



Town of Arlington, Massachusetts
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Affirmative Action Minutes 04/10/2002

Affirmative Action Advisory Committee
 Meeting Minutes
 Wednesday, April 10, 2002
 7:30 p.m.

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

Absent: Elaine Maclachlan

Also Present: Caryn Cove, Personnel Director

Acceptance of minutes, March 13, 2002

Barbara Boltz moved approval. SO VOTED

Current Job Openings

The Committee reviewed current job openings. The committee discussed whether or not a female minority custodian had in fact left the employ of the town as was reported at the last meeting by the Director of Public Works. Barbara Boltz reported that she thinks that the employee is still with the town. Caryn Cove indicated that she would look into the matter.

School Renovations Project: Peirce School

The Committee reviewed the latest workforce statistics for the school project. The Committee found several discrepancies in the spreadsheets and ask that they be corrected.

The Committee requested that Ms. Cove research Titan Roofing to confirm that they are a female owned company.

Current Bid Projects

The Committee reviewed a spreadsheet of projects currently going out to bid for the Town. The Committee asked Ms. Cove to differentiate which construction projects exceed \$200,000 and are thus subject to the Town's Affirmative Action female and minority participation goals.

Continuing Business

School Diversity Task Group -- Barbara Boltz reported that they met with Gus Martinson, Human Resource Director for the Arlington Public Schools. Barbara Boltz reported that the schools had placed advertisements in the Boston Globe, Arlington Advocate and Baystate Banner for anticipated openings. She also reported that Mr. Martinson had attended a job fair for minority teaching candidates and had received 40 applications.

Diversity Training for Town Employees -- Caryn Cove indicated that she would report at the next meeting on this matter.

Town Wide Diversity Collaborative -- Barbara Boltz reported that she attended a recent potluck of the group. She also reported that the group has requested that AAAC submit a *Eye on Diversity* column for the Arlington Advocate. Mr. Winkler, Mrs. McClure and Ms. Haydock will work on a draft for the next meeting.

The Committee agreed to schedule the next meeting for 7:00 p.m. preceding Town Meeting.

Mr. Winkler gave copies to the committee on candidate answers to the league of women voters questions.

The Committee discussed inviting the Assessors and Treasurer to a meeting in the fall. The Committee also discussed having the Town Clerk at a future meeting. Mr. Jones and Ms. Cove agreed to follow up on the matter.

Barbara Boltz moved to adjourn the meeting at 8:50 p.m. SO VOTED

A true record. Attest:

Caryn E. Cove
Director of Personnel
Affirmative Action Officer