

**MASSACHUSETTS CONVENTION CENTER AUTHORITY
BOARD TASK FORCE
NOVEMBER 27, 2023**

A meeting of Board Task Force of the Massachusetts Convention Center Authority (“Authority”) was convened at approximately 10:05 a.m., on November 27, 2023, at the Boston Convention & Exhibition Convention Center, 415 Summer Street, Boston, MA and MICROSOFT TEAMS MEETING OR JOIN BY TELEPHONE: DIAL-IN NUMBER 1-857-702-2232; CONFERENCE ID: 977511574#.

Members in attendance at via MICROSOFT TEAMS were the following: Emme Handy, Xiomara Albán DeLobato, Carlos Aramayo, Gwill York, Sheena Collier, Meg Mainzer-Cohen, Michael Flaherty Esq., Khushbu Webber and Dr. Aisha Miller.

Staff members in attendance via MICROSOFT TEAMS were: Christine Pulgini, Joanne Pages, and Lisa McCrosson.

I. ROLL CALL

The meeting was called to order at 10:05 am, and Chair of the Board, Emme Handy confirmed a quorum for the meeting with a Roll-Call Vote.

Roll-Call Vote:

Emme Handy	Present
Carlos Aramayo	Present.
Cindy Brown	Not Present.
Meg Mainzer-Cohen	Present.
Sheena Collier	Present.
Xiomara Albán DeLobato	Present.
Michael Donovan	Not Present.
Michael Flaherty Esq.	Present.
Dr. Aisha Miller	Present ¹ .
Khushbu Webber	Present.
Ashley Groffenberger	Not Present.
Chris Pappas	Not Present.
Gwill York	Present.

¹ Dr. Aisha Miller joined the call at 10:25 am

II. REVIEW AND ADOPTION OF MINUTES OF NOVEMBER 13, 2023

The Committee will review and vote on the minutes at the next meeting.

III. DEI REPORT RECOMMENDATIONS

Xiomara Albán DeLobato, Chair of the Task Force, presented the Diversity, Equity, Inclusion Findings and Recommendation Matrix she prepared for Members of the Task Force (see attachment). After Chair DeLobato's presentation, Members participated in a vigorous discussion as to its content. Members suggested that Herschel Herndon, Chief Diversity Officer, attend the December meeting to update members on his progress. Also in the Matrix, Members reviewed information presented by Herschel Herndon, Chief Diversity Officer, at the November 16, 2023, Board Meeting. Members requested that Mr. Herndon attend a future Task Force meeting to discuss the steps and overall plan for his work.

IV. RECENT WORK ON STATUS OF DE&I AT MCCA

Herschel Herndon, Chief Diversity Officer, made a presentation to the Board regarding the steps already taken to improve the Authority's diversity, equity, and inclusion efforts.

DEI Tracking Underway: actions taken or in progress over last 30 days on 17 of 27 Lobel Tye recommendation categories - 63%; two Town Hall Listening Sessions Conducted; DEI Inclusive Workplace training completed - 203 FT/PT associates, CDO opens/sets expectations; and employee "Hot Line" (3rd Party administered) & communication progress updates forthcoming.

V. OLD BUSINESS

1. Task Force Charter: A draft Charter shall include the specific role the Task Force will undertake. Due to the uniqueness of this Task Force, once a draft of the Charter is completed, it will be circulated to Members for their comments and/or suggestions. The Task Force may amend said Charter, as the work of the Task Force evolves.

VI. ADJOURNMENT

Upon a motion duly made and seconded, Chair Handy conducted a Roll-Call vote to adjourn the meeting.

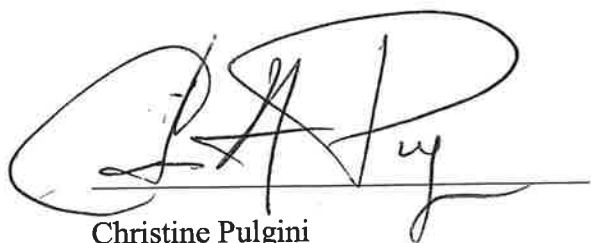
Roll Call Vote:

Emme Handy	Yes.
Carlos Aramayo	Yes.
Meg Mainzer-Cohen	No Response. ²

² Meg Mainzer-Cohen left the call at 11:00 am

Sheena Collier	Yes.
Xiomara Albán DeLobato	Yes.
Michael Flaherty Esq.	Yes.
Dr. Aisha Miller	Yes.
Khushbu Webber	Yes.
Gwill York	Yes.

The meeting adjourned at 11:26 am

A handwritten signature in black ink, appearing to read 'CPulgini', written over a horizontal line.

Christine Pulgini

Associate General Counsel

Dated: _____

10/27/2023

MCCA Board: Diversity, Equity, Inclusion Taskforce – Findings and Recommendations Matrix

(Summary of PLT Report)

CATEGORY	FINDINGS	RECOMMENDATIONS	STAKEHOLDER(S)	MCCA DEI IMPLEMENTATION PHASE I - CDO
EVENTS	Detailed investigations into specific events and their treatment of attendees, predominantly people of color.	<ul style="list-style-type: none"> Enhance sensitivity and training for event management and staff to ensure equitable treatment across all events and demographics. Implicit Bias Training for Public Safety Personnel--Conduct research on effective training courses and consider mandatory participation for Public Safety personnel to address potential disparate treatment. Communication of Security Protocols: Ensure clear communication of security procedures to event organizers to prevent surprises or discomfort among attendees. 	<ul style="list-style-type: none"> Chief Diversity Officer Event Management Public Safety Management Communications Team – Internal Comm ??? 	[Note: CDO currently focused on Employee Engagement & Supplier Diversity Procurement]
EMPLOYEES	<i>Experience of Black and Hispanic Employees</i> --Lack of representation and disparities in higher positions and skilled trades.	<ul style="list-style-type: none"> Implement targeted initiatives to promote diversity in leadership roles and skilled trades. Develop retention strategies for diverse talent across all levels. Prioritize development and mentoring, especially for underrepresented groups in higher-level positions. Revitalize individual employee development plans and allocate sufficient resources for this purpose. 	<ul style="list-style-type: none"> 	Organization-wide Equity Audit Launched: <ul style="list-style-type: none"> Project kicked off and expected completion date December 5, 2023. Minority Business Enterprise partners identified to assist on this work.
	<i>Atmosphere for Black and Hispanic Employees</i> --Isolation, perceived unfair treatment, and distrust in management efforts.	<ul style="list-style-type: none"> Reevaluate the efficacy of current diversity initiatives. Enhance trust-building efforts between management and minority employees. Revamp HR complaint intake and resolution processes to enhance effectiveness and to eliminate concerns of retaliation. Consider restructuring or rolling out new affinity group initiatives to build community and counter isolation. 	<ul style="list-style-type: none"> 	DEI Employee Tracking: <ul style="list-style-type: none"> Two Town Hall Listening Sessions Conducted. DEI Inclusive Workplace training completed: 203 FT/PT associates. CDO opens/sets expectations. Employee "Hot Line" (3rd Party administered) & communication progress updates forthcoming.
	<i>Review of Compensation and Promotions</i> --Disparities in advancement and representation in certain departments.	<ul style="list-style-type: none"> Develop revitalized career development plans. Address disparities in promotions and opportunities across departments. 	<ul style="list-style-type: none"> 	DEI Implementation Team Kicked-Off: <ul style="list-style-type: none"> 13 person cross-functional team selected to review Start, Stop, Continue, Exceptional Job feedback. Feedback themes identified and recommendations forthcoming December 5, 2023. MCCA Senior Staff to prioritize and communicate feedback to all MCCA staff by December 15, 2023.
	<i>Lack of Strategic Diversity Outreach</i> --Absence of strategic recruitment efforts for diverse candidates, compounded by neglecting diversity roles until recently.	<ul style="list-style-type: none"> Prioritize diversity in recruitment strategies, including targeted outreach and support for Chief Diversity Officer initiatives. Engage in proactive outreach to diverse channels for job candidates. 	<ul style="list-style-type: none"> 	

		<ul style="list-style-type: none"> • Implement shared decision-making between hiring managers and HR in candidate selection. • Regularly evaluate and revamp recruiting efforts to attract a broader talent pool. 		
VENDORS	<i>Supplier Diversity and the Experience of Minority Vendors--</i> Systemic barriers hinder the engagement of minority-owned businesses with the Authority.	<ul style="list-style-type: none"> • Commitment from Leadership: Senior management and the Board should vocally reaffirm the importance of supplier diversity and translate these words into actionable steps. • Tracking and Reporting: Continuously track supplier diversity performance and report regularly to senior management and the Board. • Develop an updated supplier diversity policy covering all procurement types, emphasizing the commitment to expanding opportunities for diverse suppliers. • Expansion of Supplier Diversity Program: Review and modify purchasing personnel's job descriptions to emphasize supplier diversity and ensure ability to implement initiatives. • Ease barriers for small and diverse businesses in the procurement process through considerations beyond price, advanced notice of opportunities, and assessing and removing unnecessary qualifications. • Encourage prime contracting and subcontracting opportunities for small businesses through various strategies, technical assistance, mentoring programs, and public meetings 	<ul style="list-style-type: none"> • 	<i>Supplier Diversity Momentum:</i> <ul style="list-style-type: none"> • New MBE Selected for MCCA Cleaning Contract: \$23M Annual Spend. • Supplier Diversity Criteria part of all RFPs and D & E Street Development Projects. • Supplier Diversity Summit and Reception: January 2024, Negotiating MBE Lead Partner (Rosemount). • Interviews underway for new Supplier Diversity Director as part of DEI team
GENERAL	<i>Political and Geographical Context--</i> South Boston's influence on BCEC's growth and development, perceived proprietary interest, and charitable endeavors.	<ul style="list-style-type: none"> • Evaluate and address the fairness of opportunities at BCEC for non-South Boston populations. Enhance funding and support for community organizations beyond South Boston. 	<ul style="list-style-type: none"> • 	<i>Strategic DEI Community Engagement Accelerating:</i> <ul style="list-style-type: none"> • CDO meetings underway to engage/identify new external Boston based DEI MCCA Council
	<i>General Board Oversight and Structure</i>	<ul style="list-style-type: none"> • Consider assigning specific oversight responsibilities to a committee for minority employee and vendor initiatives. • Evaluate the need for additional talent or consultants to support the upgrading of the supplier diversity program. 	<ul style="list-style-type: none"> • 	<i>Supplier Diversity Momentum:</i> <ul style="list-style-type: none"> • Interviews underway for new Supplier Diversity Director as part of DEI team