

Diversity Commission Meeting Minutes – 09/09/13

In Attendance:

Diversity Commission Members: Donald Baker, Delores McLamb, Marcus Montejo, Paresh Patel and Marcos Ramos.

Other Attendees: Valencia Beaty, Chief Human Resources Officer (CHRO); Candy Boayue, Human Resources Assistant; Tanisha Merced, Counsel; Liz Petrick, Human Resources Administrator; Nicole Racine, Purchasing; Andria Smith, Acting Chief of Administrative Services.

Absent: None

Commissioner Ramos called the meeting to order at 4:06 p.m. There was a quorum of Commissioners in attendance.

Approval of Minutes:

The February and March minutes were tabled for approval at October's meeting however, Commissioners were advised that if they had any revisions that needed to be made, they were to email the revisions to Candy Boayue, and cc'd to the other Commissioners.

Chairman Ramos introduced the newest Commissioner, Mr. Paresh (Perry) Patel. Mr. Patel was appointed by Council and the resolution was approved on July 23, 2013.

Discussion Items:

1) New/Old Business:

- a) **Boards and Commission:** Commissioner Ramos asked about the composition issues within the various Boards and Commissions. The Diversity Commissioners wanted to know who within the Executive Office maintains a list of all of the Board and Commissioners members throughout the County, to which Tanisha Merced responded by saying that, "the Executive Office has Samuel Guy, Executive Assistant IV, and Marcus Henry, Policy Director, working on filling the vacancies on the boards and commissions." Commissioner Ramos would like to request a copy of the application form (if it exists) for the board and commissioners members and also the self-disclosure form. He also thinks that by keeping abreast of the openings on the vacancies list, the Diversity Commissioners can help to fill these vacancies. To this end, he would like to see the New Castle County statement of diversity recirculated.
- b) **EDLG:** Liz Petrick of the Office of Human Resources presented a brief overview of the newest training program called "**Respect**". The Respect program is an engaging program that encourages open communication to foster an inclusive and respectful work environment. The EDLG is being reenergized around the Respect program. Employees have been meeting and were hoping to have piloted the program a month ago for a small group in preparation of the train the trainer. This program offers a way for employees to engage in conversations with each other. To help facilitate the training process, a number of very informative videos are offered along with the dialogue part of the training. The members of the EDLG have reached out to various employees and the labor groups that would like to volunteer as trainers, and they have received positive responses. Because this program would be run internally, it promises to be very engaging and interactive as opposed to a lecture format. Employees so far seem to be willing to get onboard, as there are nine EDLG members that span various departments within the county. This program would be a full day's training and each session would have about forty (40) attendees, randomly selected.

- c) **Commission Meeting Schedule.** The Commissioners agreed to table the discussion on their meeting schedule. Up for discussion is whether they would like to move their meeting time to the mornings and also reduce the frequency of their meetings. They currently meet on the second Monday of the month at 4:00 p.m. during the months of September, October, November, February, March April and July.
- d) **Administrative Services.** Andria Smith, Acting Chief of Administrative Services, along with Nicole Racine, Budget and Procedures Analyst presented the FY2012 overview of the SAR report. Ms. Smith elected to present a generalized high level overview with any questions being brought up and answered at the next diversity meeting. This gives the Commissioners the chance to review the report at their leisure and to jot down any questions they may have. These questions can either be emailed to Ms. Smith or presented at the next scheduled meeting held in October. Areas touched on by Ms. Smith were: Total Spend (pg. 3), Overview and Top 100 vendors (pg. 4-11), Spend By State (pg. 12), Spend By Surround States (pg 14-16), Spend By Type (pg. 17), Sub Categories of Spend (pg. 18-21) and Supplier Diversity Spend (pg. 22).

Action Items for Next Meeting:

1. Candy to send out meeting notices to the Commissioners.
2. Liz Petrick to provide the Diversity Commissioners with the current documentation on the “Respect” training program.
3. Liz Petrick to provide the Diversity Commissioners the breakdown of the EDLG members.

The meeting adjourned at 5:37 p.m. The next Diversity Commission meeting will be held on Monday, October 07, 2013, at 4:00 p.m.