

Employment Diversity Committee of the CDICR

June 8, 2016, 1:30 p.m. – 3:00 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, Kea van der Ziel

Reporter: Kelly Race

Minutes

Meeting Minutes

The Committee approved the minutes of the 5/11/16 meeting.

EEO Policy

The committee reviewed the feedback from Myra Berloff of the Commission for the Disabled. The committee agreed to the following edits:

- Section II. Purpose. Take out *“This EEO Policy does not cover Board and Commissions or other positions that are otherwise staffed by volunteers or by appointment.”* We agreed that it is not necessary to indicate who is **not** covered by the policy.
- Section IV. Recruitment. Change “their essential duties” to “the essential functions of the job.” The sentence now reads: *“The Town shall also provide reasonable accommodations to job applicants with disabilities when necessary to enable such applicants to complete the job application process, and if hired, to enable them to perform the essential functions of the job.”*
- Section VI. Maintaining an Inclusive Work Environment. We agreed to remove “and shall provide reasonable accommodation to employees who need them.” The next section covers Reasonable Accommodation and this sentence was redundant. The sentence now reads: *“The Town shall take steps to assure that its workforce and work environment are welcoming to applicants and employees of diverse backgrounds.”*
- Section IX. Reporting. Add “disability”. The sentence now reads: *“The report shall include information regarding employees’ and applicants’ self-identified sex, race, disability, and military status.”*

Kelly will make the agreed edits and distribute to the commission before the June 15 meeting.

Job Applications

The committee reviewed employment applications from Brookline, Newton, Lowell, Worcester, and Somerville. Some employment applications request voluntary disclosure of EEO information. Brookline’s application does not. Lloyd

explained that when people apply, they are sent an email and asked to return the EEO information to Lloyd. Lloyd provided us with a sample of the form that is emailed to applicants. The electronic form has been used since 2013. Before 2013 paper cards were received.

We agreed that the committee will begin work on:

- Application process
- Application form
- EEO form and process
 - Wording regarding voluntary completion and the usage of the information
 - Confidentiality
 - Categories

We would also like to understand who gets the information, how it is stored, and how it is reviewed.

Lloyd also explained that professional development consultants assist the Town by distributing the job postings to diversity groups. They can then track the applications that come back through those sources. Our committee will work on methods for improving diversity recruiting in the future.

Next Meeting

The next meeting will be on Tuesday, July 19 from 1:30 – 3:00 p.m.