

Mark Mercer
 Chair

Rose Haverkos
 Vice-Chair

Voting Members: Dottie Cash, Alicia Pater
Ex-Officio Members: Letitia Block, Craig Bucheit, and Nadine Hill
Secretary: Marcos Nichols, Boyce Swift

I. Call to Order – 6:00 p.m.

II. Roll Call

Mercer	Haverkos	Cash	Pater	Wilson
Present	Absent	Present	Present	Present

III. Introductions

IV. Review and approval of previous meeting minutes

V. New Business

A. Document and track task assignments

The subcommittee reviewed the tasks related to the M&C subcommittee from the Diversity and Inclusion OGSM. The group realized that in order to finalize the list of top barriers and obtain the 20% response rate on the internal and external survey, they would need to first discuss options for creating and distributing the survey. Dottie Cash agreed to work with Brandon Saurber of the Strategy & Information Department to get his input on the process and cost of using the utility bill stuffers that were utilized for the 17 Strong survey.

Realizing that creating, distributing and analyzing the survey results will take longer than originally anticipated:
 The subcommittee decided to push back the date of completion to obtain the 20% response rate on the internal and external survey to 9-15-2016 (4-0-0). Also, realizing that this is also associated with the compiling of the finalized list of top 5 barriers of diversity and inclusion, the subcommittee decided to push back the date of completion for the associated task to 10-15-2016 (4-0-0).

Chairman Mercer reported that he reached out to Ottawa City regarding their Diversity Lens to set up a future meeting to discuss creating a similar plan for Hamilton.

During the meeting the subcommittee also began to work on the task of developing 10 unconventional outreach methods. The methods suggested included (drafted list is a shared document in Google Drive):

1. Display monitor in the Utilities Customer Service area to display available job opportunities and relay other important/relevant information to residents



2. Collaboration with willing locations around Hamilton to post job opportunities and relay other important/relevant information to residents
 3. Replace hold music (when residents call the City) with a voice over thanking resident for calling and promote job opportunities and relay other important/relevant information to callers
 4. Connect with Diverse by Design to discuss diversity focused recruitment strategies that may benefit Hamilton
- B. Discuss Spanish classes as a program or recommendation to the city

Alicia Pater expressed that though she desires to plan and execute the Spanish program, her current workload would not allow her to execute the program to its fullest extent. The subcommittee decided to keep the Spanish training program as a recommendation to Council.

VI. Audience of Citizens

Individuals may speak during this part of the Agenda. Each speaker is allowed 5 minutes.

VII. Audience of the Commission

Commission members may bring up any issues not on the agenda and not previously discussed at the current meeting.

VIII. Schedule Next Meeting

- A. Monday, April 11, 2016 6 PM, 5th floor conference room

IX. Motion to Adjourn – 7:14 p.m.

