

Housekeeping Advisory Committee
Conference Room, Cheek-Clark Building
February 2, 2012

Welcome and Introduction:

Ms. Lea Holt welcomed and thanked everyone for attending the meeting. Members of the Advisory Committee present were: Virginia Baillif, Sylvia Bland, Shawn Caldwell, David Fraley, John Williams, Juanita Williams, Angela Womack and Donald Wright, Kyaw Aung and Saw Lawla Moo and George James. Also present were Tracy Agnew, Christopher Chiron, and staff support Mary Craven. All members had received the January 5, 2012 minutes. Lea passed out the updated calendar.

Minutes: January 19, 2012 Meeting:

Lea Holt gave each member a copy of the January 19, 2012 minutes so everyone could read them for discussion. After review, Juanita Williams motioned to accept the minutes as read and Shawn Caldwell seconded. The minutes were unanimously approved.

Housekeeping Director Search:

The Housekeeping Department employees received a memo on January 25, 2012 encouraging all employees to submit some questions for the new director. Only four questions were received from the employees. Angela Womack moved, seconded by David Fraley, that the question topics be accepted with Chris Chiron to rework them into full questions. The motion was unanimously approved.

The Committee will meet with the candidates on three different dates: Thursday, February 9, 2012; Thursday, February 16, 2012; and February 23, 2012, from 8:00 am to 9:00 am. We will meet at 7:30 am on these dates so we can be on time and ready because the candidates will be on a tight schedule.

Verita Murrill from Human Resources met with us to help us get ready for our meeting with the candidates. She gave each member copies of the Director's job description, Interviewing Skills for Supervisors, and a copy of the Pre-Employment Guidelines, provided by the Equal Employment Opportunity Commission. Verita explained the important legal guidelines for inquiries that are permissible during the interview and recruitment phase, and those that must be avoided to comply with anti-discrimination laws and to reduce legal liability. The guidelines clearly explain what questions to avoid on various protected statuses (e.g., Age, Citizenship/Birthplace, Dependents, Race/Color, Religion or Creed, Sex, Sexual Orientation).

The Committee reviewed a draft of the interview questions that it will ask the candidates. Two questions were added and some language was changed for others. Chris Chiron would update based on the discussion and have them ready for the interviews the following Thursday. Verita reminded the committee to keep all questions job-related.

We will number the questions and let each member asked one question, so you will know what your question is and when you fall in line to ask your question. We will ask each candidate the same questions.

Other Business:

Ms. Holt stated that there were twelve (12) housekeeper positions and one (1) crew leader position open. These positions are for Team Cleaning.

Next Meeting:

The next meeting will be held on Thursday, February 9, 2012 at 7:30 am in the Cheek/Clark Training Room. We meet with a candidate for the Director's position.