

Chairperson
TBA



Members/District:
George Cortes #2
Patrick Hare #5
Greta Kenney #5
Shirley Konneh #3
Aivi Nguyen #1
Kathleen Rentsch #1
Florette Willis #4
Open Position Pending
Open Position Pending

Vice-Chairperson
TBA

City of Worcester
Diversity & Inclusion Advisory Committee

Minutes
Thursday 10/27/2016, 5:30 PM

Present:

Kathleen Rentsch- District 1
George Cortes – District 2
Shirley Konneh – District 3
Florette Willis – District 4
Greta Kenney – District 5

Absent: Aivi Nguyen – District 1
Patrick Hare – District 5

Dr. Malika Carter, Chief Diversity Officer, Staff Liaison
Pamela Callahan, Department of Human Resources

Guests: Officer Sharon McQueen, LGBTQIA Liaison Officer – Worcester Police Department.

The meeting was officially called to order at 5:41 PM. Dr. Carter welcomed all. The committee members and Pam Callahan of Human resources introduced themselves.

Call to Order, Roll Call & Public Comment Process & Acknowledgement of received Submissions from Previous Meeting

The public comment process and acknowledgement of received submissions from Previous Meeting were discussed. Specifically, the committee addressed the comments set forth from Mr. Kevin Ksen. In response, the committee suggested that before movement, the committee and the city is in compliance with federal/state law in altering use of the word “minority” in official documents to alternate wording. Ms. Kenney suggested that we check with the city’s legal authority because wording may have legal implications. She also suggested that we explore words such as “historically marginalized”.

APPROVAL OF THE MINUTES

Minutes of Wednesday, July 27th, 2016, 5:30 PM – On a motion by Mr. George Cortez and seconded by Ms. Kathleen Rentsch, the minutes were approved. No members were opposed.

Duties & Responsibilities of the Diversity Inclusion Advisory Committee & Welcome New Committee Members

Dr. Malika Carter welcomed Ms. Florette Willis and assured her that if she had not already received training materials provided to other committee members, that she would make sure that she received them. Dr. Carter also referred to the charge given by the City Manager, and where the charge could be found online.

Determination of consistent meeting day/time and Determination of Next Meeting

Second Thursday of each month, beginning with November 10th at 5:30 was determined. On a motion by Mr. George Cortez and seconded by Ms. Greta Kenny, the consistent meeting day/time were approved. No members were opposed.

Mr. George Cortez suggested that there be other ways to post the meeting agenda in a way that the community may benefit. He named channel three. Dr. Carter mentioned that she would (1) make posters and at the suggestion of Ms. Pam Callahan, Dr. Carter agreed to check with the Human Rights committee and the Disability Committee to

understand where they post meeting information. Further, she will report back these locations to the Diversity and Inclusion Committee.

Suggestions for upcoming agenda items

Dr. Carter led the discussion of upcoming agenda items. The ideas that arose from the conversation were as such (1) Add report from Dr. Malika Carter, Chief Diversity Officer on her activity and the diversity activity of the City of Worcester so that members can suggest further agenda items. (2) Discuss a complaint process. The suggestion to develop a complaint process was suggested by Mr. Cortez and to share knowledge of where to file complaints was suggested by Ms. Shirley Konneh

Dr. Carter shared that she has already been involved in conversations to address complaints and that the nature of complaints will fall into two categories, public and employment.

Chair and Vice Chair positions nominations and voting for appointments.

Ms. Pam Callahan suggested that typically nominations be raised during the current meeting, and then voting for those who accept appointment be conducted during the next meeting. Further, she discussed the general duties of the role of Chair and the role of Vice Chair.

Nominations were made and accepted for Chair for the following candidates Greta Kenny and George Cortez. Nominations were made and accepted for Vice Chair for the following candidates Aivi Nguyen and Shirley Konneh, and Patrick Hare.

Vocabulary for Committee Members: Glossary of terms prepared by the City of Worcester Human Rights Office

Dr. Carter spoke to the committee about the glossary of terms including Equal Opportunity, Affirmative Action and Non-Discrimination terms and asked each member to review the terms so that they were speaking the same language going forward. The glossary of terms prepared by the City of Worcester Human Rights Office will be shared during the next meeting.

Announcements:

Department of Justice Reporting

Dr. Carter shared with the committee the draft EEOP Utilization Report that is currently under review by Human Resources. She shared that after Human Resources review and finalization of the goals and objectives that will address underutilization, the draft will be sent to the Department of Justice for review prior to the submission of the final document. Dr. Carter shared that she would send a source document, Worcester Almanac, with demographic information to committee members prior to the next meeting. The source document was completed in partnership with the City of Worcester.

Equal Opportunity Employment (official role, policy, plan, statement)

Dr. Carter shared with the committee the September 16, 2016 memo to City Manager Augustus from Dori Vecchio, Assistant Resources Director that outlines amendments to the protected class executive order for her review and signature. The committee was furnished a copy of the signed document and encouraged to review it and make any suggestions for further alteration during the next meeting. Dr. Carter pointed out that there is a statement within the policy that will be widely distributed along with the policy so that the Equal Opportunity Statement can be included on city publications such as job postings, manuals, etc.

Affirmative Action (official role, policy, plan, statement)

Dr. Carter shared with the committee a copy of the City's Affirmative action plans from sometime during the 1980s. One plan related to contract compliance, and the other related to fair housing. Dr. Carter indicated that she has located the employment Affirmative Action Plan, and will be scanning and sending it along to the committee with the minutes from this current meeting.

The meeting was adjourned at 6:46 PM.

The City of Worcester does not discriminate on the basis of disability. The Commission on Disability will provide auxiliary aids and services, written materials in alternative formats, and reasonable modifications in policies and procedures to

persons with disabilities upon advance request. Contact 508-799-1152 or disabilities@worcesterma.gov