

**HOUSEKEEPING ADVISORY COMMITTEE
CONFERENCE ROOM, CHEEK-CLARK BUILDING
APRIL 12, 2012**

Welcome and Introduction:

Ms. Lea Holt welcomed and thanked everyone for attending the meeting. Members of the Advisory Committee present were: Kyaw Aung, Virginia Baillif, Sylvia Bland, David Fraley, Saw Lawla Moo, John Williams, Juanita Williams, George James and Donald Wright. Also present were Tracy Agnew, Christopher Chiron and staff support Mary Craven. Shawn Caldwell and Angela Womack were not present at this meeting.

Minutes: March 29, 2012 Meeting:

Ms. Holt presented the minutes of the March 29, 2012 meeting. Two changes were noted for the last sentence on the first page – MTR should be M2R and OSI should be OS1. Also noted was that John Williams has become the Zone Manager for 212 because Albert Washington accepted a position in another department; the Zone Manager position for 210 was reposted and is now under recruitment. Mr. Wright motioned to accept the minutes, Mr. James seconded, and the motion passed unanimously.

Housekeeping Director Search:

Ms. Holt thanked the committee for their dedication to the Advisory committee. The new Director, Darius Dixon, will start on April 23, 2012. He will be in Orientation all that morning and then he will meet with Ray DuBose, Acting Executive Director of Facilities Services. Mr. Dixon will be in the Main Housekeeping Office for the remainder of the day.

Mr. Chiron stated that Mr. Dixon will start while a lot of activity is happening in the department, including graduation, summer turns in housing, possible budget changes, performance evaluations, and hiring processes for about 40 positions. He will also need to begin the hiring process himself for two assistant Directors. Mr. Chiron asked the Committee what issues it might want to discuss with Mr. Dixon at the next HAC meeting. Topics discussed included:

- Establishing consistent policies and procedures
- His “action plan” for the first few months
- The department’s relationship with Housing
- His plan for meeting with all the zones and getting to know all the employees

Ms. Holt stated that Mr. Dixon will attend Janitor University in June to learn about OS1.

Other Business:

Mr. Chiron said, based on discussions from recent HAC meetings, a feedback session was held on April 11 with employees who were enrolled in the ESOL class for the past twelve weeks. Thirty-eight of the fifty-one employees attended. Overall, the employees were very happy with the classes and provided some suggestions on additions to the class, such as learning short conversational phrases. Mr. Chiron said that options for computer-based training were also being looked into. There was additional discussion on finding more opportunities to bring all cultures together so they relate more at work and away from the work place.

Ms. Holt noted that it will cost too much to have all MSDS sheets translated into the different languages; however, several key sheets have been translated. The department is also looking at providing an audio translation of the MSDS sheets rather than a print copy. This will also be helpful to employees who cannot read or write in Burmese/Karen/Spanish.

On Monday, April 16, 2012, some new temps will have orientation and training to help fill some of the currently vacant positions. There will be several more rounds of permanent hiring in the next 4-6 weeks, with the expectation that by the end of June, all vacancies in the department will be filled.

Next Meeting:

The next meeting will be held on Thursday, April 26, 2012 at 7:30 am in the Cheek/Clark Conference Room.

“Getting over a painful experience is much like crossing monkey bars. You have to let go at some point in order to move forward.” C.S. Lewis