

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 - 6:04 PM

II. Roll Call

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

III. Introductions

IV. Review and approval of previous meeting minutes

- A. Diversity and Inclusion Commission- April 25, 2016
- B. Internal Retention, Recruitment, and Promotion- May 2, 2016
- C. Marketing and Communications- May 9, 2016
- D. Citizen Engagement and Community Partnerships- May 16, 2016

Commission members took time to review the agenda packet which included meeting minutes from the previous Diversity and Inclusion Commission meeting and all May 2016 Diversity and Inclusion subcommittee meeting minutes.

There was a motion by Kathy Becker, seconded by James Johns, to approve the Diversity and Inclusion Commission meeting minutes from the April 25th, 2016 meeting. The motion passed. 9-0-0.

There was a motion by Ed Wilson, seconded by Mark Mercer, to approve the Internal Retention, Recruitment and Promotion subcommittee meeting minutes from the May 2nd, 2016 meeting. The motion passed. 9-0-0.

There was a motion by Ed Wilson, seconded by Dottie Cash, to approve the Marketing & Communications subcommittee meeting minutes from the May 9th, 2016 meeting. The motion passed. 9-0-0.

There was a motion by Ed Wilson, seconded by Robert Vollbrecht, to approve the minutes with the amendment of adding the correct time that the meeting was called to order (6:05 p.m.) and adjourned (7:16 p.m.) for the



May 16th, 2016 Citizen Engagement and Community Partnerships subcommittee meeting. The motion passed. 9-0-0.

V. Reports

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

Secretary Boyce Swift addressed Commission members regarding the status of the EMBARK internship program partnering with the NAACP and Skills Central. Boyce informed the Commission that they received 12 complete applications from interested Hamilton High School students. Boyce also noted that he is working with the involved partners to schedule interviews for the candidates. Due to time constraints and circumstances beyond the Commission's control, the timeline for the EMBARK Internship program has been pushed back. Following the interview process, selected candidates will begin Monday, June 27th, and the program will last six weeks with the interns last day being Friday, August 5th.

B. Internal and external survey process- Vice Chair Haverkos and Mr. Ed Wilson

Chairman Mark Mercer addressed Commission members regarding the status of the internal and external survey to address barriers to diversity and inclusion. Mark informed the Commission that he felt that some of the members top choice questions were a bit leading. Ed Wilson informed Commission members that he felt similar and that it would be important to re-word questions before distributing the survey.

The Commission members took time to review the submitted top choice questions and members' comments for the internal and external survey to address barriers to diversity and inclusion. After further review and deliberation, the Commission decided to [] the following questions:

Internal:

1. How did you first find out about the job or career you either applied for and/or filled?
2. Did you experience any obstacles that made it difficult to apply? If so, what were they?
3. How does your division or department consider customers with secondary language, or other communication needs?





4. Do you believe the City is open to ideas for improving diversity and inclusion in the City as an organization? Why?
5. Do you believe the City department or division head is open to ideas for improving diversity and inclusion in the City as an organization? Why?
6. In your experience, how inclusive and diverse are the City's Department through their staff makeup, decisions and actions? [Rate using a Likert-Type Scale response, 1 to 5]
7. In your experience, how inclusive and diverse are the City's Boards and Commissions through their member makeup, decisions and actions? [Rate using a Likert-Type Scale response, 1 to 5]
8. Do you value diversity in the workforce?

External:

1. Do you believe City Council, City Management is open to ideas for improving diversity and inclusion in the City Organization? Why?
 - a. Rate using a Likert-Type Scale response, 1 to 5 for City Council
 - b. Rate using a Likert-Type Scale response, 1 to 5 for City Management
2. Do the City's Departments, Boards and Commission decisions and actions foster and encourage diversity and inclusion? Why?
 - a. Rate using a Likert-Type Scale response, 1 to 5 for City Boards and Commission
 - b. Rate using a Likert-Type Scale response, 1 to 5 for City Departments
3. What do you think is the highest barrier to diversity and inclusion within the organization of the City of Hamilton?
4. Does the City of Hamilton attract employers offering jobs with livable wage?
5. I desire to live in a community that is diverse
Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree
6. In your experience, how inclusive and diverse are the City's Department through their staff makeup, decisions and actions? [On a scale from 1 to 5]
7. In your experience, how inclusive and diverse are the City's Boards and Commissions through their member makeup, decisions and actions? [On a scale from 1 to 5]
8. Do you value diversity in the workforce?

There was a motion by Eric Taylor, seconded by Bob Harris, to accept the above questions as the questions to include in both the internal and external survey to address barriers to diversity and inclusion in the City. The motion passed. 9-0-0.



C. Status of Diversity and Inclusion workshop- Chair Mercer

Chairman Mercer addressed Commission members regarding the status of the diversity and inclusion workshop by Busi Dlamini that was proposed by Mr. John Cinnamon. Mark Mercer informed the Commission that there is funding available for the workshop and that he will contact Mr. Cinnamon to inquire about details for the workshop.

D. Report to City Council- Chair Mercer

Chairman Mercer addressed Commission members regarding the status of the Diversity and Inclusion Commission report to City Council. Mark Mercer informed the Commission that he must make one change to the report regarding the Spanish class recommendation to Council. Once this change is made, the report will be ready to be submitted to City Council in the Caucus Agenda.

VI. New Business

VII. Special Presentations

VIII. Audience of Citizens

Marcos Nichols, City of Hamilton resident, addressed the Commission inquiring about the status of the Commission's work to determine the top five barriers of diversity and inclusion. Mr. Nichols also inquired about the internal mentoring and development program.

Mr. Mercer informed Marcos Nichols that the work to determine the barriers to diversity and inclusion is underway while the deadline for the internal mentoring and development program has not been met.

IX. Audience of the Commission

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

X. Schedule Next Meeting

A. Scheduled subcommittee meetings

- i. IRRP-June 6, 2016 @ 6:00 PM 5th floor conference room
- ii. M&C- June 13, 2016, 2016 @ 6:00 PM, 5th floor conference room
- iii. CE&CP- June 20, 2016 @ 6:00 PM, 5th floor conference room

B. Next Commission Meeting



i. June 27, 2016- City Council Chambers

XI. Motion to Adjourn

There was a motion by Bob Harris, seconded by Eric Taylor, to adjourn the meeting. The motion passed. 9-0-0.

