



## ARLINGTON COUNTY, VIRGINIA

HUMAN RIGHTS COMMISSION  
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**Approved by the Committee on 9/11/2018**

### HUMAN RIGHTS COMMISSION / EEO STANDING COMMITTEE

#### Minutes – April 23rd, 2018 Meeting

The meeting was called to order at 6:33 PM by the Chair, Mr. Roland Watkins. The following committee members were present: Mr. Abe Bibizadeh, Ms. Maribel Contreras, Mr. Wilfredo Calderón, Mr. Kiley Tibbett and Ms. Jessica Briatico. Ms. Carole Lieber was absent. Staff present were Raul Torres and Antonio Acevedo.

The Chair welcomed those in attendance and asked the Committee Members to introduce themselves.

- I. The minutes of the July 2017 meeting were unanimously approved.
- II. The Chair informed members that he was a returning commissioner to the Chair of the Committee and shared some of the history regarding the evolution from commission to committee. Reviewed the agenda and the work for the night.
- III. The County 2018 Affirmative Action Plan (AAP) was presented and discussed. Committee members commented that there are recommendations in the plan that have not been implemented or if they have, not properly formalized with procedures and accountabilities. The interview panels without a structure and accountabilities still leave gaps that can adversely affect results. Terminations continue to be an area of concern for the committee. Members suggested that there should be a variation on how exit interviews are conducted. Supervisors should also participate in the exit interviews as part of an accountability process and efforts to gather information in real time. One member asked if the GBLT could be reported as a minority group in the AAP statistics. It was clarified that the

data collected for the AAP was based on the requirements of the County Administrative Regulation and federal guidance, which limited the categories to those included in the plan.

- IV. The Committee reserved the right to submit recommendations on a later date, including the issue of employment for the disabled, the record keeping of applicants and employment data by two system that are not-compatible with each other.
- V. The Committee was informed by Raul Torres that the County approved funds intended to conduct a “barrier analysis.” The Committee asked how the new analysis was going to be develop and if they were going to be included in the process, to what Mr. Torres indicated that before a new analysis was conducted, for the task of developing the requirements and guidelines for the project, a small group had to be established composed of a representative from HR, OHR, and a member of the EEO Standing Committee to develop the scope of work and guidelines for the analysis.
- VI. The Committee designated Roland Watkins, to be their representative in the “barrier analysis” work group.
- VII. A motion was introduced to “ask the Arlington County Human Rights Commission to request the County Board fund and conduct a true ‘Barrier Analysis’.” The motion passed unanimously.
- VIII. Commissioners inquired as to the replacement of Raul Torres, the current director of the Human Rights Office, and requested an update by their next meeting to be scheduled maybe during the month of July.
- IX. A motion to adjourn was made and seconded. The motion passed unanimously, and the meeting was adjourned at 8:28 PM.

Certify that the minutes are a true copy of the original approved by the EEO standing Committee of the Human Rights Commission on September 11, 2018.  
Commission Staff.