

City of Austin Asian American Quality of Life Advisory Commission
Human Resource Workgroup Meeting
Tuesday, April 19, 2016
5:30pm, City Hall

Attendees:

Commissioners: Thuy Nguyen (Chair), Sonia Kotecha (Secretary), Janki DePalma, Charles Lu

City of Austin Human Resource Department: Joya Hayes (Interim Director), Debbie Maynor (Assistant Director), Aakash Patel (Business Process Specialist), Rod Crain (Talent Acquisition Manager), Rebecca Kennedy (Chief Administrative Officer), and Rod Sigler (HR Consultant)

Minutes

I. Report from Joya Hayes

- Joya explained that she had a medical emergency in December which caused a delay in providing the follow-up report to the Commission. They plan to present the report in May, and Joya shared a preliminary draft to the workgroup.
- Since September of last year, the HRD has been meeting with all affinity groups individually and together to understand their specific needs. Joy explained that each affinity group has their own unique nuances:
 - For example, the Latino Employee Network is part of a national organization and they focus more on professional development.
- Through the meetings, HRD observed similarities and differences as it pertains to employment with the city.

II. Summary of AAQL Actions and Requests

- In the draft of the City of Austin Workplace Trends as an Employer to be presented to the commission, Joya broke down a summary of all the actions and requests made by the AAQL Commission Meeting (September 2015), AAQL HR Workgroup meeting (February 2016), and the AAEN Meeting (November 2015).
- The presentation highlights short-term and long-term actions taken by the HRD. Along, with items that are out-of-scope for the department.
 - A few notable highlights:
 - HRD has assigned an Employee Specialist to staff an office one day a week to provide assistance and services to AARC patrons. The current challenge is not having language translation services available.
 - Department Directors will be attending a Diversity Training focused on Unconscious Bias (April 28th-29th Directors, May 2nd-3rd. Assistant Directors)

Next Steps/Action Items:

HRD:

- Provide electronic copy of the *City of Austin Workforce Trends as an Employer* presentation to accompany the workgroup meeting minutes
- Provide details about the Unconscious Bias trainer

Workgroup:

- Provide input on key Asian languages for translation of brochure on how to apply for jobs in the city.
- Provide feedback on the *City of Austin Workforce Trends as an Employer* presentation
- Recommend for Budget for FY 17:
 - Employee Specialist position and Diversity Recruiter position to focus on increasing diversity and national recruitment.
 - Youth Volunteer Coordinator position for the Youth and Family Services Division of HRD who will work to increase recruitment efforts of minority youth volunteers.