



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?

Friday, April 28, 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.

**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 April 28, 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 the City-County Building in room 354.

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_9uJZ-NpiQgeYzowpl8WMfQ

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: 961 6288 4501

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

A. Call To Order

The meeting was called to order at 12:03 PM. Hubbard-Moyer chaired the meeting in Kigeya's absence today. Also present: Dan Lowndes, Rhonda Frank-Loron, Lisa MacKinnon.

*There was one registrant to speak (registered in person):
Ronda Frank-Loron, representing Dane County Pretrial Department (as its Director), speaking for information regarding agenda item E2, Ideas and Priority Areas Regarding Equity in Recruitment and Retention. Ms. Frank-Loron spoke about wage equity issues and past reclassification efforts among social workers in her department. Supports further analysis of this topic.*

Members re-introduced themselves as two newly-appointed members were present at this meeting: Justin Fay (representing Employee Group 705) and Jennifer Sze (representing the balance of employees of Dane County not represented by an employee group).

Present: 9 - SHANNON MAIER, CHUCK ERICKSON, ERIK ANDERSON, DEREK WALLACE, SHARRON HUBBARD-MOYER, ARIEL BARAK, NANI GEBRECHRISTOS, JUSTIN FAY and JENNIFER SZE

Excused: 3 - JOANNE WEBER, MIKE BARE and APRIL KIGEYA

B. Consideration of Minutes

[2023
MIN-026](#)

MINUTES OF THE 3-24-23 PERSONNEL AND FINANCE ERR
SUBCOMMITTEE MEETING

Attachments: [2023 MIN-026](#)

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

C. Fund Transfers

NONE

D. Referrals (Resolutions & Ordinance Amendments)

NONE

E. Discussion and Possible Committee Action

1. Brief Follow-Up Discussion of the Recruitment and Retention Data Analyzed and Reported on by the La Follette Capstone Project

There was one public registrant who registered in person to speak:

Ronda Frank-Loron, representing Dane County Pretrial Department (as its Director), speaking for information regarding agenda item E2, Ideas and Priority Areas Regarding Equity in Recruitment and Retention. Ms. Frank-Loron spoke about wage equity issues and past reclassification efforts among social workers in her department.

Subcommittee members asked questions and discussion ensued.

2. Discussion of Ideas and Priority Areas Regarding Equity in Recruitment and Retention

The subcommittee members brainstormed and submitted ideas for consideration as issues for the subcommittee to prioritize and address. These included:

Idea 1:

Shadowing in positions that are changing over from the current employee to a new employee. Currently, most positions are vacant prior to filling. Meier indicated as a rule a position currently needs to be vacated before a new one is filled unless the County Executive gives permission to "double fill" a position. This has budget implications.

Questions:

- When are positions double filled?*
- What is the current policy rationale?*
- Where there is knowledge of terminations, what is the leeway to double fill? What are the past practices and budget issues?*
- Pre-hires: Are there areas / positions that would make more sense to have a policy to double fill or pre-hire?*

Idea 2:

Tracking where positions have been posted.

Questions:

- Is the positing decision left up to the hiring staff?*
- Is there a standardized advertising policy for positions that is transparent and consistent?*

Idea 3:

Retention: Create a process that allows input and information gathering from all employees leaving county employment OR moving between departments.

- Currently, employees can request an in-person or Zoom exit interview. Can also do a paper exit interview. It is voluntary.*
- One concern is that people relocating internally would be afraid to be candid.*
- Idea:*
- Need to explore a way to allow exiting employees to be candid about their reasons for leaving. creating a safe/confidential or complete an electronic survey, also voluntary.*

Idea 4:

Retention: Standardized 6 month check-in with employees to gauge how they are doing in a position, address any emerging issues.

Idea 5:

Retention: Look at consistency and fairness in discipline (per Anderson: hostile work environment is 2nd highest concern on his employee group 360 surveys).

- 360-degree survey. Needs to be anonymous and secure for candid feedback. MacKinnon mentioned that this will be done as a part of the workplace climate assessment forthcoming.*

Idea 6:

Retention: Confidential employee evaluations of supervisors and managers.

*Idea 7:
Identify pay disparities across all county roles.*

3. Discussion of Ideas for Subcommittee Work Plan

The subcommittee began a brief discussion of work planning for the subcommittee. Besides the ideas and priorities discussed in E2 above, they discussed future presentaton/speaker ideas.

FUTURE PRESENTERS IDEAS:

- Learn about alternative selection hiring process (OEI/Rodrigo Valdivia)*
- Learn about Highway Internship Program (Someone from Highway Dept who has worked with this program and also a graduate of the program)*

The subcommittee did not discuss process or timeline for finalizing recommendations.

F. Presentations

NONE

G. Reports to Committee

NONE

Brief Staff Update on Workplace Climate Assessment RFP

MacKinnon gave a brief update regarding the workplace climate RFP that is currently out for bids from the County Board Office. MacKinnon indicated that we have asked the vendor to include a well-designed and confidential 360 survey that would allow employees to be candid with their input regarding workplace climate. Proposals are due in mid-May with anticipated project start sometime in June, a preliminary summary presentation of early findings and recommendations to the Executive Committee in September (to inform possible budget discussions), and a final presentation to Executive Committee in November. MacKinnon mentioned that members and the public can access the RFP on the Purchasing website and that she also sent a link to the RFP to the subcommittee members when it went out for bid.

H. Future Meeting Items and Dates

The next meeting is scheduled for noon on May 19th in CCB room 354.

I. Public Comment on Items not on the Agenda

NONE

J. Such Other Business as Allowed by Law

NONE

K. Adjourn

The meeting adjourned at 1:30 PM.

A motion was made by ERICKSON, seconded by WALLACE, 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