated seats, and term lengths.

A lengthy discussion followed concerning the composition of the new committee and Committee members expressed their support for how well this committee has functioned and to have representation from a cross-section of the community and organizations within the County. It was felt that a Chair and Vice Chair would be necessary. The Treasurer is unnecessary as there is no money involved and existing County staff can provide the secretarial services needed. It was also felt that an executive committee was not necessary.

Mrs. McBean-Clairborne said she wants the new committee to have recognition, support, and staying power as other advisory boards. It is essential that it be one of the key advisory boards of the Legislature.

Following further discussion, the Committee agreed with having a range of 15-25 undesignated seats with three-year terms and no term limits. The minimum number present to vote must be 11.

It was also recommended that the new Committee would report through the appropriate program committee of the Legislature.

### **Diversity Consortium Roundtable**

Mrs. McBean-Clairborne provided a brief update on the Diversity Consortium roundtable and said it was an amazing event. The only area she had difficulty with was the closing remarks. People seemed to enjoy the workshops and the networking that took place. Ms. Carey felt the event was very good and a lot of connections were made; however, she hoped in the future there could be more outreach to the outlying communities and make it more of a countywide function. Mr. Herrera agreed with all the comments and felt it was gratifying and very receptive. Mr. Roberts feels that workshops should provide more practical information and not just rhetoric.

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**Other Business**

Ms. Nelson spoke about an employee manual the Public Works Department has been putting together for its employees and said it was near completion. She asked if Committee members were interested in reviewing it. The Committee expressed interest and Ms. Nelson agreed to forward copies of the employee manual.

Mrs. McBean-Clairborne briefly updated the Committee on the efforts being made for youth at risk. She said meetings are taking place and working plans are in place. Some of the recommendations that were made and being implemented include late night activities and events for youth as a result of a grant being received. There has also been police involvement with these efforts.

**Next Meeting**

The next meeting is August 23<sup>rd</sup>. Ms. Griep asked if at a future meeting a discussion on outreach efforts to municipalities could be held.

**Adjournment**

The meeting adjourned at 4:55 p.m.