

**City of Schenectady  
Affirmative Action Advisory Board  
MINUTES  
City Hall, Room 110**

**February 16, 2016**

MEMBERS PRESENT: Rev. Arnetta Dix, Chair  
Ellie Pepper, Secretary  
Damonni Farley, Public Communications Coordinator  
David Chetram  
Adriel Linyear

MEMBERS ABSENT: Kanema Haynes

OTHERS: Councilmember Marion Porterfield; Carl Falotico, City Corporation Council

**Call to Order:** The meeting was called to order at 6:15pm by Chair, Rev. Arnetta Dix

**Approval of Minutes:**

The January meeting minutes were reviewed. Motion to approve, Adriel Linyear, second by Damonni Farley. Accepted by unanimous vote.

**Old Business:**

Vice Chair: David Chetram has decided to remain on the Board and accepted the Vice Chair nomination made by Adriel Linyear at the January meeting. The nomination was seconded by Damonni Farley and accepted by unanimous vote.

Board Vacancies: There are currently two vacant seats. A third seat will be open upon completion of the three year term of Ellie Pepper. Ms. Pepper is not requesting reinstatement for another term. Councilmember Porterfield will review applications previously submitted to determine continued interest. Rev. Dix received a resume from an interested party that she will forward to the mayor for review and consideration. All current board members should encourage city residents they think may be interested in becoming a board member to submit their resume to the mayor.

Newly created position of Affirmative Action Officer: Councilmember Porterfield reported that there were 13 applicants for the position, three met the necessary qualifications will be interviewed this month. It is expected that the position will be offered to the successful candidate with a start date by mid-March. It is anticipated that the new hire would be able to attend the next AAAB meeting to be held on March 16<sup>th</sup>.

Public Hearing/Annual Report: Rev. Dix reached out to David Fronk to set up a meeting time with the mayor but has not heard back regarding a date. She will reach back out to him to follow-up. It was decided that the Annual Report could be presented to the public as part of the April Board meeting. Ellie Pepper will contact the Phyllis Bornt Library Branch regarding meeting room availability during the month of April. This would also be a time to introduce the newly hired Affirmative Action Officer to the public.

**Committee reports: None**

**New business:**

Meeting with Mayor: When a meeting is finally scheduled to review the 2016 Annual Report, the board would also like to discuss the following items with the mayor:

- Creation of an email account for Board communications
- Process for ensuring that the website is kept up to date regarding board membership and officers

Schenectady Library hiring practices: A city resident brought a concern about these hiring practices to Rev. Dix. As the library is a county entity, this board has no jurisdiction and all complaints should be referred to Miriam Cajuste, the Affirmative Action Officer for the county.

Addressing discrimination complaints: Until the Affirmative Action Advisory Officer is on staff, individuals can file complaints related to city hiring and employment with the Human Resources Department. If this is not possible or reasonable, the individual can submit their complaint with Miriam Cajuste, the Affirmative Action Officer for the county who will continue to handle these issues until the new position is filled.

**ANNOUNCEMENTS:** Girls Inc. and Proctors are working to get the rights to show Hidden Figures at the GE Theater free of charge. Date remains TBD.

**ADJOURNMENT:**

Meeting was adjourned at 7:05p.m.

**The next meeting is scheduled for March 16th @ 6:00pm.**

Submitted by Ellie Pepper