



## **ARLINGTON COUNTY, VIRGINIA**

HUMAN RIGHTS COMMISSION  
2011 Clarendon Boulevard, Suite 318  
ARLINGTON, VIRGINIA 22201  
Fax (703)-4390 TTY (703) 228-3446



### **HUMAN RIGHTS COMMISSION / EEO ADVISORY COMMITTEE**

#### **Minutes –July 24, 2019 Meeting**

The meeting was called to order by Chair Kiley Tibbetts. The following committee members were present: Mr. Paul Lewis (Commissioner), Mr. Abe Bibizadeh (Employee, Department of Environmental Services (DES)), Mr. Farzin Farzad (Employee, HR Diversity and Inclusion Coordinator), Ms Maribel Contreras (Employee, HR Liason for DES) and Ms.Sukari Pinnock-Fitts (Commissioner). Mr. Walter Sergent (Commissioner) was absent. Gurjit Chima, the Executive Director of the Office of Human Rights was in attendance by phone.

The Chair welcomed everyone in attendance.

- I. The Chair welcomed remarks on the March 19, 2019, minutes. However, due to the lack of a majority Human Rights Commission in attendance, a vote to approve the minutes was tabled until a quorum was achieved.
- II. The Chair noted that no members of the public were present.
- III. The Chair requested an update on communications with ERG leadership about the EEO Standing Committee. The Executive Director shared that, per the Chair's revised request months earlier, she shared the following information ERG leadership: the purpose of the EEO Standing Committee, the fact that all EEO standing committee meetings were open to the public and that the committee welcomed everyone to attend, the members of the committee, and the location on the county website where information on the committee's upcoming meetings could be found. Ms. Pinnock-Fitts responded that this was responsive to the committee's original request which was to have the Chair, himself, personally meet with ERG leadership and invite them and their members to an EEO Standing

Committee meeting. The Executive Director explained the change was pursuant to the Chair's request which the Chair acknowledged. Ms. Pinnock-Fitts requested that the Chair share such changes with the rest of the committee in the future to which the Chair agreed. Ms. Pinnock-Fitts requested that the Chair revise his original request to meet with ERG leadership and invite them to an EEO Standing Committee meeting. The Chair did so. The Executive Director responded that she would look into whether ERG leaders' emails could be shared with the Chair for the invitation and, if so, would do so.

- IV. The Executive Director shared that OHR's co-sponsored event with the EEOC was tentatively scheduled for September 25<sup>th</sup> at the Central Library and that panelists would discuss religious hate crimes.
- V. The Executive Director shared that the procurement process for the barrier analysis was underway. Ms. Pinnock-Fitts asked if there was a start date for the barrier analysis. The Executive Director stated that she did not recall a firm start date in the RFP but that the County was committed to commencing work as soon as an award was made and had made every effort to ensure the process was done in as efficient and thorough a manner as possible.
- VI. As the committee's meeting was rescheduled by the Chair several times, the Executive Director shared that previously available HR staff were not available to attend the rescheduled meeting to discuss the use of diverse interview panels in county job interviews. The Executive Director offered to schedule a one-on-one meeting for the Chair and HR to discuss the efforts to which the Chair agreed after consulting committee members.
- VII. The Chair thanked the Office of Human Rights for providing materials requested by the chair.
- VIII. The Chair indicated that he would share a draft of the annual report with the committee and that, according to instructions from the board, the report was acceptable in outline form.
- IX. Ms. Pinnock-Fitts requested that the Chair request the county's training for employees on harassment and discrimination. Ms. Pinnock-Fitts requested that

the committee review the county's trainings on civility in the workplace, diversity and inclusion, and respectful workplaces.

- X. The Chair asked the Executive Director what steps were taken to implement the 2019 AAP. Specifically, the Chair asked how many meetings were held with departments after the AAP's release. The Executive Director responded that meetings with all department directors were held to discuss the draft AAP prior to its release. Committee members criticized previous AAP reports and the amount of time the county took to produce them. The Executive Director responded that the county was reviewing its process for the AAP in an effort to improve both the quality and timeliness of future reports.
- XI. The Executive Director shared that materials were submitted to the Human Rights Campaign for the county's next MEI score.
- XII. Mr. Lewis shared that while he had assumed Ms. Lieber's former role on the committee as liaison to the Disability Advisory Commission, he was uncertain his schedule would allow him to continue to do so. Ms. Pinnock-Fitts offered to assist Mr. Lewis. Mr. Lewis also questioned the role's purpose.
- XIII. The Chair thanked the County for passing the county's policy on bathroom and locker room use.
- XIV. Members were asked to provide reports in writing prior to the next EEO Standing Committee meeting, to be sent to Mr. Tibbetts for inclusion.
- XV. A motion to adjourn was made and seconded. The motion passed unanimously, and the meeting was adjourned.