

ARLINGTON COUNTY, VIRGINIA

HUMAN RIGHTS COMMISSION
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Approved by the Committee on 10/22/2018

HUMAN RIGHTS COMMISSION / EEO STANDING COMMITTEE

Minutes – September 11th, 2018 Meeting

The meeting was called to order at 6:32 PM by the Chair, Mr. Roland Watkins. The following committee members were present: Mr. Abe Bibizadeh, Ms. Maribel Contreras, Mr. Wilfredo Calderón, Mr. Kiley Tibbetts and Ms. Carol Lieber. Ms. Jessica Briatico and Ms. Sukati Pinnock-Fitts were absent. Office of Human Rights staff presents were Executive Director Gurjit Chima, Antonio Acevedo and Aruna Minhas.

The Chair welcomed those in attendance and made known that there were no members of the public present when the meeting started.

- I. The minutes of the April 23rd 2018 meeting were amended and unanimously approved.
- II. The Chair reviewed the agenda and changed the order of work postponing public comments.
- III. Committee members asked for an update on the procurement status of the barrier analysis, the scope of work and vendor selection. Gurjit Chima briefed the Committee and stated that of 15 vendors 7 were identified as qualified to do the work. The Committee requested information on the criteria utilized to determine vendor qualifications and expressed their desire to open the procurement to more vendors. Commissioners volunteered to be part of a sub-committee to work with the County on this matter. Commissioners Kiley Tibbetts, Carole Lieber and the Chair Roland Watkins, volunteered to be in the sub-committee. The Standing

Committee decided to meet in October 2018, to further discuss issues regarding the barrier analysis.

- IV. A request was made to locate and distribute the Human Resources Department (HR) report on the interview panels study. The study was conducted by the former Diversity Manager who also monitored it as a pilot program. The Standing Committee wishes to review the recommendations and related policy issues revealed by the “pilot.” The Standing Committee reiterated the need for an SOP or an administrative regulation to address the issue of interview panels regardless of the study.
- V. The internal EEO process for County employees was discussed. Ms. Chima reported that she will create an SOP for EEO processes and investigations. Ms. Chima also indicated that she was proposing changes to the investigation process.
- VI. Committee Members delineated some County issues such as the underrepresentation of persons with disabilities in the workforce, the underrepresentation of minorities in the executive office and lack of visible outreach efforts to hire persons with disabilities. Commissioner Carole Lieber inquired about opportunities for persons with disabilities and volunteered to be a point person on the Committee. The Chair, with the concurrence of the Committee, designated Ms. Lieber to be a liaison to the Disability Advisory Commission. The Standing Committee will be watchful of the Fire and Police department’s hiring and promotion activities.
- VII. Carole Lieber asked the Committee to invite Katie Cristol to give some feedback regarding what Ms. Cristol said during the July 2017 meeting. Commissioners asked that the minutes of the meeting Ms. Cristol attended be re-distributed.
- VIII. Public Comments – Arlington resident Kitty Clarke-Stevenson came to the meeting and indicated her dissatisfaction with the previous barrier analysis conducted and requested that the Standing Committee be involved in the selection process of the new vendor, the development of the scope of work and to monitor the process.

She also indicated that the barrier analysis must cover all departments and County functions without exclusions. Ms. Chima conveyed committee members of the County's desire to have the Committee involved in the process.

IX. Tasks and Assignments – Antonio was asked to research and email members the minutes of the July 2017 meeting attended by Katie Cristol, Chair of the County Board at the time.

X. A motion to adjourn was made and seconded. The motion passed unanimously, and the meeting was adjourned at 8:22 PM.

XI.

Certify that the minutes are a true copy of the original approved by the EEO Standing Committee of the Human Rights Commission during the October 22, 2018, meeting. By: Commission Staff