

MINUTES

GLASTONBURY HUMAN RELATIONS COMMISSION

Regular Meeting

Tuesday, June 5, 2018

Riverfront Community Center

Present: Commission members: Patricia Darling; Roberta Swafford

Staff: Durlene Mikkelson, Director of Human Services; Raz Saeed, for the Director of Human Resources

Excused: Leslie Ohta; Sherri Tanguay, Director of Human Resources

1. **Roll Call:** Patricia Darling called the meeting to order at 6:00 p.m., welcomed the members present and reviewed the excused absences.
2. **Approval of Minutes of December 5, 2017:** Minor corrections were noted: the acronym "TALK" stands for "Truth and Action in Love and Kindness"; and the proposed snow date for the Tues., November 13, 2018 meeting is Thurs., November 15, 2018. The minutes were approved as amended by P. Darling.
3. **Election of Officers:** Motion was moved, seconded, and passed to nominate and elect Patricia Darling as Chairperson, and Roberta Swafford as Secretary of the Human Relations Commission (HRC).
4. **Committee Reports:**

a. **Brief Overview of Commission:** P. Darling summarized the responsibilities of the HRC, and distributed three handouts on "Duties, Procedures, and Other Activities", the "Town of Glastonbury Ordinances and Policies Regarding Discrimination and Harassment", and "Discriminated Against in Glastonbury?" advertisement.

- b. **Affirmative Action/Recruitment Report:** Raz Saeed presented the current Recruitment Report from December 2017, and the 2018-2019 Affirmative Action Plan and 2017-2018 Recruitment Report.

For Fiscal Year 2017-2018, 24 full-time "Actual Positions Filled" exceeded the "Estimated Vacancies" of 21. "Actual Hires" of 8 females and 2 minorities were slightly less than the "Hiring Goals" of 9 females and 4 minorities.

For the proposed 2018-2019 Affirmative Action Plan, there are 33 full-time "Estimated Vacancies", with "Affirmative Action Goals" to hire 17 females and 4 minorities, across all job classifications.

R. Saeed explained how the Town has a very thorough hiring process, and will hire the best person for the position.

According to the "Utilization Analysis" of full-time positions, as of May 21, 2018, females represent 36% of the Town's workforce of 242 employees, and 6% of the total staff are minorities.

Discussion followed. Questions were asked about the report's format, and whether additional columns should be added for categories of persons with disabilities, veterans, and males?

- c. Motion was moved, seconded, and passed to adopt the 2018-2019 Affirmative Action Plan, and forward to the Town Council for approval.

- d. **Public Information:** There was no public information.
- e. **Housing Report:** There was no housing report.
- f. **Human Services Report:** Durlene Mikkelson presented the Human Services report that encompasses programming at the Senior Center, Social Services, and Youth and Family Services.

Highlights included: the Annual Volunteer Recognition event held on April 17 for 130 volunteers who attended; over 800 senior lunches served in March and also in April; and a Nonagenarian/Centenarian Celebration Luncheon on May 17, with gifts and certificates presented by Town Manager, Richard Johnson.

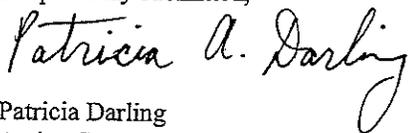
Social workers will now have office hours at Knox Lane and Village Green Elderly Housing sites, and at Welles Village housing for families and the non-elderly.

Clinicians held social events and support forums to help parents connect with their children. Trainings were also provided on suicide prevention and dealing with trauma.

Auditions were held in early May for the 44th summer musical, "Bye Bye Birdie", open to Glastonbury residents ages 7 and older.

- 5. **MLK Events:** There was no report.
- 6. **New Business:** There was no new business.
- 7. **Next Meeting:** The next meeting is scheduled for Tues., September 4, 2018, at 6:00 pm, at Riverfront Community Center.
- 8. **Adjournment:** The meeting was adjourned at 7:40 p.m.

Respectfully submitted,



Patricia Darling
Acting Secretary