

U.S. Department of
Homeland Security

United States
Coast Guard



Commander
United States Coast Guard
Personnel Service Center

Stop 7200
4200 Wilson Blvd. Suite 1100
Arlington, VA 20598-7200
Symbol: CGPSC-HR&A
Phone: (202) 493-1211
Fax: (202) 493-1223

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9 Mar 10

MEMORANDUM

From: *D. D. Saunders, LT*
D. D. SAUNDERS, LT
HRC Chairperson

Reply to: LCDR E. MACK
Attn of: Ext. 31210

To: PSC (cd) *4/3/10*

Subj: HUMAN RELATIONS COUNCIL (HRC) QUARTERLY MEETING REPORT

Ref: (a) Coast Guard Equal Opportunity Manual, COMDTINST M5350.4(series)

1. Enclosed are the HRC's first quarter meeting minutes for 2010. The quarterly minutes were prepared in accordance with reference (a) and highlight new, old and pending HRC activities.

#

Enclosure: (1) PSC HRC 2010 1st Quarterly Meeting Minutes

PSC HRC 2010 1ST QUARTERLY MEETING MINUTES

12 NOVEMBER 2009

1300

COMMAND CONFERENCE RM

Meeting called by: LT Derrick Saunders

Type of meeting: Quarterly Meeting

Facilitator: N/A

Minute taker: YN2 Petrice Blanco

Timekeeper: LT Saunders

Attendees: LT Derrick Saunders - Chair
LCDR Erica Mack – Vice Chair
Mr. Michael Tibbs - Treasurer
YN2 Petrice Blanco – Secretary
LT Evelyn Samms
Ms. Hope Burke
Mr. Anthony Wilkins
SK1 Alexis Cook

Minutes

Opening Remarks: LT Saunders, HRC Chair

LT Saunders called the meeting to order at 1305 and gave brief opening remarks . LT Saunders discussed the meeting agenda which was as follows:

Quarterly Report (*LCDR Mack*)

Budget Report (*CWO Tibbs*)

HRC Newsletter (*LT Samms*)

Special Projects

- Concurrent Clearance, COMDTINST 5370.1B (*LCDR Mack*)
- Human Relations Workshop (*LT Saunders*)
- DEOCS Climate Survey (*LT Samms*)
- HRC Webpage (*YN1 Rhone / Ms. Burke*)

Outstanding & New Business (*LT Saunders*)

New Membership Invitation (*LT Saunders*)

HR Issue Open Forum

Approval of Minutes from last meeting:

LCDR Mack reviewed the last HRC meeting minutes. All members present reviewed the minutes and voted to approve the minutes as written.

Agenda item
2 :

Budget Report

Presenter: CWO Tibbs

HRC MINUTES CONTINUED

GREAT IDEA!

Discussion: The bank balance from last meeting minutes was \$127. In preparation for the Diversity speaker Dotti Li, LT Saunders requested \$ 80 for the purchase of three tripods to be used to advertise HRC events more professionally. The AFC 30 funds requested by the HRC has been approved (\$1200) which \$250 will be given to Ms. Dotti Li as a donation for her service. The council voted "aye" to use funds in support of three tripods and a donation to Ms. Dotti Li.

Conclusions: Three tripods will be purchased for \$80 leaving a bank balance of \$47; \$250 will be donated to Ms. Dotti Li from the AFC 30 funds leaving a balance of \$950.

| Action items | Person responsible | Deadline |
|-------------------------|--------------------|----------|
| ✓ Purchase tripods | LT Saunders | ASAP |
| ✓ Funds to Ms. Dotti Li | CWO Tibbs | 10DEC09 |

Agenda item 3: HR/CR Newsletter **Presenter:** LT Samms

Discussion: Next newsletter published February 2010.

LT Samms asked for assistance with the production of the next newsletter due to her upcoming maternity leave.

Conclusions: N/A

| Action items | Person responsible | Deadline |
|---|--------------------|----------|
| ✓ Newsletter draft needs to be completed by February; should include Black History Month Celebration. | TBD | 26FEB10 |

Agenda item 4: Special Projects **Presenter:** LT Saunders
LCDR Mack
LT Samms
YN1 Rhone

Discussion: Diversity Speaker, Workplace violence concurrent clearance, HR workshop, climate survey, and webpage. Each project lead gave a brief update on the status of their project and outstanding tasks.

- LT Saunders (HR Workshop) - Ms. Dotti Li will present information on cross cultural communication on 10DEC. The event will be funded by PSC and open to all other commands in the Arlington area. Advertisement: three weeks prior to event message will be sent out to all hand; two weeks prior Poster will be place on all three of PSC's floors.
- LCDR Mack (Workplace Violence Concurrent Clearance) - HRC members were asked to volunteer to review and provide feedback to the workplace violence concurrent clearance on behalf of PSC. The deadline for this is 1DEC. Those who offered assistance are as follows:

- CWO Tibbs
- LT Samms
- LT Saunders
- Mr. Wilkins
- Ms. Burke
- YN2 Blanco

* I SPOKE W/ MS. LI LAST WEEK - SHE ENJOYED HER SESSION WITH US! SHE OFFERED TO FOLLOW WITH A MAY (ASIAN PACIFIC AMERICAN HERITAGE MONTH) TIMEFRAME PRESENTATION.

HRC MINUTES CONTINUED

- LT Samms (DEOMI Climate Survey) - PSC's climate survey was skewed with PPC's results. The results should be out early next week. It is the HRC's responsibility for areas of concern and to make recommendations to the command for resolution of problems identified.
- YN1 Rhone (HRC Website) - HRC took a vote to have LT Samms as project lead for the webpage. Ms. Burke will be the alternate.

✓
 UNDERSTAND WE
 NEED TO RE-DO THE
 SURVEY - LET'S DO IT.

| Action items | Person responsible | Deadline |
|--|--------------------|----------|
| ✓ Email to all-hands and neighboring units about event | LCDR Mack | 19NOV09 |
| ✓ Complete Poster and Post | LT Saunders | 26NOV09 |
| ✓ Workplace Violence mtg | LCDR Mack | 1DEC09 |
| ✓ Climate Survey results | LT Samms | TBD |
| ✓ HRC Webpage development/completion | LT Samms | ASAP |
| ✓ Ms. Burke will take front page course at HQ to become alternate. | Ms. Burke | ASAP |

Agenda item 5: Outstanding and New Business **Presenter:** LT Saunders

Discussion: • HRC instruction update: YN1 Satterfield is the project lead, must be ready by FEB10.

| Action items | Person responsible | Deadline |
|--|--------------------|----------|
| ✓ Email to unit regarding American Indian Heritage Month | Ms. Burke | 28NOV09 |
| ✓ HRC Instruction | YN1 Satterfield | FEB2010 |

Other Information

New Membership: Recognized Mr. Wilkins as the HRC's newest member.

HR Open Forum Discussion: Some members of PSD-MR feel a little underappreciated. Committee not 100 percent sure how to handle topic. LCDR Mack recommended the issue be handled at the lowest level. LCDR Mack will report to Captain Kranking to allow him the opportunity to address at his level.

HOW'D IT GO

Meeting was not officially closed due to the discussions around PSD-MR. Members left as needed. LT Saunders, LCDR Mack and Mr. Wilkins stayed behind to discuss and decided that the issue would be best handled at the division level.

Action by Deputy, PSC:

[Handwritten Signature] Approve

Disapprove

Comments: HRC HAS HIT THE GROUND RUNNING! KEEP YOUR MOMENTUM - PRESS ON!