



## **EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE**

**LOCATION:** 300 Austin Ave; City of Waco  
Meeting will be held at City Hall; 4th Floor;  
Finance Conference Room

**DATE:** Wednesday, July 17, 2019

**TIME:** 3:00 PM

### **AGENDA**

- I. Call Meeting to Order*
- II. Approval of Minutes – 04/18/2019 meeting*
- III. Review /update EEO Committee Member contact information*
- IV. Review Employee and Applicant Demographics*
- V. Review Staffing and Recruitment*
- VI. Follow-up on Employee Benefits*
- VII. Discussion between the EEO Advisory Committee and City Council Liaison regarding EEO Advisory Committee activities and appointments*
- VIII. Future Agenda Items*
- IX. Assignment of Future Committee Meeting Days, Times, and Locations*
- X. Adjourn*

**SUMMARY NOTES  
EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE**

April 18, 2019 – 3:00 p.m. to 4:00 p.m.  
The City of Waco – The City Hall  
Finance Conference Room  
300 Austin Avenue

**COMMITTEE MEMBERS PRESENT:**

Jennifer Hobbs, Ivon Mendoza, Jessica Morrow, Lovie Langston and Hope Mustakim.

**OTHERS PRESENT:** Lisa Wilcox - Assistant Director of Human Resources & Civil Service; Judith Benton – Sr. Assistant City Attorney, Julie Durham – Employee Relations Manager and Kristy Printy, Employee Relations Specialist.

Item No.	Description
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|------|--|
| I.   | <b>Call Meeting to Order</b><br>Jessica Morrow, Committee Chair, called the meeting of the EEO Advisory Committee to order at 3:03 p.m.  |
| II.  | <b>Approval of Minutes</b><br>The minutes were reviewed from the January 17, 2019 and approved by the members of the board as presented.   |
| III. | <b>Review/update EEO Committee Member Contact Information</b><br>Lovie Langston provided his mobile phone number to be included in his contact information.  |
| IV.  | <b>Review of Employee Demographics</b><br>Julie Durham reviewed with the committee the EEO reports on employee demographics.   |
| V.   | <b>Staffing and Recruitment</b><br>Julie Durham reviewed the EEO data related to job applicants and Lisa Wilcox shared with the committee the recruitment initiatives HR staff have been working on since January 2019.                              |
| VI.  | <b>Employee Benefits</b><br>Julie Durham and Lisa Wilcox reviewed with the committee the benefits offered to City of Waco employees related to Family Medical Leave and the City's Breastfeeding policy and answered questions regarding paid leave. |
| VII. | <b>Discussion between the EEO Advisory Committee and City Council Liaison regarding EEO Advisory Committee activities and appointments.</b><br>Council Liaison was not present for this meeting.   |

**VIII. Future Agenda Items**

Review employee demographics, unpaid FMLA stats, bilingual prospects, and retention and recruitment efforts.

Next EEO Advisory Committee meeting will be Wednesday, July 17, 2019, from 3:00 p.m. to 4:00 p.m.

**IX. Adjourn**

There being no further business, the meeting was adjourned at 4:00 p.m.

Approved: \_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

Prepared by: Julie Durham, Employee Relations Manager

**Gender/Ethnic Composition of the Municipal Workforce as of July 3, 2019**

	African-American	Hispanic	Caucasian	Asian	American Indian	Native Hawaiian /Pacific Island	Two or More Races	Other	Unknown
Male	93	160	703	4	3	3	6	7	
Female	72	116	350	3	1	0	7	8	
Total	165	276	1053	7	4	3	13	15	

1536

	Under 40	Over 40	
Male	356	623	979
Female	250	307	557
Total	606	930	1536

**Gender/Ethnic Composition of the Municipal Workforce as of July 3, 2019**

	African-American	Hispanic	Caucasian	Asian	American Indian	Native Hawaiian /Pacific Island	Two or More Races	Other	Unknown
Male	6.1%	10.4%	45.8%	0.3%	0.2%	0.2%	0.4%	0.5%	
Female	4.7%	7.6%	22.8%	0.2%	0.1%	0.0%	0.5%	0.5%	
Total	10.7%	18.0%	68.6%	0.5%	0.3%	0.2%	0.8%	1.0%	

100.0%

	Under 40	Over 40	
Male	36%	64%	
Female	45%	55%	
Total	39%	61%	100%

**Comparison of City of Waco Employee Ethnicity to City of Waco Population**

	African-American	Hispanic	Caucasian	Asian	American Indian	Native Hawaiian /Pacific Island	Two or More Races	Other	Unknown
Employees	10.7%	18.0%	68.6%	0.5%	0.2%	0.2%	0.8%	1.0%	
City of Waco	21.5%	29.6%	43.6%	1.8%	0.6%	1.0%	2.8%	0.0%	
McLennan County	14.8%	23.6%	57.1%	1.4%	0.6%	0.0%	2.5%	0.0%	

100.0%

**Gender/Ethnic Composition for Municipal New Hire Workforce April - June 2019**

	African-American	Hispanic	Caucasian	Asian	American Indian	Native Hawaiian Pacific Island	Two or More Races	Other	Unknown
Male	4	7	26	1	1	1	0	1	0
Female	14	12	26	1	1	0	1	0	0
Total	18	19	52	2	2	1	1	1	0

96

**Gender/Ethnic Composition for Municipal New Hire Workforce April - June 2019**

	African-American	Hispanic	Caucasian	Asian	American Indian	Native Hawaiian/Pacific Island	Two or More Races	Other	Unknown
Male	4.2%	7.3%	27.1%	1.0%	1.0%	1.0%	0.0%	1.0%	0.0%
Female	14.6%	12.5%	27.1%	1.0%	0.0%	0.0%	1.0%	0.0%	0.0%
Total	18.8%	19.8%	54.2%	2.1%	2.1%	1.0%	1.0%	1.0%	0.0%

100.0%

**Gender/Ethnic Composition for Municipal New Hire Workforce January - March 2019**

	African-American	Hispanic	Caucasian	Asian	American Indian	Native Hawaiian Pacific Island	Two or More Races	Other	Unknown
Male	2	7	14	0	2	0	2	0	0
Female	2	2	19	0	0	0	2	0	0
Total	4	9	33	0	2	0	4	0	0

52

**Gender/Ethnic Composition for Municipal New Hire Workforce January - March 2019**

	African-American	Hispanic	Caucasian	Asian	American Indian	Native Hawaiian/Pacific Island	Two or More Races	Other	Unknown
Male	3.8%	13.5%	26.9%	0.0%	3.8%	0.0%	3.8%	0.0%	0.0%
Female	3.8%	3.8%	36.5%	0.0%	0.0%	0.0%	3.8%	0.0%	0.0%
Total	7.7%	17.3%	63.5%	0.0%	3.8%	0.0%	7.7%	0.0%	0.0%

100.0%

**Qualified Applicants by Race - 2nd Quarter 2019**

<b>Race /Ethnicity</b>	<b>Total Applicants</b>	<b>Ethnicity Percentage</b>	<b>Number Hired</b>	<b>Percentages of Ethnicity Hired</b>
White	1183	58.91%	69	52.27%
Black / African American	290	14.44%	21	15.91%
Hispanic	394	19.62%	34	25.76%
Asian	24	1.20%	2	1.52%
American Indian / Alaskan Native	12	0.60%	2	1.52%
Native Hawaiian / Pacific Islander	2	0.10%	2	1.52%
Two or More Races	85	4.23%	1	0.76%
Other	18	0.90%	1	0.76%
Unanswered	0	0.00%	0	0%
<b>Total Qualified Applicants</b>	<b>2008</b>	<b>100%</b>	<b>132</b>	<b>100%</b>

**Qualified Applicants by Race - 1st Quarter 2019**

<b>Race /Ethnicity</b>	<b>Total Applicants</b>	<b>Ethnicity Percentage</b>	<b>Number Hired</b>	<b>Percentages of Ethnicity Hired</b>
White	599	63.39%	56	63.64%
Black / African American	123	13.02%	8	9.09%
Hispanic	162	17.14%	18	20.45%
Asian	9	0.95%	0	0%
American Indian / Alaskan Native	8	0.85%	2	2.27%
Native Hawaiian / Pacific Islander	3	0.32%	0	0%
Two or More Races	32	3.39%	4	4.55%
Other	9	0.95%	0	0%
Unanswered	0	0%	0	0%
<b>Total Qualified Applicants</b>	<b>945</b>	<b>100%</b>	<b>88</b>	<b>100%</b>

## 2019 Summary Non-Qualified Applicants by Race

Non-Qualifying Reasons	Race	2nd Quarter	1st Quarter
<b>CRIMINAL HISTORY</b>	BLACK/AFRICAN AMERICAN	21	1
	HISPANIC	16	8
	NONE PROVIDED	1	0
	TWO OR MORE RACES	2	1
	WHITE	18	3
	<b>TOTAL</b>	<b>58</b>	<b>13</b>
<b>DRIVERS LICENSE CLASS NOT</b>	BLACK/AFRICAN AMERICAN	0	1
	WHITE	0	3
	<b>TOTAL</b>	<b>0</b>	<b>4</b>
<b>EDUCATION &amp; EXP MIN NOT MET</b>	AMERICAN INDIAN/ALASKAN NATIVE	1	0
	BLACK/AFRICAN AMERICAN	0	7
	HISPANIC	2	17
	NONE PROVIDED	0	2
	TWO OR MORE RACES	0	3
	WHITE	7	41
	<b>TOTAL</b>	<b>9</b>	<b>70</b>
<b>EDUCATION MINS NOT MET</b>	BLACK/AFRICAN AMERICAN	0	1
	HISPANIC	0	8
	WHITE	0	5
	<b>TOTAL</b>	<b>0</b>	<b>14</b>
<b>EXPERIENCE MIN NOT MET</b>	ASIAN	0	2
	BLACK/AFRICAN AMERICAN	4	48
	HISPANIC	3	70
	NONE PROVIDED	2	4
	OTHER	0	1
	TWO OR MORE RACES	1	8
	WHITE	14	200
	<b>TOTAL</b>	<b>24</b>	<b>333</b>
<b>INCOMPLETE APPLICATION</b>	BLACK/AFRICAN AMERICAN	0	1
	HISPANIC	0	3
	WHITE	0	6
	<b>TOTAL</b>	<b>0</b>	<b>10</b>
<b>LICENSE/CERTIFICATION NOT</b>	WHITE	0	1
	<b>TOTAL</b>	<b>0</b>	<b>1</b>
<b>NEPOTISM</b>	HISPANIC	2	3
	WHITE	5	1
	<b>TOTAL</b>	<b>7</b>	<b>4</b>
<b>NO DRIVERS LICENSE</b>	ASIAN	2	
	BLACK/AFRICAN AMERICAN	93	39
	HISPANIC	54	20
	NONE PROVIDED	2	2
	TWO OR MORE RACES	11	2
	WHITE	26	6
	<b>TOTAL</b>	<b>188</b>	<b>69</b>
<b>TESTING MINIMUM NOT MET</b>	ASIAN	1	0
	BLACK/AFRICAN AMERICAN	2	18
	HISPANIC	6	33
	NONE PROVIDED	0	1
	TWO OR MORE RACES	2	7
	WHITE	15	37
<b>TOTAL</b>	<b>26</b>	<b>96</b>	
<b>UNDERAGE</b>	WHITE	3	8
	<b>Total</b>	<b>3</b>	<b>8</b>
<b>GRAND TOTAL</b>		<b>316</b>	<b>622</b>

## Applicant Totals by Referral - 2nd Quarter 2019

Referral	Count
African American Chamber	1
Baylor University	7
City Employee	110
City of Waco Website	622
Hispanic Chamber	2
Indeed.com	653
Job Fair	18
KWTX Channel 10 Jobsite	4
Library	6
LinkedIn	35
McLennan Community College	7
Other	83
Other Internet Listing	33
Social Media	19
Texas State Technical College	11
TML Website	11
University Career Services	1
Waco City Cable Channel	1
Walk Ins	18