

**Mark Mercer**  
Chair

**Rose Haverkos**  
Vice-Chair

**Voting Members: Katherine Becker, Richard Cardwell, Dottie Cash, Scott Chapel, Elizabeth Crehan, Robert Harris, James Johns, Alicia Pater, Trevor Snider, Eric Taylor, Robert Vollbrecht, and Ed Wilson**

**Ex-Officio Members: Letitia Block, Craig Bucheit, and Nadine Hill**

**Secretary: Boyce Swift**

**I. Call to Order - 6:00 p.m.**

**II. Roll Call**

Mercer	Haverkos	Becker	Cardwell	Cash	Chapel	Crehan	Harris
Present	Present	Present	Present	Absent	Present	Absent	Present
Johns	Pater	Snider	Taylor	Vollbrecht	Wilson		
Present	Present	Absent	Absent	Absent	Present		

**Ex Officio members present: Letitia Block, Craig Bucheit, and Nadine Hill**

**III. Introductions**

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

The Commission took time to review the minutes from the previous Commission meeting. There was a motion from Rose Haverkos, seconded by Kathy Becker to approve the meeting minutes with the correction of changing “last summer” to “recently” in the 3<sup>rd</sup> paragraph of the 2<sup>nd</sup> page. The motion passed. 10-0-0.

**A. Marketing and Communications subcommittee**

The Commission took time to review the minutes from the Marketing & Communication subcommittee meeting. There was a motion from Rose Haverkos, seconded by Alicia Pater to approve the meeting minutes. The motion passed. 10-0-0.

**V. Reports**

**A. EMBARK program with NAACP- Vice Chair Haverkos and Secretary Swift**

Rose Haverkos gave an update on the progress of the EMBARK internship program. Rose H. informed the Commission that she is currently working with the Civil Service & Personnel Department to make sure the internship positions are properly processed and recognized by CS&P. Rose explained that there were currently 7 student applicants to the EMBARK program with more applications expected..The applicants are students from Hamilton High School



and will be working in the City Clerk's Office/Economic Development, Public Works and the Strategy & Information Department.

Nadine Hill, the Director of the Civil Service & Personnel Department, elaborated on the department's process for accepting job position requisitions.

Chairman Mercer and Rose. H informed the Commission on the proposed professional development component of the internship program. Upon acceptance, interns will be expected to participate in six, non-paid Saturday professional development sessions. Rose H. explained that the Commission will be working with the NAACP and Joel Fink of Skills Central to help coach the interns. Rose informed the Commission that the participating students will be Hamilton residents.

B. Internal and external survey process- Chair Mercer

Chairman Mercer addressed the Commission regarding the internal and external survey process. Mark explained that members should choose their top 5 questions of the submitted questions for the internal and external survey by Monday, May 2<sup>nd</sup>.

Mark noted that when choosing questions, members should remain sensitive to employment, employment opportunity, customer service and citizen engagement as these are important topics to keep in mind.

**VI. New Business**

A. Questions for internal and external surveys- posted by Secretary Swift

Commission members have until Monday, May 2<sup>nd</sup> to identify their top 5 questions for both the internal and external survey.

B. Discussion of report to Council

Commission members have until Monday, May 2<sup>nd</sup> to offer any revisions to the report to council. Any Commission member with



revisions or suggestions can send them to Chairman Mercer or Secretary Swift.

**VII. Special Presentations**

**VIII. 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.

John Cinnamon, a professor at Miami University Hamilton, informed the Commission of an opportunity to have Busi Dlamini, a resident fellow at the Kettering Foundation and cofounder of a South African organization called Democracy Works, conduct a 3-day Diversity Training Workshop Program.

John Cinnamon provided a draft request letter, bio and workshop outline to the Commission.

**IX. Audience of the Commission**

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

Bob Harris reached out to Nadine Hill inquiring about an employee who worked in the utility department who he was aware recently received a promotion.

Mr. Harris also thanked Dr. Cinnamon for coming to today's meeting.

**X. Schedule Next Meeting**

A. Scheduled subcommittee meetings

- i. IRRP-May 2, 2016 @ 6:00 PM 5th floor conference room
- ii. M&C- May 9, 2016 @ 6:00 PM, 5th floor conference room
- iii. CE&CP- May 16, 2016 @ 6:00 PM, 5th floor conference room

B. Next Commission Meeting

- i. May 23, 2016 @ 6:00 PM, City Council Chambers (345 High Street)

**XI. Motion to Adjourn -**

There was a motion made by Rose Haverkos, seconded by Bob Harris to adjourn the meeting. The motion passed unanimously. 12-0-0. - 7:09 p.m.

