

Rhode Island Department of Health

Equal Employment Opportunity Advisory Committee

Meeting Minutes

Wednesday, May 21, 2008

In attendance: Cheryl LeClair, Carrie Bridges, Bob Marshall (Guest), Rosa Anderson,, Anna Sullivan, Rilwan Feyisitan, and Magarita Jamarillo

Call for Additional Agenda Items

Cheryl noted that the Committee was able to get something into ED for this year's Affirmative Action Plan, but that more work needs to be done next year. It was noted that there wasn't enough time to do the work that need to be done for the goals for next year. Many questions were raised, but time did not permit for them to be asked, let alone answered this year.

Approval of Minutes

The Committee reviewed and approved the minutes for the May 14th and April 16th meetings, with minor corrections. Cheryl said that she would make the changes.

Update on Recruitment Activities

Janice informed the group that she will be retiring on 9/26/08.

Update on Recruitment Activities

The group reviewed the revised draft expression of interest form for at-large member recruitment. Cheryl also present the results of her research regarding what should be included in the ethnicity box. The group approved Cheryl's suggestions for this box with one exception (remove the wording "Sub-Saharan", added a new section titled "supervisor's name", changed #1 to employment status (please check one) State, Contract, RI Temp, or Other, and asked that the wording "to be completed by applicant on a voluntary basis" be made larger and bolder. Cheryl said that she would make these changes and send out a new recruitment invitation to all employees within the department.

Refinement of Draft Work Plan

The group welcomed special guest Bob Marshall, who was invited to present on the Department's Internship Programs. Bob handed out information on paid student internship opportunities and placements for MPH students. Bob stated that he has been working on creating a public health consortium that would cut across institutions of higher learning in Rhode Island that would 1) share coursework, 2) provide for a certificate in public health, and 3) create a virtual school of public health in the state. As a way to increase diversity in the

Department's internships, he suggested: 1) more MPH project options, 2) the development of projects that might be attractive to minority students, and 3) expression of interest from the Department in minority students for paid internship positions.

There being no further business, the meeting was adjourned at approximately 10:30 am.

Schedule of Remaining 2008 Meetings

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