

**City of Schenectady
Affirmative Action Advisory Board
MINUTES
City Hall, Room 106**

January 21, 2016

MEMBERS PRESENT: Hector Ramirez, Chair
Dave Chetram, Vice Chair
Ellie Pepper, Secretary
Kanema Haynes

MEMBERS ABSENT: Adriel Linyear
Jennifer Eaddy-Garvin

The meeting was called to order at 5:55 pm by Chair, Hector Ramirez.

Old Business-

Approval of December minutes: Motion to approve by Kanema Haynes, second by David Chetram, approved by unanimous vote.

Attendance: The AAAB attendance policy in the bylaws was reviewed and discussed. Specifically, Article IV Section 5 states that "Regular meeting attendance is a requirement for all Advisory Board members. Any member who accrues three or more unexcused absences in a calendar year, or a combination of excused and unexcused absences for 50% or more of regular meetings in a calendar year, may be subject to removal by the Chief Executive Officer." The importance of regular attendance for 2016 was noted.

Annual Report presentation to Mayor McCarthy: On January 7th, 2016 Hector Ramirez, David Chetram, Kanema Haynes, Ellie Pepper and Adriel Linyear met with Mayor McCarthy and Councilwoman Porterfield to discuss the Board's Annual Report. The Mayor asked that the Board wait until February before setting up a town hall type meeting for distribution of the report. Board members had also requested follow-up regarding appointment of members to fill existing vacancies on the Board. Hector Ramirez reports that the Mayor has not been in contact since the meeting. Hector reports he has followed up with David Fronk, Director of Operations and plans to follow up with the mayor directly on 1/22. The Board's goal is to be able to present the annual report at council meeting to be held on the fourth Monday of February, 2016. The mayor has expressed a desire to respond to our recommendations with what he is willing/able to do prior to public distribution of the report.

The Board hopes to have new members appointed in time for the February meeting. During our March meeting, the Board hopes to discuss what recommendations from the annual report can be accomplished in 2016. The Board would then present the plan to the public in April allowing for community comment and input on the plan.

Committee Reports-

MWBE- None

Anti-Discrimination- None

Recruitment and Hiring- None

Subcommittees have nothing to report at this time as we have not met due to the board working toward public release of the Annual Report including recommendations to the Mayor.

New Business-

No new business was discussed.

Public Comment-

There were no public comments.

Announcements-

None

Adjournment

There being no further business to come before the Affirmative Action Advisory Board, the meeting was adjourned at 6:27p.m.

The next meeting is scheduled for February 18th @ 6:00pm.

Submitted by Ellie Pepper