

Office for Equity and Inclusion

Bi-Monthly Update November – December 2018

Director – Wes Sparkman

- Harassment Summary meetings/updates with DOA, ER, Risk Management, Corp Counsel
- Interview Panels
- Hiring process for Contract Compliance Position
- November 20, 2018 All Managers Training – Bias and Mindfulness and follow up

Manager Policy and Program Improvement – Theola Carter

- Boys and Girls Club Fall Intern Program – 1 Intern working in the Planning Department
- November 20, 2018 All Managers Training – Bias and Mindfulness and follow up
- Participated in 2 today supervisory academy and gave feedback
- Participated on Interview Panel
- Completed the Dane County Cultural Survey with GARE – Reviewing material
- Employment workshop – November 3, 2018

Manager of Equal Employment Opportunity – Carrie Braxton

- New Employee Orientation: AA, EE, ADA, Harassment/testing, Complaint Procedure
- Harassment Summary meetings/updates with DOA, ER, Risk Management, Corp Counsel
- OEI Affirmative Action Plan update project
- Recruitment and Retention; employment fairs, appointments
 - Deforest Public Library – presentation
- Employment workshop – November 3, 2018
- November 20, 2018 All Managers Training – Bias and Mindfulness and follow up
- Participated on Interview Panel

American Disabilities Act Coordinator (ADA) – Richard Johnson

- The ADA (Americans with Disabilities Act) has strict confidentiality requirements. One of the key requirements is that information about an employee's ADA issues or an ADA request for a reasonable accommodation is only shared on a need to know basis.