

## Office for Equity and Inclusion

Bi-Monthly Update July – August 2018

### Director – Wes Sparkman

- Ongoing meetings with Dane County Executive
- Working with DOA re New process for M-Class Positions
- Harassment Summary meetings/updates with DOA, ER, Risk Management, Corp Counsel
- Follow up re complaints/investigations via walk-in and phone
- Racial Equality and Social Justice (RESJ) Leadership and Core meetings
- OEI Advisory Board
- Dane County Supervisory Trainings
- Emergency Management
- Interview Panels
- Emergency Management – completed the Dark Skies Drill and was part of the EOC during flooding event in Madison. Scheduled to continue Emergency training for Disaster Management for Public Services on in December 2018 and Management for Water & Wastewater Utilities March 2019
- Boys and Girls Club Internship with Dane County

### Manager Policy and Program Improvement & Contract Compliance Specialist – Theola Carter

- Munis System re Budget – presented budget for 2019
- Boys and Girls Club Internship with Dane County – Orientation and oversaw the summer program. Dane County had 7 interns this year in various area; we were the 2<sup>nd</sup> largest employer to participate in the BGC summer intern program)
- Establish Contract with the Simpson Street Press for Summer interns with Extensions and Land and Water Resources
- Ongoing review of Departments' Equity Plans
- Initiated a Fall intern program with the BGC starting with two interns only
- OEI Intern designed and completed the new Office logo used on OEI Letterhead
- Unified Certification Program/ Federal Disadvantaged Business Enterprise (DBE)  
: Joint Certification between the State, City of Madison and Milwaukee and Dane County and–  
On the sub committee to complete the operation agreement
- Target Business Certification Program – Continue to certify minority and women on business
- Dane County Supervisory Trainings
- Completed the Federally required Civil Rights Compliance Report for the County. The State accepted the County's Report and the County certified the County until 2021.
- Emergency Management – completed the Dark Skies Drill and was part of the EOC during flooding event in Madison. Scheduled to continue Emergency training for Disaster Management for Public Services on in December 2018 and Management for Water & Wastewater Utilities March 2019
- Completed Partners in Equity Applications and Reviews (PIE Grant)
- Racial Equity and Social Justice (RESJ) Leadership and Core
- OEI Advisory Board
- Completing establishing contracts for a few programs - Driver's - 9 school districts in Dane County and finalizing contracts
- Assessments for Dane County Sheriff
- Joint City/County Housing Task Force Meetings

- Providing training as a part of Team Leader and Facilitators Training offered through UW Continuing Studies
- Developed and provided an Employment Seminar for persons interested in Dane County Employment/ Second presentation schedule to occur in November
- Participant on Jail Reentry Meetings at the Dane County Sheriff
- Participant in the Law Enforcement and Leaders of Color Committee
- Work with ADRC on Cultural Plan and Greater Wisconsin Area Agency on Aging (GWAAR) on Malnutrition and Senior population
- Assist with Dane County Sheriff and Dane County Planning interviews
- Attended Quarterly County Board Executive Meeting – Present OEI updates
- LaSup Meeting

Manager Equal Employment Opportunity & Diversity Recruitment Specialist – Carrie Braxton

- Working with DOA re new process for M-Class Positions
- Complaint/ Investigations follow up
- Harassment Summary meetings/updates with DOA, ER, Risk Management, Corp Counsel
- Requisition Approvals for filling positions (Neogov)
- New Employee Orientation: AA, EE, ADA, Harassment/testing, Complaint Procedure
- Dane County Interview Panels
- Dane County Supervisory Trainings
- Recruitment and Retention; employment fairs, appointments
  - Operation Fresh Start – Mock Interviews, job prep
  - DWD July Jamboree Career Fair
  - Latino Academy Job Fair
  - Mendota School Block Party
  - Dane County Regional Job Fair
  - Wright Middle School Community Night
- ADA Team Member meeting
- Government Alliance on Race and Equity (GARE)- webinars, phone communication
- Employment and Training Coalition
- Presentation - Deforest Public Library
- Community Events-
  - Hmong Language & Culture Program
  - Urban League Unity Picnic
  - Nuestro Mundo Community School
  - Disability Pride Festival
  - conNEXTions mentorship training
- Joint City/County Housing Task Force Meetings
- Boys and Girls Club Internship with Dane County & Celebration
- OEI Affirmative Action Plan update project
- LaSup Meeting
- Alternative Selection assistance

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.

- ADA Reasonable Accommodation Requests by DC Employees: July and August, 2018
  1. Initial inquiries about reasonable accommodations: 3
  2. Ongoing reasonable accommodation requests: 3
  3. Concluded reasonable accommodation requests: 3
  4. Job applicants requesting a reasonable accommodation: 0
  
- Ergonomic assessments done in July and August, 2018: 8
- Requests for Sign Language Interpreters during July and August, 2018: 3
  
- Four ADA Title II issues within Dane County during July and August, 2018:
  1. CDBG grant: remodeling the bathrooms at the Colonial Club in Sun Prairie to be ADA compliant.
  2. Continuing: resolve DWD ADA audit that raised accessibility issues for Job Center's parking lot and building.
  3. Concluding consult with people who are revising pathways in Dane County UWEX Teaching Garden at Fen Oak to be accessible.
  4. Began path to review and revise the ADA section of the DC "Affirmative Action Plan Handbook."