

## MEMORANDUM

DATE: July 31, 2018  
TO: Bill Stowe, CEO and General Manager  
FROM: Doug Garnett, HR Manager  
SUBJECT: 2018 Affirmative Action Plan and Promotions/New Hires

The Human Resources Department again contracted with OutSolve to complete our 2018 Affirmative Action Plan. We are pleased to report that the 2017 placement goals were **met** as recommended by OutSolve in last year's plan.

**2017 Placement Goals**

- Executive/Senior Level Officials and Managers: Minorities needed to meet the availability goal: **0.12 FTE (goal negated due to minimal size)**
- Professionals: Minorities needed to meet the availability goal: **1.5 FTE (MET)**
- Craft Workers - Employees needed to meet the availability goal: **4.4 FTE** for minorities and **2.8 FTE** for females. **(MET)**
- Laborers and Helpers - Minorities needed to meet the availability goal: **0.8 FTE (MET)**

Since the last update at the June 2017 Planning Committee meeting, we have filled a total of 27 vacancies for the time period of June 1, 2017 through July 31, 2018. This number does not include seasonal and temporary hires.

Fourteen (14) of those vacancies were filled internally through transfers or promotions. We also filled 13 positions with external new hires. These new hires included one (1) Hispanic male, one (1) Asian male and five (5) white females. We also hired one (1) African American male for a seasonal position.

In calendar year 2017, we received a total of 481 applications for open positions. A total of 86 of those applications were received from female candidates. We also received 395 applications from male candidates. Of the 481 applications received, 60 were from minority males and 15 were from minority females.

We have been busy implementing many outreach initiatives and activities to assist us in continuing to attract and retain a workforce that reflects the community we serve. These efforts included the following:

- Attended the 2017 Fall NAACP job fair
- Attended a bilingual job fair
- Attended a multicultural career fair sponsored by the Greater Des Moines Partnership
- Attended the DMACC high school career fair

- Attended the NAACP Fair Chance Hiring Roundtable/"Ban the Box" meeting which resulted in DMWW removing the "prior convictions box" from our application
- Added medical coverage for gender identity disorder and gender transition procedures
- All employees attended cultural diversity training conducted by Preston Daniels
- All employees attended training called "Building A Respectful Workplace" conducted by the Meyvn Group

Human Resources will continue to ensure that the company's policy of equal employment opportunity is understood, supported and adhered to by all employees. We each have the responsibility for promoting equal employment opportunity and applying affirmative action principles at Des Moines Water Works.

## MEMORANDUM

DATE: July 31, 2018  
TO: Bill Stowe, CEO and General Manager  
FROM: Doug Garnett, HR Manager  
SUBJECT: Employee Development Summary

Des Moines Water Works has and continues to be an organization committed to the growth and development of all of its employees. Each year as part of the annual performance review process, all employees complete a Employee Development Plan (EDP) along with input from their supervisor. The intent of the EDP is to identify possible growth areas for the employee in terms of improving their skillset or expanding their job knowledge. This could include anything from taking a computer class to pursuing a degree.

Once all of the EDPs are received by Human Resources, a review is completed to look for possible training topics that would be beneficial for multiple employees. HR then coordinates these training sessions which are either conducted by in-house facilitators or external trainers. Below is a list of the HR sponsored training events that have been offered to employees since 2016.

**2018**

- \*Conducting Effective Performance Evaluations – Douglas Duckett (supervisors only)
- \*Alcohol Awareness – Employee and Family Resources (all employees)
- \*Building a Respectful Workplace – The Meyvn Group (all employees)
- IPERS – Q&A session (all employees)
- Understanding Your Pension – Principal Financial Group (all employees)
- Change your Weights – Employee and Family Resources (all employees)
- Money- Where Do I Start? – Principal Financial Group (all employees)
- You've Earned It- Principal Financial Group (all employees)

**2017**

- \*Dealing with Problem Employees – Douglas Duckett (supervisors only)
- \*Diversity Training – Preston Daniels (all employees)
- Effective Business Writing – DMAACC (all employees)
- \*Implicit Bias – Renee Hardman/Kevin Pokorny (supervisors only)
- \*Customer Service – Meyvn Group (all employees)
- Excel Beginners – Training Solutions (all employees)
- Excel Intermediate- Training Solutions (all employees)
- Take 5 - Principal Retirement Series –Principal Financial (all employees)
- Selling Your Ideas – ATW (all employees)
- Outlook Basics – Training Solutions (all employees)
- Taking Action – A proactive approach to Change – ATW (all employees)

**2016**

\*Effective Leaders Series – Meyvn Group (supervisors only)  
Crucial Conversations – Amy Kahler (all employees)  
Excel Basics – Training Solutions (all employees)  
Health Insurance in Retirement - SHIPP and Social Security Administration (all employees)  
Finding 100 Extra Minutes in the Day – ATW (all employees)  
Project Management - Beyond the Basics – ATW (all employees)  
Attitude and Professionalism – ATW (all employees)  
Full Circle Feedback – ATW (all employees)  
Team Essentials – ATW (all employees)  
Turning Conflict in Collaboration – ATW (all employees)  
Snooze and Lose – Mercy Clinics (all employees)  
Move to the Green - Retirement Planning – Principal Financial Group (all employees)  
Hello Retirement – Retirement Planning – Principal Financial Group (all employees)

*(\* denotes required training)*

In addition to HR sponsored training, there are numerous trainings provided by the safety team as well as department specific trainings. Employees also have the ability to job shadow other positions to learn more about a job they may have interest in promoting to in the future. DMWW also offers a tuition reimbursement program which allows employees to take classes that may benefit them in their current or future positions. DMWW continues to be committed to the development of its employees and helping them reach their full potential.