



# TOWN OF ARLINGTON

## EQUAL OPPORTUNITY ADVISORY COMMITTEE

730 MASSACHUSETTS AVENUE, ARLINGTON, MA 02476  
PHONE (781) 316-3120 FAX: (781) 316-3129

TRICIA O'DONOGHUE, CHAIR  
BARBARA BOLTZ  
AUGUSTA HAYDOCK  
JACK JONES  
HOWARD WINKLER

CARYN COVE MALLOY  
EQUAL OPPORTUNITY OFFICER

Equal Opportunity Advisory Committee  
Meeting Minutes  
Wednesday, February 10, 2016  
7:30 p.m.

**Present:** Tricia O'Donoghue, Chair, Caryn Malloy, Barbara Boltz, Howard Winkler, Augusta Haydock, Jack Jones

### Minutes

Barbara Boltz moved approval of the January 13, 2016 meeting minutes. SO VOTED

### Current Job Openings

The Committee reviewed current job openings and discussed the vacancies in the Fire Department; the Committee is eager to see if some diversity can be achieved in the Town's all white, all male department. The Committee also reviewed an Indeed Job Analytic report indicating the number of clicks per open job within the town. The most popular hits were for Public Safety Dispatcher and Public Works Seasonal employment.

### Current Bid Projects

The Committee discussed Phase 3 of the renovation of the Community Safety Building and reviewed a summary report from the project managers. There were no updated payrolls available for the project but the HR department reviewed all of the vendors and found that four were a female or minority owned business: SMI Select Demolition, LAL Masonry, United Elevator and Donnegan Detention Equipment.

### School Diversity Task Group (SDTG)

Barbara Boltz reported that the meeting scheduled for February 8<sup>th</sup> had been cancelled due to the snow storm. She will report back at the next meeting.

### Other Business

Barbara Boltz asked that the Committee be reminded of the Forum on Unconscious Bias on April 7, 2016 at Town Hall.

Patricia O'Donoghue mentioned that she had seen documentation where contractors sign off that they are making a good faith effort to recruit female and minority employees (on large construction projects).

The Committee asked Caryn Malloy to get a timeline of the Stratton School Construction Project for discussion.

Barbara Boltz moved to adjourn the meeting at 8:15 p.m.

Caryn Malloy  
Equal Opportunity Officer