



**Minutes
Diversity Steering Committee
Tuesday, November 1, 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

Jackie Awosika, UAEA
Ginny Belousek, Diversity Office
Renie Broderick, Human Resources
Rosa Inchausti, Diversity Office
Molly Enright, Confidential Employees
Kent Kortsen, GSA
Jeff, Kulaga, City Manager's Office
Lawrence LaVictoire, Human Resources
Todd Lunn, IAFF
Clarence Matherson, City Attorney's Office
Jon O'Connor, Human Resources
Karl Stephens, Diversity Office
Louis Telles, Human Resources
Wendy Springborn, TSA

Guests Present

Kathy Johnson, UAEA
Sandra Miller, UAEA

I. Sub-Committee Updates

Rosa explained the Diversity Steering Committee decided to meet quarterly and divided into three subcommittees in the interim.

- A. Accountability – Jon O’Connor reported the Accountability Sub-Committee will be creating a concise annual report promoting the good work that is currently happening and what areas might need additional focus. The idea being what gets measured gets done. The consensus was we have to know where we are at to know where we are going. Rosa will be asking department heads for input on the Annual Report that is being created. The hope is to have the report created by spring.

- B. Women In Networking (WIN) – Ginny explained that WIN was created in 2003 in response to the women’s taskforce. WIN is designed to give women networking opportunities and gain additional skills. The sub-committee decided to offer quarterly one hour programs during the lunch hour. The kick off will consist of a forum of female department heads and internal leaders. The subcommittee would like to have the first program be a two hour discussion from 3-5 p.m. with the City Manager’s approval. The second program topic will be females in non-traditional roles in the organization. Additional topic ideas include contacting ASU’s Women’s Studies Department, communication skills for women, women’s health and finance. The suggestion was made to include a male on the forum panel who could speak about supporting and mentoring women. Although the program is called Women in Networking, it is open to all employees both male and females.

- C. Mentoring – Ginny reported the mentoring program has already been created with a very successful format. The subcommittee will be reviewing the current mentoring packet to suggest any possible changes. Participants will have a determined number of hours to complete over a nine month period which incorporates flexibility regarding various department crunch times. Retirees who have retired in the last 5 years will be eligible to be mentors. It was suggested the group get together to kick off the program as well as a graduation at the end. Austin Vickers was mentioned as a possible speaker at the beginning of the program as he has done in past years. Wendy wondered about adding an orientation for the mentors to give them a chance to exchange ideas. Rosa suggested inviting past mentors to share their successes. The program will be cut off at 15 pairings which are matched up in a blind situation focusing on matching skills without knowing corresponding names. Program participants are later tracked to see how they have moved up in the organization.

Ginny asked the Diversity Steering Committee members to serve as ambassadors to explain the program and spread the word. Rosa asked the committee to think about people they would like to nominate as mentors.

II. Responding to Employee Concerns

Jackie asked to clarify the role UAEA plays when employees come to them with a concern. UAEA believes in trying to resolve issues at the lowest possible level. Employees consider UAEA a safe haven similar to Diversity and HR. UAEA tries to immediately get Diversity involved and reach out to HR, the supervisor and manager to get everyone at the table to figure out what is going on and get some relief for the employee. Recently meetings have been declined to meet with the employee because UAEA is technically not a safe haven. Jackie suggested meeting requests be looked at as an opportunity to help the employee rather than denied on a technicality. Renie agreed if UAEA comes to either Diversity or HR with a safe haven issue, everyone should sit down to resolve the issue even if the employee came to UAEA first.

Jon explained there had been a past issue regarding several employees saying they were safe havens. Certain legal implications are involved once you use the safe haven terminology and say you are acting in that capacity. Consequently, Renie, Rosa and Charlie developed safe haven guidelines with the City Attorney, Andrew Ching. Jon said the department in question had called him and asked if UAEA was a safe haven and Jon had to say no. His perspective was that the meeting was declined because they didn't feel comfortable meeting under the structure of a safe haven due to the legal implications. Jackie said the department got stuck on the safe haven wording rather than dealing with the situation. Renie said that officially under City Policy, UAEA is not a safe haven but that doesn't mean UAEA can't bring forward issues to the safe havens. If UAEA wants to become a safe haven that is something that can be discussed although there are probably liability issues that would need to be considered.

Clarence said the reason the City has a limited number of safe havens is because the safe haven personnel legally represent and speak for the City of Tempe. Jackie explained that rather than get caught up in the terminology the focus should be resolution. Clarence said correct language needed to be used and offered UAEA be called an advocate. Jon added the idea is to protect UAEA from liability and not to avoid dealing with employee issues. Renie said we maybe could agree that UAEA shouldn't use the safe haven terminology but UAEA would assist employees to come to HR or Diversity with a safe haven issue as an advocate or representative. Jon said it was his understanding this specific issue was confused by the fact the meeting request had been received without any idea as to the topic. The consensus was it would be helpful for UAEA to call key players and inform them of the issues to be discussed prior to sending out a meeting request particularly with employee relations issues. Rosa said it would be a good opportunity to clarify UAEA's advocate status when meeting with individual departments by explaining UAEA's focus is to resolve issues at the lowest level possible by immediately reaching out to HR and Diversity.

III. Member Updates

Wendy Springborn reported TSA had another lively discussion about hiring regarding conducting internal and external searches simultaneously. TSA was leaning towards doing internal and external searches at the same time but continuing to review internal applicants first. This would be a time saver if an external search was determined as needed. There was no consensus decided.

Wendy announced that Ron Smith resigned as TSA President. Keith Burke is currently acting TSA President until elections can be held.

Rosa recognized the good work Wendy does on the Diversity Supplier program.

Todd Lunn reported on the Tempe Fire Department's Wellness Program. The City of Tempe will be taking the lead on having a city wide wellness program in the Valley. The ultimate goal is to go nationwide with Tempe's program. Todd added that injuries have decreased 10% since the wellness program began 9 months ago. 80% of the injuries were unpreventable so improved wellness would not have had any impact on those injuries.

Ginny reported the Tardeada was very successful. Ginny asked the committee to begin thinking about MLK award nominations. Ginny announced the City of Tempe is getting the 2011 Business Equality Index award from the Greater Phoenix Gay and Lesbian Chamber of Commerce (GPGLCC). Lawrence worked with Ginny to compile everything the City does regarding inclusion in the workplace (i.e. domestic partner benefits, inclusion training, etc.).

Jeff added the Tardeada was packed and extremely successful. Jeff reported the G.A.I.N. night offered a great opportunity to meet a diverse group of Tempe citizens.

Kent Kortsen reported the next GSA meeting would be held November 30, 2011.

Jon reported ePerformance training has begun. Everyone in the City will be receiving the training over the next three months. Jon invited everyone to visit the CHC Wellness site. Renie said they would like to get Todd back on their Wellness Committee. Todd said he should invite HR to attend an upcoming meeting the Fire Department is having with seven other local cities to discuss Tempe Fire's Wellness program.

Karl reported the 2011 ADA Self Evaluation has been completed. Karl is now in the process of gathering information so informed decisions can be made as the CIP budget moves forward. The Special Events Taskforce will be adding to the current event application so that additional information is provided prior to events regarding what their responsibilities are in providing ADA accessibility. Karl also said he will be holding disability sensitivity training in the near future.

Jackie announced UAEA has been asked for advice from the state of California's SEIU regarding the de-certification process. UAEA elections will be held Thursday, November 3, 2011 in which Jackie is running unopposed.

Molly reported the State of Arizona is conducting the largest post 911 drill disaster training including multiple disasters, on Friday November 4, 2011.

