

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
Joseph Ortiz #4
Leonard Cooper #2

Vice-Chairperson
TBA

**City of Worcester
Diversity & Inclusion Advisory Committee**

Minutes
Thursday, January 12, 2017, 5:30 PM
Worcester City Hall, 455 Main Street, Worcester, MA 01608
(Room 401)

Present:

George Cortes #2
Patrick Hare #5
Greta Kenney #5
Shirley Konneh #3
Aivi Nguyen #1
Kathleen Rentsch #1
Joseph Ortiz #4
Leonard Cooper #2

Absent: Florette Willis #4

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

c/o Dr. Malika Carter, Chief Diversity Officer
OFFICE OF HUMAN RESOURCES, CITY HALL
455 MAIN ST., WORCESTER, MA 01608
TELEPHONE (508) 799-1030 | FAX (508) 799-1040 EMAIL: CarterM@worcesterma.gov

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

The meeting was officially called to order at 5:35 PM. Dr. Carter welcomed all, including the newest committee member, Mr. Joseph Ortiz.

The public comment process and acknowledgement of no received submissions from Previous Meeting(s) were discussed.

APPROVAL OF THE MINUTES

Minutes of Thursday, 12/8/16– On a motion by Ms. Aivi Nguyen and seconded by Mr. Patrick Hare, the minutes were approved. No members were opposed.

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

Dr. Malika Carter shared that she would provide training materials to the newest committee member. Dr. Carter also referred to the charge given by the City Manager.

Chair and Vice Chair positions - Voting for appointments.

Ms. Aivi Nguyen motioned that the committee maintain previous nominations and allow additional nominees for open positions. The motion was seconded by Ms. Shirley Konneh. No members were opposed.

For the position of Chair, the following committee members were nominated: Mr. George Cortes, Ms. Greta Kenny, Mr. Patrick Hare, and Ms. Aivi Nguyen. With the exception of Ms. Aivi Nguyen, each of the remaining committee members accepted the nomination for the position of Chair. There were five votes for Ms. Greta Kenny, two votes for Mr. Patrick Hare, and one vote for Mr. George Cortes. Ms. Greta Kenny was chosen as Chair of the Diversity and Inclusion Advisory committee.

For the position of Vice-Chair, the following committee members were nominated: Ms. Shirley Konneh, Mr. Patrick Hare, and Ms. Aivi Nguyen. With the exception of Ms. Shirley Konneh, each of the remaining committee members accepted the nomination for the position of Vice-Chair. There were four votes for Mr. Patrick Hare, and four votes

for Ms. Aivi Nguyen. Mr. Patrick Hare and Ms. Aivi Nguyen were chosen as co-Vice-Chairs of the Diversity and Inclusion Advisory committee.

Dr. Carter suggested that she remain the note taker in the absence of nominations for the roll.

City of Worcester Internal Complaint process design - Activity Update: Mr. George Cortez - Complaint process & Committee Suggestions: Equal Opportunity (official role, policy, plan, and statement)

Mr. Cortes led the discussion of the draft version of the internal complaint process that, if adopted, would apply to municipal employees, former employees, and applicants of the city of Worcester, who believe they have been discriminated against on one or more of the following bases; color, religion, sex, national origin, age (40 or over), physical or mental disability, reprisal for prior equal employment opportunity (EEO), pregnancy, and sexual orientation.

The committee suggested that the complaint process and related equal opportunity policy additionally protect gender identity, political affiliation, and marital status. These categories would be in addition to federally protected class categories.

It was suggested that final draft of the internal complaint process with union leaders as it relates to their established grievance process.

Dr. Carter provided percentages of city employees who are unionized.

Committee discussed the difference between private and confidential. In a confidential would not be shared at all but that private would be shared on need to know basis with other parties in order to resolve the issue. Mr. Patrick hare suggested that the complaint process for city of Worcester employees located on an intranet system as opposed to an Internet system.

The committee determined that the next meeting would be dedicated to a working session, determining the complaint authority and flow.

Human Resources to attend job fairs:

Dr. Carter reported that Human Resources will be attending several job fairs and other opportunities in partnership with the Worcester Police Department. Deadline to apply to become a police officer for the city of Worcester is February 21, 2017. Dr. Carter mentioned that she is visiting various individuals in the community to share flyers in person to bring awareness to this opportunity. Further she mentioned that she would be sending the flyers to the Diversity and Inclusion Advisory committee along with a timeline that helps the committee to understand the steps to becoming a police officer. Dr. Carter also shared that she would send a more complete listing of engagements wherein Human Resources will be present to talk about current City of Worcester positions, and the opportunity to become a City of Worcester Police Officer.

Ms. Nguyen suggested that there be a process for the accused that is embedded within internal complaint process to protect the rights of the accused.

Mr. Hare suggested language about peer and supervisor complaints.

Announcements:

Committee Member Announcements

- Shawn King speaker at Holy Cross College. Tuesday, February 7 at 7 PM.
- Celebrations and acknowledgement for the retirement and illustrious career of Officer Hazel Berry of the Worcester Police Department.
- Mon 1/16/2017 Rev. Dr. Martin Luther King Jr. Celebration. Quinsigamond Community College Athletic Center, Worcester. Doors open at 7:15 a.m. and the program will begin promptly at 8:00 a.m.

Activity Update from Dr. Malika Carter, Chief Diversity Officer & Staff Liaison

- Department of Justice Internal/External Dissemination

Suggestions for upcoming agenda items were as follows;

- Mr. Cooper proposed that the city of Worcester does not have said affirmative-action numbers or adhered to plan, and proposed that the committee develop and suggest those to city leadership. It was proposed that the committee address this issue after completion of the Equal Opportunity work regarding employee complaints is complete.

Motion to adjourn was made by Mr. Cortes and seconded by Ms. Konneh

The meeting was adjourned at 7:04 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 508-799-1030 or Carterm@worcesterma.gov