DOVER HUMAN RELATIONS COMMISSION

AGENDA

OCTOBER 27, 2015 - 5:15 P.M.

CITY HALL CONFERENCE ROOM
15 LOOCKERMAN PLAZA
DOVER, DELAWARE

PUBLIC COMMENTS ARE WELCOMED ON ANY ITEM AND WILL BE PERMITTED AT APPROPRIATE TIMES. WHEN POSSIBLE, PLEASE NOTIFY THE CITY CLERK (736-7008 OR E-MAIL AT CITYCLERK@DOVER.DE.US) SHOULD YOU WISH TO BE RECOGNIZED.

AGENDA ADDITIONS/DELETIONS

1. **DHRC COMMITTEE UPDATES**
   - A. **GOVERNMENT POLICY, PROGRAMS, AND PRACTICES COMMITTEE**
     - A-1. **CITY OF DOVER DIVERSITY QUESTIONNAIRE**
   - B. **COMMUNITY ENGAGEMENT COMMITTEE *(ROACH)***
   - C. **EDUCATION COMMITTEE *(HENDERSON)***
     - C-1. **TED TALK MEETING WITH DAN YOUNG**
     - C-2. **MEETING WITH CAPITAL SCHOOL DISTRICT SUPERINTENDENT DR. DAN SHELTON**
   - D. **COMMUNICATIONS COMMITTEE**

2. **ELECTION OF COMMITTEE CHAIRS**
   - A. **GOVERNMENT POLICY, PROGRAMS, AND PRACTICES COMMITTEE**
   - B. **COMMUNICATIONS COMMITTEE**

3. **OLD BUSINESS**
   - A. **CITY OF DOVER POLICE DEPARTMENT RIDE ALONG PROGRAM AND CITIZEN'S POLICE ACADEMY**
   - B. **UPDATE - FOUR-DAY BASIC MEDIATION TRAINING CONDUCTED BY THE UNIVERSITY OF DELAWARE INSTITUTE FOR PUBLIC ADMINISTRATION - SCHOOL OF PUBLIC POLICY AND ADMINISTRATION**
   - C. **DHRC VACANCIES**
   - D. **FOLLOW UP - MEET AND GREET WITH COUNCIL PRESIDENT TIMOTHY SLAVIN**

4. **NEW BUSINESS**
   - A. **REACH ONE, TEACH ONE CHALLENGE *(ROACH)***
   - B. **CITY POLICE AND NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE (NAACP) COMMUNITY OUTREACH EVENT OF OCTOBER 8, 2015**

5. **ADJOURNMENT**

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THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS.

MEMO

TO: Dover Human Relations Commission
FROM: McGiffin
DATE
RE: Diversity Research Project

I have attempted to pare down Gene Ruane's research plan to a size manageable by the Government Policies, Programs and Practices Committee of the Dover Human Relations Committee. Using as a guide the book *Re-InventingDiversity* by Howard J. Ross (2013 Roman & Littlefield Publishers), I recommend we use these questions in interviews with Scott Koenig, Donna Mitchell, Ann Marie Townshend, Sharon Duca, Margie Cyr, Kathy Divver, and Chief Bernat. Some of these questions are appropriate for use in an on-line survey of all City staff, and they are marked (*). There are some additional questions which are most appropriately directed to the Director of Human Resources, Kim Hawkins.

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<u>General Questions</u>

Are diversity and cultural competency ~~articulated as~~ values in any mission/vision/value statement developed by the City?*

Is the City's value regarding diversity and cultural competency communicated to departments, staff, employees?*

Does the City promote diversity, cultural competency and inclusion in the community?* Why and how? Or why not?

Does the City promote diversity, cultural competency and inclusion in the workplace?* Why and how? Or why not?

Is there any history, event, symbol, figure that affects diversity and cultural competency in Dover?*

Does the City have a diversity recruiting plan, goals, record?

Does the City inquire about or measure employee satisfaction?

How does the City Communicate with diverse populations?

Is citizen/customer satisfaction measured? Is it tracked with diversity as a factor?

Is there any request/demand/need from diverse groups for particular services?*

Are any City services available in any language other than English?

Does the City have diversity policies applicable to dealings with vendors?

What does the City need to do more to promote diversity and cultural competency within the organization and in the community at large?*

For Kim Hawkins

Does the City track demographics of job applicants?

Does the City publish clear criteria for jobs prior to interviews?

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Are interviewers trained about issues related to unconscious bias?

Is hiring done by hiring panels? Are the panels diverse?

Are hiring patterns tracked? Retention patterns? Attrition patterns?

Are employee behavior expectations communicated to staff? Enforced?

Does the City use Employee Resource Groups?

* question appropriate for survey of City staff