

Rhode Island Department of Health

Equal Employment Opportunity Advisory Committee

Meeting Minutes

Wednesday, January 16, 2008

In attendance: Rosa Anderson, Cheryl LeClair, Carrie Bridges, Rilwan Feyisitan, Edward D'Arezzo, Julie Paolantonio, Anna Sullivan, Leonard LaFazia, and Marguerita Jamarillo (representing Andrea Bagnall-Degos).

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 December 19, 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.

Update on Recruitment Activities

Cheryl said that she asked the appropriate Division/Center Directors to make membership appointments to the EEO Committee and Helen Drew sent out a request asking state employees within the Department to let her know if they had an interest in serving on the Committee.

As a result of the first process, Julie Paolantonio (Medical Examiner's Office), Rosa Anderson (Management Services), and Janice Fontes (Data & Evaluation) were appointed by their Division/Center Directors as members, with Thomas Gilson and Robert O'Donnell (ME's Office) and Lenny Green (Management Services) serving as their alternates. The transfer of Janice from an at-large member to an appointed member leaves four (4) vacant at large positions.

As a result of the second process, six (6) individuals within the Department have expressed an interest in joining the EEO Committee as at-large members. Riliwan and Cheryl agreed to work together to develop a tool to be used to select a diverse group of at-large members. The members agreed that applicants should be made to feel as comfortable as possible including any personal information and that it was important not to require them to divulge such information.

Refinement of Draft Work Plan

Cheryl stated that she and Ed D'Arezzo are working together to get

several previously identified questions related to prioritizing activities included on the draft work plan answered. Ed noted that OHHS is looking to consolidate functions and what this will mean for EEO issues within the state's individual departments has not yet been developed.

The group reviewed the draft work plan and a decision was made to chat with the folks identified as the lead for prioritized activities (identified with an asterisk). Cheryl and Carrie agreed to review the activities not marked with an asterisk and report back to the group with their ideas at the next meeting to be held on February 20.

Schedule of Remaining 2008 Meetings

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