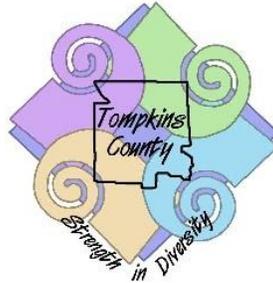


Agenda

Workforce Diversity and Inclusion Committee

Wednesday, October 25, 2017 3:30 PM

Scott Heyman Conference Room



1. **Call to Order**
2. **Welcome, Introduction, and Announcements**
3. **Minutes Approval**
 - a. August 23, 2017
4. **Discussion Items**
 - a. LGBTQIA+ law enforcement tool kit - Office of Human Rights
 - b. Diversity and Inclusion compliance for contract agencies
 - c. Search Committees composition - community representative recommendation
5. **Adjournment**

2017 Membership

Leslyn McBean-Clairborne, Chair; Anna Kelles, Vice Chair

Christina Dravis
Larry Roberts

Victor Jorin
Lisa Holmes

Marcia Lynch
Todd VanOrman

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 8-28-17
 Wednesday, August 23, 2017 3:30 PM
 Scott Heyman Conference Room

Attendance

Attendee Name	Title	Status
Leslyn McBean-Clairborne	Chair	Present
Lisa Holmes	Member	Present
Marcia Lynch	Member	Present
Larry Roberts	Member	Excused
Victor Jorin	Member	Present
Christina Dravis	Member	Present
Todd VanOrman	Member	Present
Anna Kelles	Vice Chair	Excused
Catherine Covert	Clerk of the Legislature	Present
Joe Mareane	County Administrator	Present
Michelle Rios-Dominguez	Human Resources Department	Present
Amy Guererri	Commissioner of Human Resources	Present
Paula Younger	Deputy County Administrator	Present

Guests: Media and Member of the Public

Call to Order

Mrs. McBean-Clairborne, Chair, called the meeting to order at 3:35 p.m.

Welcome, Introduction, and Announcements

Mr. Guererri reminded the Committee that the County picnic is September 28th at 2:30 p.m. There are a number of activities being offered.

Victor Jorin announced his retirement from his position with the County on September 5th. Members of the Committee thanked him for his service.

Ms. Rios-Dominguez said Ithaca College will be hosting an event called Engaging Communities and it is open to community members. The guest speaker will be Dr. Beverly Daniel Tatum author of the National Bestselling book *Why Are All The Black Kids Sitting Together In The Cafeteria?* If anyone is interested in attending she asked that they let her know and she can reserve a table. The event is scheduled for September 14th. The author will also be available on September 13th for a separate engagement. Ms. Rios-Dominguez agreed to send out information to the Committee.

Mrs. McBean-Clairborne said GIAC is hosting its 45th birthday brunch on September 16th and tickets are \$12 in advance.

Minutes Approval

July 26, 2017

Minutes Acceptance: Minutes of Aug 23, 2017 3:30 PM (Minutes Approval)

Minutes
 Workforce Diversity and Inclusion Committee
 Wednesday, August 23, 2017

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Christina Dravis, Member
SECONDER:	Lisa Holmes, Member
AYES:	McBean-Clairborne, Holmes, Lynch, Jorrin, Dravis, VanOrman
EXCUSED:	Roberts, Kelles

Discussion Items

Diversity and Inclusion reports by Departments - Follow-up

Mrs. McBean-Clairborne said she would like to put some action steps in place and move this forward and asked Mr. Mareane to provide an update.

Mr. Mareane said this topic has been discussed at Department Head meetings and cabinet meetings. The preference is that Department Heads report to their program committee on what their department is doing to promote diversity and inclusion. He said he would ask the Committee to suggest a template to be used that would be helpful for Department Heads.

Mrs. McBean-Clairborne asked if diversity and inclusion goals are part of the performance review. Mr. Mareane said the format for performance reviews was changed a couple of years ago and during the review Department Heads are asked to rate themselves on how they have accomplished various things including diversity and inclusion. A scale of 1-5 is used and if the rating is less than 5, Mr. Mareane asks what can be done to help increase that score.

Mrs. McBean-Clairborne said the Diversity and Inclusion policy was included in the agenda packet for the purpose of this discussion.

Ms. Rios-Dominguez spoke of a diversity score cards that have been used for various purposes and believes this would be an opportunity for that. It allows departments to self-rate themselves about diversity initiatives and priorities. The use of diversity score cards can be very helpful as the public and colleagues have an opportunity to score. She said she could share the score card for consideration as a template.

Ms. Younger referenced the Diversity and Inclusion policy and highlighted some areas that could be applied in this process.

In response to Mrs. McBean-Clairborne, Ms. Rios-Dominguez said she would be able to distribute the information prior to the next meeting.

Climate Survey - Update

Ms. Younger said she received a response from the vendor and negotiations will be beginning soon.

Resolution to Recognize Indigenous Peoples' Day as a Holiday in Tompkins County (ID #7250)

Mrs. McBean-Clairborne said the resolution as it came out of this Committee was recommended by the Budget, Capital, and Personnel Committee and forwarded to the Legislature for consideration.

Minutes
Workforce Diversity and Inclusion Committee
Wednesday, August 23, 2017

She stated that last year when this resolution was drafted the language was provided by the Native American community. The resolution at that time was turned into a proclamation as the Legislature was not prepared to vote on it. The same language with the exception of the last Resolved is what came back to the Legislature this year. Representatives from the Native American community had contacted her about two areas of the resolution they wanted to have changed. Mrs. McBean-Clairborne offered those changes at the Legislature meeting and they were not agreed to, particularly the amendment to change the word “occupied” to “owned” in the first Whereas. Concerns were raised with the proposed language and following discussion, a motion was made and approved to refer the resolution back to Committee. She said the change in language makes a difference to the Native American community and they disagree with not including that language.

Mrs. McBean-Clairborne spoke briefly about the City’s action on a similar resolution with the words “had owned” included. The Native American community disagrees with that language as they believe it means they have no ownership anymore and have asked the City to pull the resolution.

Mrs. McBean-Clairborne said she had hoped this resolution could be passed by October, but is unsure that will happen. She does not believe the language she recommended puts the County in a position of harm. She will continue to discuss this with Legislators.

* * * * *

Latino Heritage Month

Mrs. McBean-Clairborne asked if this Committee should propose to the Legislature that proclamations be issued in recognition of special holidays and heritage months. Two years ago a proclamation was done for Latino Heritage Month and asked what members thought and if one should be done this year. She also recalled a list being put together of other recognitions and asked Mrs. Covert if that could be researched or resurrected.

Ms. Rios-Dominguez said there are a number of ethnicity groups and if the Committee is interested in a more generalized list she believes there are may be 8 or 9 groups.

The Committee agreed that there should be a proclamation recognizing Latino Heritage Month by the Legislature and that the Latino Association be contacted to provide input. There was also agreement that other recognitions should be considered by the Legislature as well.

County Diversity and Inclusion policy (ID #7249)

Mrs. McBean-Clairborne said the purpose of distributing the Diversity and Inclusion policy was to inform the discussion held earlier in the meeting. The policy should be reviewed periodically to see if the things outlined are being accomplished in County government.

Ms. Younger commented that the policy is scheduled for review in 2018. Using this policy for the diversity and inclusion reports by departments is a good way to review the policy to make sure it’s current and represents what it should represent.

* * * * *

LBGTQ+ Training

Ms. Younger distributed information about the LBGTQ training initiative for County staff and

Minutes Acceptance: Minutes of Aug 23, 2017 3:30 PM (Minutes Approval)

Minutes
 Workforce Diversity and Inclusion Committee
 Wednesday, August 23, 2017

said a contract is in place with Gay Alliance out of Rochester, New York. There will be two types of sessions: one will be geared toward Department Heads/Managers and the other will be geared for all other staff. The kick-off meeting was held on Monday with approximately 20 participants.

Mr. VanOrman questioned the number of sessions and said it may not allow for all employees to attend. Ms. Younger said there may need to be additional sessions held; however, she also commented that some departmental staff has already had similar training.

Mrs. McBean-Clairborne said the purpose of the trainings is to make sure all employees are operating from the same knowledge base in terms of respecting and including LGBTQ+ staff and customers in everything the County does.

Mrs. McBean-Clairborne said it is important to her and to this group to make sure that things are being done in a very inclusive manner. This Committee heard earlier this year concerns raised by the LGBTQ community and agreed to focus on this area. Some of the concerns included not feeling safe or being listened to. She asked how this committee could engage the LGBTQ community members with informing them that this training is taking place and said she is open to suggestions.

Ms. Younger said she has not intentionally gone out to engage community members; her focus has been on workforce training. She said that maybe departments that contract with agencies could consider inviting some of those employees to the trainings.

Ms. Rios-Dominguez spoke briefly of her experience with coordinating trainings and said most trainers will provide learning objectives and believes it is important that they align with the concerns in the community and the skill sets that need to be grown in the employees.

Ms. Holmes said that because there is not one organization where information like this can be shared, she suggested following up with the individuals who came forward as one approach. The other is linking the actions of this training to the results of the Climate Survey and the follow up that came out of the focus groups.

Mrs. McBean-Clairborne asked if it would be appropriate to post information on Facebook pages of the organizations such as Ithaca's Love, Finger Lakes Pulse, etc., that Tompkins County is taking steps to understand, train, get employees up to speed. Ms. Holmes spoke of some on-line training her staff participated in and following that staff received certificates and a logo to place on the Department's website. She believes that further indicates to the public that the staff participated and has some awareness and sensitivity around the issues.

Mr. VanOrman spoke of the employees he represents and that they would benefit by having multiple trainings on the same topic and not just offering training once to employees. He believes repetition is important and hopes that could be considered.

Ms. Younger spoke about the timeline of this training and said all County employees have not yet been made aware of it. She addressed Mr. VanOrman's comment and said the County has an affiliation with the Diversity Consortium that provides workshops; this may be one of those areas that could be explored for additional trainings for staff to attend. There are also discussions about having a training academy in the future and this could be one of those areas.

Ms. Younger said she is collecting feedback and would recommend Committee members sharing any comments they may have about the training. She also reminded the Committee that this training is

Minutes
Workforce Diversity and Inclusion Committee
Wednesday, August 23, 2017

considered “ground floor training”.

Next Meeting

Topics for discussion at next meeting:

- Tool Kit developed by Office of Human Rights with regard to Law Enforcement engagement with LBGTQ community
- Template for measuring how we are doing in terms of diversity and inclusion and moving this organization forward
- Exit interviews - finalize process

Adjournment

The meeting adjourned at 4:46 p.m.

Minutes Acceptance: Minutes of Aug 23, 2017 3:30 PM (Minutes Approval)