

**Human Relations Commission Meeting
Minutes
September 28, 2020**

The meeting was called to order at 11:09. Present: Roberta Swafford, Leslie Ohta, Durlene Mikkelson, Sherri Tanguay, David O'Connor

1. Youth and Family Services Report

Durlene reported on Youth and Family Services (Y&SF), citing her Report which is attached. She particularly noted that:

- Y&SF is performing telehealth through the clinic.
- Operations have changed since March due to COVID-19, including the cancellation of a major event.
- Y&SF is making every effort to meet the needs of families and their children during the current situation.
- Remote learning has been a challenge for some students.
- The free meal program has continued at Welles Village.
- Durlene is retiring on October 16. All thanked her for her contributions and wished her good luck in the future.

2. 2019 Utilization Report

Sherri walked Commission members through the utilization of town employees as of June 30, 2020 and explained the various statistics included. She also reviewed the recruitment goals for the 2019-2020 fiscal year that were established for each job occupation/classification and the actual results, including the number of female and minority hires. She also reviewed a list of town employees who had been promoted. Sherri's report is attached.

3. 2020 Affirmative Action Plan

Sherri reviewed the Proposed Affirmative Action Plan for fiscal year 2020-2021. There was some discussion about adjusting the numbers for female and minority hires to reflect town demographics. In an effort to increase diversity among town employees, Sherri mentioned that the town has contracted with Work Place Diversity, a firm that advertises openings to minority organizations and publications. Increasing the number of minority personnel has been a challenge for Glastonbury, especially among police.

There was also a discussion about goals of recruiting vs. the reality. For instance, 100% of personnel in the categories of Skilled Crafts and Service Maintenance have been males. While there may be a desire to hire more females in these categories, the town has not seen any interest among females for specific positions.

A motion was moved, seconded and approved to develop goals for the current fiscal year that reflect the actual demographics of Glastonbury. Leslie and David voted in favor and Roberta abstained. Consequently, Roberta, Leslie and David agreed to meet over the next few weeks to study the plan vis a vis current town demographics and to recommend adjustments which will be discussed at a special meeting. Leslie will obtain up-to-date data for the town.

4. Next meeting.

The next meeting had originally been scheduled for November 3 which is Election Day. The date was therefore changed to November 10.

5. Adjournment

The meeting was adjourned at 12:11.

Respectfully submitted by David O'Connor