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Affirmative Action Minutes 01/14/2004

Town of Arlington
Affirmative Action Advisory Committee

730 Massachusetts Avenue, Arlington, MA 02476
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Barbara Boltz, Co-Chair
 Adrienne McClure, Co-Chair
 Augusta Haydock
 Jack Jones
 Elaine Maclachlan
 Tricia O'Donoghue
 Jeannine Rice-Oppedisano
 Howard Winkler

Caryn Cove Malloy, Affirmative Action Officer

Affirmative Action Advisory Committee
 Meeting Notes
 Wednesday, January 14, 2004
 7:30 p.m.

All members were present.

Approval of Minutes: September 10th and October 1st 2003

Adrienne McClure moved approval of the September 10th meeting minutes. SO VOTED
 Jack Jones moved approval of the October 1st meeting minutes as amended. SO VOTED

The notes of the November 13th meeting were also reviewed. There was no quorum for that meeting and therefore no official minutes.

Current Job Openings

The Committee reviewed all open positions.

The Committee expressed its desire to have the Purchasing Agent and Public Works Director at a future meeting.

Current Bid Projects

The Committee reviewed payroll sheets from RAD corporation, the company currently doing work on the Reed's Brook project.

Caryn Malloy indicated that she has effectively communicated their need to indicate the total number of female and minority hours worked each week on their payroll sheets. The Committee requested that Mrs. Malloy amend RAD's *Plan for the achievement of female and minority participation* to indicate a 5% participation goal for women and a 10% participation goal for minorities.

School Diversity Task Group

Barbara Boltz reported that this group is getting very active with the Arlington Public Schools. She explained that she reviewed a draft application encouraging folks to self identify that was to be passed onto the school committee for approval. The schools have agreed to have a volunteer to enter the data from the applications. The schools have recently decentralized their hiring process. She indicated that members of the group have been attending School Committee meetings and are actively working to arrange meetings with individual members of the Committee. She also indicated that the group will be meeting the Superintendent of Schools in February.

Continuing Business

Jeannine Rice-Oppedisano reported that she has attempted to contact Ruth Bramson from the Governor Romney appointed panel on Affirmative Action. Jeannine indicated that she will continue to investigate the matter and also check on recent efforts by the City of Boston to adopt a resolution on Affirmative Action.

The Committee reviewed and approved the Annual Report drafted by Caryn Malloy.

Tricia O'Donoghue reported that she will be looking at other Affirmative Action Plans and making recommendations to change our existing plan, which would then be passed on to the Board of Selectmen for their consideration.

Augusta Haydock moved to adjourn the meeting at 9:00 p.m.

Caryn Cove Malloy
Affirmative Action Officer