

**Mark Mercer**  
Chair

**Rose Haverkos**  
Vice-Chair

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

**I. Call to Order – 6:00 pm**

**II. Roll Call**

Mercer	Haverkos	Cash	Pater	Wilson
Absent	Present	Present	Present	Present

**III. Introductions - none**

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

Ed Wilson made a motion, seconded by Dottie Cash, to confirm approval of the previous meeting minutes that were distributed to the full commission at the last Diversity and Inclusion Commission meeting. The motion passed unanimously. 4-0-0

**V. New Business**

- A. Internal survey
  - i. Timeline

According to the Diversity and Inclusion OGSM, the internal survey to address barriers to diversity and inclusion should be completed by October 15<sup>th</sup>. The subcommittee agreed to implement the survey within the second quarter of 2016. The subcommittee decided that they would make the online survey available to employees for a two-week period. A designated commission member will send out an initial email, along with a second reminder email, informing employees of the online survey deadline and providing a link to the survey.

- ii. Format

The subcommittee agreed to work with Tim Werdmann, Director of Human Resources, to create an online internal survey to address barriers to diversity and inclusion within the City organization.

The subcommittee also discussed the syntax of the questions and decided to work on specific question structure once they have received input from the full commission.

- B. External survey
  - i. Collection points

The subcommittee referenced the following places as potential collection points



for the external survey:

- Booker T. Washington Community Center
- Churches: St. Julie's, St. Joe's, St. Pete's, get a list of churches from Rev. Dr. Reeves
- SELF
- Market on East Avenue
- Partners in Prime
- Potter's Golf Course
- Kroger (west side)
- Walmart – possible set up and pass out water bottles

ii. Number of surveys mailed

The subcommittee discussed utilizing utility bill inserts for the external survey. Dottie Cash explained that there are 36,000 utility bill accounts.

Rose H. suggested using a distribution process similar to what is used in the Sidewalk Replacement Program which would allow the external survey to be distributed in a separate letter other than resident utility bills to increase reach and resident response rate. The subcommittee also discussed that this would allow them to save money on sending the survey individuals who may have more than one utility account. This method would also allow the commission to utilize a full page, two-sided external survey which is more than what can be used in utility bills. Rose H. suggested starting the process with a small sample set to determine the response rate and whether the alternative distribution process solicits the desired resident responses.

iii. Data collation workgroup/meeting place

The subcommittee agreed that they will work on the collation of the survey responses in a method similar to that of the 17Strong/Sense of Place survey. Rose H. suggested that the subcommittee work on entering survey responses at City Hall and store the completed surveys in her office during the collation process.

iv. Languages/media/survey monkey link

The subcommittee agreed to provide the external survey in both English and Spanish. One side of the two-sided external survey will be in English and the other side will be translated into Spanish.

The subcommittee agreed to work with Tim Werdmann and Jacob Stone to create and promote an online version of the external survey to address barriers to diversity and inclusion.

For both the internal and external survey, any commission member can submit desired questions to either Mark, Rose or Boyce which they will compile into Google Doc and share. After, the subcommittee will pick the top 10 questions from that pool. The subcommittee will be collecting questions until Friday, April 22<sup>nd</sup>.

## **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**

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

**VIII. Schedule Next Meeting**

A. May 9, 2016 @ 6 PM, 5<sup>th</sup> floor conference room

**IX. Motion to Adjourn – 6:49 pm**

There was a motion to adjourn the meeting by Alicia Pater, seconded by Ed Wilson. The motion passed unanimously. 4-0-0.

