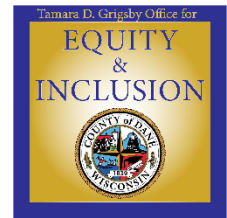


# Office for Equity and Inclusion

## Fall 2019 Report



September 19, 2019

To: Dane County Board Executive Committee  
From: Wesley Sparkman, Director

Over the past year OEI has been working towards equity, inclusion and accessibility in the County. In this report, I highlight some of the activities of staff.

### **Diversity Recruitment Specialist**

- As of January 2019, the Office is completely staffed. The Diversity Recruitment Specialist along with the Employee Relations Manager met with every Department head to discuss the recruitment and hiring process. In addition, the Diversity Recruitment Specialist has worked to improve the Bilingual Spanish Exam which is required for persons that are applying for bilingual positions with the County.
- Our department has created an Employment Training to assist those in applying for County positions and conduct trainings on what to do prior to applying for positions, the application and interview process, and on-the-job tips. As part of this the Diversity Recruitment Specialist has built a relationship with Operation Fresh Start. Operation Fresh Start provides disconnected youth a path to self-sufficiency and job skills, which they can use towards a career path. The Diversity Recruitment Specialist has been working with participants on mock interviewing skills with the Operation Fresh Start Strive Construction Summer cohort.

### **Manager of Policy and Program Improvement**

- We have continued our collaboration with the Boys and Girls Club Internship Program, and placed eleven interns, our highest number of interns in eight (8) County Departments. This is an increase in Department participation in the program. Already many of those Departments that have participated this year have expressed intentions to participate in 2020 and new ones have inquired about participating in 2020.
- Working with School Districts on the Drivers' Program. Working to bring aboard new school districts to the program.
- We have overseen the PIE grant application processes. The Food PIE application process was completed and awards were made. The Social Justice PIE Grant – applications were due on August 30. We are currently working with the Review Committee to identify an awardee.

### **Manager of Equal Employment Opportunity**

- The EEO Affirmative Action Plan 2019 and the Affirmative Action Hiring Justification Request form were updated.
- M-Class meetings/positions: in the collaboration process with DOA, Employee Relations, OEI Director and the departments with the various position. Being able to assist so that more applicants have opportunities to positions they may not have had prior.
- OEI Interview Panel List Developed: This diverse list was created to assist in having various staff available to assist on interview panels to assist Departments with having a representative panel during the interview process.

- As complaints are received, EEO Manager continues to investigate and, where necessary, works with Employee Relations, Corporation Counsel and/or Risk Management to bring about a resolution and determination to complaints.
- GARE - Participating in the WI Year of Learning and will be hosting the October 3, 2019 Meeting at the Madison Public Library.
- Working with Library Service as part of the planning team for the Ripple Project – Program on Equity and Inclusion for the Libraries in Dane County.

#### **American Disability Act (ADA) Coordinator**

- OEI has overseen thirteen (13) employees going through the ADA reasonable accommodation process in the first eight months of 2019 and has completed sixteen ergonomic assessments for employees in the first eight months of 2019.

#### **Contract Compliance Specialist**

- Recently completed the update to the Targeted Business Plan and it will be posted on the website.
- In October, 2019 OEI in collaboration with procurement will be hosting the Procurement Education Seminar at the Dane County Regional Airport.
- Unified Certification Program. – Dane County Chaired in 2018. Provided input to update the Operating Agreement between the City of Madison, Milwaukee County, the State of WI DOT and Dane County.

#### **Training for Departments and Work Shops: Equal Employment Opportunity Manager and Manager of Policy and Program Improvement**

As a result of several departmental/staff requests for training, our office have developed trainings in the areas of Cultural Diversity and Unconscious Bias to provide to county front line staff. Staff gave been scheduling providing the trainings to staff in various Departments.

Staff developed training on Unconscious Bias and how individual's biases may be a factor when working with clients/participants of programs. These managers will participate in the State Child Support Conference (72 counties and Tribal agencies) in September 2019 and Housing Summit conferences in October 2019.

#### **Community Engagement**

- EEO Manger presented at the Wisconsin Women of Color Leadership Conference
- Policy Manager participated in the Attracting Diverse Employees and Retaining Them Through Inclusion put on by Forward Fest
- OEI hosted the Madison Network of Black Professional Meeting in August 2019 which allowed the County Executive to present to members on various projects occurring in Dane County.
- LaFollette School of Public Affairs – Speaking with Students on working in County Government (Director Keynote Presenter).
- Participated in the Wisconsin Women in Government Leadership Seminar
- Participated in Girls Inc. of Greater Madison's Career Fair at the Goodman Community Center
- Participated at the Governor's Conference on Diverse Business Development MarketPlace Wisconsin – Wisconsin Economic Development Corporation