



**Minutes
Diversity Steering Committee
Tuesday, January 8, 2013
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
- Jim Fish, GSA Co-Chair
- Jerry Hart, Senior Management Group
- Rosa Inchausti, Diversity Office
- Don Jongwaard, Firefighter Union
- 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 – Rosa reported on the status of the Accountability Report. She mentioned that since our last meeting we have added demographics to the report, as well as the percentage of employees from each department who have attended Inclusion Training. She asked for assistance from the DSC committee members in

getting departmental and Union pages completed. The report has a section that highlights information on the best practices of every department and union regarding diversity and inclusion. The departments have submitted their sections to the Diversity Office, and we are now working with them to create a consistent formatting. The formatting for the department pages should consist of a brief description of their department, and an introduction sentence to their bullets explaining how the departments demonstrate diversity and inclusion. The deadline to submit this information to the Diversity Office is January 31st, and a few departments have had their deadline extended to February 15th. Rosa said to date we have not received anything from the Unions. She gave the union representatives examples from a few of the departments to use when compiling their pages. Rosa also offered her assistance to the unions, and stressed the importance of having employee groups represented in the report. We are hoping to have the report completed by spring.

- B. Women In Networking (WIN) – Ginny reported that the WIN subcommittee met to select topics for the upcoming year's programming. Topics were chosen using the information that had been gathered by the Survey Monkey survey that was conducted a few months earlier. Four programs will take place over the next year – 1) a panel of both city and business community female leaders who will discuss the challenges they faced over their careers and what they did to overcome them, 2) Women's self-defense, which will be taught by a female Tempe officer, 3) Women's health, and 4) how to turn administrative skills into management skills, perhaps as another panel of actual city employees who promoted from clerical into professional positions.
- C. Mentoring – No update. The program is currently underway and will conclude the end of February, with recruitment for next year beginning shortly thereafter.

II. Exit Interviews

Jon O'Connor reported that the exit interviews are close to being ready to roll out. HR are currently working with Ted in IT to assign Peoplesoft codes that will generate an e-mail informing the employee that they have two options, 1) request a personal exit meeting, or 2) complete the exit interview online. The exit interview process should be ready in the next two weeks. Rosa asked who will be asked to fill out an exit interview. Jon responded that anyone who is retiring or resigning will receive the e-mail. People who were terminated for cause will not be asked to complete the interview. Ginny asked if people taking laterals or voluntary demotions will be given the opportunity to complete one. Renie responded that has not been decided and would need to be worked out through IT in generating the PAR. Jon said it should not be treated as an *exit interview* as it might send the wrong message to the employee receiving the e-mail. Jerry wondered if people would be sincere with the interview since they are still staying in the organization. Ginny said this information could be helpful if there are a large number of turnovers from a particular work area. Jon said the HR Analysts are tuned into these types of situations. In addition, there are very, very few voluntary demotions taken. Jeff Millen asked how anonymity will be addressed. Jon responded that if they really wanted to find out who completed an interview they could since they are done on the city computer system. In addition, there aren't many resignations/retirements from the same work area at the same time. That said, there is no requirement on the form to indicate who you are. The questionnaire was not created to be tagged to see who

completed it. The real purpose is to collect information over a period of time and see if there are any trends that we need to be concerned about. Individual results will be treated as confidential, but collective results will allow us to see trends. Rosa said the employees will want to know, "what are we going to do with this information?" No one will want to take the risk to share this information if they feel it will just go into a file and not addressed. Jon suggested that the information be put in the Diversity Annual report for transparency. He then suggested starting with what they currently have planned for the exit interview process and expand on the program at a later time if necessary.

III. Member Updates

Ginny reported on upcoming Diversity events: 1) The MLK Diversity Awards Brunch will be held on Monday, January 21 at The Buttes Resort, with a cost of \$5.00 per seat. The GSA is an MLK award recipient this year; and 2) The Unity Walk will take place on Saturday, February 2nd at 10:30 a.m. Tempe walkers will meet at the Tempe Beach Park. Historically the Unions and GSA have participated. In addition, this year City employees can earn 5 wellness points for walking.

HR Update: HR is currently working on two executive recruitments – Fire Chief and Community Development Director. They hope to have them both resolved by mid-February. The question was asked if employee forums are advertised on city information. Renie said that people who work in the department get an invitation, and that is usually passed around via word of mouth. It was suggested to add the Diversity Steering Committee to all employee forum e-mails. It was asked if the Department Directors would be interviewing the candidates for these executive recruitments as they have done in the past. Renie said that all department heads will be exposed to the candidates through the interviews, either in the first or second round.

All four MOUs expire at the end of June. All the unions recently went to an all-day training on interspace bargaining. This is a free federal mediation service.

Jon O'Connor said they are working on a Rules and Regulations rewrite. The draft rewrites are put on SharePoint, and he will add everyone from the Diversity Steering Committee who are not currently on.

Rosa reported that the Disability Awards will be held the week of April 25th. This is a wonderful program and she encouraged everyone to attend.

Next Quarterly Diversity Steering Committee Meeting – March 5, 2013