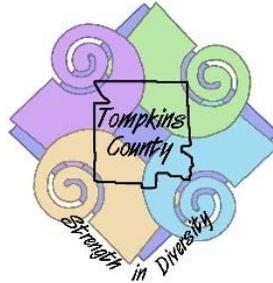


# Agenda

## Workforce Diversity and Inclusion Committee

Wednesday, April 26, 2017 3:30 PM  
Scott Heyman Conference Room



1. **Call to Order**
2. **Welcome, Introduction, and Announcements**
3. **Minutes Approval**
  - a. March 22, 2017
4. **Reports**
  - a. **Report/Discussion:** Safe Space Training Video (ID #6994)
5. **Discussion Items**
  - a. Climate Survey
  - b. Exit Interviews
  - c. Planning for LGBTQ community forum
6. **Adjournment**

*2017 Membership*  
Leslyn McBean-Clairborne, Chair

Christina Dravis  
Larry Roberts  
Patricia Carey

Victor Jorin  
Lisa Holmes  
Marcia Lynch

Anna Kelles  
Todd VanOrman  
Karen Baer

***Inclusion through Diversity***

If you are a person with a disability that will require special arrangements to be made in order for you to fully participate in the meeting, please contact the Clerk of the Legislature at (607)274-5434.

**Workforce Diversity and Inclusion Committee**  
 Regular Meeting Minutes (same as Notes) – Draft 4-4-17  
 Wednesday, March 22, 2017 3:30 PM  
 Scott Heyman Conference Room

**Attendance**

Attendee Name	Title	Status
Leslyn McBean-Clairborne	Chair	Present
Patricia Carey	Member	Excused
Lisa Holmes	Member	Present
Marcia Lynch	Member	Present
Larry Roberts	Member	Excused
Karen Baer	Member	Present
Rebecca Norman	Member	Excused
Victor Jorin	Member	Present
Christina Dravis	Communications Center Manager	Present
Todd VanOrman	Member	Present
Anna Kelles	Vice Chair	Excused
Sarah Cantatore	Compliance Officer	Present
Catherine Covert	Clerk of the Legislature	Present
Joe Mareane	County Administrator	Present
Amy Guererri	Commissioner of Human Resources	Present

**Call to Order**

Mrs. McBean-Clairborne, Chair, called the meeting to order at 3:30 p.m.

**Welcome, Introduction, and Announcements**

Mrs. McBean-Clairborne announced the Diversity Roundtable will be held this year and is scheduled for May 24<sup>th</sup>. Early registration is available through April 3<sup>rd</sup>.

**Minutes Approval**

February 22, 2017

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Christina Dravis, Communications Center Manager
<b>SECONDER:</b>	Marcia Lynch, Member
<b>AYES:</b>	McBean-Clairborne, Holmes, Lynch, Baer, Jorin, Dravis, VanOrman
<b>EXCUSED:</b>	Carey, Roberts, Norman, Kelles

**Discussion Items**

Diversity Metrics Year-End 2016 (ID #6929)

Mr. Mareane provided a detailed review of the Diversity Metrics Year-End Report for 2016. The metrics were developed to provide a standard for measuring and monitoring workforce demographics to

Minutes Acceptance: Minutes of Mar 22, 2017 3:30 PM (Minutes Approval)

Minutes  
 Workforce Diversity and Inclusion Committee  
 Wednesday, March 22, 2017

help inform the diversity of the County government labor force. It is intended to summarize the demographic profile of the workforce as of March 1, 2017 and summarize the changes in the County labor force that occurred over the course of 2016.

Mr. Mareane also distributed the same information in a different format that shows the actual numbers rather than percentages.

Mrs. McBean-Clairborne commented that the demographic information presented has not changed in years and asked what is happening. There has not been any change or movement toward diversifying the workforce. The race and ethnicity numbers continue at 1% and 3%.

Mr. Mareane believes the list of applicants departments receive does not consist of a diverse pool of candidates when it comes time to fill positions.

Ms. Baer believes it also relates to retention as well; she would like to see the statistics for employees of color, women, or other underrepresented groups that have separated from the County broken down by department. She also believes having exit information would also be helpful.

Mrs. McBean-Clairborne said she, too, would like to understand better who is leaving and why and what is being done to retain employees of color or identified as a minority appointment by the Federal definition. Mr. Mareane believes he can get a breakdown of that information. He also said conversations with departments need to happen and include what is currently being done to hire and retain minority applicants. In reference to the comment about the pool of candidates being presented to departments not being as diverse as one would hope it to be, Mrs. McBean-Clairborne said she would like to know how outside of Civil Service that pool of candidates is determined.

Ms. Guerri said Ms. Rios-Dominguez, Manager of Talent, Acquisition, and Engagement, is working on a plan and outreach efforts to various groups to help the County increase its numbers and participation in the community events and networking with organizations. Mrs. McBean-Clairborne said she appreciates those efforts, but she wants to know what the message is as an organization that is being said that we are an employer of choice.

As a follow-up to Ms. Guerri's comments about Ms. Rios-Dominguez working with departments about changes being made in the some of the hiring processes, Mrs. McBean-Clairborne asked how that is being introduced to the organization.

Mrs. McBean-Clairborne spoke of the support needed throughout the organization including policymakers to help change the culture, climate, and the look of County government. Discussion followed concerning the introduction of Ms. Rios-Dominguez to the organization and how she will be offering herself as a resource.

Ms. Dravis spoke of her efforts and experiences in recruiting employees for positions at the Department of Emergency Response.

Mr. Jorin spoke of his personal experiences and said that a difficult work environment exists within the County. He does not believe it helps him or will help others in the future and finds it discouraging.

Ms. Baer spoke of retention and said it is important to have a well-established process in place to address issues that arise in the workplace and that people feel like it will help resolve their problem.

Minutes Acceptance: Minutes of Mar 22, 2017 3:30 PM (Minutes Approval)

Minutes  
Workforce Diversity and Inclusion Committee  
Wednesday, March 22, 2017

In response to Ms. Baer about how Civil Service exams are scheduled, Ms. Guererri said the Human Resources Department orders the exam and is required to do that within 30 days of a provisional appointment and then the State sets that date.

In response to Mr. Jorin concerning data being available for those employees who separated from County government, Mr. Mareane said he was unsure if information was available, but he would look into it.

Mrs. McBean-Clairborne said the Committee many years ago discussed “exit interviews” and the decision at that time was not to do them for a number of reasons. Ms. Guererri recalled some discussion on this topic taking place and believes that when a question is asked that the County would have to be prepared to do something with the information received. She also spoke about liability issues with some information that could be received. She said that she has also had discussions with Ms. Rios-Dominguez about exit information and the value it could also have in retention. Mrs. McBean-Clairborne said this topic can be revisited on a future Committee agenda and to also discuss how Department Heads are going to report on what they are doing and to revisit the Diversity and Inclusion Policy and Statement and how they fit into the day-to-day operations.

Mrs. McBean-Clairborne said she would also like to discuss at a future what the County’s complaint process is and if employees know about it and if not how should that be communicated. Mr. Jorin also asked that the resources including funding be identified that are in place if a number of complaints are received at the same time.

\* \* \* \* \*

Department Diversity and Inclusion presentations

Mrs. McBean-Clairborne asked the Committee to discuss how it would like to know how departments are presenting diversity and inclusion. She had discussed this with the County Administrator and suggestions such as presenting to the Legislature or Committees were offered. She said she is open to other thoughts from Committee members. Departments could look at the policy and discuss hiring practices, what is being done to foster a level of inclusion, and building a culture that is being discussed throughout the entire organization.

Ms. Baer suggested this Committee could go visit departments and create a dialogue with departments and prepare a report with all the information. She believes there would not be a dialogue between a department and Legislators at the Committee level or Legislature level.

Mr. Mareane agrees that it is important that the Legislature hear from departments but also creating a setting for a dialogue is also valuable. He believes a committee environment would be the best option.

Mrs. McBean-Clairborne said when this Committee was first established there were visits to departments. She said she would like to continue discussion on this.

Safe Zone presentations update

Ms. Baer said she and her staff were asked by the County Administrator to develop training material or a public service announcement as it relates to safe place signs that have been distributed to departments. There have been a number of questions that have been raised as to what is meant by those signs. Her staff has created a script and started production yesterday. They want it to be snappy and

Minutes Acceptance: Minutes of Mar 22, 2017 3:30 PM (Minutes Approval)

Minutes  
Workforce Diversity and Inclusion Committee  
Wednesday, March 22, 2017

interesting and once it is finalized, it will be sent to employees and hopefully it will explain why safe zones are important.

Mrs. McBean-Clairborne said she would like the Committee to view it at the next meeting if it is ready.

Other Business

Ms. Baer requested for a future agenda a discussion about Spanish speaking civil service positions such as clerks, information aides, etc. She would like to know if those positions exist and if not, should the County consider that.

Goals

This item was not discussed.

Adjournment

The meeting adjourned at 4:55 p.m.

Minutes Acceptance: Minutes of Mar 22, 2017 3:30 PM (Minutes Approval)

**Workforce Diversity and Inclusion Committee**

Governor Daniel D. Tompkins Building  
Ithaca, NY 14850

Meeting: 04/26/17 03:30 PM  
Department: Human Rights Department  
Category: Diversity and Inclusion

**REPORT OR DISCUSSION ITEM NO.  
(ID # 6994)**

---

---

**Safe Space Training Video**

Presentation of video developed by the Office of Human Rights to increase awareness and understanding among County staff of what a "Safe Space" is and how to ensure a welcoming and respectful workplace culture.