

Minutes Diversity Steering Committee Tuesday, March 3, 2015 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

Jackie Awosika, UAEA
Ginny Belousek, Diversity Office
Renie Broderick, Internal Services Director
Rob Ferraro, Police Sergeant
Jerry Hart, Senior Management Group
Rosa Inchausti, Diversity Office
Lawrence LaVictoire, Human Resources
Steven Methvin, Assistant City Manager
Jon O'Connor, Human Resources
Mercedes Payne, TSA
Louis Telles, Human Resources
Brad Whitley, Firefighter Union

I. Exit Interviews Update

Jon reiterated the fact that a SharePoint site has been created by Ted Hoffman, compiling the exit interview data. Jon handed out a spreadsheet reflecting data from approximately sixty completed exit interviews over the last two years. 25% - 30% of exiting employees complete the offered survey which can be done anonymously. Renie added that additional information can be seen on the SharePoint site. Although the names are redacted, the department names, employee comments, and interview completion dates are included.

Jon brought attention to the last question regarding recommending working at the City to a friend or relative. The cumulative score of 91.5% is a positive indicator of how things are going for city employees who conducted an exit interview. Some of the lower scores are found in the communication area although communication with immediate supervisors scored almost 80%. Overall the responses were generally positive.

Steven asked if current employees had an opportunity to fill out the questionnaire versus departing employees. Jon responded that the possibility of an employee survey has been raised in the past. The consensus was an employee survey should be conducted professionally by an outside source. The last time an employee survey was conducted was approximately fifteen years ago. That survey was received with mixed emotions as some people questioned the validity of the information received. Jerry added that an employee survey of current employees would be even more beneficial to the city if it was done on a regular basis. Jackie concurred that UAEA was interested in a productive employee survey. Possibly the same contractor that currently conducts the annual citizen satisfaction survey could be asked to conduct an employee survey every two to three years. Rosa and Jackie agreed that survey education could be conducted by employee groups to make the process less divisive than it was fifteen years ago.

Jackie asked if the department heads have access to the compiled exit interview information. Renie replied that although information would not be withheld from department heads if they asked, the information at this point has only been shared with the Diversity Steering Committee. Lawrence suggested removing the survey completion date while continuing to note department origin so survey answers could remain anonymous.

Committee members agreed the three lower percentage areas in the cumulative completed exit interviews (tuition reimbursement program, advancement opportunities and career growth potential within the city) should be shared with Andrew.

The next step will be to reassess the information statistically before sharing with department heads. Jackie said that UAEA would like to be involved if a survey is created for active employees.

II. Pay Inequities

Rosa explained that a discussion on pay inequities began at the last Diversity Steering Committee meeting. The concern during that discussion was that not enough information was brought forward on specific situations to allow human resources to appropriately respond. The decision was made to give HR information on specific concerns prior to this meeting so that research could be completed and reported on in the following DSC meeting. Lawrence reported that no issues had been brought to his attention since the last meeting.

Jon asked the committee to remember that all employment information, including salaries, is public record. In a worst case scenario, an employee could put in a public record request if they felt a situation was not handled correctly. Jon explained HR is happy to discuss specific situations but that it is difficult to respond if issues are not researched prior to the discussion. Different salary amounts can cause problems within employee groups when the entire employment history is not brought into consideration.

In the future, members are asked to bring specific issues to HR. Rosa reported that Councilmember Kuby wants to research equal pay for equal work.

III. Challenge Day Report

Rosa gave a brief description of Challenge Day, an international anti-bullying campaign done in partnership with schools. The program last year was so successful at McClintock and Marcos de Niza High Schools, that the Human Relation Commission is looking to expand the program by offering it to all Tempe High Schools next school year. Rosa invited the Diversity Steering Committee to participate as volunteers the next time Challenge Day programs are scheduled.

IV. Strategic Planning Retreat

Rosa said she would like to schedule a strategic planning retreat. The purpose would be to review the thirteen year old Diversity Steering Committee and re-evaluate the purpose of why the committee was created and to re-assess goals and strategies to accomplish those objectives. The suggestion was made to schedule the retreat in the next month in lieu of the quarterly meeting scheduled for June 2, 2015. Rosa asked committee members for facilitator suggestions. Renie recommended Paul Bentley and Brenda Buren who have assisted several departments with strategic planning including HR. Richard Brandt, Austin Vickers, and Marnie Green were mentioned, while acknowledging their fees might be cost prohibitive for the Diversity Steering Committee. Members agreed the process Paul uses works well and utilizing the in-house expertise is the correct direction. The retreat will be scheduled at an off-site location. Members agreed mornings would be best.

V. Member Updates

Jackie reported today is her first official day back to work and she will continue to work part time for a while. The next Women In Networking program will be titled, "Turning Administrative Skills into a Management Position". Jackie will be picking a date soon.

Renie shared the fact there is a new security desk with a security guard stationed in the lobby's south side of the 525 Building. The north entrances are now for employees only and require card key access. The added security was in response to an earlier security assessment done by Tempe Police. Jerry appreciated the new security presence saying the second floor staff now feel safer.

In reference to the City's new wi-fi password system, Steven inquired about the selection of the password "artfest". Renie replied that the password changes monthly and IT selected it to reference the Mill Avenue Art Festival held this month. Renie added that there will soon be a dedicated network for Tempe employees only.

Ginny reported the Unity Walk got rained out this year. The Diversity Dialogue program is currently being held with thirty teens and ten adults.

Jon reported HR was contacted by Dr. Crow's office regarding an ASU initiative to assist individuals who participate in social programs such as Americore and Teach America. ASU hopes to encourage employers to ultimately provide support by offering a type of recruitment preference to these individuals. Currently, veterans receive certain provisions under state and federal law. Tempe also offers a certain preference in the recruitment processes. Tempe now has a question on job applications asking if applicants have ever volunteered in programs such as Teach America. Tempe joins ASU and Phoenix in this first step of offering support to social program participants.

Mercedes reported Mayor Mitchell attended the latest TSA meeting which helped with communication. Councilmember Navarro is planning on attending the next TSA meeting. Mercedes said that all council members have been scheduled to attend a future TSA meeting.

Rosa asked if the employee groups meet regularly with the departments. UAEA conducts regular Labor Management meetings but TSA does not. Mercedes said TSA scheduled regular meetings in the past but that stopped several years ago when people got moved around. Rosa said she would mention meeting on a regular basis with employee groups at the next department head meeting. Renie suggested it might be helpful to hold occasional meetings that combine TSA and UAEA labor management meetings.

Lawrence reported that he and other HR staff attended an event marketing the resources available to veteran's and their families.

Next Quarterly Diversity Steering Committee Meeting – September 1, 2015