



ARLINGTON COUNTY, VIRGINIA

HUMAN RIGHTS COMMISSION
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HUMAN RIGHTS COMMISSION / EEO ADVISORY COMMITTEE

Minutes –March 19th, 2019 Meeting

The meeting was called to order by the Chair Kiley Tibbetts in Rooms C&D of the Courthouse Plaza Bldg. The following committee members were present: Mr. Paul Lewis (Commissioner), Mr. Walter Sergent (Commissioner), Mr. Abe Bibizadeh (Employee, Department of Environmental Services (DES)), Mr. Farzin Farzad (Employee, HR Diversity and inclusion Coordinator), and Ms. Sukari Pinnock-Fitts (Commissioner). Ms. Maribel Contreras (Employee, HR Liason for DES) was absent. Gurjit Chima, the Executive Director of the Office of Human Rights was also in attendance. Roland Watkins, Chair of the Human Rights Commission, was present as a member of the public.

The Chair welcomed those in attendance, made introductions, shared his views on the committee's mission, and welcomed new member Farzin Farzad.

- I. The minutes of the December 10, 2018 were unanimously approved.
- II. The Chair opened the discussion with a request for an update on the procurement of a Barrier Analysis Study and Report. The Executive Director shared that the Request for Proposal (RFP) was in Procurement after which it would be sent to the County Attorney's Office (CAO) for review. Ms. Pincocock-Fitts shared that she estimated that the time to finalize the RFP process would take the county approximately 60 days from March 19, 2019 for the county to receive all bids and requested that the meeting minutes reflect her estimation. The Executive Director shared that she could not confirm whether it would take 60 days but shared that she believed that CAO would have approximately 10 days to review the Final RFP upon receipt from the Department of Management and Finance which, it was her

understanding, the RFP would be issued. The Executive Director shared that the RFP would be open for bids for 30 days after which another approximate 30 days would be needed for a review of the bids received another 30 days for source selection.

- III. Ms. Chima shared that the County is considering having an external vendor review the county's Affirmative Action Plan (AAP) process to ensure the county is implementing the most effective process. Committee members expressed support for the idea and acknowledged receiving the first draft AAP. Committee members also acknowledged that they had not provided any comments on the first draft¹. Committee members were seeking the County's status of the final FY2019 AAP release. Lengthy discussion on the status of the FY19 AAP took place, where members of the committee expressed concern and dissatisfaction that the final AAP was not yet released to the Committee, Office Directors, or the Public.
- IV. Ms. Chima provided an update about HR's county-wide pilot program on the use of diverse interview panels per the commission's request. Ms. Chima shared that the pilot showed that approximately 99 percent of all interview panels conducted during the relevant timeframe utilized diverse interview panels. Ms. Chima shared that department HR liaisons were responsible for filling out a form that was captured in NeoGov reflecting whether the panels were diverse. Commissioners asked the following questions regarding the use of diverse interview panels: (1) Was there a county-wide SOP on the use of diverse interview panels? (2) Was there a process in place to audit random interview panels or a way to make sure HR liaisons were gathering the information correctly? (3) Could an interview panel that was all white but diverse in gender constitute a diverse interview panel? (4) Did HR plan to train hiring managers that served on interview panels on diversity and the AAP in advance of interviews? (5) Is there a certified list of candidates for an interview panel? Commissioners expressed the need to ensure accountability in

¹ On 10 Jan 19, via email, Ms. Chima shared a draft copy of the AAP, marked "Confidential and Restricted". In the email, Ms. Chima stated "The draft has not yet been shared in its entirety with all departments, although we are in the process of meeting with departments to share findings...Our aim is to finalize this document this month and provide a finalized document to you thereafter."

capturing data on the diversity of interview panels. Mr. Tibbets stated he would work with Ms. Chima to follow-up on the aforementioned questions.

- V. Mr. Tibbetts asked commissioners if anyone wished to serve as a liaison to the Disability Advisory Commission, a role previously held by former EEOAC member Carole Lieber. Mr. Lewis volunteered for the role. Ms. Chima asked for clarity on the role's purpose. Mr. Watkins volunteered information that the role was still in formulation when taken up by Ms. Lieber. Mr. Lewis took the action to meet with former Committee Member, Ms. Lieber, to gain additional insight to her achievements and assess applicability to this year's committee. Ms. Chima requested information on the role's purpose once it was finalized.
- VI. Mr. Tibbetts asked if HR had a "pipeline" of minorities for executive roles. Mr. Tibbetts requested that a HR representative attend the next EEOAC meeting to share information on the county's mentoring program and use of diverse interview panels.
- VII. New Business-The committee members agreed on the following dates for future EEOAC meetings: June 12, Sept 10, and Dec 3.
- VIII. Mr. Tibbetts requested the theme for the Office of Human Rights (OHR) and EEOC co-sponsored event this year and Ms. Chima shared that it would be on religious hate crimes. She added that the event would occur later in the year.
- IX. Mr. Tibbetts shared that he would serve as the EEOAC's liaison to OHR on the Barrier Analysis Study and Report.
- X. Mr. Sargent volunteered to serve as the EEOAC's liaison to OHR on the AAP.
- XI. Mr. Tibbetts requested a list of ERGs from Ms. Chima and expressed that he wanted to invite all ERGs to future EEOAC meetings. Ms. Chima asked the purpose of the invitation and Mr. Tibbetts responded that he wanted to share the purpose of the EEOAC with the ERGs as well as serve as a resource for county employees who did not wish to raise complaints to HR. Ms. Chima shared that the Office of Human Rights served to accept and investigate complaints by employees and requested further discussion with Mr. Tibbetts on the request before any such invitations were sent.

- XII. Mr. Tibbetts handed out the following materials requested from and provided by Ms. Chima: the county's EEO policy, the county's Human Rights Ordinance, and information regarding the EEO complaint process.
- XIII. Ms. Chima shared that OHR had no further updates to report.
- XIV. There were no member reports.
- XV. Mr. Tibbetts shared the EEOAC's schedule for this year in a handout.
- XVI. Public Comments – No further public comments.
- XVII. Tasks and Assignments – Mr. Tibbetts asked committee members to review the EEO policy, Human Rights ordinance, and complaint process handouts for the next meeting.
- XVIII. A motion to adjourn was made and seconded. The motion passed unanimously, and the meeting was adjourned at approximately 8pm.