



# Monroe County Legislature

**ERNEST FLAGLER-MITCHELL**  
ASSISTANT MINORITY LEADER – DISTRICT 29

**MATTHEW TERP**  
LEGISLATOR – DISTRICT 8

July 13, 2020

To The Honorable  
Monroe County Legislature  
39 West Main Street  
Rochester, NY 14614

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| <b>OFFICIAL FILE COPY</b>  |               |
| No.  | <b>200227</b> |
| Not to be removed from the<br>Office of the<br>Legislature Of<br>Monroe County |               |
| Committee Assignment   |               |
| <b>WAYS &amp; MEANS</b>  | <b>-L</b>     |

**RE: Creation of a Diversity Action Plan for Monroe County and Diversity Action Plan Advisory Committee**

Honorable Legislators:

For many years, in both the private and public sector, diversity has been welcomed while companies and governments eradicated discriminatory policies. However, these efforts did not have the desired impacts. Eliminating racist policies and improving employment outreach to minority communities were positive steps, but are too passive to affect real and lasting change.

Monroe County once again needs to be a leader in the community by taking an active approach to promoting diversity in its workforce and other opportunities, like contracting and procurement. Creating a Diversity Action Plan (DAP) would do just that. Having departments outline their plans to create and promote diversity in their ranks would allow Monroe County to measure the effectiveness of our efforts. Departments would need to create goals, plans to achieve them, and report to the Legislature their annual updates. In doing so, the Legislature could work with the administration to make changes as needed.

This resolution would also create a DAP Advisory Committee to help oversee Monroe County's efforts and to work collaboratively with the administration to ensure best practices are being met. We are committed to equalizing opportunity in Monroe County and we choose to lead by example. Therefore, we urge you to authorize the creation of a diversity action plan.

**The specific legislative action required is to adopt the resolution, as attached.**

This action is a Type II Action pursuant to 6 NYCRR § 617.5(c) and is not subject for review under the State Environmental Review Act. This proposed resolution will have no impact on the revenues and/or expenses of the current Monroe County Budget.

Respectfully Submitted,

Ernest Flagler-Mitchell  
Assistant Minority Leader  
District 29

Matthew Terp  
Monroe County Legislator  
District 8

By Legislators \_\_\_\_\_ and \_\_\_\_\_

Intro. No. \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_ OF 2020

**AUTHORIZING CREATION OF A DIVERSITY ACTION PLAN FOR MONROE COUNTY; AUTHORIZING CREATION OF A DIVERSITY ACTION PLAN ADVISORY COMMITTEE**

BE IT RESOLVED BY THE LEGISLATURE OF THE COUNTY OF MONROE, as follows:

Section 1. Pursuant to Section C2-6(B) of the Monroe County Charter, the County of Monroe hereby establishes a county policy to create, execute, and maintain, a Diversity Action Plan (DAP).

- A. Each County Agency shall create a DAP, which shall include, but is not limited to, the following items and principles:
  1. A plan to encourage and increase the diversity in hiring practices within the County Agency, including recruitment and outreach efforts. This plan shall pertain to all Employees as defined in Section C1-7 of the Monroe County Charter.
  2. A plan or program to promote the professional development of all employees within the County Agency that encourages growth, retention, and leadership.
  3. A plan to ensure inclusive and welcoming work environments. This plan shall contain a dispute resolution process in order to facilitate conversations on inclusivity and equity.
  4. All plans, where applicable, shall contain the tactics to achieve diversity goals, any measurable goals to achieve, resources required to meet goals, and the lead personnel in the department responsible for implementation.
  5. A plan to collect and retain demographic information on candidates and new hires so that information may be compiled and reported on annually as detailed in Section B.
- B. Each County Agency shall file an annual report to the County Executive's Office by August 31 of each year. These reports shall include, but are not limited to, the following information:
  1. The total number of budgeted positions within the department, the number of vacancies, the number of positions, by group and grade, broken down by racial demographics.
  2. The number of people hired in the year being reported, broken down by racial demographics.
  3. The number of interviews in the year being reported broken down by racial demographics.
  4. The total number of recruitment or outreach events attended or organized in the year being reported.

5. The total number of vacancies that have authorized to be filled by the Department of Human Resources, and a list of where those job openings are posted (ie. County website, job sites, etc.).
  6. If a department has not hired anyone within the year reported, they shall report 'not applicable – no personnel changes' for items 2 through 5.
- C. These reports shall be compiled by the County Executive's Office into a single report to be submitted to the Clerk of the Legislature by September 30 of each year.

Section 2. Pursuant to Sections C2-4 (B)(5) of the Monroe County Charter, the Legislature hereby creates a Diversity Action Plan Advisory Committee (the "Committee") for the purpose of providing oversight of the DAP and working collaboratively with County Agencies to develop and amend plans, as necessary.

- A. The Committee shall be composed of five (5) voting members who are Monroe County residents and who shall be appointed by the President of the Legislature and confirmed by the Legislature in the following manner, unless otherwise stated:
1. One (1) member shall be a Legislator recommended by the Majority Leader;
  2. One (1) member shall be a Legislator recommended by the Minority Leader;
  3. One (1) member shall be a Citizen recommended by the Majority Leader;
  4. One (1) member shall be a Citizen recommended by the Minority Leader;
  5. One (1) ex-officio member shall be the County's Chief Diversity Officer or an employee, appointed by the County Executive, who holds a position of similar responsibility and duty.
- B. Officers: Officers of the DAP Committee shall be a Chair, Vice Chair and Secretary, each of whom shall be elected by the Committee.
1. The Chair shall have general supervision of the work of the Committee and shall preside at all meetings.
  2. The Vice Chair shall perform the duties of the Chair during the absence of the Chair.
  3. The Secretary, who is not required to be a member of the Committee, shall notify the members of the time and place of all meetings of the Committee, shall ensure the accuracy of minutes of the meetings and shall perform such other secretarial duties as may be designated by the Committee.
- C. The Committee shall annually receive a list or summary of filed Equal Employment Opportunity complaints.
- D. Employees or individuals make bring complaints to the Committee related to workplace or hiring discrimination. The Committee shall direct all received complaints to the appropriate Employee or County Agency for action.

- E. Each agency and organization receiving an allocation of revenue derived from the Monroe County Hotel Room Occupancy Tax Law shall file annually, with the Committee, the total number of employees broken down by racial demographics and any information related to program use or participation also broken down by racial demographic.

Section 3. This resolution shall take effect sixty (60) days after approval of the County Executive in accordance with Section C2-7 of the Monroe County Charter.

File No. 20-0\_\_\_\_\_

ADOPTION: Date: \_\_\_\_\_ Vote: \_\_\_\_\_

ACTION BY THE COUNTY EXECUTIVE

APPROVED: \_\_\_\_\_ VETOED: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

EFFECTIVE DATE OF RESOLUTION: \_\_\_\_\_

Added Language is underlined

Deleted Language is ~~stricken~~