

Rhode Island Department of Health

Equal Employment Opportunity Advisory Committee

Meeting Minutes

Wednesday, February 20, 2008

In attendance: Cheryl LeClair, Carrie Bridges, Edward D'Arezzo, Marguerita Jamarillo (representing Andrea Bagnall-Degos), Helen Drew, Janice Fontes, Mira DeBarros, and Bob O'Donnell.

Call for Additional Agenda Items

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

Approval of Minutes

The group reviewed the draft minutes from the January 16, 2008 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

The group reviewed the draft members-at-large application and confirmed that: 1) the form should be renamed the "expression of interest form", 2) the form should ask folks if they are state

employees and if they have their supervisors approval to serve on the EEO, and 3) the form should state the length of time of their commitment to serve on the EEO. Cheryl agreed to work with Rilwan on the development of a draft form for the Committee's review and approval before the next meeting is held on March 19, 2008.

The group also noted that the form and other pertinent information should ultimately be posted on HEALTH's website so that other state employees would know about this opportunity and when there might be an opening in the Committee.

Refinement of Draft Work Plan

Cheryl noted that Ed D'Arezzo got back to her with answers to the EEO Committee's questions and his responses have been incorporated into the draft work plan along with other updates.

The group reviewed the draft work plan and made a decision not to identify Strategy 1.1 (increase transparency of pre-hiring and hiring practices) a priority at this time due to the state budget situation. The decision was made to identify Strategy 3.1 (implement CLAS standards) as being a priority.

The group reconfirmed its belief that focusing on the retention strategies 2.1 (increase transparency of advancement practices) and 2.2 (increase professional development opportunities) should be the

priority focus of the EEO Committee's efforts at this time. Under strategy 2.2, the group agreed that the development of tips and tools that managers and employees could use to have meaningful conversations for the employee to pursue opportunities for career advancement would be useful to both managers and employees. It was noted that ensuring that managers engage in such conversations with their staff could be included as a part of management performance evaluations. The group also noted that under strategy 2.1, the biggest concern expressed by staff for many years is their belief that current advancement practices within HEALTH are not always truly open and competitive. For example, there is a general belief that it is a waste of time to apply for positions in which an individual is serving under a "Three Day Rule". It was suggested that the tips and tools envisioned under strategy 2.1 might be able to address some of these concerns in a positive way (e.g. there is value in going on interviews even if you think you won't get a particular job because it is a way to increase your visibility among managers within HEALTH).

Carrie also noted that the Executive Committee is working on developing guidelines for an alternative

Work policy (not to be confused with an alternative work schedule), which they hope to have in place in the next six months. She noted that the EEO Committee might want to provide input to the Executive Committee. Helen noted that NEA surveyed their members when the Executive Committee was working on developing guidelines for an

alternative work schedule (the implementation of which was postponed). She suggested that the Committee could ask Anna Sullivan or Karen Soper if they would be willing to share the results of their survey. Cheryl noted that Family Health staff was also provided an opportunity to provide input on the development of guidelines for an alternative work schedule, which was shared with the Executive Committee.

Schedule of Remaining 2008 Meetings

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

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