



**Minutes  
Diversity Steering Committee  
Tuesday, September 4, 2012  
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**

- Ginny Belousek, Diversity Office
- Renie Broderick, Human Resource
- Molly Enright, Confidential Employees
- Jerry Hart, Senior Management Group
- Rosa Inchausti, Diversity Office
- Jeff Millen, TOA President
- Jon O'Connor, Human Resources
- Mercedes Payne, TSA
- Brad Whitley, Firefighter Union

Introductions were made around the table for the benefit of new attendees.

**I. Subcommittee Updates**

- A. Accountability – This subcommittee was designed to create an annual report highlighting the City’s best practices regarding diversity and inclusion. A draft of the report was handed out for Diversity Steering Committee input before moving forward. The consensus was the department’s individual reports needed a more consistent format for community members. Although condensing to one page was

desired, the committee said departments should not be limited in length to guard against losing valuable information. Committee members agreed the Human Resource's page was a good example of what could be included but that the Temple Learning Centers information might not be decipherable to the general public. Jon O'Connor suggested each department's section include the following:

1. Mission statement or purpose
2. Department description
3. Internal impact of diversity issues
4. External impact of diversity issues

Committee members agreed the Diversity Steering Committee should retain editing rights to the final report. Jon suggested moving the Diversity Office's section to the front of the report rather than the current alphabetical order of departments. Molly Enright suggested the report end with a description of where the City should go from here, realizing there is always room for improvement. The listing of Diversity Steering Committee member's names and phone numbers assists accountability.

- B. Women In Networking (WIN) – Ginny gave a brief explanation and history of the WIN program along with the current plan to revive WIN from a necessary hiatus due to the economic downturn. The WIN subcommittee sent out a survey to every female City employee and posted it on City Information to include men in the process. Ginny handed out a compilation of the 117 replies. Over 65% of responders would be interested in attending a WIN luncheon. The most popular topic ideas included networking, work/life balance, nutrition and fitness, finance and how to promote. A trend of “hanging in until retirement” was evident in the question regarding career goals. Ginny reported the subcommittee's initial program ideas were still relevant after incorporating survey input. The subcommittee will meet again soon and create a year of WIN programming.
- C. Mentoring – Ginny reported the mentoring program was kicked off by a successful luncheon with guest speaker Austin Vickers. The four pairs are currently half way through the program. A luncheon will be scheduled soon to touch base with the participants.

## II. Exit Interviews

Jon explained HR had looked into conducting exit interviews three or four years ago before the impact of the economic downturn. HR will revisit what was originally created and bring suggested changes to the Diversity Steering Committee, employee groups, directors and supervisors for their approval.

When the final PAR is generated, an e-mail will be sent to the departing employee requesting completion of an exit interview either by face to face with an HR analyst, via an on line survey or by printing out the survey and mailing it to the HR department. The exit interview information would be kept on a shared drive with access limited to HR and the Diversity Office. The consensus was reached that employees would be more forthcoming if the interview process was anonymous as is the Audit Department's Employee Voice program. It was recommended the exit interview include a question requesting employee suggestions.

### III. Member Updates

Ginny reported on the upcoming Who's Your Neighbor program on Wednesday, September 19, 2012. The subject will be Veteran's Then and Now. Future programs will be exploring the Mormon faith on December 5, 2012, the Pacific Asian Community on March 20, 2013 and the Hindu faith on June 5, 2013. Ginny also invited everyone to attend Tardeada on Sunday, October 14, 2012 from noon-8pm.

**Next Quarterly Diversity Steering Committee Meeting – December 4, 2012**

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