

1. Meeting Minutes

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**MINUTES OF THE NASSAU COUNTY MINORITY AFFAIRS COUNCIL
SEPTEMBER 12, 2018**

The meeting of the Nassau County Minority Affairs Council was held on Wednesday, September 12, 2018 at approximately 6:00 pm in the First Floor Conference Room at One West St, Mineola New York.

The following members were present at the meeting:

Nadine Burnett, Vice – Chairperson
Melrose Corley
Charles Dickens
Gabriela Guzman, Secretary
Kyle Rose-Louder
Arthur Vernon
Regina Williams, Chairperson
Debra Wheat-Williams

The following members were absent at the meeting:

Isma Chaudry
Lucas Sanchez
Robert Socolof
William Watson

Upon determining that a quorum was present, the Chair Regina called the meeting to order and welcome the board members and public attendees.

Chair Regina led the audience in the Pledge of Allegiance.

Secretary Gabriela called the roll.

First, upon a motion made by Arthur Vernon and duly seconded by Debra Wheat-Williams, the council members voted unanimously to adopt the minutes of the meeting of the governing body of the Nassau County Minority Affairs Council of September 12, 2018.

Chair Regina stated that the next item on the agenda was to adopt and vote on posting the Minutes of the Office of Minority Affairs Council meeting on August 22, 2018 for the public. A motion was made by Arthur Vernon and seconded by Melrose Corley to adopt the minutes for the meeting held on August 22, 2018 with all the necessary corrections. A motion was moved by Arthur Vernon and seconded by Kyle Rose-Louder to review the amended minutes for August 22, 2018 on our next meeting held on September 26, 2018 before posting the minutes for public viewing.

Chair Regina stated that the next item on the agenda was the finalization of the Office of Minority Affairs Executive Director Job Description. The council members reviewed the job description and asked questions on each section. A discussion was held on creating a small group of council members to assist during the interview process. A decision will be made depending on the number of resumes received. The **Search Committee** would consist of three council officers and two or more council members. The job description will be posted in the Nassau County Human Resources website and indeed.com. A motion was moved by Arthur Vernon and seconded by Melrose Corley to adopt the *“Job Description for Executive Director of the Office of Minority Affairs”* with all the necessary corrections. The job description will be emailed to Nassau County Human Resources for review on Wednesday, September 12, 2018 after the council meeting ends, and is expected to be posted by Friday, September 14, 2018. There will be a short window of approximately two weeks to receive the resumes and begin the interview process.

Chair Regina stated that **“Old Business”- Item 6b** (Working Groups update) and **“New Business” -Items 7** (OMA Staff – discussion on additional staff to be added) **and Item 8** (Council Meeting dates for the balance of 2018) from the

agenda adopted on September 12, 2018 will be discussed in the next meeting to be held at the First Floor Conference Room at One West Street, Mineola, NY on September 26, 2018 at 6:00 pm.

Since two council members had to leave the meeting right after the adoption of the job description, a quorum will no longer be present and the meeting had to end upon a motion made by Arthur Vernon and duly seconded by Debra Wheat Williams, the council members voted unanimously the meeting adjourned at 7:00 pm.

Respectfully submitted,

Gabriela Guzman
Secretary

AGENDA

Nassau County Minority Affairs Council Meeting for the Office of Minority Affairs (OMA)

Wednesday September 12, 2018 at 6:00pm

Location: **One West Street, Mineola, NY**
(1st floor conference room)

Attendees: **Nadine Burnett, Isma Chaudry, Melrose Corley, Charles Dickens, Gabriela Guzman, Kyle Rose-Louder, Lucas Sanchez, Robert Socolof, Arthur Vernon, William Watson, Regina L Williams, Debra Wheat-Williams**

- 1. Call to Order/Welcome**
- 2. Pledge of Allegiance**
- 3. Roll Call (Attendance & Sign-in Sheet)**
- 4. Adoption of Agenda**
- 5. Minutes of 08/22/18 (adoption and vote on posting for the public)**
- 6. Old Business**
 - a. Finalization of OMA Executive Director Job Description**
 - b. Working Groups Update:**
 - 1) Working Group 1 – Goals and Objectives**
Representative - TBD
 - 2) Working Group 2 – Research Team**
Representative - TBD
 - 3) Working Group 3 – OMA History**
Representative - TBD
 - 4) Working Group 4 – OMA Employees**
Representative - TBD
- 7. OMA Staff – discussion on additional staff to be added**
- 8. Council Meeting dates for the balance of 2018**
- 9. Next MAC Meeting - Wednesday September 26, 2018 at 6:00pm**
- 10. Adjournment of Meeting**