

1. Committee To Combat Racism And Bias

Documents:

[CCRB MINUTES 12.15.21.PDF](#)

**COMMITTEE TO COMBAT RACISM AND BIAS
MEETING MINUTES
WEDNESDAY, December 15, 2021 7:00 p.m.
Training Room, York Police Department**

In attendance: Anne Bancroft, Aaron Fontaine, Chuck Lawton, Eilee Marousek (alternate), Matt Murray, and Victoria Simon, John Ranco (john@johnranco.com), Libbie Bridge (libbie.bridge@gmail.com), Kathryn Lagasse

Call to Order 7:06

Land Acknowledgement - Aaron Fontaine: we recognize the Wabanaki nation - past, present, and future caretakers - we commit to learning how to be better co-stewards. (abbreviated)

Welcome new members: John Ranco and Libbie Bridge are newly confirmed Alternate members.

- Libbie has lived in York for 9 years, with a son and daughter in York schools (sr. and soph)
- she works in training and development at Novocure.

- John Ranco, half Penobscot/half Scot, was born at York Hospital 60 years ago. Has been working in Boston for 45 years with the Greater Boston Real Estate Board; lives in Cape Nedick and owns the Perkins Cove Pottery Shop.

Remote Meeting Policy: CCRB voted to affirm existing policy, as follows:

REMOTE PARTICIPATION POLICY - Town of York Board and Committees

Pursuant to 1 M.R.S. § 403-B, and after public notice and hearing, the Town of York adopts this policy governing remote participation in public meetings and proceedings.

PURPOSE

The purpose of this policy is to provide a framework for when remote participation is allowed for boards and committees as well as members of the public and Town staff and to outline acceptable methods of remote communication.

A. LIMITED IN SCOPE

Board and Committee members are expected to be physically present for meetings except when being physically present is not practicable, including but not limited to the following circumstances:

1. The existence of an emergency or urgent issue that requires the full board or committee to meet remotely.

B. REMOTE PARTICIPATION REQUIREMENTS

1. Remote Methods of Participation

- a. The remote method of participation may be through telephonic or video technology that allows for the simultaneous reception of information and may include other means when such means are necessary to provide reasonable accommodation to a person with a disability. Methods of participation cannot be by text-only means such as e-mail, text messages or chat functions.
- b. Boards and Committees must choose to either all meet remotely or all be in person. A hybrid approach is not permissible
- c. The Town of York will provide a zoom license to the board or committee chairperson in order to allow for remote participation.
- d. Town of York staff will provide tech support and broadcast support to the following committees to ensure access to Town Hall Streams and Channel 3: Board of Selectmen, Budget Committee, Planning Board, Appeals Board, and the Historic District Commission.
- e. All votes taken during any public proceeding when members are participating by remote means shall be by roll call vote that can be seen and heard if using video technology and heard if using only audio technology.

2. Members of the Public

- a. Members of the public must be given meaningful opportunity to participate remotely when the board or committee is meeting remotely.
- b. If the board or committee allows or is required to provide an opportunity for public input during the meeting, an effective means of communication between the members of the body and the public must be provided.

3. Notice Requirements

- a. Notice of all board and committee meetings must be provided in accordance with 1 M.R.S. § 406 and applicable Town requirements.
- b. When the meeting will be by remote methods the notice must include the means by which the public can participate remotely.

4. Meeting Materials

All documents and materials considered by the board or committee must be made available to the public, electronically or otherwise, to the same extent they are customarily made available when the meeting is in person as long as additional costs are not incurred by the Town.

Adopted 10.18.2021

Update on Juneteenth Proposal: a draft of the outline will be sent to Victoria for proposal for a two-week period of time to include Juneteenth; land acknowledgement; culminating in July 4th cultural events - O2 Team will review.

Training Committee update: The Committee has been working on scheduling a training for town employees, hoping to get department heads and one/two members of each department - 30/40 people total. 2 ½ hours quarterly. The recommendation is to engage with the *Mars Hill Group - Jermaine Moore* for a leadership program for town employee structure. All town employees have received a 3 hour implicit bias training - basic level. The Committee wants to build off of that. Estimated cost: \$10,000.

Reminder: FY22 BUDGET \$13,000.00

Committee Updates:

O1 Team:

- *Objective 1: Provide guidance to the Select Board on creating new practices, policies, and policy changes to ensure the fair and equal treatment of all individuals.* (going forward, Chuck will be joined by Libbie and John)

Chuck spent time reading the Town of York Personnel Policies - formulated recommendations for discussion - (see photos of text at end of minutes)

Suggested resource: <https://ideal.com/diversity-hiring/>

Questions included:

- Job descriptions: language - where are we “sourcing” candidates? (Libbie) What are the job descriptions communicating?
- Per charter: hiring is Town Manager’s purview. Group would advise on qualities?
- John: EOE verbage on every hire?
- Look at job descriptions for verbage - **language** is a great place to start. (Libbie)

O2 Team:

- *Objective 2: Identify and recommend cooperation and collaboration with organizations/committees that are engaged in promoting diversity, equity, and inclusion for the people of York and surrounding communities in order to support historically marginalized communities.*

Victoria reporting: we have identified orgs that we wanted to reach out to - sent letters (example included) to invite participation. St. George's, Historical Society, YCSA, Diversity Forum, Rotary, etc. Example of letter:

I am writing to the _____ as a member of York's Committee to Combat Racism and Bias. One of our objectives is to help connect organizations in the town and surrounding communities who are working to promote diversity, equity, and inclusion particularly for historically marginalized communities.

DEI is essentially ensuring that everyone, regardless of what they believe in or what they look like, is treated fairly and justly, and has the same opportunities as everyone else. Whether you're actively promoting DEI in your organization or just beginning to pay attention to ways marginalized communities have been mistreated, there is much we can learn from each other and from the experts.

We would like to identify one or two individuals who would represent the _____ in community-wide DEI initiatives. We hope you will be interested in learning more about this collective and cooperative effort.

Please let me know if this is of interest, and who I should contact going forward.

Many thanks,

03 Team:

- *Objective #3: to collaborate with Town Departments to identify practices within our current system that can be revised to ensure the equal opportunity and treatment for all individuals.*

Eilee and Aaron have reached out.

Resource recommended by Lynn Osgood:

<https://hrc-prod-requests.s3-us-west-2.amazonaws.com/MEI2020-issuebrief-2b.pdf>

Update on School Culture and Climate Committee: School Committee member, Tom Martine, reports that community members will be chosen by the end of December.

Meeting adjourned: 8:36

Next meeting: January 12, 7:00 p.m. on Zoom

Meeting dates for 2022: 2nd Wednesday of every month:

2/9/22, 3/9/22, 4/13/22, 5/11/22, 6/8/22, 7/13/22, 8/10/22, 9/14/22, 10/12/22, 11/9/22,
12/14/22

**Proposed Recommendation to the Select Board
from the CCRAB Committee
concerning Town Personnel Policies**

Whereas:

1. The combination of gradual aging of the Town's resident population and rising housing prices has confronted all York-based employers—including the Town itself—with severe challenges in finding and hiring enough qualified workers to keep their operations sustainable.
2. The Covid pandemic of the past two years has drastically changed the nature and location of work in virtually every sector of the economy and every region of the country, creating both problems and opportunities for York-based employers.
3. The most important factor affecting the quality of service York citizens and taxpayers expect and deserve in their municipal government is maintaining and building the knowledge, skills, enthusiasm and sense of teamwork among its employees.
4. Regarding recruitment and promotion, the current Town of York Human Resources and Procedures (February 17, 2021) states that:
 - a. "Prior to advertising any vacancy, the Town Manager, Department Head and Human Resources Director, will complete a review of current work load demands and determine whether the vacancy needs to be filled, modified, left vacant or eliminated;" (p. 2) and
 - b. "All permanent positions (full-time and part-time) will be advertised internally and externally for a period of not less than fourteen (14) calendar days. The posting shall include: position available, position description, salary range, minimum qualifications and shift assignments. Current employees are encouraged to apply for any position for which they may be qualified. When qualified, current employees shall be given equal consideration for an available position with external applications." (p.3).

Therefore, the CCRAB Committee recommends that, for the following positions:

1. Town Manager;
2. Chief of Police;
3. Director of Public Works;
4. Parks & Rec. Director;
5. Assistant Town Manager/Human Resources Director;
6. Town Planner;
7. Others?

the Select Board amend the *Recruitment and Promotion* section of the current *Human Resources Policies and Procedures* document to include the establishment of a 5-member Recruitment Advisory Committee encompassing:

1. a member of the Employee Representative Group (for positions not covered by a Union Contract) or of the appropriate Union (for positions within a union-represented employee group);
2. a citizen-volunteer with some professional experience in the particular field of the open position (town management, law enforcement, engineering, planning, etc.);
3. two additional citizen-volunteers; and
4. one member of the CCRAB committee.

The purpose of this Committee is **not** to recommend any particular candidate. It is, rather, to inform the much larger task demanded in today's labor market, i.e., **to reach and recruit** the widest possible range of potential candidates likely to meet the **most recent definition** of job requirements so that the Town Manager and Select Board can ultimately **reward and retain** the candidate they believe will best serve the Town's needs.