



NOTICE OF PUBLIC MEETING

HUMAN RELATIONS COMMISSION
City Hall Willamette Room
Tuesday, November 18, 2008
7:00 p.m.

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
 - October 28, 2008. [Pages 1-5]
 - Action: _____
4. SCHEDULED BUSINESS
 - a. Business from the Public
 - b. Progress report on mental health working group. [Verbal] (Jodi Nelson/Kim Whitley)
Action: _____
 - c. Progress report on plans for Martin Luther King, Jr., Day 2009. [????] (Jodi Nelson)
Action: _____
5. BUSINESS FROM THE COMMISSION
6. NEXT MEETING DATE: *Tuesday, December 16, 2008*
7. ADJOURNMENT

City of Albany Web site: www.cityofalbanv.net

The location of the meeting/hearing is accessible to the disabled. If you need special accommodations to attend or participate, please notify the Human Resources Department in advance by calling (541) 917-7500.



APPROVED:

NOTICE OF PUBLIC MEETING

HUMAN RELATIONS COMMISSION

City Hall Municipal Court Room

Tuesday, October 28, 2008

7:00 p.m.

MINUTES

Commissioners present: C. Jeffery Evans, Marian Anderson, Jodi Nelson, Rick Hammel, Jr., John Hartman, Kim Whitley (arrived at 7:05 p.m.)

Commissioners absent: Blanca Ruckert (excused)

Staff present: Wes Hare, City Manager; David Shaw, Human Resources Director; Matt Harrington, Web and Graphics Specialist

Others present: None

CALL TO ORDER

Chair Jeffery Evans called the meeting to order at 7:00 p.m.

APPROVAL OF MINUTES

MOTION: Rick Hammel moved to approve the September 23, 2008, minutes; seconded by Jodi Nelson. Approved 6-0.

Business from the Public

None.

City Web Site Overview

David Shaw said that he believes we have a diverse applicant pool. Shaw gave an example using the Police Officer recruitment. He said that although there may be a pool of 300-400 candidates, it is typical to end up with only one or two good, qualified candidates. Wes Hare said that it isn't just a local trend having difficulties finding qualified applicants. Shaw handed out an Application Summary Report (included with the minutes). Shaw said that we look at the Linn County Labor Trends as the benchmark to follow. Chair Evans asked if we should be looking at what the demographics will be in 20 years from now. Evans said that the demographics are changing and will continue to change within the next twenty years. Shaw said that good succession planning will help to fill the vacancies that occur later on. Evans asked how do you retain management employees. Shaw said that the City offers a competitive compensation package and that the turnover rate is 7-8 percent. Evans asked if it is possible to track the geographics of possible applicants. Shaw said that we can only track that type of information if a person applies for a position. Matt Harrington clarified that this is on the NeoGov Web site. Shaw said that we advertise in *El Hispanic*, *The Asian Reporter*, and *The Portland Observer* to reach a more diverse applicant pool; but we don't get a good return on these advertisements. Hare said that one of the questions that was raised was if we could be doing more with our Web site. Harrington said that he has been updating the Web site so that it is uniform and easier to read and find items on the pages. Discussion continued on the Web site changes that have been made to make it more accessible to people with disabilities. Evans asked if there has been a discussion about deciding to go one way or another regarding offering a multilingual Web site. Hare said that we have made a decision to be as accommodating as possible in the City, but we don't have anything in writing implementing a procedure.

Annual Report to City Council

Evans said that he will take the lead on this unless someone has an objection. Hartman asked what will be included in the report. Evans said that items from the last year will be included in the report and also what we see as a continuing approach and recommendations for the future. Hartman asked if the Commissioners will be able to add input and comments. Evans said yes. Hammel asked when the report would be available. Evans said that he hopes to have it available in January.

Progress Report on Mental Health Working Group

Kim Whitley said that she and Jodi Nelson met last week. Nelson said that OSU has arranged for a speaker to discuss mental illness. The name of the speaker is Ross Szabo, and he is the coauthor of *Behind Happy Faces: TAKING CHARGE OF YOUR MENTAL HEALTH*. He will be doing some sessions on campus regarding young people and taking charge of their mental well-being. These sessions are open to the public and will take place in February. Nelson said that there were two NAMI programs that would be great to use as a public information piece. The first program is called Family to Family, which is a 12-week course for family caregivers of individuals with severe mental illnesses. The second program is called In Their Own Voice in which people living with mental illness are trained to speak directly to community audiences about their experiences. Hare suggested advertising this in the *City Bridges* and putting an announcement on the City Web site. This item will be included on November's agenda.

Progress Report on Profiling Working Group

Evans gave an update to the new members of the Commission regarding the racial profiling issue as Blanca was unavailable tonight. Blanca and Delia haven't had a chance to meet with Ed Boyd yet. Evans said that this item doesn't need to be added to the next agenda unless there is new information.

Report on Plans for Martin Luther King, Jr., Day 2009

Nelson said that she had sent Marilyn her ideas for speakers. Nelson said that it would be good to select someone tonight. Wes said that he and Marilyn would start at the top of the list and start contacting people to see if they would be available. Nelson said that she would suggest Allison Davis and Tammy Bray. This item will be included on November's agenda.

BUSINESS FROM THE COMMISSION

Nelson would be interested in starting a half hour earlier from now on. Hartman said that he has a schedule conflict and the change wouldn't work for him. Evans said that the meeting would continue to be at 7:00 p.m.

Evans said that he won't be at the November meeting and asked if Jodi could chair the meeting if Blanca isn't available. Jodi said yes.

NEXT MEETING DATE:

Tuesday, November 18, 2008, 7:00 p.m.

ADJOURNMENT:

The meeting adjourned at 8:10 p.m.

Human Relations Commission
Page 3
October 28, 2008

Respectfully submitted,

Diana Eilers
Administrative Assistant I

Reviewed by,

Wes Hare
City Manager

CITY OF ALBANY

Application Summary Report

07/01/07 to 06/30/08

Job Title	Department	American Indian/ Alaskan Native	Asian/ Pacific Islander	Black	Hispanic	White	Unknown Ethnicity	Female	Male	Unknown Gender	Apps Submitted
Administrative Assistant	Community Development	7	10	3	18	335	14	347	28	12	387
Building Inspector	Community Development	2	3	1	5	83	5	9	88	2	99
Code Compliance Inspector	Community Development	0	2	0	0	17	1	2	18	0	20
Code Compliance Inspector	Community Development	3	4	2	4	79	6	31	64	3	98
Community Development Director	Community Development	0	1	2	1	25	1	5	25	0	30
Community Development Director	Community Development	2	0	8	1	36	5	16	34	2	52
Disability Access Coordinator	Community Development	0	0	0	0	1	0	1	0	0	1
Transit Operator	Economic Development	0	0	0	2	35	3	13	25	2	40
Transit Operator (Temporary)	Economic Development	1	0	0	1	24	6	16	13	3	32
Transportation Assistant	Economic Development	0	1	0	2	41	0	25	19	0	44
Court Clerk	Finance	1	1	1	1	26	2	29	1	2	32
Court Clerk	Finance	3	2	0	7	130	10	124	20	8	152
Apparatus Operator	Fire	1	1	0	0	5	0	0	7	0	7
Deputy Fire Marshal - Compliance	Fire	0	0	1	0	42	1	6	37	1	44
Deputy Fire Marshal - Public Education	Fire	4	1	3	6	103	6	44	74	5	123
Deputy Fire Marshal III	Fire	0	0	0	0	6	0	1	5	0	6
Fire Lieutenant	Fire	0	0	0	0	8	0	0	8	0	8
Firefighter/EMT - Paramedic (Day Shift)	Fire	1	1	0	0	14	0	2	14	0	16
Firefighter/EMT - Paramedic (Day Shift)	Fire	0	0	0	0	4	0	1	3	0	4
Training Lieutenant	Fire	0	0	0	0	0	1	0	0	1	1
Geographic Information System (GIS) Analyst	Information Technology	1	6	2	1	94	8	35	70	7	112
Library Aide	Library	2	1	1	1	32	3	34	4	2	40
Library Assistant	Library	1	3	2	6	92	10	76	34	4	114
Child Care Aide	Parks & Recreation	0	1	0	4	26	4	30	4	1	35
Child Care Leader	Parks & Recreation	0	1	0	1	11	2	13	1	1	15
Fitness Instructor	Parks & Recreation	0	0	0	0	2	0	1	1	0	2
Lead Lifeguard	Parks & Recreation	0	0	0	1	1	0	2	0	0	2
Lead Lifeguard	Parks & Recreation	0	1	0	0	0	0	0	1	0	1
Lead Preschool Teacher	Parks & Recreation	0	0	0	0	4	0	3	1	0	4
Lifeguard	Parks & Recreation	0	0	0	0	0	1	0	0	1	1
Lifeguard	Parks & Recreation	0	2	0	0	13	0	8	7	0	15
Maintenance/Custodial Aide - Forestry Program	Parks & Recreation	0	0	0	0	1	0	1	0	0	1
Maintenance/Custodial Aide - Senior Center	Parks & Recreation	0	0	0	0	1	0	0	1	0	1
Maple Lawn Preschool Teaching Assistant I	Parks & Recreation	0	0	0	0	16	0	16	0	0	16
Park Maintenance I	Parks & Recreation	3	1	0	2	68	5	6	69	4	79
Park Maintenance II	Parks & Recreation	4	2	1	7	128	4	9	134	3	146
Park Maintenance II	Parks & Recreation	0	0	0	1	2	0	2	1	0	3
Park Maintenance III	Parks & Recreation	0	2	1	3	51	1	3	55	0	58
Pool Cashier	Parks & Recreation	0	0	0	0	19	1	18	2	0	20
Recreation Aide - Backstage	Parks & Recreation	1	0	0	2	22	0	10	15	0	25
Recreation Aide - Front of House	Parks & Recreation	0	0	0	1	14	0	8	7	0	15
Recreation Aide - Fun in Parks/Camps	Parks & Recreation	1	3	0	2	24	2	25	6	1	32
Recreation Leader - Backstage	Parks & Recreation	0	0	0	1	10	1	2	9	1	12
Recreation Leader - Front of House	Parks & Recreation	0	1	0	1	13	1	8	7	1	16
Recreation Leader - Fun in Parks/Camps	Parks & Recreation	0	1	0	1	17	2	14	5	2	21
Police Clerk	Police	0	0	0	0	1	0	1	0	0	1
Police Communications Specialist	Police	12	9	6	22	415	16	313	157	10	480
Police Communications Specialist	Police	2	1	0	2	59	2	43	21	2	66
Police Communications Specialist	Police	1	2	1	2	45	1	34	18	0	52
Police Community Education Specialist	Police	2	5	1	14	124	10	81	66	9	156
Police Officer	Police	3	4	0	17	138	5	16	145	6	167
Police Officer	Police	5	2	3	10	158	4	16	163	3	182
Police Officer	Police	3	2	1	10	103	2	11	109	1	121
Billing/Collection Specialist II	Public Works	2	3	1	5	146	9	139	19	8	166
Clerk III	Public Works	2	3	0	4	95	5	91	14	4	109
Engineering Technician II	Public Works	1	0	1	2	13	2	3	14	2	19
Engineering Technician IV	Public Works	0	0	0	0	2	0	0	2	0	2

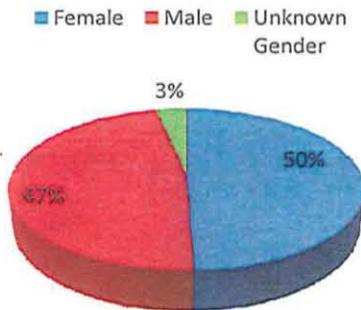
CITY OF ALBANY

Application Summary Report

07/01/07 to 06/30/08

Job Title	Department	American Indian/ Alaskan Native	Asian/ Pacific Islander	Black	Hispanic	White	Unknown Ethnicity	Female	Male	Unknown Gender	Apps Submitted
Environmental Services Technician II	Public Works	1	0	1	4	18	2	7	17	2	26
Environmental Services Technician II - Biosolids	Public Works	0	0	0	0	7	0	0	7	0	7
Environmental Services Technician II - Water Quality	Public Works	1	2	2	4	58	5	23	46	3	72
Facilities Automation Technician	Public Works	0	0	0	0	9	3	1	8	3	12
Facilities Project Coordinator	Public Works	0	0	0	0	16	1	1	15	1	17
Treatment Facilities Relief Operator	Public Works	1	0	0	0	11	1	2	10	1	13
		82	97	49	189	3,443	188	1,999	1,915	134	4,048

Summary by Gender



Summary by Ethnicity

