

ASIAN AMERICAN QUALITY OF LIFE/HR WORKING GROUP

Date: August 16, 2016

Members present: Thuy Nguyễn, Janki Depalma, Alleta Banks

Guest: Ms. Danyale. Bunton

AGENDA

1. Welcome

2. Notes taker: members taking turn

3. Reporter: Ms. DePalmer

4. Presentation from Ms.Danyale.Bunton,HR COA employment specialist- See notes below

5. Upcoming items: invite HDR

Notes from 8/15 meeting:

Danyale Bunton- was scheduled to attend but was not able. She is the employee specialist and liaison for the AARC.

Questions/Notes:

1. Based on the memo from the Parks Department (for AARC), is the setup for Ms. Bunton adequate? Does she have privacy to meet with people? A separate phone line?
2. From Ms. Hayes, can we get information on the number of Asian-American (AA) applicants over the year. Can we then also see how many received interviews and how many received positions with the City?

3. Can the Asian Employee Network help to make case studies on individual to show some anecdotal evidence of what works/doesn't work with interviews?
4. If Ms. Bunton doesn't have appointments arranged on her day at the AARC, can we host trainings or mock interviews to help people?
5. What is the role of Ms. Bunton to help people know about new jobs? Does she tell them? Does she make sure to tell AARC staff so people know to check regularly?
6. What successes can be duplicated at other outreach locations?
7. Possible workshop ideas:
 - a. Interview skills/mock interviews
 - b. Resume writing
 - c. City government life