

**Minutes  
Diversity Steering Committee  
Tuesday, March 5, 2013  
3 p.m.**

Every quarter 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 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  
Vince Boerbon, GSA Co-Chair  
Molly Enright, Confidential Employees  
Jerry Hart, Senior Management Group  
Rosa Inchausti, Diversity Office  
Clarence Matherson, City Attorney's Office  
Jeff Millen, TOA President  
Jon O'Connor, Human Resources  
Mercedes Payne, TSA  
Louis Telles, Human Resources

**I. Global Diversity Consulting's Four Elements of Success**

Rosa recently met with Christine French, a mutual Diversity Alliance Leadership member, regarding possible City training via Christine's company, Global Diversity Consulting. Christine suggested a training workshop entitled "The Four Elements of Success" tailored to City of Tempe employees. The Four Elements' training looks at how to successfully interact with the different personality types, Earth, Water, Wind and Fire, while realizing they are all equal and essential. The training cost is \$40.00 per person for individual personality assessments. Rosa asked the Diversity Steering Committee (DSC) members if they would be interested in this training to be held at a future DSC meeting. Members agreed they would like to participate in the Four Elements Success training.

## II. Women In Networking (WIN) Update

Ginny reported the subcommittee will be holding their first WIN program in the beginning of April. Female department managers and directors are being invited to sit on a panel to discuss their employment history and experiences moving up the ladder with a focus on their city employment. All City employees, men and women, will be invited to the program held from 11:30am-1pm in the City Council Chambers with lunch provided.

The second WIN program will be women's self-defense, taught by PD's Julie Werhnyak, the third will be on women's health and the fourth will consist of an employee panel discussing movement from clerical to professional positions within the city. The Diversity Office reported having received feedback about the difficulty of moving out of administrative/clerical positions. Ginny said all of the program topics were generated by answers to the Survey Monkey questionnaire recently conducted. Future WIN programs will include a panel involving women in non-traditional roles.

Rosa asked if the committee thought men should be included in the panels. Molly said when men were included in discussions involving providing women opportunities, it commits men in a way they may not have previously considered. The committee will look into including men in the non-traditional roles program.

## III. Mentoring Update

Ginny reported the mentoring program beginning in June 2012, has recently finished. A wrap-up meeting will take place on Monday, April 8, 2013 to receive feedback from current participants. DSC members asked to review the feedback collected to determine if changes in the applications are necessary for future programs.

## IV. Exit Interviews

Jon announced that exit interviews have been in use for a couple of weeks. Once a PAR is generated for termination paperwork, this e-mail is sent to the employee leaving the city, "Dear employee's name, You are receiving this e-mail as your department has recently generated a PAR (Personal Action Request) through the PeopleSoft system to end your employment with the city due to your resignation or retirement. We wish you all the best for your future endeavors and thank you for your service to the city. As you prepare to leave your employment with Tempe, we want to offer you the opportunity to provide feedback on our organization through an exit interview. There are two voluntary options available. You can contact your department's assigned HR analyst to schedule a face to face meeting (analyst's contact links are included) or you can click on the link below and complete an online exit interview. As we continue to develop our organization and seek to maintain our standing as an employer of choice in the Valley of the Sun, we hope you will take the time to offer your honest assessment of your employment with the City of Tempe. Thank you." The DSC consensus was that the e-mail was very well written, warm and welcoming.

Jon will be meeting with IT to determine what types of reports will be generated from the exit interviews. Jon will bring information back to the committee regarding how often reports will be generated and the type of information that will be derived from the replies. Committee members were given a copy of the exit interview and advised that changes and/or additions

can still be made. Molly commended the five open ended questions which may result in the most honest information. Jon confirmed an exit interview would not be offered to terminated employees.

Rosa encouraged Mercedes to have TSA review the exit interview to determine if there were other constructive supervisory questions that should be included. Rosa suggested departments be informed on the type of information that will be generated by the exit interviews. Jon confirmed the questionnaire could be conducted anonymously. Committee members wondered if it would be useful to know the employee's departments. Rosa said adding department and division questions would assist in determining possible trends. Responses are not required to any of the questions so confidentiality issues are not a concern.

The DSC congratulated Jon for getting the exit interview activated. Jon is hopeful he can bring a report to the next DSC quarterly meeting

#### **V. Member Updates**

Vince Boerbon, who is the newly elected Gay Straight Alliance (GSA) co-chair along with Jim Fish, reported they are interested in expanding participation and GSA membership. The co-chairs plan on suggesting a name change to GSA members that would better demonstrate unity and encourage involvement from all City employees. Vince shared that GSA conducts quarterly Adopt-A-Street clean-ups and frequently schedules Friday socials that are open to everyone. GSA member, Sally Garrison serves on the board of Mulligan's Manor and Jim Fish is actively mentoring boys who live at Mulligan's Manor. Rosa asked DSC members to offer any suggestions they might have for activities and/or a name change. Ginny added that GSA was a Diversity Award winner at this year's MLK brunch.

Jon O'Connor reported that HR is currently involved in negotiations with the four employee groups and have several recruitments on going. Rosa said the fact that the Diversity Office was asked for the first time to assist with the diversity statements on the recruitment information for City Manager, showed the City of Tempe's strong level of commitment to diversity. Jon said employment applications are now on line. HR is working on having a dedicated computer at the library for people who don't have their own computer.

Jerry Hart reported the budget is the biggest ongoing issue for Senior Management. Ginny invited everyone to attend the upcoming "Who's Your Neighbor?" series on Wednesday, March 20, 2013 where the topic will be the sport of dragon boat racing to coincide with the Arizona Dragon Boat Festival at Tempe Town Lake on March 23 & 24, 2013.

Rosa referred DSC members to the February 20, 2013 Arizona Republic article, "Southeast Valley councils, boards lag in diversity" in which Tempe outshines neighboring cities. Ginny shared one of Rosa's quotes from the article, "Having diversity at all levels of the organization not only helps us in understanding the ever-changing needs of our valued residents, but it also gives us the competitive edge to attract diverse business, developers and other interested investors to our community."

**Next Quarterly Diversity Steering Committee Meeting – June 4, 2013**

DRAFT