



**Minutes
Diversity Steering Committee
Tuesday, August 2, 2011
3 p.m.**

Every month the Diversity Steering Committee meets to discuss current diversity issues as well as the ongoing implementation of the Diversity Action Plan. In the interest of city wide inclusiveness and creating openness, the Diversity Steering Committee will publish a monthly summary of items discussed. Please review the following items and contact your respective 6-Sided Partnership representative or a Diversity Steering Committee member should you have any questions or suggestions.

Mission: To work with each other and the community to make Tempe the best place to live, work, and play.

Values: People...Integrity...Respect...Openness...Creativity...Quality...Diversity

In Attendance

Jerry Hart, Senior Management Group
Rosa Inchausti, Diversity Office
Lawrence LaVictoire, Human Resources
Kent Kortsen, GSA
Clarence Matherson, City Attorney's Office
Jon O'Connor, Human Resources
Karl Stephens, Diversity Office

I. Classified vs. Non-Classified Employees – Clarence Matherson

Rosa explained the question of treating classified and non-classified employees differently had been brought up in past recruitment discussions. Clarence Matherson explained that classified employees are more protected than non-classified positions who are at-will employees. Definitions can be found on the Human Resources website in the City Personnel Rules and Regulations, Sections 103 and 104. It was said that the City of Tempe probably has less than one hundred non-classified employees which is far less than most other municipalities. Clarence explained in reference to recruitment, classified and non-classified positions are handled differently to give directors some discretion on who they will be working with closely. Clarence said it was not really a legal issue but more of an HR issue.

Jerry Hart asked if classified and non-classified personnel go through the same hiring process. Jon O'Connor explained the question between classified and non-classified employees had been raised due to the process used during the recent reorganization of the City. Lawrence LaVictoire said as positions were eliminated, HR created a placement process vs. the recruitment process. Lawrence explained that the City had a year to place people in different positions which was a luxury compared to other cities where sometimes only two weeks notice was given. During the layoffs, there was a concern about the loss of institutional knowledge. Lawrence agreed with Clarence that the treatment differences between classified and non-classified employees were a result of the number of people going for the same position. This was in large part due to circumstances and not the City norm.

II. Best Practices of Diversity Steering Committees – Rosa Inchausti

Rosa presented a Best Practices follow up to June's meeting presentation adding that Diversity Steering Committee fatigue is common at the ten year mark. Discussing information taught at the Cornell University class Rosa and Ginny Belousek attended, Rosa passed out handouts and shared how important it is to move Diversity Steering Committees towards attaining their goals. The "Diversity Council Roadmap" listed many items that Tempe's Diversity Steering Committee has done in the past such as recruitment, training, conflict resolution and supplier diversity programs. Rosa said that the original recommendation from Jamison & Gutierrez was to have one or two of the Human Relations Commissioners involved in the Diversity Steering Committee. The committee may want to re-visit that practice by inviting some of the commissioners to a future meeting.

On the "Effective Diversity Councils" handout, a subcommittee structure is listed. Rosa wondered if it would be beneficial to return to the original subcommittee system which the Diversity Steering Committee operated on in the beginning. Historically the Diversity Steering Committee recommended creating the Tempe Supervisor's Association (TSA), the Women's Taskforce and the Multi-Cultural Taskforce. In the past Ginny had subcommittee assistance with the Women In Networking (WIN) and mentoring programs which were both Diversity Steering initiatives. The suggestion was made to go to quarterly Diversity Steering Committee meetings using the interim time to work on issues within subcommittees. Clarence asked what specific issues need to be resolved. Rosa referenced the good things that were established in the 2008/09 Diversity Strategic Plan emphasizing the need to keep progressing and stay proactive. Rosa said it was more of what would be most helpful to be proactive with inclusion in the organization vs. specific issues needing to be resolved.

Rosa explained that during the recent financial crisis, attention was rightfully directed to different areas and that it was now time to get back to promoting healthy networking programs. One subcommittee suggestion might be re-developing WIN and the mentoring program. Another subcommittee might reference the strategic plan's Accountability criteria. Some Diversity Councils create annual reports to see trends and identify areas needing help. As an advisory group to the City Manager, Charlie Meyer, it would be helpful to create a report consolidating information regarding diversity supplier numbers, department trainings and EEOC trends.

Jerry agreed that things had been put on the back burner when the crisis hit. It took a lot of energy to create Financial Services' Diversity Action Plans and it would be good to now update and truly develop it.

Karl Stephens said a Commissioner from the Commission On Disability Concerns had asked why no one was interested in working on the 2004 Task Force Report from Tempe Community Council (TCC). This shows the need to re-visit past information. The concern was brought forward about remaining employees having less time to volunteer with the additional job duties many received since the reorganization.

Jerry said that succession planning was one of the goals in being more proactive before the financial crisis hit. Rosa agreed that had been a major focus and deserved to be resurrected.

Rosa reported that the Diversity Office had received a request to offer Inclusion Training to all Public Works field employees.

Lawrence noted that most of the items discussed so far tended to be more inward looking and asked if going outside to document what has been done in the community, might be a good sub-committee project. Tempe's organization compares extremely well to other local communities and it might be good to point out those accomplishments. Rosa agreed it was important to remind people of the significant things that have been accomplished historically. Kent Kortsen added that GSA discussed working more with TCC in various outreach programs and said it was important to stay connected outside of the organization as well as internally.

Rosa said there is a need to better communicate how Diversity practices benefit the community and to explain why the Diversity Steering Committee exists.

Lawrence offered SharePoint as a way to attend virtual meetings which might make it easier to get involved. Jerry wondered how receptive supervisors will be to time needed for sub-committee members. Rosa offered that the change to quarterly meetings would allow the time commitment to remain constant. Jerry added that bringing in additional people for sub-committee participation would be beneficial.

Rosa suggested an e-mail be sent out to The Diversity Steering Committee with the proposed sub-committee ideas from this meeting and ask for additional sub-committee ideas. The top three ideas would then be concentrated on by the newly formed sub-committees in the time between the quarterly meetings.

III. Member Updates

Jerry said a new utility billing system will go live on August 29, 2011.