



# Dane County

## Minutes - Final Unless Amended by Committee

### Personnel & Finance Committee's Equity, Recruitment, & Retention Subcommittee

*Consider:*

*Who benefits? Who is burdened?*

*Who does not have a voice at the table?*

*How can policymakers mitigate unintended consequences?*

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Friday, October 20, 2023

12:00 PM This is a Hybrid Meeting: Attend in person at City-County  
Building, Room 354, 210 Martin Luther King, Jr. Blvd;  
Attend virtually via Zoom.

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**See below for additional instructions on how to attend the meeting and provide public  
testimony.**

*Interpreters must be requested in advance; please see the bottom of the agenda for more information.*

*Los intérpretes deben solicitarse con anticipación; consulte el final de la agenda para obtener más  
información.*

*Yuav tsuam tau thov txog cov neeg txhais lus hau ntej; thov saib hauv qab kawg ntawm qhov txheej  
txheem rau cov ntaub ntawv ntxiv.*

The October 20, 2023 Personnel & Finance Committee's Equity, Recruitment, Retention Subcommittee  
meeting will be a hybrid meeting. Members of the public can either attend in person or virtually via  
Zoom.

The public can attend in person at City-County Building, Room 354, 210 Martin Luther King, Jr. Blvd.

The public can access the meeting virtually with the Zoom application or by telephone.

To join the meeting in Zoom, click the following link (after you fill out the form, the meeting link and  
access information will be emailed to you):

[https://zoom.us/webinar/register/WN\\_3J8Qrc5YS9KbUyUdf2S06g](https://zoom.us/webinar/register/WN_3J8Qrc5YS9KbUyUdf2S06g)

This link will be active until the end of the meeting.

To join the meeting by phone, dial-in using one of the following three toll-free phone numbers:

1-833-548-0276

1-833-548-0282

1-888-788-0099

When prompted, enter the following Webinar ID: 969 9344 2844

**PROCESS TO PROVIDE PUBLIC COMMENT:**

**IN PERSON:** Any members of the public wishing to register to speak on/support/oppose an agenda item can register in person at the meeting using paper registration forms. **IT IS HIGHLY ENCOURAGED TO REGISTER VIA THE ZOOM LINK ABOVE EVEN IF YOU PLAN ON ATTENDING IN PERSON.**

In person registrations to provide public comment will be accepted throughout the meeting.

**VIRTUAL:** Any members of the public wishing to register to speak on/support/oppose an agenda item **MUST REGISTER USING THE LINK ABOVE** (even if you plan to attend using your phone). Virtual registrations to provide public comment will be accepted until 30 minutes prior to the beginning of the meeting.

In order to testify (provide public comment) virtually, you must be in attendance at the meeting via Zoom or phone, you will then either be unmuted or promoted to a panelist and provided time to speak to the body.

If you want to submit a written comment for this meeting, or send handouts for board members, please send them to: [MacKinnon@countyofdane.com](mailto:MacKinnon@countyofdane.com).

**A. Call To Order**

*The meeting was called to order at 12:10 p.m. Also present: Dan Lowndes, Karin Peterson-Thurlow, Lisa MacKinnon. There were no public registrations for the meeting.*

**Present:** 7 - SHANNON MAIER, APRIL KIGEYA, ERIK ANDERSON, DEREK WALLACE, SHARRON HUBBARD-MOYER, ARIEL BARAK and NANI GEBRECHRISTOS

**Excused:** 3 - JOANNE WEBER, JUSTIN FAY and JENNIFER SZE

**B. Consideration of Minutes**

[2023  
MIN-331](#) MINUTES OF THE 9-22-23 PERSONNEL AND FINANCE ERR  
SUBCOMMITTEE MEETING

**Attachments:** [2023 MIN-331](#)

[REGISTRATION REPORT--P and F ERR Subcomm Mtg --9-22-23](#)

A motion was made by WALLACE, seconded by HUBBARD-MOYER, that the minutes be approved. The motion carried by a voice vote.

**C. Fund Transfers**

NONE

**D. Referrals (Resolutions & Ordinance Amendments)**

NONE

**E. Items Requiring Committee Action**

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## Discussion and Action on Updated Report Including Final Recommendations for Presentation to Personnel and Finance Committee

*The subcommittee went through the draft report, including reviewing the final list of recommendations in the draft report again, and recommended the following edits:*

*p. 6: Add another sentence in the August 18 meeting summary to indicate the subcommittee also heard follow-up testimony from a number of speakers responding to the presentations on the Highway Intern Program at the subcommittee's July meeting, and providing additional information about the program.*

*p. 11:*

*- Equity General Section:*

*- Switch the order of recommendations #1 and #2 to reflect the stronger vote for #2 and remove recommendation #5 and place it in the narrative above recommendations as Supervisor Kigeya will speak to Sup Doyle (chair of Personnel and Finance) about this topic.*

*- Recruitment Section: #2: add "by department and countywide" after "publish average time-to-fill data..."*

*- Recruitment Section: In order to reflect the relative priorities shown by the voting, reorder section as follows: move recommendation #4 to #1; #2 stays as #2; #1 moves to #3 position.*

*- Add a final #5 in recruitment section to incorporate #15 from original list plus the following language to read:*

*Quality and frequency of communications and updates with applicants during the process currently is lacking and cold. Be sure templates are updated and demonstrate a warm touch. Offer an immediate response when applications are submitted online and let applicant know right away that the application materials will be processed approximately within a designated number of weeks. Example message: "Thank you for applying for a position at Dane County. Your job application and employment inquiry is important to us. We will review all information provided and will respond to you as soon as possible within [insert number] days or weeks." [not voted on]*

*p. 12: Retention Section:*

*- Reword title of #1 to delete "new Ombuds Committee" and insert in its place "the County"*

*- Reorder section as follows: Move #3 to #1, move #1 to #2, and move #2 to #3*

[2023  
ACT-192](#)

### DRAFT 2 REPORT AND RECOMMENDATIONS

**Attachments:** [DRAFT 2 REPORT AND RECOMMENDATIONS](#)

[UPDATED STAND ALONE LIST OF SELECTED P & F ERR RECS v.  
9-29-23](#)

## F. Presentations

NONE

## G. Reports to Committee

NONE

## H. Future Meeting Items and Dates

*The November 17th meeting at noon will have on the agenda a final review of edits and final approval of the report and recommendations. Also slated for the agenda: discussion of the ombuds committee and RFP.*

*The chair asked members to plan for a two-hour meeting from noon to 2 p.m. on Nov. 17th.*

*Subcommittee members proposed a discussion at a future meeting of the survey results from the ongoing workplace climate assessment.*

## I. Public Comment on Items not on the Agenda

NONE

## J. Such Other Business as Allowed by Law

*Subcommittee members asked for a brief update by staff on the summary presentation by the County Board's consultant re: their preliminary findings from the ongoing workplace climate assessment. Staff gave a brief update and indicated that the full summary preliminary presentation (subject to change given the assessment is ongoing) and recording of the meeting are on legistar under the 10/12/23 Executive Committee meeting.*

## K. Adjourn

*The meeting adjourned at 1:24 p.m.*

**A motion was made by WALLACE, seconded by MAIER, that the meeting be adjourned. The motion carried by a voice vote.**

*NOTE: If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below at least three business days prior to the meeting.*

*NOTA: Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.*

*LUS CIM: Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg peb hnuv ua hauj lwm ua ntej yuav tuaj sib tham.*

*County Board Office (608) 266-5758 TTY RELAY 711*