

Mark Mercer
Chair

Rose Haverkos
Vice-Chair

Voting Members: Scott Chapel, Robert Harris, Eric Taylor
Ex-Officio Members: Letitia Block, Craig Bucheit, and Nadine Hill
Secretary: Marcos Nichols, Boyce Swift

I. Call to Order

The meeting was called to order at 6:06 PM

II. Roll Call

Mercer	Haverkos	Chapel	Harris	Taylor	Wilson
Present	Absent	Present	Present	Present	Added to Subcommittee

III. Introductions

None

IV. Review and approval of previous meeting minutes

As this meeting is the first meeting of this subcommittee, there are no previous minutes to review, however clarifying that going forward this new subcommittee's duties are as determined by the D&I Commission and represented in the OGSM model.

V. New Business

A. Additional members for subcommittee

i. Not on a committee

1. Cardwell, Crehan, Vollbrecht, Wilson

Mr. Wilson stated since he was not able to attend the commission meeting on January 25 he was going to attend the subcommittee meetings and join. He was welcomed by the attending members.

B. Discussion of OGSM for subcommittee

i. Collaboration with Brandon Saurber (formatting, clarity)

In preparing the OGSM final report to council, Chair Mercer, Vice Chair Haverkos, and Secretary Swift will be meeting with Brandon Saurber to present the best format for the OGSM. All members are welcome to attend, as well.

C. Discussion of Report to City Council

One of the pending responsibilities of the D&I Commission is to report to City Council as the OGSM is completed. This is a primary duty and is expected to be updated by the next commission meeting for review and approval of the commission.

D. Discussion of committee members' duties

i. Internal - Department specific

There was discussion regarding how to approach the issue of recruitment from the perspective of diversity and inclusion as well as some barriers to hiring. PO Taylor had discussed ongoing recruitment efforts and how that is done





while recruiting for the police department. Chair Mercer discussed some of the challenges with recruitment as far as the diversity of qualified applicants partially due to prerequisites in hiring, noting that even prior to those prerequisites, diversity in applicant pool has been very low. Some discussion on how to improve that as well as internal and external challenges followed. Chair Mercer had discussed diversity among minorities in the fire department, and noted that existing lack of diversity was a barrier in itself since at least one minority would not have considered applying in Hamilton since there was nobody he knew on the job.

ii. External - Organization specific

Mrs. Hill presented the commission with a several resources documents including Administrative Directive 312, Cooperative Education and Internship Programs, the City of Austin, TX Mentor and Tutor Program, and a listing of the top 17 employers in the city. The employers are potential contacts for internship partner programs. Many of these have had job fairs and have been looking for qualified applicants continually.

Discussion among the commission members included how to connect sponsor groups (which can provide a listing of qualified applicants) with potential internship opportunities. The capacity for the city to have interns is limited; though a program exists through EMBARK as well as the city's co-op and internship program. As members of the commission, there is an opportunity to connect with community groups which are able to sponsor interns and connect them with employers who are able to host an intern.

VI. Audience of Citizens

Resident Marcos Nichols spoke about recruitment and job fairs as well as postings for jobs on both the city's web site as well as the city's e-Notify. He cited many examples of job fairs and posting shared by the city for both public and private employers. Mr. Nichols urges all members to share that with as many people as possible and that the distribution goes to anyone with internet access and email.

VII. Audience of the Commission

Mr. Harris questioned the EMBARK program, stating that his intention is open discussion about the lack of diversity. Chair Mercer clarified that there was a challenge in participation of the program initially, and that the groundwork for moving forward was accomplished. This has provided a platform for the NAACP effort that is currently being pursued.

VIII. Schedule Next Meeting

A. March 7, 2016 6 PM, 5th floor conference room

IX. Motion to Adjourn

The meeting was adjourned at 7:25 PM

