

# NOTES

TO: Honorable Mayor and City Council Members  
FROM: Ann E. Wall, City Manager  
DATE: March 3, 2021  
SUBJECT: Materials for Your Information

Please find attached the following materials for your information:

1. A memo from Valerie Shiuwegar, City Clerk, regarding a boards and commissions update
2. A memo from Mark Holtzman, Chief of Police, regarding NCDOT's Bicycle Helmet Initiative
3. A memo from Gary Fenton, Director of Recreation and Parks, regarding a Wildwood Park update
4. A memo from Don Octigan, Assistant Recreation and Parks Director, regarding summer camp programming opportunities
5. A memo from Don Octigan, Assistant Recreation and Parks Director, regarding Request for Proposal announcements
6. A memo from Don Octigan, Assistant Recreation and Parks Director, regarding a capital project update
7. A memo from Kevin Mulligan, Director of Public Works, regarding citywide litter removal
8. A memo from Kevin Mulligan, Director of Public Works, regarding Fire Station #1 construction
9. An memo from Leah Futrell, Director of Human Resources, regarding the 2020 Affirmative Action Program Annual Report
10. An agenda for the March 9, 2021 Police Community Relations Committee and minutes from the February 9, 2021 meeting

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Attachments



**City of Greenville  
City Clerk's Office**

**MEMORANDUM**

**TO:** Mayor Connelly and Members of the City Council  
**FROM:** Valerie Shiuwegar, City Clerk VS  
**SUBJECT:** Boards & Commissions Update  
**DATE:** March 2, 2021

Included in this memo is a brief update on the status of the changes to the City's boards and commissions that were made at the City Council's October 19, 2020, meeting:

- Affordable Housing Loan Committee + Redevelopment Commission

The Redevelopment Commission has been dissolved with an effective date of March 1, 2021, allowing time to file the necessary paperwork and convey properties from the Redevelopment Commission to the City. The City Attorney's Office is finalizing the transfer of properties.

Three out of five active Redevelopment Commission Members have transitioned over to the Affordable Housing Loan Committee (AHLC) and have participated in their first AHLC meeting in February.

- Community Appearance Commission + Neighborhood Advisory Board

The Community Appearance Commission (CAC) expressed a desire to continue functioning as a stand-alone board and requested additional time to examine different goals and to work on a proposal to bring back to the City Council for consideration. The Commission expressed a consensus at its February 2021 meeting that current conditions had shifted priorities and a majority of members opted to end their service at this time. The members stated that they would re-examine serving in another capacity at a later time. An ordinance to dissolve the CAC has been added to the March 8, 2021 agenda.

- Greenville Bicycle & Pedestrian Commission + Public Parking & Transportation Commission

The Greenville Bicycle & Pedestrian Commission and Public Parking & Transportation merged into one board, the Multimodal Transportation Commission (MTC). The MTC held its first meeting in January 2021, electing officers, and approving a new set of bylaws and a meeting schedule. The board is staffed by Transit Manager Ryan Mayers and Staff Support Specialist Rachel Manning.

- Audit Committee + Investment Advisory Committee + Other Post-Employment Benefits Committee (OPEB)

The Audit Committee, Investment Advisory Committee, and Other Post-Employment Benefits Committee have merged into one board, the Audit & Investment Committee. The Audit & Investment Committee held its first meeting on December 4, 2020 and have adopted a quarterly meeting schedule.

Also worth noting, since meeting has been difficult this past year, all boards and commissions were given an option of submitting a report through Notes to Council rather than present an annual presentation at a City Council meeting. The City Council can anticipate some reports through Notes to Council.

Additional updates and changes to boards and commissions will be explored and brought back to the City Council for consideration at a later date.

cc: Ann E. Wall, City Manager  
Emanuel McGirt, City Attorney



POLICE DEPARTMENT

## Memorandum

**To:** Ann Wall, City Manager  
**From:** Mark Holtzman, Chief of Police *MAH*  
**Date:** March 2, 2021  
**Subject:** Bicycle Helmets

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The Greenville Police Department (GPD) has been notified it will be receiving 50 helmets through NCDOT's Bicycle Helmet Initiative, which is part of an ongoing program to reduce bicycle injuries and deaths in North Carolina. The Bicycle Helmet Initiative began in 2007 and has distributed thousands of helmets since its inception. It is funded by the sale of "Share the Road" specialty license plates.

The helmets will be a mixture of toddler, small, medium, and large sizes. The GPD Traffic Safety Unit is planning a bicycle rodeo event, in conjunction with the Boy Scouts, in April. Depending on when the helmets are received, they will either be distributed at the bicycle rodeo event or another event which will be planned in early May.

For more information about the program, visit the [NCDOT Bicycle Helmet Initiative webpage](#).

*The Greenville Police Department exists to enhance public safety and quality of life, in partnership with all people in our community, by preventing crime with honor and integrity.*

# Memo

**To:** Ann Wall, City Manager  
**From:** Gary Fenton, Director of Recreation and Parks *GF*  
**Date:** March 3, 2021  
**Re:** NTC – Wildwood Park Update

A Wildwood Park ground-breaking ceremony has been scheduled for 5:30 pm on March 18<sup>th</sup>. (COVID guidelines requires that we limit attendance.) This event will kick off construction of Wildwood’s first phase improvements, and ultimately allow the opening of the park’s eastern segment for public visitation. Initial projects will include parking, natural surface trails, a camping platform, a sandy beach, and a floating dock. Construction will take approximately four months.

Early during that period staff will continue working with McGill Associates on drafting a Park Development Plan which will determine additional desired park components. This information will us in establishing a blueprint of future park amenities and will support fundraising and grant efforts. A March 11<sup>th</sup> “drop-in” public meeting will be held at the Town Common playground (noon to 3 pm) and at the park’s pedestrian bridge (3 pm to 6 pm). McGill staff will engage citizens regarding the amenities they’d like to see at Wildwood. A survey will also be circulated online via the City’s social media accounts and websites to further foster citizen input.

Staff will also be working with Kimley-Horn and Associates to design and obtain required permits for two bridges, sections of boardwalk and canopy walk, a fishing pier, and an observation tower. See map of some initial and planned amenities at right.

Clearly, Wildwood’s effective and timely development will require support from grants, sponsors and partners. In the months ahead staff will be working to secure such support.

Please let me know if there are any questions.

c: Michael Cowin, Asst. City Manager





**To:** Ann Wall, City Manager  
**From:** Don Octigan, Assistant Director of Recreation and Parks *DO*  
**Date:** February 24, 2021  
**Re:** NTC – Recreation & Parks Summer Camp Programming Opportunities

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Recreation and Parks staff are excited about the upcoming Summer Camp Program plans for 2021. Planning for each summer camp began in the fall of 2020 to allow staff time to research all components of this year’s program, including specific safety measures related to limiting the exposure of COVID-19. This is just a brief overview of the camps being offered this summer along with implemented safety measures.

The following facilities will have a summer camp program, beginning as early as June 10<sup>th</sup>:

- Drew Steele Center – Summer Camp for Individuals with Special Needs
- Barnes, Ebron, Taft Community Building at Greenfield Terrace
- H. Boyd Lee Park
- Jaycee Park Center for Arts & Crafts
- South Greenville Recreation Center
- Sports Connection
- River Park North

Recreation and Parks staff continue to follow guidelines provided by local and state health officials to protect the health and safety of our patrons during the pandemic. Staff are committed to providing services to the Greenville community but with the top priority being the safety and well-being of everyone involved.

For summer camps specifically, the following safety measures have been implemented for all program areas:

- Temperature checks for participants (*max 25 per camp*) and employees.
- Most facilities closed to the public during programming hours.
- Encourage social distancing through increased spacing and limited registration.
- Requiring face masks, frequent handwashing and providing hand sanitizing stations throughout facilities.
- Where feasible, activities will be modified to limit sharing of items and equipment.
- Thorough cleaning of high touched surface areas and shared equipment.
- Comprehensive training of all employees on health and safety protocols.
- Departmental policy and procedures for responding to COVID specific situations within a camp.

Registration for summer camps is currently taking place on the City of Greenville’s website and by appointment at various recreation facilities. Additional details are included in the attached flyer. Staff will continue to monitor interim guidance provided by state health officials and will make adjustments as needed.

Please let me know if there are questions.

cc: Michael Cowin, Assistant City Manager  
Gary Fenton, Director of Recreation & Parks  
Chasity McCurdy, Recreation Manager





# Plan Your Summer!

Summer camp registration open now

Adventure awaits at 12 great camps



Register at [greenvillenc.gov](http://greenvillenc.gov)



## Day Camps\*

Adventure Awaits with Specialized Recreation  
at Drew Steele Center, ages 5-21

Jamboree at South Greenville Recreation Center, ages 6-12

Playground Camp at Greenfield Terrace Park, ages 6-12

Rec Plus at Boyd Lee Park, ages 5-11

Teen Voyager at Sports Connection, ages 12-15



## River Park North Camps\*

Junior Explorers, ages 4-6

Nature Explorers, ages 7-8

Outdoors Skills Challenge, ages 9-13



## Jaycee Park Center for Arts and Crafts Camps\*

Princess Dance, ages 3-6

Create A Puppet, ages 8-15

Young Potter's Wheel, ages 10-15

Famous Artist Camp Mini, ages 6-13



\*Detailed camp descriptions can be found at [Greenvillenc.gov](http://Greenvillenc.gov)  
or in our online summer program guide coming March 12!

\*\*Financial assistance for fee reduction is available for City residents.



*Find yourself in good company®*

**To:** Ann Wall, City Manager  
**From:** Don Octigan, Assistant Director of Recreation and Parks *DO*  
**Date:** March 3, 2021  
**Re:** NTC – Recreation & Parks Request for Proposal Announcements

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Recreation and Parks staff have worked with the City’s Finance Department to advertise two Request for Proposals (RFP) beginning this week. The two RFPs are for the Provision of Watersports Services at Wildwood Park and the Provision of Exercise Programs at Town Common. Both RFPs will provide private businesses the opportunity to conduct a business within a park, if selected. Summaries of RFPs are listed below:

**Provision of Watersports Services at Wildwood Park:**

The Tar River Legacy Plan process, completed in 2015, identified enhanced access to the Tar River, recreational water sport opportunities, and associated support facilities (e.g., accessible kayak launch, restrooms) as development priorities. Phase one at Wildwood Park will be complete in the summer of 2021 and Recreation and Parks staff are looking to immediately provide recreational services within the park. The first initial step is to determine if there is a public, private partnership that is mutually beneficial to the vendor and City to provide watersports services at the park. The City is considering activating Wildwood Park and increasing river access for the Greenville community by entering into a three (3) year contract (with two 1-year renewal options) with up to two (2) vendors for the provision of recreational water sport opportunities at Wildwood Park as a service to patrons.

**Provision of Exercise Programs at Town Common**

The City of Greenville seeks to enhance community engagement, safety, wellness and recreational opportunities and bring patrons to the Uptown District. Patronage of Town Common Park has increased with the addition of newer facilities and events, and Greenville Recreation and Parks is looking to support and build on this growth by entering into a three (3) year contract (with two 1-year renewal options) with up to two (2) vendors for the provision of exercise program opportunities at Town Common as a service to patrons to increase fitness opportunities in the Uptown District.

Both RFPs were released on March 1, 2021 and will follow the timeline below:

Event	Date and Time
Deadline to Submit Questions	Wednesday, March 10, 2021 – 12:00 p.m.
Answers to Questions Provided	Friday, March 12, 2021 – 4:00 p.m.
Proposal Due	Thursday, March 18 – 4:00 p.m.

Complete details of both RFPs are listed on the City’s website and both will be promoted via social media and the local newspaper. Please let us know if there are any questions.

CC: Michael Cowin, Assistant City Manager  
Gary Fenton, Director of Recreation & Parks



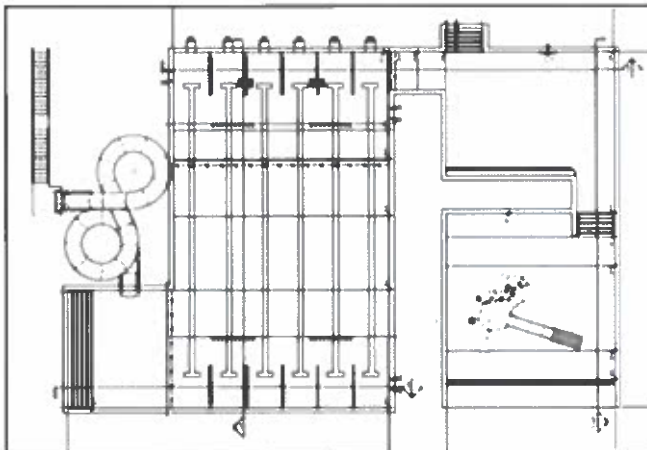
**To:** Ann Wall, City Manager  
**From:** Don Octigan, Assistant Director of Recreation and Parks *DO*  
**Date:** March 3, 2021  
**Re:** NTC – Recreation & Parks Capital Project Updates

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Recreation and Parks staff continue to work with design firms on various exciting projects which will have positive impacts on the Greenville community for years to come. This is a brief update on two of those projects: construction of the new Community Pool and renovations to Eppes Recreation Center.

**Community Pool Update:**

The new Community Pool will replace the current pool located on Myrtle Avenue, which is 49 years old. The pool will be located in Thomas Foreman Park, adjacent to the Eppes Recreation Center and Jackie Robinson Baseball Field. Led by Parks Planner Mark Nottingham, staff have reviewed the 50% design documents for the new Community Pool and submitted feedback. The Design Team of Kimley-Horn and Associates remain on schedule with the project and submitted 50% Design Development Documents in early February. The proposed layout of the pool is shown below and includes a possible recreational component within a zero depth entry pool, a 16 foot slide and basketball goal located within a shallow recreation pool. Also shown is the design of the bathhouse. Staff expect final plans to be submitted by mid-March and construction is anticipated to begin in June.



**Eppes Recreation Center Improvements:**

The Eppes Recreation Center renovations will include improvements to the main entrance of the facility near Nash Street, an addition of a Teen Lounge and updates to the C.M. Eppes Alumni Cultural & Heritage Center. The Design Team from H.H. Architecture submitted 95% Design and Construction Documents in early February. Recreation and Parks staff, led by Parks Coordinator Mike Watson, reviewed the design and provided feedback and the project is now ready for bid. Construction bids will be solicited through the month of March. Once a contractor has been selected, the construction contract will be submitted to the City Council for their consideration of award. A few renderings from the design team, HH Architecture, are pictured below.

**Front Entrance Proposed Design**




**Front Reception Area**



Staff of both the City Manager's Office and Recreation & Parks continue to be in close communication with our community stakeholders as to the progress of both projects. In summary, both projects continue to move forward smoothly, on-time, and within budget. Please let me know if you have any questions. Thanks

Cc: Michael Cowin, Assistant City Manager, CFO

# Memorandum

**To:** Ann E. Wall, City Manager  
**From:** Kevin Mulligan, PE, Director of Public Works   
**Date:** March 3, 2021  
**Subject:** Citywide Litter Removal

On Wednesday, February 10<sup>th</sup>, the Public Works Department prioritized City wide litter removal in an effort to gain control of the litter problem in our City. Street sweeper operators have performed additional passes in the West Greenville and College Areas over the last two weeks.

The City's Public Information Office is creating a sustained social media campaign to help engage the public and combat the litter issue. This will include targeted campaigns through the City's new solid waste information app, Greenville Collects. The City's social media accounts have shared their own created posts, as well as some from various agencies across the state, and will continue to do so.

The City's Adopt-a-Street program resumed this month. The program had been suspended due to public safety concerns resulting from COVID 19 pandemic. All 89 Adopt-a-Street organizations have been notified of the restart.

In addition to our normal Personal Protective Equipment (PPE), Public Works is now providing Adopt-a-Street organizations with masks and gloves for use during litter removal events. Additional PPE items include high visibility vests. Public Works provides litter bags for collection and then will schedule the collection of litter bags that are left curbside. Several of the 89 organizations have begun to schedule litter collection events for this month.

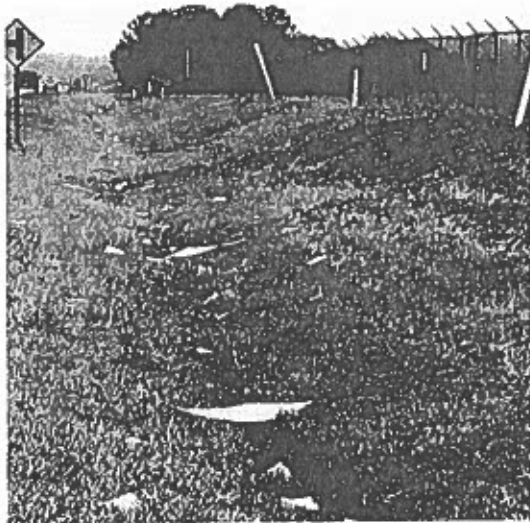
Public Works will continue communicating with these organizations to assist and help plan additional litter removal events. The City expects increased participation as the spring weather brings warmer temperatures and increased daylight.

Internally, Public Works has amended work priorities to address the increased litter volume. City corridors not currently under a mowing/litter removal contract were prioritized for maintenance by City staff. Between February 10<sup>th</sup> and March 3<sup>rd</sup>, City staff removed over 400 bags of litter from the following locations:

Roadway	From:	To:
14 <sup>th</sup> St.	Charles Blvd	E. Firetower Rd.
Mumford Rd.	Pactolus	Memorial Dr.
Old Pactolus Rd.	Pactolus	Soccerplex
Evans St.	Greenville Blvd	Firetower Rd.

Stanton Rd.	Memorial Dr.	264 Bypass
Portertown Rd.	E. 10 <sup>th</sup>	Firetower Rd.
Dickinson Ave.	Memorial Dr.	Allen Rd.
10 <sup>th</sup> St.	Greenville Blvd	Homestead Memorial Gardens

Typical before and after locations are shown below:



In addition, as of Wednesday, March 3<sup>rd</sup>, City contractors removed over 500 bags of litter from the corridors that are currently under a mowing/litter removal contract. The current mowing/litter corridors under contract are listed below:


Roadway	From:	To:
Charles Blvd/NC 43	10 <sup>th</sup> Street	Firetower Rd.
Signature Dr.	NC 43	Dead end
Arlington Blvd	Memorial Dr.	W 5 <sup>th</sup> St.
Firetower Rd.	Hwy 11	Corey Rd.
McGregor Downs Rd.	W. 5 <sup>th</sup> St.	B's Barbecue Rd.
Allen Rd.	Stantonsburg Rd.	Dickinson Ave.



Hwy 33	Greenville Blvd.	Portertown Rd
Greenville Blvd./264	10 <sup>th</sup> St.	Whichard Rd.
Stantonsburg Rd.	Moye Blvd.	264 Bypass Interchange
Dickinson Ave.	S. Memorial	Intersections
W. 5 <sup>th</sup> St.	Intersections	Pitt St.
N. Greene St.	Tar River	Airport Rd./Mumford Rd.
Regency Blvd.	S. Memorial	Evans St.
Hooker Rd/Moye Blvd.	Greenville Blvd.	Stantonsburg Rd.
Dickinson RR overpass	Home Builders	Moye. Blvd.
4 <sup>th</sup> St.	Island	Eastern St.
Peace Garden	Corner of Reade St.	Evans St.
University Edge	Bonner St.	Clark St.
Reade Circle./St.	Dickinson Ave.	1 <sup>st</sup> St.
1 <sup>st</sup> St.	Town Common	Avery St.
Cotanche St.	1 <sup>st</sup> St.	4 <sup>th</sup> St.
Elm St.	10 <sup>th</sup> St.	Fern St.
Arlington Blvd.	Greenville Blvd.	Memorial Dr.
W. 5 <sup>th</sup> St.	Pitt St.	B's Barbecue Rd.
E. 5 <sup>th</sup> St.	Intersection	10 <sup>th</sup> St.

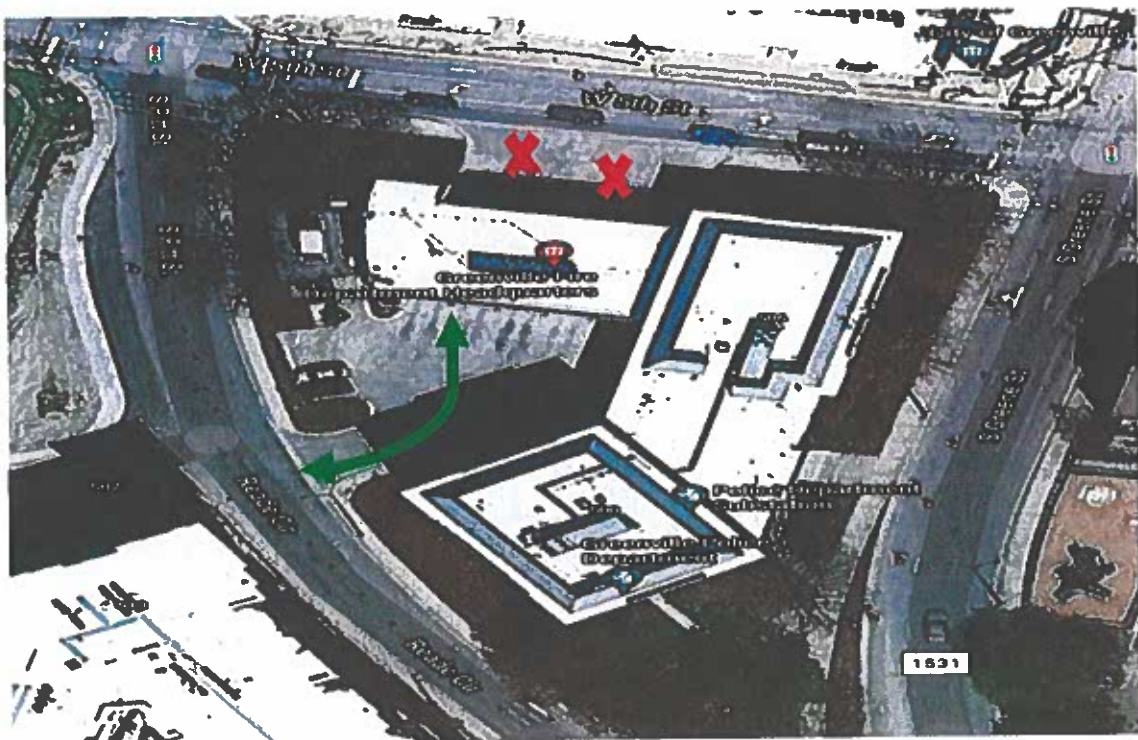
Public Works Buildings and Grounds will add a second litter patrol crew by hiring two additional temporary personnel to assist with continuous, year round litter removal on the corridors not currently under contract. This continuous service will ensure that identified corridors receive consistent attention to minimize unwanted litter.

# Memorandum

**To:** Ann E. Wall, City Manager  
**From:** Kevin Mulligan, PE, Director of Public Works   
**Date:** March 3, 2021  
**Subject:** Fire Station #1 Construction

The expansion of Fire Station #1 is underway. Muter Construction provided their bonds and insurances to the City and was subsequently provided Notice to Proceed (NTP). The NTP was this past Monday – March 1, 2021. The NTP was issued to initiate the construction activities for the Fire Station #1 north face addition. As per the contract, Muter Construction will have 150 calendar days to complete the project. Upon substantial completion of this addition, currently scheduled for the end of this July, the City will house the Fire Department’s tiller truck at this location.

Muter Construction mobilized their personnel this week to place the construction fencing around the front driveway. As a result Fire Department operations will no longer be able to utilize the north driveway. All Fire Department #1 calls will be routed from the southern driveway for both entry and exit until project completion.




The first several weeks will involve review of submittals – structural steel, concrete mix, concrete rebar, masonry, doors/frames/hardware, drywall, paint, fire alarms, etc. Once these are approved, Muter Construction will begin to order the materials and/or begin installations.

The construction activities that Muter Construction will perform first will include the excavation of portions of the concrete driveway to the north of Station #1. The excavation will be followed by the installation of footings for the new structure. The footings will support the structural steel. Several of the items – brick, steel and overhead doors may have lead times that have been extended due to the impacts of COVID-19 on production.

The finished product is expected to resemble the rendering shown below:



# Memorandum

**To:** Ann E. Wall, City Manager  
**From:** Leah B. Futrell, Director of Human Resources   
**Date:** February 19, 2021  
**Subject:** **2020 Affirmative Action Program Annual Report**

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The City of Greenville is committed to the principles of equal employment opportunity, diversity, and inclusiveness. The attached 2020 Affirmative Action Program Annual Report details the status of the City's efforts to recruit, hire, and retain a diverse and inclusive workforce.

Without question, 2020 was an unprecedented year due to the challenges brought on by the coronavirus pandemic. Excluding essential positions, a hiring freeze was put in place due to the uncertainties surrounding the impact of the coronavirus to the City's budget. The hiring freeze translated into fewer positions being posted for recruitment. Compared to 2019, the City experienced a 50% decrease in the total number of applicants for full-time positions. Even in the midst of the pandemic, the City continued to take proactive steps to attract diverse and well-qualified applicants for positions that were posted for recruitment.

As the attached 2020 Affirmative Action Program Annual Report indicates, nearly a third of the applicants in 2020 were seeking employment opportunities within the Fire/Rescue and Police Departments. This is significant given that neighboring agencies often compete for the same applicants. The Fire/Rescue Department hired 21 Fire/Rescue Trainees, with minorities and females accounting for 57% and 29% of the new hires, respectively. The Police Department hired 19 Police Officer Trainees, with minorities and females accounting for 42% and 26% of the new hires, respectively. Trainee positions serve as the talent pipeline for developing men and women who have a passion for firefighting and emergency services or law enforcement. Developing talent is particularly critical as long-tenured public safety employees retire from service. The impressive number of minority and female hires in traditionally white male-dominated occupations demonstrates that the City's inclusive recruitment methods and strategies to reach minorities and women continue to be successful.

Equally impressive is the number of minority males who were hired and promoted into skilled positions such as Senior Construction Worker, Equipment Operator, Master Mechanic, and Sanitation Crew Leader. The labor market for skilled craft workers remains highly competitive; however, the City was able to attract, promote, and retain highly skilled craft workers.

The City strives to take diversity beyond the legal mandates and maintains an environment that is inclusive of all groups, thereby maximizing the potential of all employees. Thank you for your continued commitment and support of the City's Affirmative Action Program.

Attachment

**AFFIRMATIVE ACTION PROGRAM  
ANNUAL REPORT**



**CALENDAR YEAR 2020**



**City of Greenville**  
**Affirmative Action Program Annual Report**  
**January 1, 2020 – December 31, 2020**

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**CITY OF GREENVILLE  
2020 AFFIRMATIVE ACTION PROGRAM  
ANNUAL REPORT**

**I. INTRODUCTION**

The following report summarizes the various actions and activities undertaken to develop a workforce that reflects the diversity of the Greenville community labor force. In accordance with federal laws and City policy, the City of Greenville does not discriminate in its hiring procedures because of the individual applicant's race, color, religion, gender, age, national origin, disability, sexual orientation, genetic information, gender identity/reassignment or expression, military or veteran status, or marital status. The City declares and reaffirms to its employees and to the public its firm commitment to the policy of fair employment practices based on qualifications and merit. The purpose of this report is to evaluate past efforts and to establish future commitments to this program.

**II. UTILIZATION ANALYSIS**

**A. Pitt County Labor Force Information**  
*(Population and labor force 16 years and over)*

	<u>2010</u> <u>Census</u>	<u>2000</u> <u>Census</u>	<u>%</u> <u>Change</u>
Labor force population	91,486	69,419	+32%
Percentage of Blacks in the population	32.4%	30.9%	+5%
Percentage of Black males in the labor force	15.2%	12.5%	+22%
Percentage of Black females in the labor force	18.2%	15.7%	+16%
Percentage of females in the population	54.0%	53.6%	+.7%
Percentage of females in the labor force	49.9%	49.2%	+1%
Percentage of other minorities in the labor force	6.4%	4.4%	+45%

**B. City of Greenville employment status for five years as of December 31**

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
1. Filled full-time positions	684	672	697	720	720
2. Percentage of Blacks	29%	29%	30%	30%	29%
3. Percentage of Black males	23%	22%	23%	22%	22%
4. Percentage of Black females	6%	7%	7%	7%	7%
5. Percentage of females	20%	21%	23%	23%	23%
6. Percentage of other minorities	4%	4%	4%	5%	5%

**C. 2020 Applicant Information**

1. Total number of applicants*	=	3,437	
• Number of White applicants	=	1,417	(41% of total)
• Number of Black applicants	=	1,704	(50% of total)
• Number of non-Black minority applicants	=	225	(7% of total)
• Number of applicants who did not disclose race	=	91	(3% of total)
2. Number of female applicants*	=	1,458	(42% of total)

\*for full-time positions

3. Continually analyze recruitment materials such as vacancy announcements to ensure alignment with job descriptions and that job requirements are set at the minimum level needed for hire.
4. Continue to utilize recruitment sources targeting minorities and females.
5. Evaluate photographic images of City work sites and programs to ensure they are consistent with workforce diversity efforts.
6. Review and continue to monitor the selection process for discriminatory biases or practices, whether unintentional or intentional.
7. Continue to provide equal opportunity to all employees for training, promotion, and special assignments.
8. Continue to ensure that each advertisement of a vacant position states in clear, distinguishable type that the City of Greenville is an equal opportunity/affirmative action employer.

V. ACCOMPLISHMENTS 2020

A. An analysis of the 2020 applicant pool shows the following:

1. Compared to 2019, the City experienced a 50% decrease in the total number of applicants for 2020. The number of applicants decreased from 6,857 in 2019 to 3,437 in 2020. This significant decrease is due to a hiring freeze, with the exception of essential personnel, being implemented during 2020 as a direct result of the COVID-19 pandemic. Despite the decrease in the total number of applicants, the City continued to demonstrate a positive trend in its ability to attract qualified, diverse applicants.

The combined recruitments of the Engineering, Public Works, and Planning and Development Services Departments accounted for the majority (62%) of the applicant pool in 2020. The 62% applicant allocation is broken down as follows: 16% for the Engineering Department, 22% for the Planning and Development Services Department, and 24% for the Public Works Department. The Fire/Rescue and Police Departments accounted for nearly one-third (31%) of the applicant pool, with a few other departments accounting for the remaining 7% of the applicant pool.

The Public Works Department recruited for various positions in 2020, with many of the positions within the skilled craft workers job category which includes Construction Worker, Heavy Equipment Operator, and Sanitation Crew Leader I. Given the continuing robust labor market and the demand for skilled craft workers, the City was able to attract and hire qualified individuals for these difficult-to-fill positions. Of the applicants who self-identified in 2020, 65% of the applicants for positions within the Public Works Department were minorities and 11% were female. The percentages of minority and female applicants for 2020 are on par with the percentages of minority and female applicants in 2019, which is impressive given the hiring freeze that impacted some positions within the Public Works Department.

The Police Department recruited for sworn police officers in 2020, with 58% of the applicants identifying as minorities and 34% identifying as females. As in previous years, the Police Department continues to attract a diverse group of applicants for sworn and civilian positions. Like the Police Department, the Fire/Rescue Department was successful in attracting a diverse applicant pool with 49% of applicants identifying as minorities and 55% identifying as females.

The recently created Engineering Department recruited for positions such as Billing Specialist and Transportation Planner. Overall, 55% of applicants for positions within the Engineering Department were minorities and 49% of applicants were female. Other City departments such as Recreation and Parks also recruited for positions during 2020

F. Departmental Accomplishments:

**City Attorney's Office:**

- The City Attorney's Office experienced no new hires, promotions, transfers, or separations.

**City Clerk's Office:**

- In early 2020, a black female was promoted to the position of Administrative Assistant. Later in 2020, the same employee was promoted to the position of Deputy City Clerk.
- The Deputy City Clerk completed the City's supervisory training program (STAR).

**City Manager's Office:**

The City Manager's Office employs a holistic approach to fostering and supporting a diverse workforce and community. Those efforts were illustrated by the following activities in 2020:

- A. Ensured position vacancies were posted internally/externally through appropriate means and for periods sufficiently long enough to provide traditionally under-represented job applicants a greater opportunity to seek employment with the City.
- B. Reviewed vacant positions, recruitment and retention strategies, hiring practices, and onboarding processes to determine effectiveness and opportunities for improvement.
- C. Continued employee performance review process.
- D. Promoted workforce diversity through the appointment of project teams to ensure leadership opportunities are available to employees in all departments. Examples in 2020 included the Personnel Advisory Review Committee, City of Greenville United Way Campaign Committee, the Joint City/GUC Wellness Committee, and the MLK Day of Service Committee.
- E. Promoted employee development and retention internally through the following means:
  1. Met with new employees during orientation.
  2. Continued to have an "open-door policy" and met with employees to discuss issues of interest and/or concern.
  3. Provided guidance, job tools/resources, and appropriate workspaces (relocating employees when feasible) to strengthen work teams and improve job performance.
  4. Selected employees from various departments to attend the Greenville-Pitt County Chamber of Commerce Leadership Institute course and the UNC School of Government's Municipal Administration Course.
  5. Supported the City's in-house training program including the Supervisory Training and Refresher (STAR) course and participated in the STAR graduation event on December 15.
  6. Included budgetary funds to allow for staff to attend outside professional training and conferences.
  7. Provided budgetary funds for the Employee Tuition Assistance Program and the Computer Purchase Program.
  8. Posted information on COGNET, an internal City computer network communications tool, to enable more convenient access to information about City policies, procedures, and resources.
  9. Held three Department/Division Heads meetings during the year to discuss various issues affecting the City organization and employees.
  10. Provided free bus passes to employees to help with transportation issues.

- N. Provided funding for and led major community projects, such as the Sycamore Hill Gateway Plaza at the Town Common, the construction of four new affordable homes in Lincoln Park, and the \$15 million BUILD grant initiative to promote, recognize, and enhance West Greenville.
- O. Provided funding for the Small Business Plan Competition as well as small business support through the MWBE program.
- P. Provided economic development incentives through the Job Creation Grant to assist local businesses with locating and/or expanding in our area with the creation of additional jobs for our community.
- Q. Used various methods, including social media and advertising in *The East Carolinian* and *The Daily Reflector* and on local radio stations, to recruit a diverse pool of applicants for the City's boards and commissions as well as promote City events.
- R. Participated in the following events which promoted diversity and inclusiveness:
  1. Community Unity Breakfast on Martin Luther King, Jr. Day on January 20 (City was a sponsor of this event).
  2. Human Relations Council Annual Award Ceremony and Reception on February 22.
  3. Human Relations Council event on Inclusion on January 15 and event on Racial Equity on July 16.
  4. Held monthly meetings with Human Relations Council representatives and Community Relations Officer.
  5. "Unite Against Racism" street mural painting on December 11.
- S. Provided funding and led planning efforts for City's first New Year's Eve celebration and donated proceeds from the event to the Third Street Educational Center on January 22.
- T. Continued funding for and led planning efforts for Greenville Grooves (African-American music festival).
- U. Continued efforts for utilization of the Lucille W. Gorham Intergenerational Community Center by working with ECU, the Boys and Girls Club, and the HYPE Team.
- V. Assistant City Managers attended the Koinonia Community Connections luncheon on February 5.
- W. The City Manager continued serving on the ECU MPA Advisory Board and met with MPA students when requested.
- X. Assistant City Managers served on Partnership for Progress Board, Pitt County Arts Council Board, and Uptown Greenville Board.
- Y. Planning Director served on Mid-East Commission, which promotes workforce development and other initiatives throughout the region.
- Z. Participated as a host site for the Chamber's Get to Know Greenville event, which replaced the annual ECU Merchants Fair in August, and provided information to ECU and PCC students on the City organization, events, services, and job opportunities.
- AA. Worked with other City representatives to evaluate professional services contracts to ensure vendors are supportive of the City's Affirmative Action Program (i.e. bank depository services, business application needs, software assessments).



numerous needy families in our community. This event was held in support of the annual Operation Santa Claus event and the Salvation Army of Pitt County. Due to the extreme generosity of our community, over \$60,000 was raised for several community-based outreach endeavors.

**Human Resources:**

- Developed teleworking policy that allowed eligible employees to work remotely as a result of the coronavirus pandemic. Additionally, developed COVID-19 Workplace Guidelines to reduce the spread of infection within the workplace.
- Provided training on Equal Employment Opportunity and effective interviewing practices to employees who may serve on an interview panel as an assessor. In accordance with the City's personnel policies, all individuals must receive this training before serving as an assessor on an interview panel to ensure that the City's Equal Employment Opportunity practices are followed and that selection processes are free from discriminatory biases or practices, whether unintentional or intentional.
- Assisted City departments with various recruitment and selection processes.
- Partnered with Recreation and Parks staff to utilize billboard advertising to reach a larger and more diverse prospective applicant pool.
- HR Director collaborated monthly with Vidant Health management resulting in expansion of the services and staffing of the employee health clinic.
- HR Director attended the virtual Pitt Community College President's Diversity Meeting which shares pertinent information related to PCC's diversity initiatives with community stakeholders.
- HR Director attended ECVC's 55<sup>th</sup> Anniversary event on October 19<sup>th</sup> which recognized employers who promote a more inclusive workforce.
- Posted all job openings—full-time, part-time, and seasonal—on the City's website and governmentjobs.com to reach a larger audience, including media sources that reach minorities and women to ensure that prospective applicants are informed of employment opportunities with the City of Greenville and have an opportunity to apply.
- Worked with departments to develop selection criteria that does not discriminate or screen out women, minorities, and other protected class applicants.
- Made job descriptions available to applicants and to all involved in the screening and selection processes.
- Placed job opportunities advertisement, when appropriate, in minority news media and women's interest media.
- Posted promotional opportunities for employees before considering external candidates, when appropriate.
- Posted job vacancies for a minimum of two weeks. When appropriate, job vacancies were posted for longer periods to allow sufficient time to establish a qualified and diverse applicant pool.
- Assisted in recommending panel members for interview panels and provided technical assistance on interviewing and selection.
- Provided training on the City's performance management system. The performance management system is designed to ensure the accurate and consistent evaluation of employee performance throughout the organization and to identify specific employee development goals.
- Provided department-specific training and training on a variety of other topics such as defeating unconscious bias, communicating effectively, and trust.
- Required mandatory training for all new hires related to unlawful workplace harassment and workplace violence prevention.
- Expanded safety training to include an extended orientation for new employees to ensure workplace safety.
- Assisted City departments with promotional processes.
- Provided reasonable accommodation to job applicants with disabilities when requested and appropriate.

- Participated in National Night Out and other public community events. Several other events were scheduled to be held throughout the year; however, most were canceled due to COVID-19 restrictions.
- Participated in various programs such as Cops and Barbers, Police Athletic League (PAL), Police Community Relations Committee (PCRC), Minority and Women Business Enterprise (MWBE), North Carolina Law Enforcement Women's Association (NCLEWA), and the National Organization of Black Law Enforcement Executives (NOBLE).

**Public Works:**

- Hired a black male to fill the Transit Manager position. Additionally, hired a black female and five black males to fill various other full-time positions.
- Promoted 12 black males to various full-time positions, including the supervisory position of Sanitation Operations Supervisor.
- Promoted a black female to the position of full-time Transit Driver.
- Ensured job advertisements for vacancies were advertised in multiple and diverse outlets to attract a diverse applicant pool.
- Continued to promote in-house training for employees. Training was offered on-site, as well as at other City facilities to accommodate employee work schedules and to promote an atmosphere of team building. These educational opportunities were also held to increase employee job knowledge to prepare employees for career advancement.
- Partnered with Manpower for temporary labor, exposing participants to careers within Public Works. This exposure also served as a potential recruitment source for future vacancies.
- Continued to partner with the Community Service Work Program, enabling residents to complete required service hours and gain exposure to services provided by the department.
- Continued to participate in courses and workshops to help employees maintain certifications and professional licenses at various levels throughout the department.
- Participated in STAR, the City's supervisory training program.
- Promoted participation in the City's Employee Tuition Assistance Program to assist employees in furthering their education.

**Recreation and Parks:**

- Ensured diversity on interview panels while hiring for seasonal and summer positions.
- Posted job announcements on "Hire a Pirate" via East Carolina University's website.
- Used *The East Carolinian* for the advertisement of seasonal employment opportunities during the spring and fall.
- Ensured diversity among adult basketball officials by partnering with the North Carolina High School Association for recruitment.
- Posted "Hiring Now" banners throughout the community for the advertisement of seasonal employment opportunities.
- Worked with staff from the ECU intramurals office to recruit officials and scorekeepers for youth and adult programs.
- Partnered with Human Resources for billboard advertisements for our Summer Programs.
- Contacted former Recreation & Parks staff (e.g., retirees) about current employment opportunities.
- Posted jobs online via [greenvillenc.gov](http://greenvillenc.gov) and in recreation centers.
- Offered internship opportunities in various facilities and program areas (Sports Connection, Eppes Recreation Center, South Greenville Recreation Center, Specialized Recreation, and Center for Arts and Crafts).
- Held four Recreation Division meetings, one in person, and three via Zoom to share information and for teambuilding purposes.

**Engineering:**

- Continue to provide in-house training for all employees.
- Continue to engage in educational opportunities to stay abreast of industry standards and achieve departmental goals.
- Continue to promote career advancement by encouraging employees to participate in the City's Employee Tuition Assistance Program.
- Continue to work with the Human Resources Department to advertise open positions in areas that increase visibility to minority candidates.
- Continue to participate in the MWBE Mix-N-Meet program and attend MWBE contractor orientation.

**Fire/Rescue Department:**

- Continue departmental diversity outreach by seeking the assistance of minority and female officers in the recruitment and selection process.
- Continue to build upon the department's marketing plan that includes the use of the Internet, television, radio, and other media outlets targeting minorities and other non-traditional Fire/Rescue candidates.
- Continue partnership with Pitt Community College to provide non-traditional Fire/Rescue candidates opportunities to receive firefighting and EMT certifications.

**Financial Services Department:**

- Move the MWBE Mix-n-Meet to a virtual event.
- Continue to host the Annual MED week celebration.
- Launch a new initiative, Incubate to Accelerate, to support small, micro MWBE firms by providing rental support for retail and shared kitchen space, revolving loan funding for start-up and expansion, and back-office support for CPAs, tax services, business consultation, and documentation.

**Human Resources Department:**

- Continue to identify and implement non-traditional recruitment sources to increase the number of qualified and diverse applicants applying for City positions.
- Continue to offer the City's supervisory/management training program (STAR) for new supervisors and managers while implementing LEAD (Leadership Enhancement and Development) for experienced managers and supervisors.
- Continue to provide training reflective of the City's values.
- Continue to provide training on City personnel policies including Equal Employment Opportunity and harassment to employees.
- Continue to collaborate and build upon partnerships with Pitt Community College, the Workforce Innovation and Opportunity Act (WIOA) Youth@Work program, STRIVE, and other agencies that provide employment, education experiences, and essential skills training.
- Continue to attend job/career fairs in order to promote the City as an employer of choice.
- Offer face-to-face and virtual discrimination and harassment prevention training.
- Implement employee wage increases as approved by Council in order to continue to pay employees at-market, retain employees, and attract well-qualified applicants.

**Information Technology Department:**

- Continue to partner with local colleges for an intern recruitment program for the City and provide work experience opportunities in the IT field to members of diverse backgrounds.

- Continue to work with Human Resources to advertise positions in sources that increase the visibility of positions to female and minority candidates.
- Continue to provide in-house training for all employees.
- Continue to engage in educational opportunities to remain with industry standards and achieve departmental goals.
- Continue to participate in courses and workshops to help employees maintain certifications and professional licenses at various levels throughout the department.
- Continue to participate in City-wide Supervisory Training Program.
- Continue to participate in City's Employee Tuition Assistance Program.
- Continue to participate in local programs to assist citizens as they strive to re-enter the workforce.
- Continue to participate in the MWBE Mix-n-Meet and contractor orientations.
- Host a job fair at Public Works to assist with finding diverse qualified applicants to fill vacancies. (Cancelled in 2020 due to COVID-19)

**Recreation and Parks Department:**

- Continue to partner with community groups and advertising outlets to attract a diverse applicant pool such as working with East Carolina University intramurals and Pitt Community College to recruit officials; presenting to diverse audiences at East Carolina University and other colleges about the job and volunteer opportunities; hosting summer camp job fairs; partnering with the North Carolina High School Association to recruit athletic staff; using social media to advertise job opportunities; and attending the Pitt County Business Expo.
- Offer internships to attract a diverse applicant pool through recruitment.
- Promote hiring for various department positions through the use of banners strategically placed throughout the community.
- Ensure a diverse interview panel for part-time and full-time employee interviews.
- Participate in public speaking engagements in the community making audience members aware of our mission, job opportunities, and volunteer events.
- Post jobs online using multiple websites including but not limited to the City's website, professional agency websites, and various educational institutions.

**VII. ACTION STEPS**

In order to achieve its Affirmative Action Mission Statement, the City of Greenville will take the following steps.

**A. Continue to distribute recruitment brochures and flyers as follows:**

1. To any individual expressing an interest in employment with the Greenville Police Department in a sworn capacity or with the Greenville Fire/Rescue Department.
2. To regional educational institutions sponsoring criminal justice degree programs, fire science technology, or liberal arts program.
3. To local minority churches, social organizations, businesses, and various agencies.
4. To military bases.

- Q. Continue to identify other opportunities to promote the City's Affirmative Action Program.
- R. Continue to partner with East Carolina University and Pitt Community College to promote work study, internship, and volunteer opportunities including involvement in advisory committees.
- S. Continue to reach applicants from the community and within the City's workforce by posting vacancies in various City locations such as recreation facilities.
- T. Continue to ensure compliance with City policy with oversight of hiring and promotional processes with multiple layers of oversight.
- U. Continue to support efforts that foster workforce development, diversity, and inclusiveness by event participation.
- V. Continue to advertise, hold workshops and information sessions to inform the community of programs and services provided by the City.
- W. Continue involvement in ECU and PCC advisory committees.
- X. Continue participation in community events that foster workforce development, diversity, and inclusiveness.

VIII. BUDGET ESTIMATES

A. **Media advertisements**

1. Newspapers/publications/professional associations	\$3,000
2. Radio/TV	\$0
3. Job fairs and billboards	\$,4000
4. Recruitment brochures/flyers	\$0
5. Internet websites	<u>\$30,000</u>
Total	\$37,000

The above figures do not reflect the cost of postage or total hours spent preparing and disseminating literature and ads, nor the number of hours involved in attending job fairs.

IX. PROGRAM EVALUATION

This program will be evaluated in January, 2022 by the Human Resources Director to determine whether any issues need to be addressed or changed, with the final report submitted in February, 2022. Program strategies will be continued or revised as necessary to meet the City of Greenville's affirmative action mission statement.

## **Appendix A: Analysis of EEO Job Categories For Calendar Year 2020**

The following eight job categories have been established by the Equal Employment Opportunity Commission (EEOC) and are used by the City of Greenville. All City of Greenville job titles are placed into one of these categories.

1. Officials and Administrators

This group is of particular importance in affirmative action planning in that these employees exercise overall responsibility for execution of broad policies or direct individual departments or special phases of the City's operations. Positions in this category include City Manager, Assistant City Manager, City Attorney, City Clerk, and department heads. Persons in this category are generally at the upper end of the pay classification system. At the end of calendar year 2020, Officials and Administrators made up approximately 2% (14) of the City's 720 full-time employees. Females held 29% (4) of this category's positions and minorities held 43% (6) of the positions.

2. Professionals

Employees in this category are required to have specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes a variety of professions, such as systems analysts, engineers, Police Captains, and Fire/Rescue Captains. Professionals comprised approximately 10% (74) of the City's full-time employees. Females held 22 (30%) of all professional positions, while minorities held 19 (26%) of the positions.

3. Technicians

Employees in this category are required to have a combination of basic scientific or technical knowledge and manual skills which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Police Sergeants, Fire/Rescue Lieutenants, and Building Inspectors are among the occupations in this category. At the end of calendar year 2020, approximately 20% (146) of the City's workforce was classified as Technicians. Minorities comprised 32 (22%) of the positions held and 18 (12%) were female.

4. Protective Service Workers

Protective service workers accounted for the largest occupational category of employees, representing approximately 36% (256) of the City's full-time workforce. Employees in this category are entrusted with public safety, security, and protection from destructive forces. Police and Fire/Rescue Officers are among the occupations in this category. At the end of 2020, females comprised 41 (16%) of the positions while minorities held 71 (28%) of the positions.

5. Paraprofessionals

Employees in this category perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Examples of paraprofessional positions include Recreation and Parks program assistants. There were 36 (5%) paraprofessionals at the end of 2020, of which 23 (64%) were female and 11 (31%) were minorities.

6. Administrative Support

This category consists of employees responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Included in this category are Staff Support Specialists, Administrative Assistants, Telecommunicators, and Communications Technicians. Administrative support employees accounted for 58 (8%) of the total workforce in 2020. Females comprised 49 (84%) of the administrative support positions while minorities comprised 18 (31%).

**EEO JOB CATEGORIES**  
**Full-Time Employees**  
**As of 12/31/20**

Job Category	ALL EMPLOYEES			RACE/ETHNIC CATEGORIES									
				MALE					FEMALE				
	Total	Male	Female	W	B	H	API	AIAN	W	B	H	API	AIAN
Officials & Administrators	14	10	4	6	4	0	0	0	2	1	0	1	0
	2%	71%	29%	43%	29%	0%	0%	0%	14%	7%	0%	7%	0%
Professionals	74	52	22	42	6	3	1	0	13	9	0	0	0
	10%	70%	30%	57%	8%	4%	1%	0%	18%	12%	0%	0%	0%
Technicians	146	128	18	102	23	3	0	0	12	6	0	0	0
	20%	88%	12%	70%	16%	2%	0%	0%	8%	4%	0%	0%	0%
Protective Service Workers	256	215	41	154	44	13	1	3	31	8	2	0	0
	36%	84%	16%	60%	17%	5%	<1%	1%	12%	3%	<1%	0%	0%
Paraprofessionals	36	13	23	8	5	0	0	0	17	5	0	0	1
	5%	36%	64%	22%	14%	0%	0%	0%	47%	14%	0%	0%	3%
Administrative Support	58	9	49	7	2	0	0	0	33	13	3	0	0
	8%	16%	84%	12%	3%	0%	0%	0%	57%	22%	5%	0%	0%
Skilled Craft Workers	72	72	0	30	41	1	0	0	0	0	0	0	0
	10%	100%	0%	42%	57%	1%	0%	0%	0%	0%	0%	0%	0%
Service-Maintenance	64	54	10	18	35	1	0	0	3	6	1	0	0
	9%	84%	16%	28%	55%	2%	0%	0%	5%	9%	2%	0%	0%
TOTAL	720	553	167	367	160	21	2	3	111	48	6	1	1
	100%	77%	23%	51%	22%	3%	<1%	<1%	15%	7%	<1%	<1%	<1%

**Race/Ethnic Categories:**

**White (not of Hispanic origin):** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Black (not of Hispanic origin):** All persons having origins in any of the Black racial groups of Africa.

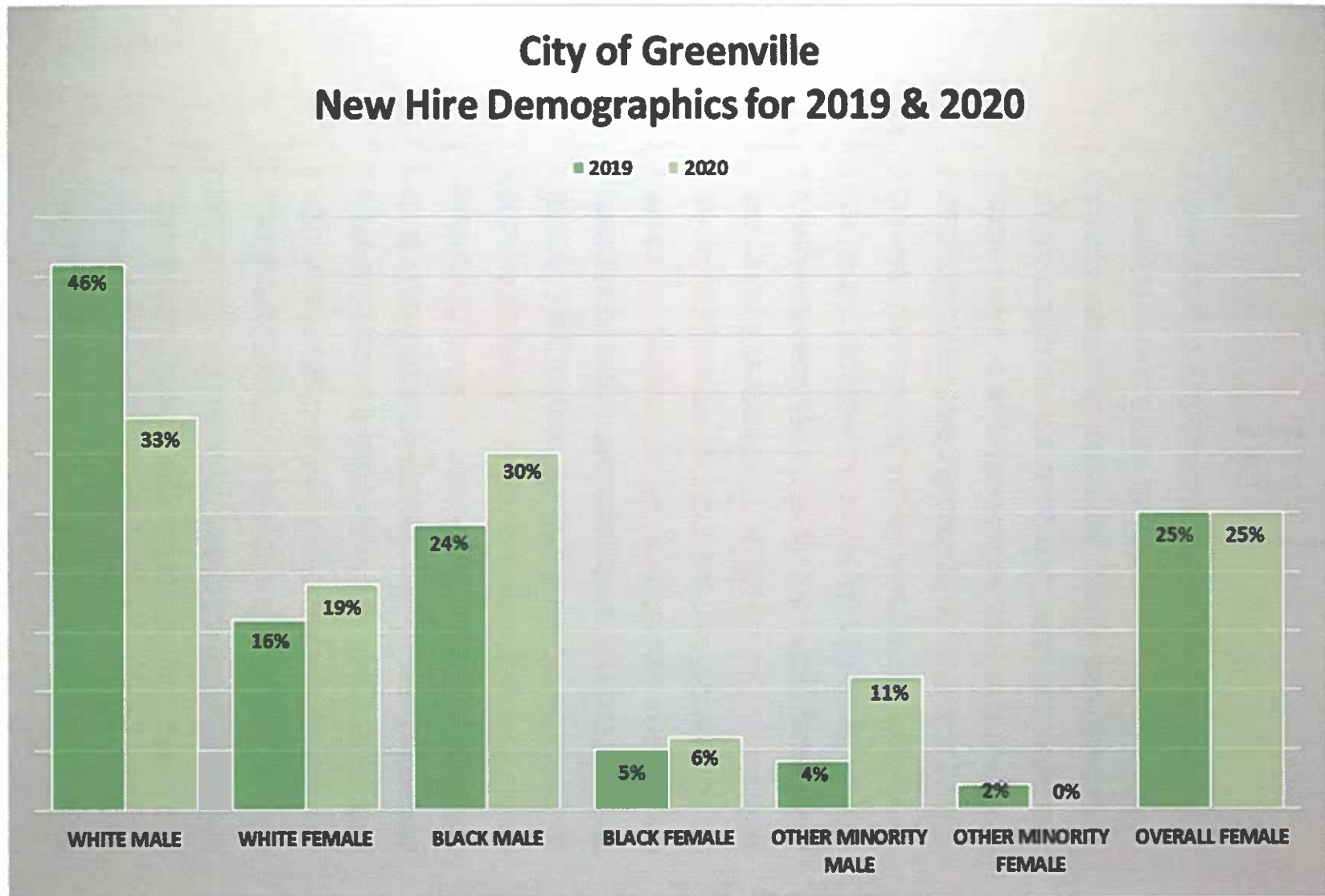
**Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**Asian or Pacific Islander:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands.

**American Indian or Alaskan Native:** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

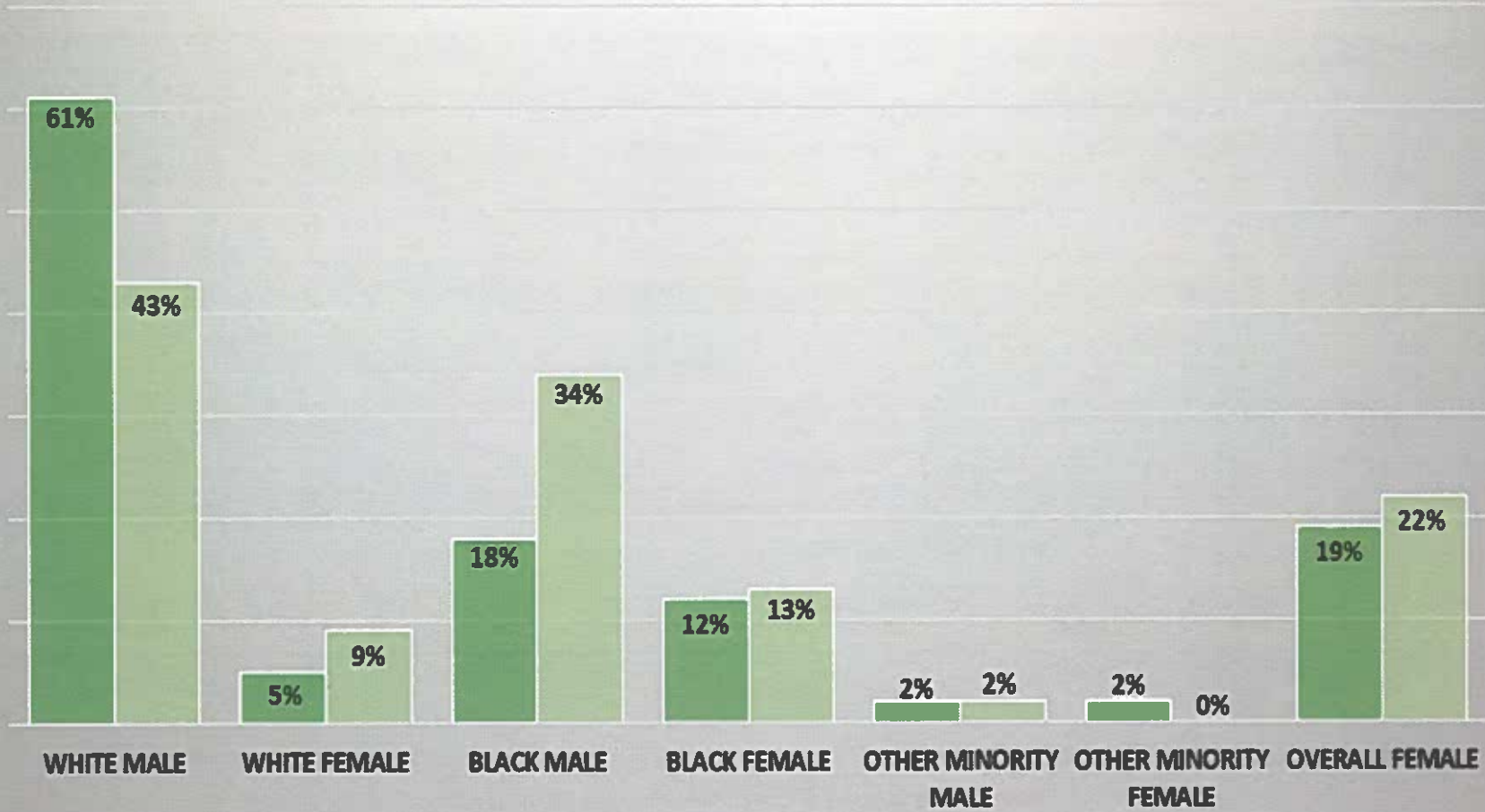


Appendix B: Charts



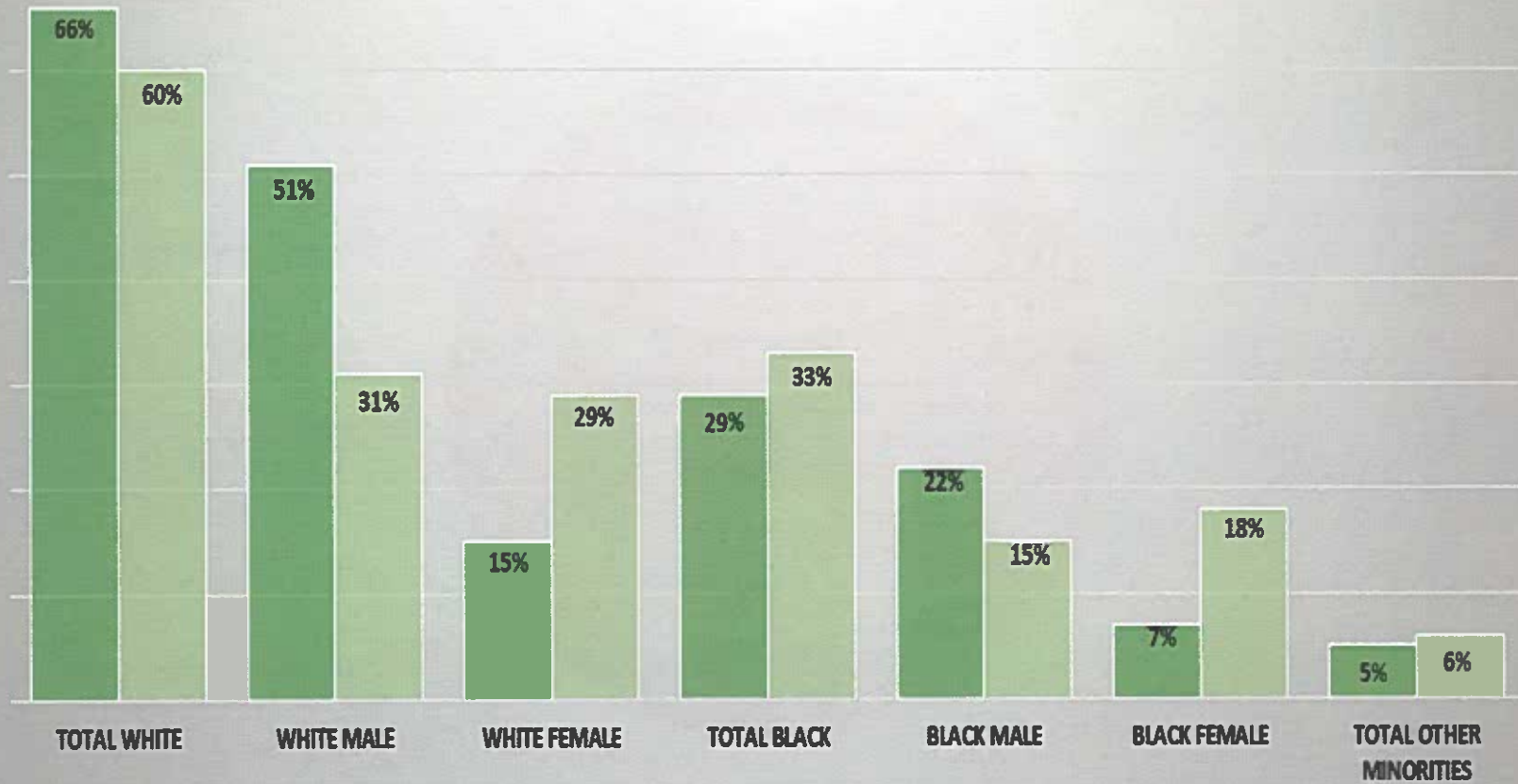
# City of Greenville Employee Promotions Demographic for 2019 & 2020

■ 2019 ■ 2020



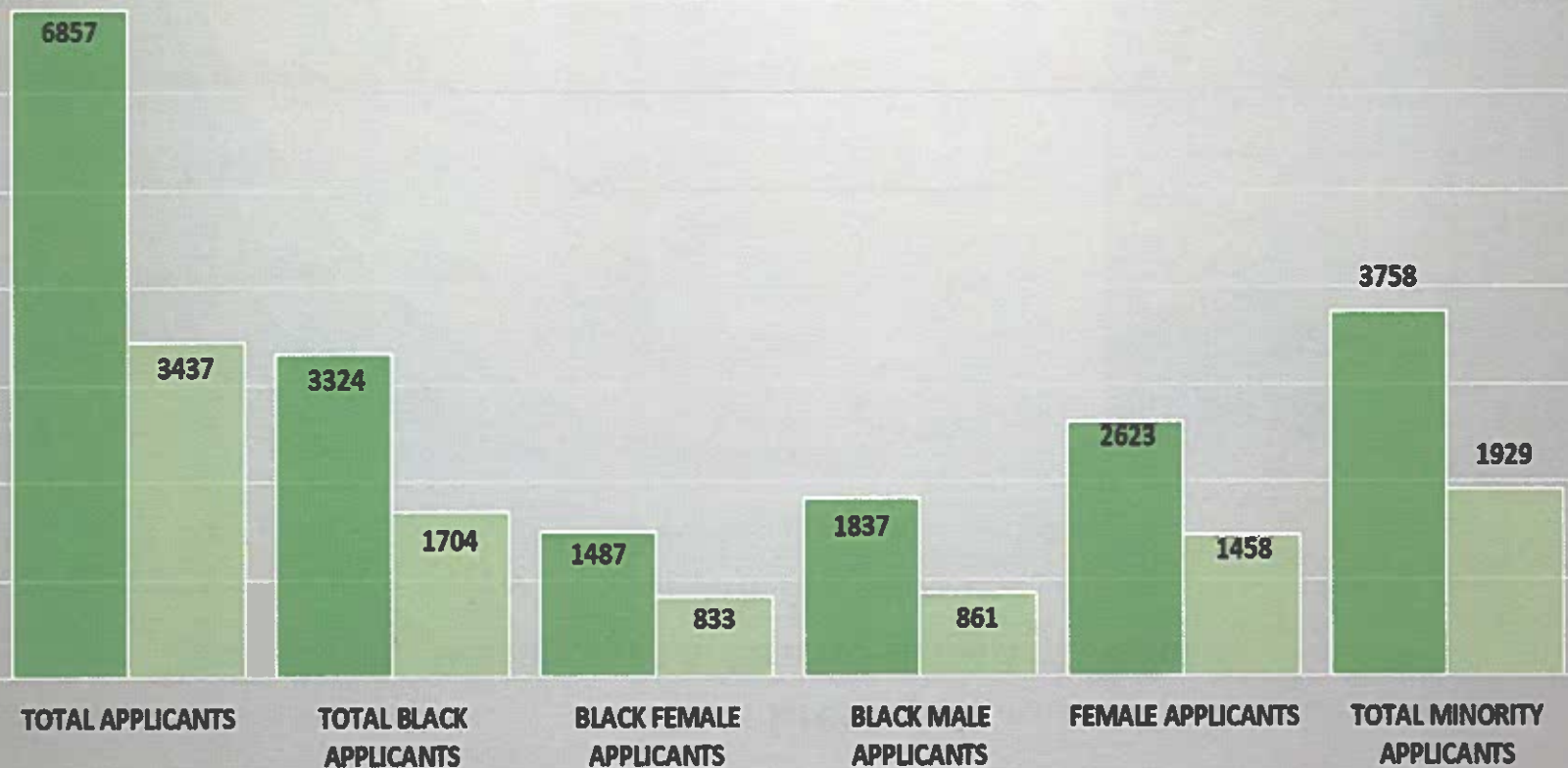
# Comparison of City Full-Time Employees to 2010 Pitt County Labor Force Census

■ 2020 City Full-Time Employees ■ 2010 Pitt County Census



# City of Greenville Applicant Demographics for 2019 & 2020

■ 2019 ■ 2020





## **POLICE COMMUNITY RELATIONS COMMITTEE**

### **A G E N D A**

Tuesday, March 9th, 2021, 6:00 pm  
Virtual Zoom meeting

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- Call to Order – Carol Ann Bass
- Roll Call
- Approval of the Agenda- March 9th, 2021
- Approval of Minutes- February 9th, 2021
- State briefly the Mission of the Committee and purpose of the meeting
- Topic – Cops and Barbers Program Presentation  
Speakers: Sgt. R.L. Williams  
Eric Barnes
- Committee members Expression and Questions
- Adjourn

NOTE: To maintain order of the board and clarity of recording, please allow one person to speak at a time.

The Police Committee Relations Committee Mission Statement: Serve as a liaison between the community and the police. To serve as an advocate for programs, ideas, and methods to improve relations between the community and the police. To disseminate information to the community and the City with regard to the state of relations between the community and the Greenville Police Department. To assist and promote the community education efforts concerning safety awareness and community and individual awareness.

# SUMMARY MINUTES FOR THE POLICE COMMUNITY RELATIONS COMMITTEE

February 9<sup>th</sup>, 2021

Carol Ann Bass called the Police Community Relations Committee meeting to order at 6:00 p.m., at the Greenville Police Department. Since the meeting was held virtually, Sgt. Staffelbach and Carol Ann Bass were the only attendees present in. All other attendees were participating virtually.

## INTRODUCTION OF COMMITTEE MEMBERS

Carol Ann asked for roll call of the committee members.

### Committee members present:

Carol Ann Bass, District #5  
Betsy Ray, Mayoral  
Carol Ann Naipaul, District #2  
Robert Cherry, District #4  
Robert King, District #3

### City Staff Members present:

Sgt. Michael Staffelbach  
Billie Jo Viverette  
Donald K. Phillips  
Camillia Smith, City Clerk's office

### Absent

Louis Warren, At-large

Carol Ann Bass asked for a motion to approve the agenda. Betsy Ray made a 2<sup>nd</sup> to the motion.

Carol Ann Bass asked for a motion to approve the minutes of the December 8<sup>th</sup>, 2020 meeting, and of the February 11<sup>th</sup>, 2020 meeting. Betsy Ray made the motion; Robert Cherry seconded the motion. Donald explained that since this meeting is virtual the vote needs to be taken by roll call procedure. Donald asked each member to give their vote verbally, on approving the minutes.

Carol Ann Bass – Yes  
Carol Ann Naipaul – Yes  
Robert Cherry – Yes

Betsy Ray – Yes  
Robert King – Yes

Minutes were approved by unanimous vote.

Carol Ann Bass read the Police Committee Relations Committee Mission Statement.

Carol Ann Bass then introduced Keith Hamm, guest speaker, and stated he will be discussing Mental Health Awareness.

Keith Hamm discussed the partnership with the Greenville Police Department and the Mobile Crisis Unit, regarding calls for assistance related to mental health crisis. He discussed how law enforcement agencies have been overburdened with dealing with calls asking for helping with citizens going through mental health issues. He explained that now a mental health crisis worker will be working with the Police Department to assist on those calls. There is now an office set up in the Police Department for the worker, whose title is the Law Enforcement Crisis Liaison.

Betsy Ray asked if the liaison arrives and weapons are involved, what procedure will be followed then. Keith stated that if there are weapons involved the officers will stay on the scene until it is deemed safe for the liaison. He stated that the goal of the Mobile Crisis Unit is to assess the situation and then handle the crisis from there, allowing the officers to be cleared for other calls. He stated that there may be times where telemedicine procedures would serve better. Betsy stated that she was very interested in this program. Keith responded that the program has already seen success.

Robert Cherry thanked Keith for giving the presentation. Robert asked how many liaisons are there; and are there plans for more in the future. Keith stated that there is an agreement to have one now, and to bring on another one soon. He stated that when the liaison is not available due to being on one call, that Mobile Crisis will be called to assist other situations.

Sgt. Staffelbach discussed how 10 or 12 years ago he was told that law enforcement officers would be dealing with more mental health situations. He stated that they were correct and that he is excited about this program. He stated that mental health crisis is more of a medical issue and that this program will assist citizens to get the help they need. He stated that he applauded Chief Holtzman, Keith Hamm, and the Mobile Crisis Unit for starting up this partnership and new program.

Keith stated that he appreciated that and all law enforcement. He stated that in the past officers would take people to the Emergency Room for mental health issues; however they were not equipped to handle those situations either. When the Mobile Crisis Unit is involved, over 70 percent of citizens that are assisted are not admitted to hospitals. He stated that there isn't any charge for our service.

Carol Ann Bass thanked Keith Hamm for his time and giving the presentation. She then asked if there were any comments or other questions.



Betsy Ray asked if the Police Department has been responding to covid-19 gatherings for enforcement; and what is the procedure. Sgt. Staffelbach stated that when a call is made about a large gathering, a supervisor makes contact with the owners of the business or residence. He stated that the supervisor makes contact by phone and tries to educate them on safety guidelines. He stated that he does not have a number of how many calls have been made.

Betsy Ray then asked if the Cops and Barbers program could be the topic for March. Sgt. Staffelbach stated that he has already been thinking about that. He stated that he would be making contact with Sgt. Ritchie Williams and that it would be done virtually like tonight. Carol Ann Bass stated that it would be a good idea to get barbers involved. Sgt. Staffelbach stated that when we are able to meet in person again that we could go to one of the barbershops for a discussion meeting with the community.

Robert Cherry stated that he had three points that he would like to discuss. He said first he wanted to know if there was any information that could be shared about rumored incidents at the mall. Sgt. Staffelbach stated that he heard about the rumors but that the mall is private property. He stated that extra security is the responsibility of the owners of the mall, but that there have been increased patrols by officers in that area.

Robert Cherry then asked if there has been an increase of breaking and entering in vehicles in any particular area. Sgt. Staffelbach said that there has been a slight increase, but that the Police Department is trying to educate more about locking doors and not leaving property in vehicles. He stated that property crimes detectives are working with a specialized unit to catch the suspects; and that some arrests have been made.

Robert thanked Sgt. Staffelbach for that information. He stated he final concern is that the news stated that vehicle collisions are decreasing; however recent incidents show that there still is a need for increased traffic patrols. Sgt. Staffelbach stated that there has been increased traffic patrols recently. He stated however that drivers now are more distracted because of cell phones and other technology. He stated that the sergeant of the traffic unit does send officers in that unit to high problem areas.

Carol Ann Bass stated that the idea of getting involved in training at the Police Department is on hold right now due to covid-19. Sgt. Staffelbach stated that they're trying to plan to hold active shooter training either in April or May. He stated that anyone would be welcome to come and observe, be roll players, or experience to some degree what officers have to go through. He stated that when a final decision is made he will let everyone know.

Betsy Ray expressed her concern over the fact that Dr. Warren has not attended a few meetings. She stated that she is concerned and asked about his absences. Billie Jo Viverette, secretary to PCRC stated that she would make contact with Valerie P. Shiuwegar, City Clerk concerning his attendance. Sgt. Staffelbach stated that he and Carol Ann Bass will reach out to him to determine if he wants to continue to be involved.

Donald asked if there is no more discussion, is there a motion to adjourn. Carol Ann Bass made the motion; Carol Ann Naipaul seconded the motion. He explained due to the meeting being

held virtually that he needs to take roll call and everyone needs to state if they agree to adjourn the meeting.

Carol Ann Naipaul – Yes

Robert King – Yes

Robert Cherry – Yes

Carol Ann Bass – Yes

Betsy Ray – Yes

The meeting was adjourned.