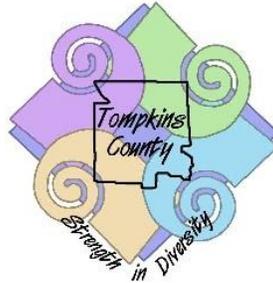


# Agenda

## Workforce Diversity and Inclusion Committee

Wednesday, June 28, 2017 3:30 PM

Scott Heyman Conference Room



1. **Call to Order**
2. **Welcome, Introduction, and Announcements**
3. **Minutes Approval**
  - a. April 26, 2017
4. **Discussion Items**
  - a. Indigenous People's Day
  - b. Living Wage
  - c. Climate Survey - small working groups
  - d. Exit Interviews - Follow-up
  - e. Diversity and Inclusion reports by Departments - Follow-up
5. **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 5-8-17  
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 Scott Heyman Conference Room

**Attendance**

Attendee Name	Title	Status	Arrived
Leslyn McBean-Clairborne	Chair	Present	
Patricia Carey	Member	Excused	
Lisa Holmes	Member	Late	3:55 PM
Marcia Lynch	Member	Present	
Larry Roberts	Member	Excused	
Karen Baer	Member	Excused	
Victor Jorrin	Member	Present	
Christina Dravis	Member	Present	
Todd VanOrman	Member	Excused	
Anna Kelles	Vice Chair	Late	3:38 PM
Catherine Covert	Clerk of the Legislature	Present	
Rebecca Sims	Human Rights Department	Present	
Michelle Rios-Dominguez	Human Resources Department	Present	
Paula Younger	Deputy County Administrator	Present	
Kit Kephart	Social Services Department	Present	
Joe Mareane	County Administrator	Present	
Sarah Cantatore	Compliance Program Coordinator	Present	

**Call to Order**

Mrs. McBean-Clairborne, Chair, called the meeting to order at 3:32 p.m.

**Welcome, Introduction, and Announcements**

Ms. Younger reported that there are 13 employees registered for the Reading and Discussion Program that begins tomorrow. The 13 employees represent seven different departments. She thanked the volunteer team that helped coordinate this.

Ms. Kephart said Denise Sheller will be returning to the Department of Social Services to do a companion training to the Bridges out of Poverty training that was done last year. It is Department specific but building relationships is an important part of this training. There will be 60-70 people trained.

Ms. Kelles arrived at this time.

Mrs. McBean-Clairborne announced the Diversity Consortium Roundtable is scheduled for May 24<sup>th</sup> and said this Committee and the County are sponsors of that event.

Mr. Mareane reported on discussions that have been held with the Chamber of Commerce for several months concerning the development of a training program to be jointly sponsored with the County to teach people how to become certified MBE (Minority Business Enterprise) or WBE (Woman Business Enterprise) firms. There are more State requirements that involve 30% of any contract with minority- and

Minutes Acceptance: Minutes of Apr 26, 2017 3:30 PM (Minutes Approval)

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woman-owned companies. The County is also interested in increasing its involvement. This training is expected to begin within the next couple of months with some support from the County. In addition, there will other trainings the Chamber will be offering to encourage the development of cohesion of small businesses and their participation in the public area.

Mrs. McBean-Clairborne stated for the record that this Committee has been talking about MBEs and WBEs and how the County should be looking into that.

### **Minutes Approval**

March 22, 2017

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Anna Kelles, Vice Chair
<b>SECONDER:</b>	Christina Dravis, Member
<b>AYES:</b>	McBean-Clairborne, Lynch, Jorin, Dravis, Kelles
<b>EXCUSED:</b>	Carey, Holmes, Roberts, Baer, VanOrman

### **Reports**

#### Advisory Board Survey

Mrs. McBean-Clairborne reported that the Committee with the help of Lisa Holmes has been working on language that speaks to diversity and inclusion to be added to advisory board applications. This continues to be discussed. She further commented on a survey that recently came out from the Human Rights Department and asked Ms. Simms if she could provide any information on that project.

Ms. Simms said an undergraduate intern from Cornell majoring in Government is working on assessing the diversity of membership of advisory boards and committees that report to the Legislature. The survey has gone out and there has been a fairly good response to date. The end goal is to present this information to the Legislature. The survey is looking at the protected classes in terms of race, ethnicity, sex, sexual orientation, marital status, domestic violence victim's status, etc. One of the possible outcomes is to have a more targeted look at who is applying to these boards.

#### Exit Interviews

Mrs. McBean-Clairborne said another topic the Committee has been discussing is exit interviews. The Human Resources Department was asked to bring this issue back to discuss what would be the next steps if the decision was made to move forward with this.

Ms. Rios-Dominguez said she discussed this topic with Ms. Guerri and believes there are more questions than there are answers. She spoke of her 12-year experience with doing exit interviews and said there is often confusion between off-boarding and exit interviews. Off-boarding is the actual process for terminating people and making sure their benefits are scheduled. Often the two processes are interwoven. The exit interview process has several climate questions about how a person was engaged with the organization.

Ms. Holmes arrived at this time.

She spoke about some of the concerns with why or why not exit interviews should be done and

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said it has to do with an organization's compliance responsibility. If someone were to claim discrimination based on for example race or gender, the organization is then placed on notice and an investigation process would have to begin regardless if the individual is an employee or not.

When information is received about climate issues, it becomes an accountability issue and the organization's responsibility to do something with the information in a responsible manner without identifying the individual. The process, guidelines, and how the information is administered needs to be clear. The other piece to exit interviews is feedback, which is a gift. The questions asked need to be well thought out and capture the goals of what the organization is looking for.

At this time, Ms. Rio-Dominguez explained the process followed at Ithaca College with exit interviews.

Mrs. McBean-Clairborne said the Committee has had similar discussions and she believes the County should not be afraid to receive information through an exit interview and to take any necessary steps or actions when necessary. She said a plan of action would have to be in place if there is an investigation required. She asked Human Resources Department to consider this and develop a plan.

Ms. Rios-Dominguez said she would be willing to work with the Human Resources Commissioner to develop a process and bring it back to the Committee for discussion at the next meeting. The Committee agreed with this direction.

Mr. Jorin understands there is a lot of information the Committee would like to have but said he does not want to overwhelm the agenda; he would like to see a focus on a database being developed that would help the Committee understand what the issues are that employees leaving are confronted with. The Committee will be able to study that information and see what the fundamental areas are that need to be responded to.

#### Safe Space Training Video (ID #6994)

Ms. Simms said the County Administrator had asked the Human Rights Department staff to put together some educational and training materials to inform people about the Safe Space signs that are posted in County Departments. An eight-minute video was developed and contains a lot of information. The goal will be to make the video available at orientation and as needed within Departments.

Following the viewing of the video, Committee members provided feedback.

Mr. Mareane believes the video fulfills the vision this Committee had discussed. He suggested posting it on the County's Intranet site.

Ms. Kelles also suggested that brochures could be included with the video and to have it posted on YouTube as a training video for the community as a whole. Mrs. McBean-Clairborne agreed the video could be used as an educational tool to better understand what a safe space means. In addition, the video could be part of the on-boarding package given to new employees.

Ms. Rios-Dominguez suggested a closed caption be added.

Mrs. McBean-Clairborne said she would like to have the Legislature view this video as well at the May 16<sup>th</sup> meeting and said she would discuss that further.

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Mrs. McBean-Clairborne said in rolling this out, this Committee will be looking at contacting departments to schedule times to have employees view the video. She also believes it will be important to have someone available to answer questions that may arise. Mrs. McBean-Clairborne said she would like to share this video with others groups to get their feedback as well.

Mr. Mareane said he will take next the steps to move this forward.

Planning for LGBTQ community forum

This item was deferred.

**Climate Survey**

Mrs. McBean-Clairborne asked what the next steps were for moving forward with the Climate Survey.

Ms. Younger said she has reached out to the previous contractor, Kaleidoscope, and is waiting to hear back from them to discuss their potential interest in doing this survey again for the County. The idea is to preserve as much of the previous survey as possible recognizing that there are some questions that will need to be tweaked or removed due to confusion in the last survey.

She believes this Committee can begin planning for the next survey and spoke of the process that was followed previously and the number of focus groups established for various steps during the process.

She said the Committee could start thinking about what a review group or an outreach group would look like, or begin reviewing the questions on the survey.

Mrs. McBean-Clairborne agreed with the comments, but asked who should be taking the lead on this. Mr. Mareane said County Administration should be the lead office as they have experience with it. He said it will also require a lot of involvement from a number of people.

Ms. Younger said she would be willing to be the point person but requested other coordinators will need to be involved.

**Other Business**

Ms. Rios-Dominguez shared with the Committee peer-to-peer recognition and/or thank you cards she created and said she would like to have feedback. Mrs. McBean-Clairborne suggested adding a tagline "Inclusion through Diversity" and removing flags. She also suggested having further discussion at a future meeting on how the could be used.

**Adjournment**

The meeting adjourned at 5:00 p.m.