

Rhode Island Department of Health

Equal Employment Opportunity Advisory Committee

Meeting

Wednesday, December 19, 2007

In attendance: Rosa Anderson, Cheryl LeClair, Carrie Bridges, Rilwan Feyisitan, and Dhitinut Ratnapradipa.

Call for Additional Agenda Items

There was not a call for additional items to be included on the agenda.

Approval of Minutes

The group reviewed the draft minutes from the November 21, 2007 meeting. The group approved the minutes with no changes noted. Cheryl noted that she would send an electronic copy of the finalized minutes to the members and post them on the Open Meetings website.

Presentation on the Department's Internship Programs

Rosa Anderson provided an overview of the work that she does on internship programming. Activities include working with:

***The State Internship Program,**

***The Department of Administration's paid summer internship program**

***Students looking for academic and volunteer internship placements during the fall and winter, and**

***Some college and university programs.**

Paid summer internship placements are posted on the website and sent to folks on existing notification lists. Candidates go through a limited interview process and HEALTH's Personnel Office provides them with a mini-orientation. She noted that in order to acquire an intern, programs need to follow specific procedures and commit time, space, and, more often than not, funding to support the intern during their placement. Most interns are state residents.

Carrie asked if there is a broader plan or goal for recruitment of diverse interns as potential future members of the Department's workforce? Rosa said that Ed D'Arezzo would know the answer to this question. Cheryl agreed to follow-up with Ed. Carrie stated that, from the EEO perspective, the EEO Committee would very much like to work closely with Rosa to develop targeted recruitment strategies.

Development of EEO Committee Work Plan & Priorities

Cheryl noted that she updated the draft work plan and would be

following up with Ed D'Arezzo as indicated in the plan. She also noted that she would work with Helen Drew on the email to recruit new at-large members and with Center/Division Directors to appoint new Center/Division members.

Schedule of 2008 Meetings

Wednesday, January 16, 2008 9:30 am – 10:30 am Room 302

Wednesday, February 20, 2008 9:30 am – 10:30 am Room 302

Wednesday, March 19, 2008 9:30 am – 10:30 am Room 302

Wednesday, April 16, 2008 9:30 am – 10:30 am Room 302

Wednesday, May 21, 2008 9:30 am – 10:30 am Room 302

Wednesday, June 18, 2008 9:30 am – 10:30 am Room 302

Wednesday, July 16, 2008 9:30 am – 10:30 am Room 302

Wednesday, August 20, 2008 9:30 am – 10:30 am Room 302

Wednesday, September 17, 2008 9:30 am – 10:30 am Room 302

Wednesday, October 15, 2008 9:30 am – 10:30 am Room 302

Wednesday, November 19, 2008 9:30 am – 10:30 am Room 302

Wednesday, December 17, 2008 9:30 am – 10:30 am Room 306*

***Please note the room change for the 12/17/08 meeting.**

Respectfully Submitted,

Carrie Bridges

Cheryl LeClair