



WORKFORCE DIVERSITY COMMITTEE

Wednesday, October 6, 2010
2:00 p.m., Board Conference Room
 2950 Peralta Oaks Court, Oakland, CA 94605

The committee meets pursuant to Article 3.2 of the AFSCME-District Labor Agreement.

The following agenda items are listed for Committee consideration. In accordance with the Board Operating Guidelines, no official action of the Board will be taken at this meeting; rather, the Committee's purpose shall be to review the listed items and to consider developing recommendations to the Board of Directors.

AGENDA

<u>STATUS</u>	<u>TIME</u>	<u>ITEM</u>	<u>STAFF</u>
(I, D))	2:00 p.m.	Discussion of Workforce Diversity Reports	Gonzales
(D)	3:00 p.m.	Public Comments	
	3:30 p.m.	Adjournment	

(R) Recommendation for Future Board Consideration
 (I) Information
 (D) Discussion

Future Meeting Dates:
 October 2011

Workforce Diversity Committee Members:
 Whitney Dotson, Doug Siden, Board Representatives
 Susan Gonzales, Sonja Stanchina, Management Representatives
 Elaine Feemster, Jerry Richardson, AFSCME Representatives

Distribution/Agenda

Mike Anderson
 Tim Anderson
 Rosemary Cameron
 Dave Collins
 Bob Doyle
 John Escobar
 Ted Radosevich

Norman LaForce
 L. Daniel Levy
 Afton Crooks

Distribution/Full Packet

Beverly Lane
 Doug Siden
 Pat O'Brien
 Susan Gonzales
 Sonja Stanchina
 Allen Pulido
 Elaine Feemster
 Jerry Richardson

AGENDA
REGULAR MEETING
BOARD OF DIRECTORS

EAST BAY REGIONAL PARK DISTRICT

Tuesday, November 2, 2010

C. BUSINESS BEFORE THE BOARD

6. BOARD COMMITTEE REPORTS

d. Workforce Diversity Committee (10/6/2010) (Siden)

Attendees:

Board: Directors Doug Siden (Chair) and Whitney Dotson

Staff: Susan Gonzales, Sonja Stanchina, Elaine Feemster, Jerry Richardson

Susan Gonzales, Human Resources Manager, reviewed the annual diversity reports provided in advance to committee members and explained they are based on reporting year July 1 (2009) through June 30 (2010) to coincide with requisite federal reporting to the Equal Employment Opportunity Commission in periods ending in odd years. Ms. Gonzales made particular note of the low number of regular-status new hires and promotions which is as a result of the District's economic belt-tightening measures. Despite these lower than usual numbers of new hires and promotions, the District continues to do well in its progress and commitment to workforce diversification while maintaining an extremely low employee turnover rate.

Ms. Elaine Feemster asked about the census data provided on the report entitled "Ethnic/Gender Breakdown Compared Over Time." Human Resources Officer II Sonja Stanchina responded indicating the information provided thereon is from the nation's census data from the years 1990 and 2000, and she anticipates being able to reflect the 2010 census data on next year's reports.

Ms. Feemster asked for the number of minorities who separated from the District during the reporting period, not caused by retirements. Ms. Stanchina responded that 6 of the 14 non-retirement separations were of minority ethnicities.

Ms. Feemster asked to add the AFSCME president to the permanent distribution list for future Workforce Diversity reports. Ms. Gonzales granted the request.

Mr. Jerry Richardson expressed concern about the 2011 proposed budget to cut 5% of the seasonal workforce. Ms. Gonzales agreed to pass along his concerns. Director Siden suggested for Mr. Richardson to take these concerns to his leadership, write it up, and take before the General Manager. Mr. Richardson said he understands the primary goal is to save jobs.

Mr. Richardson expressed a second concern about a rumor to cut all of the student laborer positions in 2011. Ms. Gonzales responded saying there has been discussion, but the budget process is still underway. Ms. Stanchina added that if approved in the budget, Human Resources is prepared to offer 2010 student laborers with satisfactory (or above) performance evaluations, the first opportunity to compete for 2011 gate attendant positions.

Mr. Richardson shared a concern about another rumor he heard, to change the Park Ranger I and II positions in favor of a Park Services Attendant and a single Park Ranger position. Ms. Gonzales responded saying that prior to the retirement of Chief of Park Operations Jack Kenny, this was a topic of exploration and there has been interest in making changes, but nothing has been done further and should it be seriously considered in the future, it would be discussed with the union.

Ms. Feemster asked if it was possible to obtain statistics about the number of incomplete employment applications from minority candidates. Ms. Stanchina said it is impossible to identify this information as the ethnicity of the candidates is unknown. Not every candidate completes the optional EEO survey form and for those who do complete the gender and ethnicity survey, the form is separated from the application prior to candidate screening.

Ms. Feemster asked for the detail as to which jobs are included in the EEOC job groups. Ms. Stanchina said Ms. Feemster can go online to the EEOC website for their job group listings and also we would ask Human Resources Technician Nancy Stephenson to provide a report identifying which District position titles are included in the EEOC job groups.

Ms. Feemster asked about acting assignments and what could be done to increase the number of minorities accepted to long term acting assignments. Ms. Gonzales said the AFSCME Agreement provision regulates the acting assignment process and suggested that people who are not selected should talk with the hiring supervisor or with Human Resources to find out how to be more competitive for the next opportunity.

Mr. Richardson asked about the status of the Job Shadowing Program. Ms. Gonzales will check with Human Resources Officer Deborah Williams and send an email to Ms. Feemster and Mr. Richardson with an update. After the meeting, Ms. Gonzales sent an email indicating a January 1, 2011 implementation date of the new program. [During the meeting, Ms. Gonzales shared the program features to include: it is open only to District regular-status non-probationary staff, they must have a career plan on file with HR, the employee would work with a District incumbent for 40-hours (within a 6 month time limit) to learn about the higher level job responsibilities, and the employee would complete a work project at the end of the 40-hours with an academic paper to be turned in at the end.]

Director Siden asked if AFSCME representatives still needed financial support for their annual outreach efforts. Mr. Richardson said yes, they appreciate the gracious support of the past and that the amount of \$500 granted last year was sufficient. Ms. Feemster added that she exercises wisdom in deciding which job fairs to attend. Accordingly, Director Siden said he would recommend \$500 once again from the Board Contingency Fund for the next year's outreach efforts by AFSCME.

Director Siden commended District staff and AFSCME Local 2428 staff for their personal service and hard work. Ms. Feemster also thanked Human Resources and the Board for their support. She further emphasized her appreciation for Director Siden's sincere commitment to diversity, serving on this Committee for many years now. Ms. Gonzales too, thanked Committee members.

Ms. Feemster added one final comment about not seeing a lot of minorities in high level management positions. She recognizes that entry level positions are impacted through diversity representation at the top of the organization.

The next meeting of this committee will take place in October 2011. There being no further Committee business at this time, Director Siden adjourned the meeting at 3:20 p.m.