

Employment Diversity Committee of the CDICR

May 20, 2019, 1:30 p.m. – 3:00 p.m.

Public Health Building, Small Conference Room – Lower Level

Committee Members Present: Sandy Batchelder, Kelly Race, Kea van der Ziel

Also present: Lloyd Gellineau

Reporter: Kelly Race

Minutes

Meeting with Leigh Jackson, Recreation Department Director

Leigh provided an overview of the programs and facilities that are run by the Recreation department. Leigh discussed the number, responsibilities and skills of the employees. There are currently 33 full time employees. This number is higher than the number we have on our statistics as a number of employees have been hired since December.

Key challenges are in hiring part time teachers for the Early Childhood Education Center at Soule. Leigh is proud of the diversity of the Soule employees. Most of the recruitment for Recreation positions is done through networks. Managers have had success through teaching networks and connecting at conferences. Also recruiting through LinkedIn and the Brookline Recreation Facebook page.

A big challenge in hiring and retaining part time employees is the limit of 19.75 hours / week. Many employees leave for more hours and / or benefits.

Recreation hires about 300 employees for the summer. These are for the parks programs, summer camps and the Aquatic Center. The planning for summer hiring starts in October. Postings for jobs start in December / January. 100 positions for the camps are posted in February. By the end of April, they were at 50% hiring, so have a significant amount to complete in May.

Some recruiting has been done at Pine Manor. Brookline Rec. coordinates with Newton Rec on hiring. The committee asked if there is a career office at the high school where Rec could post and recruit.

Committee Goals

Kelly will distribute the revised goals to the committee (attached).

Meeting Minutes

The committee approved the minutes of the 4/9/19 meeting.

Next Meeting

Lloyd will invite Andy Pappastergion, DPW director to our June meeting. Kelly will confirm the date to the committee.

COMMISSION ON DIVERSITY, INCLUSION AND COMMUNITY RELATIONS

Employment Diversity Committee

2019 Goals

1. By June 2019 analyze and interpret the annual diversity statistics for the full-time staff of the Town and the Schools. Make the data available to the public and communicate to the Town Administrator, Select Board, Department Heads, and Town Meeting Members.
2. Hold an annual strategy session with each Town department to develop diversity recruiting plans.
3. Influence departments to increase racial diversity in professional positions by 10% per year.
4. Annually report on the diversity of the Teachers in comparison to the diversity of the students in each of the Brookline schools.

5. By August 2019 have the Human Resources department present the statistics of the applicant flow from the new applicant tracking system. Identify areas of concern.