

**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 6:02 PM*

**II. Roll Call**

Mercer	Haverkos	Cardwell	Chapel	Harris	Taylor	Wilson
Present	Present	Present	Present	Present	Present	Present

**III. Introductions**

**IV. Review and approval of previous meeting minutes**

**V. New Business**

- i. Update on recruitment efforts for Fire Division

*The entrance exam for the fire department was posted with the existing certification prerequisites. There was a discussion about the limitations on diversity to which that this practice may contribute and some discussion about the cost of training and the past history of a lack of diversity in hiring with and without the prerequisites. With existing recruiting efforts and resources within the division, it is doubtful that any effective effort could be made on short notice to change the opportunity for diversity by recruitment for the fire division. Mandatory certifications and (current course hours) include Firefighter 2 (260 hours), EMT Basic (130 hours), and EMT Paramedic ((680 hours) amounting to 1070 hours, at a minimum, of necessary training or prerequisite certification.*

- ii. Review all tasks associated with the subcommittee, make sure assignments are made

*The strategic plan (OGSM) document was formatted by Secretary Swift in a spreadsheet. Initial and short-term goals were discussed and several duties adopted by members. The first goal was accomplished previously, which was to identify the demographics of the workforce in comparison to the city's demographics. Mrs. Hill had provided that information as well as a greater record of minority employment late in 2015.*

*The next item is identifying barriers to diversity in hiring. The data will be sought through internal and external surveys. The discussion included how to conduct those so that the surveys are anonymous, the right questions are formulated, and there is a high participation rate. Officer Cardwell and Officer Taylor referenced a previous survey process used by the police department and recommended contacting Chief Bucheit regarding the process to see if that would work for our needs.*





*Vice Chair Haverkos recommended discussing the current survey process with Director Werdman to determine if any internal issues negatively affected the survey. City employees who had completed the internal survey all stated that they had felt comfortable in being honest and providing input. Chair Mercer would see if Miami Hamilton would be a beneficial partner for the survey, pending contact with Mr. Werdman and Chief Bucheit.*

*Identifying those concerns from the outside perspective was discussed and several groups were identified for seeking input in conducting those surveys. Mr. Harris recommended working with former councilman Johnson; Vice Chair Haverkos recommended Girls, Inc; Dr. Reeves with the NAACP was identified; as was using contacts from the 17 Strong neighborhoods. There was some discussion on the policy of working with or supervising immediate family members within city departments and divisions.*

**VI. Audience of Citizens**

Individuals may speak during this part of the Agenda. All individuals who intend to speak are requested to sign in at the table in the back of the room. Each speaker is allowed 5 minutes.

**VII. Audience of the Commission**

*There was a discussion about job postings and access to job postings. At a previous meeting citizen Marcos Nichols had spoken about Hamilton's eNotify which listed not only job opportunities but also local business opportunities. That is accessible to everyone with internet access who has signed up for the notice. The commission discussed where the city could make those postings more visible for the city as well as businesses.*

*We discussed posting those where many of our citizens may see them while conducting business with the city, in customer service either by posting them (if it is not already done) conspicuously and providing application information in that area. There was an idea for a touch-screen to select the application desired rather than an array of postings.*

**VIII. Schedule Next Meeting**

*The next meeting is scheduled for May 2, 2016 @ 6 PM, 5th floor conference room*

**IX. Motion to Adjourn**

*The motion to adjourn was made by Mr. Harris and seconded by Mr. Cardwell, passing with no objection.*

