

**CITY OF WYOMING**  
**DIVERSITY, EQUITY, AND INCLUSION TASK FORCE**  
**March 9, 2021**  
**Wyoming Recreation Center**  
**7:00 p.m.**

**Meeting Minutes**

Members Present: David Ambrose, Becky Johnson, Cindy Peebles, April Robles, Christopher Reintz, Lonnie Grayson and Judd Weis

Staff members present: Rachel Leininger—Director of Recreation and Citizen Engagement, Karen Zeilman—Director of Administration

1. Approve Minutes—approved—all ayes.

2. Interview: *Karen Zeilman, Director of Administration/Clerk of Council, City of Wyoming: Ms. Zeilman stated she had been with the city for 27 years, starting out as an executive assistant, then attending college and obtaining a bachelor's degree, to then being promoted to Director of Administration overseeing the HR function of the City and Clerk of Council. She explains that a lot of what she does is taking care of council and being the keeper of personnel files, taking care of benefits for employees and competitive benefits. Ms. Zeilman explained that Wyoming's benefits exceed a lot of what other communities do and that our benefits are very good. She also explained that job descriptions are updated once a year and reviewed upon needing to hire, and that the city manager approves all job descriptions and must approve all hires. She also explained that for hiring part-time staff the city manager usually takes the recommendation of the department director. Mr. Ambrose asked if some people had an advantage of being hired because they knew people. Ms. Zeilman stated that that did not happen that she knew of and that it cannot be done in civil service jobs (such as police and public works) due to the civil service rules. Ms. Leininger explained that the Civil Service Commission is a volunteer commission appointed by the mayor to oversee and approve the hiring process for Civil Service positions, as well as administer the Civil Service Exams. Civil Commission and will review and administer the test. Ms. Flynn asked what the City does to encourage hiring of diverse candidates. Ms. Zeilman stated we advertise in places such as Indeed, Butler Tech, some of the colleges, some of the church job boards, and anywhere where we can. Mr. Ambrose asked if hiring from within is part of the organizational culture. Ms. Zeilman stated she did not believe that they hire from outside many times, such as the public works director position. Ms. Flynn asked if we had ever had complaints about the hiring process. Ms. Zeilman stated*

not that she was aware of. Mr. Grayson asked if there was HR hiring and training for the staff. Ms. Zeilman stated every department has their own process. Ms. Robles asked if there were any processes to onboard and indoctrinate new employees in the training and culture or the organization. Ms. Zeilman stated everyone must sign off on the employee manual and that everyone receives an orientation and introduction to the employees. Ms. Zeilman stated that she is the only person in her department and that she reports to the City Manager. She also explained that there is some form of training that is done every year and including the recent DEI training. Ms. Zeilman also stated that while there isn't a system in place to specifically report DEI violations, there are policies that encourages employees to talk to their supervisor, City Manager, or even the City Solicitor if needed. There isn't a merit pay system in the city per say, but we generally like to pay staff at the 60-80% range as compared to other places, but that the union contracts have negotiated raises built in. Mr. Ambrose asked how many people would be on staff in an average year. Ms. Zeilman stated that it would typically be about 100, with 5-6 full-time people other than white. Ms. Zeilman also stated that specific departmental goals included improving communication and awareness and develop processes that yield diverse candidates.

3. Interview: *Rachel Leininger, Director of Recreation and Citizen Engagement, City of Wyoming*: Ms. Leininger explained that she oversees all recreation functions in the City which includes the Recreation Center, Aquatic Center, Civic Center, fitness, youth and adult sports, community and special events, and all types of programming. She also stated that she works with diverse populations on a regular basis as recreation works more like a quasi-business rendering services to both residents and non-residents. She explained that the past year all services had been down due to the pandemic and being shut down as the activity was very low with a large decrease in revenue. Ms. Leininger stated she has three full time people, all of which are white. She has a number of part-time employees though much fewer that what she has had pre-covid—about 12 part-time and another 20 seasonal for summer camp. She explained that typically the part-time and seasonal staff are more diverse and reflective of the makeup of the community. Ms. Leininger stated that while the department does not have any specific DEI goals, the department regularly speaks about DEI and how to render services fairly, make sure people are being treated fairly, and given the same opportunities. Ms. Leininger stated she would like to encourage more DEI training as well as having a more diverse staff in the department. She stated she believes her department works to provide a great experience for all of its customers and that anything we can do to create a more inclusive environment—everything from programming to playgrounds—would be a measure of success.

4. Miscellaneous

5. Adjourn 8:54 pm

