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# State of Minnesota Metropolitan Agency Report

Submitted to the Minnesota Legislature  
By Minnesota Management and Budget  
August 2017

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Questions regarding this report may be directed to the Director of Recruitment, Retention, and Affirmative Action at 651-201-8007.

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## Executive Summary

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Minnesota Management & Budget (MMB) is responsible for submitting the 2017 Metropolitan Agency Report on Affirmative Action Plans to the Minnesota Legislature. Under Minnesota Statute 473.143, Metropolitan Agencies, including the Metropolitan Council, Metropolitan Airports Commission, Metropolitan Mosquito Control District, and the Minnesota Sports Facility Authority, are required to develop individual Affirmative Action Plans.

In accordance with [Minnesota Statute 473.143](#), Subdivision 5, this annual report is intended to summarize the results of the plans submitted by the Metropolitan Agencies for the year 2016. The report includes the personnel actions, discrimination complaints, and lawsuit information as submitted to MMB.

The last section of this report includes a new feature: the Underutilization Progress Report. This report provides an at a glance view of how an agency is trending in regards to eliminating underutilizations of protected class individuals in their respective workforce. Tracking these changes creates an opportunity to identify when agencies are trending in a favorable or unfavorable direction. These reports can guide strategic recruitment and retention workforce planning efforts to create and maintain a diverse workforce representative of the people living in Minnesota.

## Section One – Background Information

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There are four Metropolitan agencies:

1. The Metropolitan Council is the regional policy-making body, planning agency, and provider of community based infrastructure for the Twin Cities metropolitan region. The Council also provides essential services that support communities and businesses that ensure a high quality of life for residents - Metro Transit bus and rail system, Metro Mobility, Transit Link, wastewater treatment services, regional parks, planning, and affordable housing.
2. The Metropolitan Airports Commission (MAC) is a public corporation providing coordinated aviation services throughout the Twin Cities metropolitan area. MAC operates one of the largest aviation system in the nation, consisting of Minneapolis-St. Paul International and six general aviation airports.
3. The Metropolitan Mosquito Control District (MMCD) provides a variety of services, including the survey and control of mosquitoes that transmit human diseases, to people living in the seven-county Twin Cities area.
4. The Minnesota Sports Facilities Authority (MSFA) was created in 2012 by the Minnesota Legislature as the successor to the Metropolitan Sports Facilities Commission (MSFC) to control and operate US Bank Stadium.

## Section Two – Affirmative Action Requirements

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### Affirmative Action Plan Requirements

**Minnesota Statute 473.143, Subd. 2. Development and contents.** The council and each agency shall develop an AAP and submit its plan to the commissioner for approval. The commissioner may not approve a plan unless the commissioner determines that it will be effective in assuring that employment positions are equally accessible to all qualified persons, in eliminating the underutilization of qualified members of protected groups, in providing a supportive work environment to all employees, regardless of race, religion, sex, national origin, or disability, and in dealing with discrimination complaints. For purposes of this section, "protected group" has the meaning given it in [Minnesota Statute 43A.02, subdivision 33](#). A plan must contain at least the elements required in this subdivision.

- a. It must identify protected groups that are underrepresented in the council's or agency's work force.
- b. It must designate a person responsible for directing and implementing the affirmative action program and assign the specific responsibilities and duties of that person. The person responsible for implementing the program shall report directly to the council's or agency's chief operating officer regarding the person's affirmative action duties. The person responsible for the affirmative action program shall review examination and other selection criteria to assure compliance with law. This person shall be involved in the filling of all vacancies in the council or agency work force, to the extent necessary to facilitate attainment of affirmative action goals.
- c. It must describe the methods by which the plan will be communicated to employees and to other persons.
- d. It must describe methods for recruiting members of protected groups. These methods may include internship programs, cooperation with union apprenticeship programs, and other steps necessary to expand the number of protected group members in applicant pools.
- e. It must describe internal procedures in accordance with this paragraph for processing complaints of alleged discrimination from job applicants and employees. The procedures must provide for an initial determination of whether the complaint is properly a discrimination complaint subject to the procedure under the affirmative action plan. Complaints filed under the discrimination procedures that allege reprisals against an employee for opposing a forbidden practice or for filing a charge, testifying, or participating in an investigation, proceeding, or hearing relating to a forbidden practice are appealable to the chief operating officer of the council or agency. Procedures under this paragraph must be distinct from any procedures available under a union contract or personnel policy for nondiscrimination complaints. Use of procedures developed under this paragraph is not a prerequisite to filing charges with a

governmental enforcement agency, nor does it limit a person's right to file these charges.

- f. It must set goals and timetables to eliminate underutilization of members of each protected group in the council or agency work force.
- g. It must provide a plan for retaining and promoting protected group members in the council or agency work force. This plan should encourage training opportunities for protected group members, to the extent necessary to eliminate underutilization in specific parts of the work force.
- h. It must describe methods of auditing, evaluating, and reporting program success, including a procedure that requires a pre-employment review of all hiring decisions for occupational groups with unmet affirmative action goals.
- i. It must provide for training of management and supervisory personnel in implementation of the plan and in dealing with alleged acts of discrimination in the workplace.
- j. It must provide for periodic surveying of the council or agency work force to determine employee attitudes toward implementation of the plan.
- k. It must provide for creation of an employee committee to advise on implementation of the plan and on any changes needed in the plan.

**Subd. 3. Harassment.** The council and each agency shall adopt written policies forbidding harassment based on sex, disability, or race in their workplaces and establishing implementation plans and grievance procedures to deal with complaints of harassment based on sex, disability, or race.

**Subd. 4. Performance evaluation.** The evaluation of the performance of each supervisory and managerial employee of the council and the agencies must include evaluation of the person's performance in implementing the council's or agency's AAP and in preventing forbidden discrimination in the workplace.

## Section Three - Report Requirements

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Minnesota Statutes 473.143, Subdivision 5 requires the Commissioner of MMB to submit an annual report to the state legislature which includes:

1. An audit of the record of the council and each agency to determine compliance with affirmative action goals and to evaluate overall progress in attainment of overall affirmative action objectives;
2. If the council or any agency has failed to make satisfactory progress toward its affirmative action goals, a list of unmet goals and an analysis of why the failure occurred;

**The four Metropolitan agencies are in compliance with AAP requirements. The agencies' AAPs and programs demonstrate continuing good faith efforts toward Affirmative Action objectives.**

3. A summary of all personnel actions taken by the council and each agency during the past calendar year, categorized by occupational group, protected group status, and full-time, part-time, temporary, and seasonal status;

**The four Metropolitan agencies submitted the information to meet the requirements of Subd. 5. (3) in statute and the results by agency are in Section Four-A.**

4. A summary of discrimination complaints and lawsuits against the council and each agency filed or resolved during the past calendar year, including the basis for the complaints and lawsuits.

**Definition of "personnel action" includes:**

- new hire
- promotion
- transfer
- demotion
- layoff
- recall from layoff
- suspension with or without pay
- letter of reprimand
- involuntary termination
- voluntary termination
- other disciplinary action

**"Basis for the complaints" includes:**

- age
- race
- color
- creed
- national origin
- religion
- sex
- status with regard to public assistance
- disability
- sexual orientation
- membership in local human rights commission
- marital status

The four Metropolitan agencies submitted information to meet the requirements of Subd. 5. (4) in statute and the results by agency are in Section Four-B.

## Section Four – Personnel Data by Agency

The four Metropolitan agencies submitted their summaries of personnel actions for the reporting period January 1 through December 31, 2016.

### Metropolitan Council (Met Council)

Table 1. Met Council Summary of Personnel Actions

Summary of Personnel Actions	2015 Total Number	2016 Total Number
New Hires	558	919
Promotions	111	198
Transfers	1,509	3,015
Demotions	2	4
Layoffs	0	0
Recalls From Layoff	0	0
Suspensions (With or Without Pay)	2	8
Letters of Reprimand	0	0
Involuntary Terminations	84	195
Voluntary Terminations	282	445
Other Disciplinary Actions	0	0
<b>Total of All Personnel Actions</b>	<b>2,548</b>	<b>4784</b>

### Met Council Details for Each Personnel Action

Table 2. Met Council New Hire Personnel Actions (Total = 919)

Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
Job Category	#	Wom	Min	PWD				
Off/Mgr	38	12	6	0	38	0	1	0
Professional	133	58	37	3	129	4	16	0
Technical	85	32	25	0	59	26	46	0
Off/Clerical	36	29	12	0	31	5	13	0
Service Maint	472	109	265	3	18	454	0	0
Protective Svc	38	8	21	0	32	6	6	0
Paraprof	0	0	0	0	0	0	0	0
Skilled Craft	117	3	18	4	117	0	4	0
<b>Total</b>	<b>919</b>	<b>251</b>	<b>384</b>	<b>10</b>	<b>424</b>	<b>495</b>	<b>86</b>	<b>0</b>

Table 3. Met Council Promotion Personnel Actions (Total = 198)

Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
Job Category	#	Wom	Min	PWD				
Off/Mgr	94	29	14	0	94	0	0	0
Professional	41	24	8	0	41	0	2	0
Technical	12	3	3	0	12	0	0	0
Off/Clerical	7	5	4	0	7	0	1	0
Service Maint	11	3	5	0	11	0	0	0
Protective Svc	8	3	1	0	8	0	0	0
Paraprof	0	0	0	0	0	0	0	0
Skilled Craft	25	1	2	0	25	0	0	0
<b>Total</b>	<b>198</b>	<b>68</b>	<b>37</b>	<b>0</b>	<b>198</b>	<b>0</b>	<b>3</b>	<b>0</b>

Table 4. Met Council Transfer Personnel Actions (Total = 3015)

Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
Job Category	#	Wom	Min	PWD				
Off/Mgr	107	22	21	0	107	0	0	0
Professional	86	28	18	1	82	4	11	0
Technical	48	18	11	2	40	8	0	0
Off/Clerical	74	19	27	0	74	0	1	0
Service Maint	2,216	547	1,209	8	1,606	610	19	0
Protective Svc	3	0	2	0	3	0	0	0
Paraprof	0	0	0	0	0	0	0	0
Skilled Craft	481	13	80	8	481	0	17	0
<b>Total</b>	<b>3,015</b>	<b>647</b>	<b>1,368</b>	<b>19</b>	<b>2,393</b>	<b>622</b>	<b>48</b>	<b>0</b>

Table 5. Met Council Suspension (With or Without Pay) Personnel Actions (Total = 8)

Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
Job Category	#	Wom	Min	PWD				
Off/Mgr	0	0	0	0	0	0	0	0
Professional	0	0	0	0	0	0	0	0
Technical	0	0	0	0	0	0	0	0
Off/Clerical	0	0	0	0	0	0	0	0
Service Maint	5	0	4	0	4	1	0	0
Protective Svc	0	0	0	0	0	0	0	0
Paraprof	0	0	0	0	0	0	0	0
Skilled Craft	3	0	0	0	3	0	0	0
<b>Total</b>	<b>8</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>0</b>

Table 6. Met Council Involuntary Termination Personnel Actions (Total = 195)

Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
Job Category	#	Wom	Min	PWD				

Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
Off/Mgr	4	1	4	0	4	0	0	0
Professional	7	4	0	0	7	0	0	0
Technical	15	7	3	0	11	4	6	0
Off/Clerical	15	14	5	0	15	0	2	0
Service Maint	134	41	79	1	59	75	1	0
Protective Svc	7	0	4	0	6	1	1	0
Paraprof	0	0	0	0	0	0	0	0
Skilled Craft	13	1	1	1	13	0	1	0
<b>Total</b>	<b>195</b>	<b>68</b>	<b>96</b>	<b>2</b>	<b>115</b>	<b>80</b>	<b>11</b>	<b>0</b>

Table 7. Met Council Voluntary Termination Personnel Actions (Total = 445)

Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
Job Category	#	Wom	Min	PWD				
Off/Mgr	24	9	1	1	20	4	3	0
Professional	88	46	25	2	72	16	12	0
Technical	46	25	14	2	27	19	31	0
Off/Clerical	18	14	7	1	15	3	5	0
Service Maint	199	50	101	0	97	102	0	0
Protective Svc	44	11	19	0	13	31	8	0
Paraprof	0	0	0	0	0	0	0	0
Skilled Craft	26	0	4	0	0	0	0	0
<b>Total</b>	<b>445</b>	<b>155</b>	<b>171</b>	<b>6</b>	<b>270</b>	<b>175</b>	<b>59</b>	<b>0</b>

End of Data for Metropolitan Council

## Metropolitan Airports Commission (MAC)

Table 8. MAC Summary of Personnel Actions

Summary of Personnel Actions	2015 Total Number	2016 Total Number
New Hires	108	89
Promotions	23	12
Transfers	2	4
Demotions	4	0
Layoffs	0	0
Recalls From Layoff	0	0
Suspensions (With or Without Pay)	4	4
Letters of Reprimand	5	10
Involuntary Terminations	6	3
Voluntary Terminations	34	34
Other Disciplinary Actions	1	1
<b>Total of All Personnel Actions</b>	<b>187</b>	<b>157</b>

### MAC Details for Each Personnel Action

Table 9. MAC New Hire Personnel Actions (Total = 89)

Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
Job Category	#	Wom	Min	PWD				
Officers/Dire	2	1	1	0	2	0	0	0
Professional	7	4	1	0	7	0	0	0
Technical	0	0	0	0	0	0	0	0
Off/Clerical	15	10	1	0	15	0	0	0
Service Maint	36	1	0	0	2	0	0	34
Protective Svc (FF)	3	1	1	0	3	0	0	0
Protective Svc (PD, ECC, CSO)	10	2	3	1	1	0	9	0
Skilled Craft	14	0	1	0	11	0	3	0
Manager/Sup	2	1	0	0	2	0	0	0
<b>Total</b>	<b>89</b>	<b>20</b>	<b>8</b>	<b>1</b>	<b>43</b>	<b>0</b>	<b>12</b>	<b>34</b>

Table 10. MAC Promotion Personnel Actions (Total = 12)

Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
Job Category	#	Wom	Min	PWD				
Official/Admin	0	0	0	0	0	0	0	0
Professional	3	0	0	0	3	0	0	0
Supervisors/Mgrs	2	1	0	0	2	0	0	0
Off/Clerical	0	0	0	0	0	0	0	0
Service Maint	2	0	0	0	2	0	0	0
Protective Svc(FF)	0	0	0	0	0	0	0	0
Protective (PD, ECC, CSO)	3	1	0	0	3	0	0	0
Skilled Craft	2	0	0	0	2	0	0	0
<b>Total</b>	<b>12</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>

Table 11. MAC Transfers Actions (Total =4)

Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
Job Category	#	Wom	Min	PWD				
Official/Admin	0	0	0	0	0	0	0	0
Professionals	1	0	0	0	1	0	0	0
Technical	0	0	0	0	0	0	0	0
Off/Clerical	2	0	0	0	2	0	0	0
Service Maint	0	0	0	0	0	0	0	0
Protective Svc	0	0	0	0	0	0	0	0
Skilled Craft	1	0	0	0	1	0	0	0
Manager/Sup	0	0	0	0	0	0	0	0
<b>Total</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>

Table 12. MAC Suspension (With or Without Pay) Personnel Actions (Total = 4)

Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
Job Category	#	Wom	Min	PWD				
Official/Admin	0	0	0	0	0	0	0	0
Professional	0	0	0	0	0	0	0	0
Supervisors/Mgrs	0	0	0	0	0	0	0	0
Off/Clerical	0	0	0	0	0	0	0	0
Service Maint	1	0	0	0	1	0	0	0
Protective Svc(FF)	0	0	0	0	0	0	0	0
Protective (PD, ECC, CSO)	2	0	0	0	2	0	0	0
Skilled Craft	1	0	0	0	1	0	0	0
<b>Total</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>

Table 13. MAC Letter of Reprimand Personnel Actions (Total = 10)

Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
Job Category	#	Wom	Min	PWD				
Official/Admin	0	0	0	0	0	0	0	0
Professional	0	0	0	0	0	0	0	0
Supervisors/Mgrs	0	0	0	0	0	0	0	0
Off/Clerical	0	0	0	0	0	0	0	0
Service Maint	3	0	0	0	3	0	0	0
Protective Svc(FF)	1	1	0	0	1	0	0	0
Protective (PD, ECC, CSO)	6	0	0	0	6	0	0	0
Skilled Craft	0	0	0	0	0	0	0	0
<b>Total</b>	<b>10</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>

Table 14. MAC Involuntary Termination Personnel Actions (Total = 3)

Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
Job Category	#	Wom	Min	PWD				
Official/Admin	0	0	0	0	0	0	0	0
Professional	0	0	0	0	0	0	0	0
Supervisors/Mgrs	0	0	0	0	0	0	0	0
Off/Clerical	1	1	0	0	1	0	0	0
Service Maint	1	0	0	0	1	0	0	0
Protective Svc(FF)	0	0	0	0	0	0	0	0
Protective (PD, ECC, CSO)	1	0	0	0	1	0	0	0
Skilled Craft	0	0	0	0	0	0	0	0
<b>Total</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>

Table 15. MAC Voluntary Termination Personnel Actions (Total = 34)

Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
Job Category	#	Wom	Min	PWD				
Official/Admin	4	0	0	0	4	0	0	0
Professional	2	1	0	0	2	0	0	0
Supervisors/Mgrs	8	4	1	0	8	0	0	0
Off/Clerical	3	3	2	0	3	0	0	0
Service Maint	2	0	0	0	2	0	0	0
Protective Svc(FF)	3	0	0	0	3	0	0	0
Protective (PD, ECC, CSO)	4	3	0	0	4	0	0	0
Skilled Craft	8	0	1	0	8	0	0	0
<b>Total</b>	<b>34</b>	<b>12</b>	<b>4</b>	<b>0</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>0</b>

End of Data for MAC

## Metropolitan Mosquito Control District (MMCD)

Table 16. MMCD Summary of Personnel Actions

Summary of Personnel Actions	2015 Total Number	2016 Total Number
New Hires	212	219
Promotions	1	4
Transfers	5	49
Demotions	0	0
Layoffs	0	0
Recalls From Layoff	0	0
Suspensions (With or Without Pay)	2	2
Letters of Reprimand	2	7
Involuntary Terminations	126	94
Voluntary Terminations	86	126
Other Disciplinary Actions	0	15
<b>Total of All Personnel Actions</b>	<b>481</b>	<b>516</b>

### MMCD Details for Each Personnel Action

Table 17. MMCD New Hire Personnel Actions (Total = 219)

Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
Job Category	#	Wom	Min	PWD				
Off/Mgr	0	0	0	0	0	0	0	0
Professional	0	0	0	0	0	0	0	0
Technical	0	0	0	0	0	0	0	0
Off/Clerical	0	0	0	0	0	0	0	0
Service Maint	219	49	12	1	0	0	0	0
Laborer	0	0	0	0	0	0	0	0
Paraprof	0	0	0	0	0	0	0	0
Skilled Craft	0	0	0	0	0	0	0	0
<b>Total</b>	<b>219</b>	<b>49</b>	<b>12</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Table 18. MMCD Transfer Personnel Actions (Total = 49)

Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
Job Category	#	Wom	Min	PWD				
Off/Mgr	0	0	0	0	0	0	0	0
Professional	-	0	0	0	-	0	0	0
Technical	0	0	0	0	-	0	0	0
Off/Clerical	0	0	0	0	0	0	0	0
Service Maint	49	8	0	0	0	0	0	8

Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
Laborer	0	0	0	0	0	0	0	0
Paraprof	0	0	0	0	0	0	0	0
Skilled Craft	0	0	0	0	0	0	0	0
<b>Total</b>	<b>49</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>

Table 19. MMCD Suspension (With or Without Pay) Personnel Actions (Total = 2)

Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
Job Category	#	Wom	Min	PWD				
Off/Mgr	0	0	0	0	0	0	0	0
Professional	0	0	0	0	0	0	0	0
Technical	0	0	0	0	0	0	0	0
Off/Clerical	0	0	0	0	0	0	0	0
Service Maint	2	0	0	0	0	0	0	2
Laborer	0	0	0	0	0	0	0	0
Paraprof	0	0	0	0	0	0	0	0
Skilled Craft	0	0	0	0	0	0	0	0
<b>Total</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>

Table 20. MMCD Letter of Reprimand Personnel Actions (Total = 7)

Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
Job Category	#	Wom	Min	PWD				
Off/Mgr	0	0	0	0	0	0	0	0
Professional	0	0	0	0	0	0	0	0
Technical	0	0	0	0	0	0	0	0
Off/Clerical	0	0	0	0	0	0	0	0
Service Maint	7	1	0	0	0	0	0	7
Laborer	0	0	0	0	0	0	0	0
Paraprof	0	0	0	0	0	0	0	0
Skilled Craft	0	0	0	0	0	0	0	0
<b>Total</b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>

Table 21. MMCD Involuntary Termination Personnel Actions (Total = 94)

Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
Job Category	#	Wom	Min	PWD				
Off/Mgr	0	0	0	0	0	0	0	0
Professional	0	0	0	0	0	0	0	0
Technical	0	0	0	0	0	0	0	0
Off/Clerical	0	0	0	0	0	0	0	0
Service Maint	94	18	2	0	0	0	0	94
Laborer	0	0	0	0	0	0	0	0
Paraprof	0	0	0	0	0	0	0	0
Skilled Craft	0	0	0	0	0	0	0	0
<b>Total</b>	<b>94</b>	<b>18</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>94</b>

Table 22. MMCD Voluntary Termination Personnel Actions (Total = 126)

Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
Job Category	#	Wom	Min	PWD				
Off/Mgr	0	0	0	0	0	0	0	0
Professional	0	0	0	0	0	0	0	0
Technical	0	0	0	0	0	0	0	0
Off/Clerical	0	0	0	0	0	0	0	0
Service Maint	126	31	10	1	0	0	0	126
Laborer	0	0	0	0	0	0	0	0
Paraprof	0	0	0	0	0	0	0	0
Skilled Craft	0	0	0	0	0	0	0	0
<b>Total</b>	<b>126</b>	<b>31</b>	<b>10</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>126</b>

Table 23. MMCD Other Disciplinary Actions (Total = 15)

Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
Job Category	#	Wom	Min	PWD				
Off/Mgr	0	0	0	0	0	0	0	0
Professional	0	0	0	0	0	0	0	0
Technical	0	0	0	0	0	0	0	0
Off/Clerical	0	0	0	0	0	0	0	0
Service Maint	15	4	0	0	0	0	0	15
Laborer	0	0	0	0	0	0	0	0
Paraprof	0	0	0	0	0	0	0	0
Skilled Craft	0	0	0	0	0	0	0	0
<b>Total</b>	<b>15</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>

End of Data for MMCD

## Minnesota Sports Facilities Authority (MSFA)

Table 24. MSFA Summary of Personnel Actions

Summary of Personnel Actions	2015 Total Number	2016 Total Number
New Hires	0	<10
Promotions	0	0
Transfers	0	0
Demotions	0	0
Layoffs	<10	<10
Recalls From Layoff	0	0
Suspensions (With or Without Pay)	0	0
Letters of Reprimand	0	0
Involuntary Terminations	0	0
Voluntary Terminations	<10	<10
Other Disciplinary Actions	0	0
<b>Total of All Personnel Actions</b>	<b>&lt;10</b>	<b>&lt;10</b>

### MSFA Details for Each Personnel Action

Table 25. MSFA New Hire Personnel Actions (Total = 1)

Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
Job Category	#	Wom	Min	PWD				
Off/Mgr	0	0	0	0	0	0	0	0
Professional	1	1	0	0	1	0	0	0
Technical	0	0	0	0	0	0	0	0
Off/Clerical	0	0	0	0	0	0	0	0
Service Maint	0	0	0	0	0	0	0	0
Laborer	0	0	0	0	0	0	0	0
Paraprof	0	0	0	0	0	0	0	0
Skilled Craft	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>

Table 26. MSFA Promotion Personnel Actions (Total = 0)

Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
Job Category	#	Wom	Min	PWD				
Off/Mgr	0	0	0	0	0	0	0	0
Professional	0	0	0	0	0	0	0	0
Technical	0	0	0	0	0	0	0	0
Off/Clerical	0	0	0	0	0	0	0	0
Service Maint	0	0	0	0	0	0	0	0
Laborer	0	0	0	0	0	0	0	0
Paraprof	0	0	0	0	0	0	0	0
Skilled Craft	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Table 27. MSFA Layoff Personnel Actions (Total = 1)

Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
Job Category	#	Wom	Min	PWD				
Off/Mgr	1	0	0	0	1	0	0	0
Professional	0	0	0	0	0	0	0	0
Technical	0	0	0	0	0	0	0	0
Off/Clerical	0	0	0	0	0	0	0	0
Service Maint	0	0	0	0	0	0	0	0
Laborer	0	0	0	0	0	0	0	0
Paraprof	0	0	0	0	0	0	0	0
Skilled Craft	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>

Table 28. MSFA Voluntary Termination Personnel Actions (Total = 0)

Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
Job Category	#	Wom	Min	PWD				
Off/Mgr	0	0	0	0	0	0	0	0
Professional	0	0	0	0	0	0	0	0
Technical	0	0	0	0	0	0	0	0
Off/Clerical	0	0	0	0	0	0	0	0
Service Maint	0	0	0	0	0	0	0	0
Laborer	0	0	0	0	0	0	0	0
Paraprof	0	0	0	0	0	0	0	0
Skilled Craft	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

End of Data for MSFA

## Data for Discrimination Complaints and Lawsuits Filed and Resolved by Agency

The data that each agency submitted for discrimination complaints and lawsuits filed and resolved during the reporting period are shown below. The reporting period was **January 1 through December 31, 2016**.

### Metropolitan Council – Complaints and Lawsuits

Table 29. Met Council Summary of Discrimination Complaints Resolved During Reporting Period

<b>Basis</b>	<b>2015 Total Number</b>	<b>2016 Total Number</b>
Age	2	1
Race	13	5
Color	1	0
Creed	0	0
National Origin	1	1
Religion	1	1
Sex	3	0
Status with Regard to Public Assistance	0	0
Disability	4	1
Sexual Orientation	0	0
Marital Status	0	0
Membership in Local Human Rights Commission	0	0
Reprisal	0	0
<b>Total Complaints</b>	<b>25</b>	<b>9</b>
Total Complaints With Multiple Basis	18	7

Table 30. Met Council Summary of Lawsuits Resolved During Reporting Period

<b>Basis</b>	<b>2015 Total Number</b>	<b>2016 Total Number</b>
Age	0	0
Race	0	2
Color	0	0
Creed	0	0
National Origin	0	0
Religion	0	0
Sex	0	0
Status with Regard to Public Assistance	0	0
Disability	0	0
Sexual Orientation	0	0
Marital Status	0	0

<b>Basis</b>	<b>2015 Total Number</b>	<b>2016 Total Number</b>
Membership in Local Human Rights Commission	0	0
<b>Total Lawsuits</b>	<b>0</b>	<b>2</b>

## Metropolitan Airports Commission – Complaints and Lawsuits

Table 31. MAC Summary of Discrimination Complaints Resolved During Reporting Period

<b>Basis</b>	<b>2015 Total Number</b>	<b>2016 Total Number</b>
Age	0	0
Race	0	0
Color	0	1
Creed	0	0
National Origin	0	0
Religion	1	0
Sex	0	0
Status with Regard to Public Assistance	0	0
Disability	0	0
Sexual Orientation	1	0
Marital Status	0	0
Membership in Local Human Rights Commission	0	0
<b>Total Complaints</b>	<b>2</b>	<b>1</b>

Table 32. MAC Summary of Lawsuits Resolved During Reporting Period

<b>Basis</b>	<b>2015 Total Number</b>	<b>2016 Total Number</b>
Age	0	0
Race	0	0
Color	0	0
Creed	0	0
National Origin	0	0
Religion	0	0
Sex	0	1
Status with Regard to Public Assistance	0	0
Disability	0	0
Sexual Orientation	0	0
Marital Status	0	0
Membership in Local Human Rights Commission	0	0
<b>Total Lawsuits</b>	<b>0</b>	<b>1</b>

## Metropolitan Mosquito Control District – Complaints and Lawsuits

Table 33. MMCD Summary of Discrimination Complaints Resolved During Reporting Period

<b>Basis</b>	<b>2015 Total Number</b>	<b>2016 Total Number</b>
Age	0	0
Race	0	1
Color	0	0
Creed	0	0
National Origin	0	0
Religion	0	0
Sex	0	0
Status with Regard to Public Assistance	1	0
Disability	0	0
Sexual Orientation	0	1
Marital Status	0	0
Membership in Local Human Rights Commission	1	0
<b>Total Complaints</b>		<b>1</b>

Table 34. MMCD Summary of Lawsuits Resolved During Reporting Period

<b>Basis</b>	<b>2015 Total Number</b>	<b>2016 Total Number</b>
Age	0	0
Race	0	1
Color	0	0
Creed	0	0
National Origin	0	0
Religion	0	0
Sex	0	0
Status with Regard to Public Assistance	0	0
Disability	0	0
Sexual Orientation	0	1
Marital Status	0	0
Membership in Local Human Rights Commission	0	0
<b>Total Lawsuits</b>	<b>0</b>	<b>1</b>

## Metropolitan Sports Facilities Authority – Complaints and Lawsuits

Table 35. MSFA Summary of Discrimination Complaints Resolved During Reporting Period

<b>Basis</b>	<b>2015 Total Number</b>	<b>2016 Total Number</b>
Age	0	0
Race	0	0
Color	0	0
Creed	0	0
National Origin	0	0
Religion	0	0
Sex	0	0
Status with Regard to Public Assistance	0	0
Disability	0	0
Sexual Orientation	0	0
Marital Status	0	0
Membership in Local Human Rights Commission	0	0
<b>Total Complaints</b>	<b>0</b>	<b>0</b>

Table 36. MSFA Summary of Lawsuits Resolved during Reporting Period

<b>Basis</b>	<b>2015 Total Number</b>	<b>2016 Total Number</b>
Age	0	0
Race	0	0
Color	0	0
Creed	0	0
National Origin	0	0
Religion	0	0
Sex	0	0
Status with Regard to Public Assistance	0	0
Disability	0	0
Sexual Orientation	0	0
Marital Status	0	0
Membership in Local Human Rights Commission	0	0
<b>Total Lawsuits</b>	<b>0</b>	<b>0</b>

End of Metropolitan Agency Report

## Section Five - Underutilization Progress Reports

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Underutilization progress reports have been established for the following metropolitan agencies that submitted 2016-2018 Affirmative Action Plans to Minnesota Management and Budget: Metropolitan Council, Mosquito Control District and the Metropolitan Airports Commission.

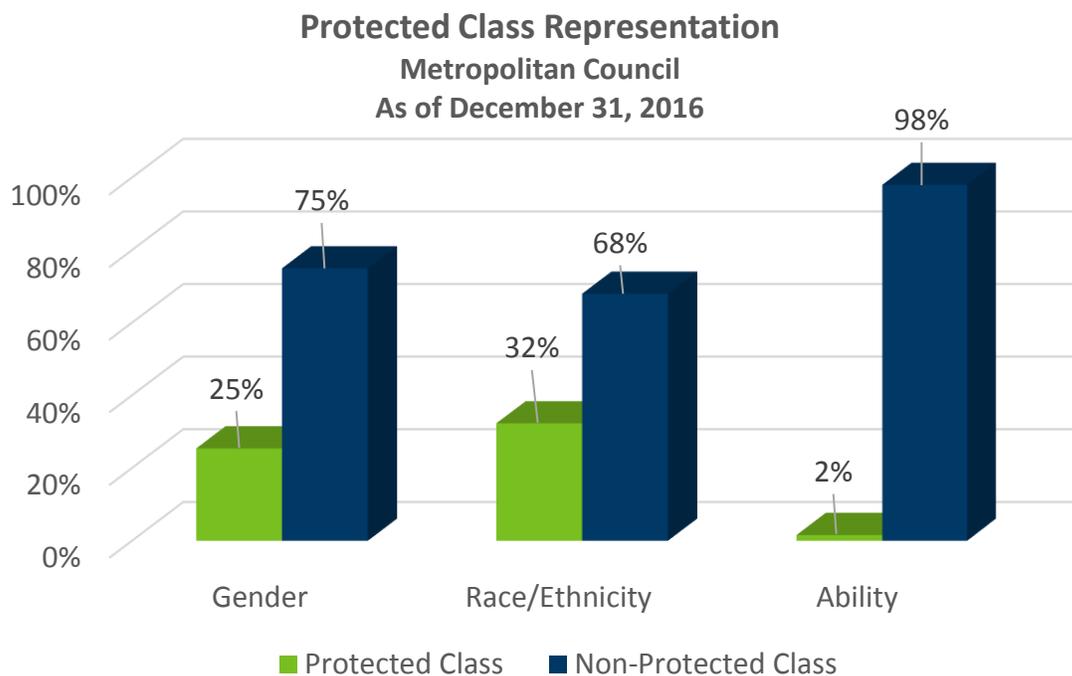
An underutilization progress report provides an at a glance view of how an agency is trending in regards to eliminating underutilizations of protected class individuals in their respective workforce. Tracking these changes creates an opportunity to identify when agencies are trending in a favorable or unfavorable direction. These reports can guide strategic recruitment and retention workforce planning efforts to create and maintain a diverse workforce representative of the people living in Minnesota.

The underutilization progress reports are broken down by EEO4 job categories used in the respective organizations as well as by protected classes. Only job categories used by the respective entities will be included on each agency's report. The report includes the following information:

- The number of employees the organization was underutilized by (in the respective job category and protected class) when the 2016-2018 Affirmative Action Plan was written.
- Colors to indicate whether an organization's underutilization has moved favorably, unfavorably or remained unchanged compared to underutilization of employees since the 2014-2016 Affirmative Action Plan.
  - Note: Color indicators and symbols are included in areas the organization may not have an underutilization, showing the movement of the utilization of each job category per protected class. Tracking this movement shows when the workforce is trending in the right direction so strategic plans can be developed to avoid future underutilizations.
- The colors in the boxes align with the movement indicators listed in the key below:
  - **Favorable Change (\*)** - The underutilization has decreased OR if no underutilization, the utilization of the protected class has improved since the previous biennium.
  - **Unfavorable Change (~)** - The underutilization has grown OR if no underutilization, the utilization of the protected class has worsened since the previous biennium.
  - **No Change (No Symbol)** - The underutilization has remained the same OR if no underutilization, the utilization of the protected class has remained steady since the previous biennium.

## Metropolitan Council

At the Metropolitan Council, the projected number of female hires was either met or exceeded in 11 out of 22 job sub-categories, keeping the representation of female employees at 25%. The number of racial/ethnic minority employees matched or surpassed the projection in 13 of the 22 job sub-categories. This total percentage is a slight increase from the last Affirmative Action cycle (29.7%). The Metropolitan Council's representation of individuals with disabilities is currently at 2%. The Council can reduce the underutilization of employees with disabilities by focusing intentional recruitment efforts on individuals with disabilities, building additional community partnerships and potentially participating in the Connect 700 Executive Branch program.



## Underutilization Progress Report

### Metropolitan Council

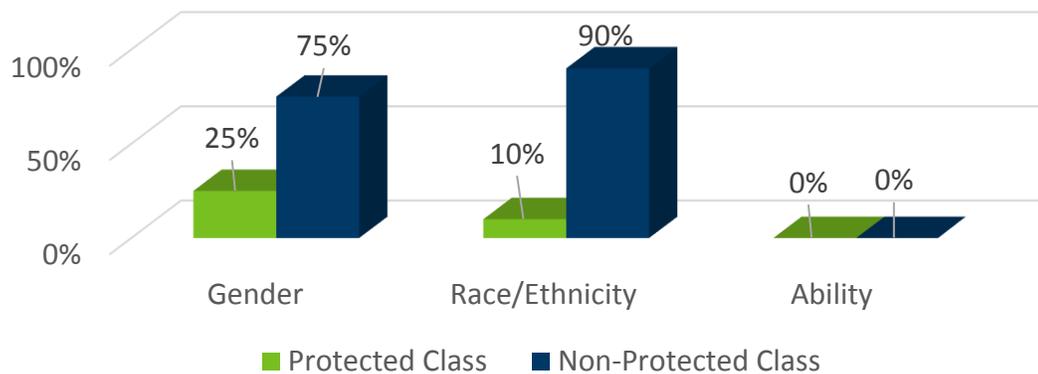
Metropolitan Council	Women	Individuals with Disabilities	Racial/Ethnic Minorities
Officials/Administrators (Executives)	0	0	0
Directors, Managers, Supervisors (Middle Admin)	3	3 ~	0
Directors, Managers, Supervisors (Middle Technical)	6 *	1 ~	3 ~
Directors, Managers, Supervisors (First Line Middle)	40 *	16 ~	0
Professionals (Admin)	17 ~	8 ~	0
Professionals (Technical)	0 *	10	23
Technician/Paraprofessional (Admin)	51 *	4 *	0
Technician/Paraprofessional (Technical)	9 ~	5	0 *
Protective Service Workers	12 ~	12	0
Administrative Support	13 ~	2	0
Administrative Support (Clerks)	31 ~	4 *	0
Skilled Craft (Electricians)	6 ~	1 ~	6 ~
Skilled Craft (Electro-Mechanical/Scada Signals/Comm)	19 ~	7 *	11 *
Skilled Craft (Interceptor Service Worker)	0	1 ~	3 *
Skilled Craft (Machinist/Mechanics)	5 ~	22	0
Skilled Craft (Operators)	0	6	0
Skilled Craft (Pipe Fitters)	0	5 ~	0
Skilled Craft (Stationary Engineers)	2	0	3 ~
Skilled Craft (Bricklayers/Painters)	0	0	0
Service Maintenance (Interceptor Service Worker/Laborer)	0 *	13 ~	0
Service Maintenance (Bus Transportation)	175 ~	91 *	0
Service Maintenance (Rail Transportation)	6 ~	1 ~	0

(\*) Favorable Change (~) Unfavorable Change (No Symbol) No change

## Metropolitan Airports Commission

The Metropolitan Airports Commission has seen an increase in hires of females and a significant decrease in hires of racial/ethnic minorities. The agency worked on eliminating barriers in the selection process and has made a commitment to increase participation in job fairs targeting protected group members. The Commission's Affirmative Action Plan includes a personnel procedure ensuring interviews to protected group members that meet minimum qualifications.

**Protected Class Representation**  
Metropolitan Airports Commission  
As of December 31, 2016



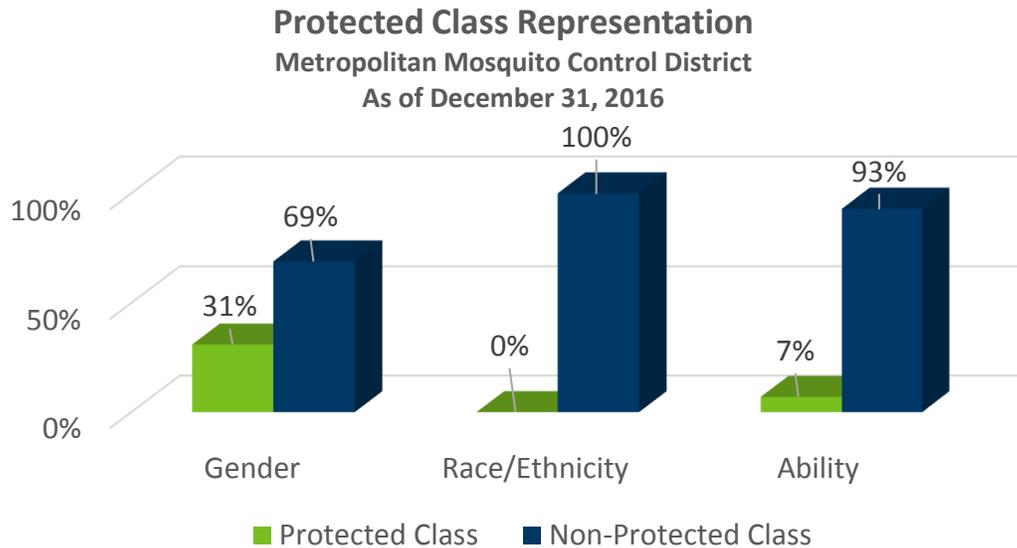
**Underutilization Progress Report**  
Metropolitan Airports Commission

Airports Commission	Women	Racial/ Ethnic Minorities	Individuals with Disabilities
Officials and Administrators	5 ~	1 *	No Data Submitted
Professionals	0	0 *	No Data Submitted
Supervisors/Managers	14 ~	1 ~	No Data Submitted
Administrative Support	4 ~	0 *	No Data Submitted
Technicians	3	0 *	No Data Submitted
Protected Services Firefighters	0	4 *	No Data Submitted
Protected Services (Police/CSOs/911)	0 *	2 ~	No Data Submitted
Skilled Craft	1 ~	6 ~	No Data Submitted
Service Maintenance	1 ~	4 ~	No Data Submitted

(\* ) Favorable Change (~) Unfavorable Change (No Symbol) No change

## Metropolitan Mosquito Control District

The Metropolitan Mosquito Control District has a small workforce with very little turn over during this reporting cycle. They continue to struggle to hire protected group individuals. They continue to use seasonal employment to introduce careers to protected group individuals. MMCD hires over 250 workers on a seasonal basis.



## Underutilization Progress Report

### Metropolitan Mosquito Control District

Mosquito Control District	Women	Racial/Ethnic Minorities	Individuals with Disabilities
Officials/Administrators/Professionals	1 *	1 ~	1
Technicians/ Paraprofessionals/ Administrative Support (RFT)	0	1 ~	0
Service Maintenance (RFT)	8	4	3
Technicians/ Paraprofessionals/ Administrative Support (FT)	4	1	0 *
Service Maintenance (SFT)	43 ~	20 ~	20 ~

(\* ) Favorable Change (~) Unfavorable Change (No Symbol) No change

## **Minnesota Sports Facilities Authority**

The Minnesota Sports Facility Authority has less than 10 employees. For data privacy, a graph showing the representation of protected class individuals is not included. The Authority has reported very little movement during this reporting timeframe. The agency has a commitment to diversity and inclusion and looks for protected group members whenever there is a job opening.