



Town of Arlington, Massachusetts
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Affirmative Action Minutes 02/13/2002

Affirmative Action Advisory Committee
 Meeting Minutes
 Wednesday, February 13, 2002
 7:30 p.m.

In Attendance: Adrienne McClure (Chair), Barbara Boltz, Howard Winkler, Franz Browne, Augusta Haydock, Elaine Maclachlan, Jack Jones

Absent: Christopher Ryan

Also Present: Caryn Cove, Personnel Director

Acceptance of minutes, January 9, 2002

Adrienne McClure moved approval. SO VOTED

Current Job Openings

The Committee reviewed the current job openings including a current opening in the Town Treasurers Office with two minority applicants. Caryn Cove indicated that she would inquire to the Treasurer on the status of the hiring process on behalf of the Committee.

Howard Winkler indicated that he had discussed with the League of Women Voters a possible question for candidate's night regarding attempts on the part of the elected officials in town to increase diversity in the Town's workforce.

The Committee discussed the possibility of inviting the Town Treasurer, Town Clerk and Board of Assessors to a future Affirmative Action Meeting.

The Committee requested that the Public Works Director be present at the next meeting.

School Renovations Project: Peirce School

The Committee reviewed the latest workforce statistics for the school project. The Committee commented on the high percentage of minority participation and complete absence of female participation.

Howard Winkler suggested that Caryn Cove go on a site visit to the Peirce School Construction Project. Ms. Cove indicated that she would contact the project manager to arrange a visit to the site.

Continuing Business

Affirmative Action Advisory Committee Brochure Caryn Cove presented the Committee with a new draft of the Brochure. The Committee reviewed the brochure and made changes. The Committee requested that the revised brochure be sent out with the minutes and meeting notice for review.

Multi-Cultural Potluck Barbara Boltz reported that a number of groups, including the AAAC, are sponsoring a potluck on March 10th to celebrate diversity in Arlington. She requested that members of AAAC post flyers for the event.

School Diversity Task Group Barbara Boltz reported that they met with Gus Martinson, Human Resource Director for the Arlington Public Schools. Barbara Boltz had reported at the last meeting that the filling out of paperwork signifying minority status for potential employees had been implemented. Barbara Boltz reported that in fact this had not been implemented. Barbara Boltz updated the Committee on other matters discussed at their meeting of January 16th. Barbara Boltz indicated that progress has been slow but it is understood that Mr. Martinson has very little administrative support.

Diversity Training for Town Employees Caryn Cove reported that she had met with Rachel Wilson and Jane Howard to discuss the training. Ms. Cove indicated that her next step is to visit some websites on the matter and develop a profile for the training.

Adrienne McClure moved to adjourn the meeting at 9:00 p.m. SO VOTED

A true record. Attest:

Caryn E. Cove
Director of Personnel
Affirmative Action Officer