

**Employment Diversity Committee of the DICR Commission**

February 4, 2016, 1:30 p.m. – 3:30 p.m.

Brookline Public Health Building – Small Conference Room, Ground Floor

**Committee Members Present:** Sandy Batchelder, Alex Coleman, Kelly Race

**Committee Members Absent:** Ginny Vaz

**Also present:** Lloyd Gellineau, Director of Diversity, Inclusion and Community Relations, Kea van der Ziel, Frank Farlow

**Reporter:** Kelly Race

**Minutes**

The Committee approved the minutes of the 1/12/16 meeting with minor edits.

**Equal Employment Opportunity (EEO) Statement** – Kelly informed the other committee members that the Town’s original EEO statement used the term “religious creed”. At the last commission meeting, Kelly had thought this was a typo and had revised it to “religion, creed” and that is what was approved by the commission. The committee discussed the wording and agreed to retain the modified “religion, creed”. Kelly will send the final approved versions of the statement and the EEO footer to Lloyd to discuss with Sandra.

**EEO Policy**

We continued to review and edit the EEO Policy document. We agreed that following section IX. Reporting, the document should contain a section on Analysis and Remedial action. This would detail the action that should be taken based on the audit process and the reporting of the current state of equal employment opportunity in the Town. Kelly will draft this section for review at the next meeting.

Kelly will make and track the edits in the EEO document and distribute electronically to the committee before the next meeting.

The next meeting will be on Tuesday, March 8 from 1:00 – 2:30 p.m.