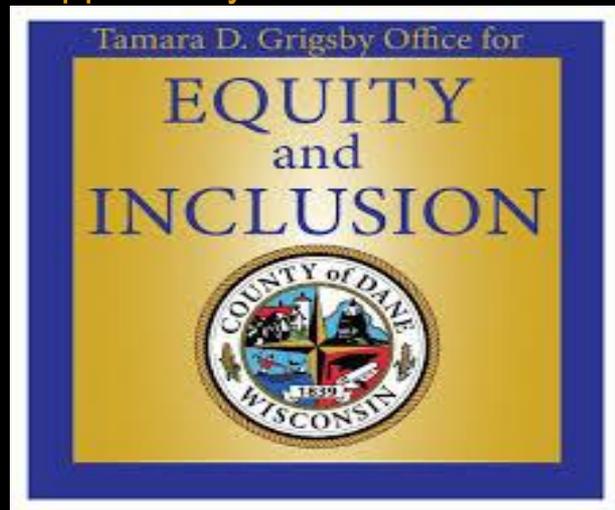


Dane County Equal  
Opportunity Commission



# AUTHORITY, PROCEDURES, AND DUTIES

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Dane County Equal Opportunity Commission

# AUTHORITY

- Boards or commissions are created by the County Board, and all or some of the members are appointed by the County Executive with the concurrence of the County Board.  
[History: 15.01 am., Sub. 1 to 2017 OA-51, pub. 04/24/18.]
- The commission shall advise the County Executive and County Board on ways in which county government can affirmatively create equal opportunity for the county's diverse citizenry, including county employees. This includes policy advice and oversight of the county's efforts to provide equal opportunity pursuant to Chapters 15 and 19, which commits the county to take affirmative action to provide opportunities in employment and county contracting for groups that have been historically excluded from the county's workforce and contracting.
- This includes policy advice and oversight of the county's efforts to provide equal opportunity pursuant to chapter 19, which commits the county to take affirmative action to provide opportunities in employment and county contracting for groups that have been historically excluded from the county's workforce and contracting.

# AUTHORITY

- Equal Opportunities Commission has the authority enforcing Dane County's Equal Opportunities and Affirmative Action Ordinances, to ensure that all employers and job training programs with regard to terms and conditions, equal benefits and services; adhere by providing equal employment without adverse actions, policies, or practices that discriminate against applicants, trainees, or employees on the basis of race, color, national origin, sex, age, or religion. This includes recruitment, hiring, layoff, discharge, recall, promotion, training, responsibility, wages, vacation, overtime, insurance, retirement, and pension benefits.
- Facilitating the designing of and implementation of specific actions/strategies (e.g. in recruitment, hiring, or training) for the purpose of eliminating the present effects of past discrimination. Affirmative Action attempts to redress these disparities by focusing on equal access to education and employment and granting consideration to historically underrepresentation groups in the workforce, this includes racial and ethnic minorities, women, veterans, and with disabilities.

# DUTIES

- The Commission shall consist of nine members. In making her or his appointments, the County Executive shall give due consideration to a membership which reflects the gender, racial and ethnic characteristics of the Dane County community, including representatives of people with disabilities. At least two members shall be county supervisors. No more than one member shall be a Dane County employee.
- The Commission shall advise the county executive and county board on ways in which county government can affirmatively create equal opportunity for the county's diverse citizenry, including county employees.
- This includes policy advice and oversight of the county's efforts to provide equal opportunity pursuant to chapter 19, which commits the county to take affirmative action to provide opportunities in employment and county contracting for groups that have been historically excluded from the county's workforce and contracting.
- The Commission shall also advise and assist the County Executive, County Board, and County staff to promote full participation of traditionally underrepresented populations in broader community life, including opportunities related to employment throughout the Dane County economy, housing, recreation, economic development, and the social and political life of the community.

# DUTIES

- Commission, should make recommendations for modification of the affirmative action goals and timetables and the contract compliance standards and requirements for the new calendar year. After review, the commission may inform the board of any recommendations for modifications.
- (b) Draft, adopt and implement such procedural rules and regulations as may be necessary to conduct the business of the commission.
- (c) Receive and review summaries of reports concerning complaints brought pursuant to the complaint process pursuant to sec. 19.15.
- d) Undertake the duties and responsibilities set forth in section 15.12(6) of the Dane County Ordinances.
- (e) Render an annual written report of its progress and activities to the county board and the county executive.
- (f) Provide the board with information regarding all affirmative action matters which affect Dane County.
- (g) Recommend to the board actions including, but not limited to, the consideration of ordinance amendments, as the commission deems advisable or necessary to implement the county's affirmative action plan. [History: (1), (1)(a), (2), (2)(a), (2)(c) and (2)(d) am., Sub. 3 to OA 48, 1995-96, pub. 01/21/97; s. 19.06 am., OA 17, 1999-2000, pub. 12/14/99.]

# PROCEDURES

**15.05 PROCEDURAL RULES.** Unless otherwise required by statute, boards and commissions will follow county board procedural rules in Chapter 7. All questions not covered by county board rules shall be governed by the most recent edition of Robert's Rules of Order. [History: 15.05 am., Sub. 1 to 2017 OA-51, pub. 04/24/18.]

Open Meetings Requirement: All meetings of boards and commissions shall be publicly held and open to the public in conformance with the Wisconsin Open Meetings Law, Wis. Stat. Chap. 19, Subchapter V. [History: 15.02 am., Sub. 1 to 2017 OA-51, pub. 04/24/18.]

# PROCEDURES

- The Equal Opportunities Commission (EOC) at its first regular meeting of each year shall elect a Chair, Vice-Chair and a Secretary. A nominating committee will be appointed, which will present a proposed slate of officers. These duly elected officers plus two EOC members elected at large shall constitute the Executive Committee to conduct Commission business between regular meetings.
- The EOC may designate two additional members to serve as alternates for the Executive Committee. In the absence of an Executive Committee member, an alternate may substitute and vote in place of said Executive Committee member at any properly convened meeting of the Executive Committee.
- The Chair shall preside over all meetings and shall decide all points of procedure subject to reversal by a majority of the EOC members.
- Designated Office for Equity and Inclusion (OEI )staff shall promptly prepare minutes of all meetings and shall disseminate a copy to each EOC member. The original copy of the minutes shall remain in the Office of Equity and Inclusion as part of its permanent records.
- If a Commissioner is unable to attend an EOC meeting or hearing, such Commissioner shall notify the Tamara D. Grigsby Office for Equity and Inclusion. Such notification must be received by the OEI at least one day prior to the scheduled meeting. Commissioners shall attend meetings in accordance with (15.01 am., )

# PROCEDURES

- **15.02 OPEN MEETINGS REQUIRED.** It is declared to be the express policy of this chapter to grant the public the fullest information regarding the affairs of county government. To implement this policy, all meetings of boards and commissions shall be publicly held and open to the public in conformance with the Wisconsin Open Meetings Law, Wis. Stat. Chap. 19, Subchapter V. [History: 15.02 am., Sub. 1 to 2017 OA-51, pub. 04/24/18.]
- **15.03 QUORUM REQUIRED.** No action of a board or commission shall have any force or effect unless such action was taken by a quorum of its members. Unless otherwise specified by law, a quorum shall mean the majority of the duly appointed and qualified membership of the board or commission present in-person at the meeting in which the action is considered. The fact that one or more members abstain from voting on a particular question shall not void an otherwise legitimate quorum. [History: 15.03 am., Sub. 1 to 2017 OA-51, pub. 04/24/18.]

# PROCEDURES

- **15.08 MINUTES.**
- Minutes of all meetings of boards and commissions shall be kept by staff. [History: 15.08 am., Sub. 1 to 2017 OA-51, pub. 04/24/18.]
- **15.09 POSTING OF SCHEDULED MEETINGS.**
- (1) A copy of the agenda, including the time and place of the meeting and of the matters to be discussed, shall be given to the County Clerk by noon on the Friday prior to the week in which the meeting will occur for posting on the bulletin board in his or her office and such other place(s) in the City-County Building, which provide prompt and sufficient notice to the public as soon as possible after scheduling. In the event that exceptional circumstances prevent a meeting from being posted by noon on Friday before the meeting is to occur, the agenda must be posted no less than 24 hours prior to the meeting and the County Clerk should be alerted immediately.
- (2) No committee may take action on any item which has not been posted with the agenda as specified in subsection (6) hereof (24 hours notice) unless: (a) A delay to comply with the provisions of subsection (6) (c) Special consideration can not be an attempt to avoid the provisions of the Dane County Board rules, and (d) Notice of the special consideration has been posted with the committee agenda for at least two hours as required by sec. 19.84(2), Wis. Stats. (3) The minutes of any meeting during which an item receives such special consideration shall indicate that the consideration was an addition to the posted agenda and that the minimum posting requirements have been met.

# QUASI JUDICIAL DUTIES

- **15.06 JUDICIAL OR QUASI-JUDICIAL ADMINISTRATIVE PROCEEDINGS.**
- (1) This section applies in every case where the board or commission decision is required by law to be made on the record after notice and an opportunity for an agency hearing.  
(2) All such interested persons, as determined by the board or commission itself (subject to any applicable law, court ruling or board order), shall be given notice and an opportunity to be heard in any judicial or quasi-judicial proceeding either in person or by an attorney of the person's choice.
- The notice, unless personal service is required by law, shall be served by certified mail and shall include: 1. A statement of the time, place and nature of the hearing; 2. A statement of the legal authority and jurisdiction under which the hearing is to be held; 3. A reference to the particular sections of the statutes and ordinances involved; and 4. A short, plain statement of the matters asserted by the proponent of this action which is to be decided in the proceeding. (b) Opportunity shall be afforded all parties to respond and present evidence and argument on all issues involved. (c) Unless otherwise precluded by law, informal disposition may be made of any contested case by stipulation, agreed settlement, consent order or default.

# TAMARA GRISGBY OFFICE FOR EQUITY AND INCLUSION

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# QUESTIONS



In Memory of Tamara D. Grigsby 1974-2016



THANK YOU!