

OFFICE FOR EQUITY & INCLUSION

MONTHLY REPORT –June-August, 2017

Diversity Recruitment Specialist

- Recruitment Specialist participated in various outreach activities.
- Completed installation of City-County building accessibility and Wall-Mount electronic Directory located on MLK Drive and Wilson Street Entrances.
- Attended DWD employment jamboree and Dane County job fair in July and August.
- Participated on interview panels for City of Madison bilingual Ombudsman and Administrative Assistance vacancies.
- Participated on Deputy Sheriff interview panels.
- Conducted cultural sensitivity training for Department of Planning and Department of Human Services and the Management Advisory Council.

Contract Compliance Specialist

- OEI staff has responded to the MGT America contract compliance assessment report.
- Compliance officer continues to evaluate the current Dane County contract compliance program and respond to contractor complaints.
- Staff continues to review the purchasing managers process and develop recommendation on how Dane County can improve its utilization of targeted businesses.

RESJ and GARE

- Staff reported out regarding knowledge gained at the GARE Conference in May.
- RESJ leadership and core committee meeting are continuing with a recommendation to meet less frequently on a quarterly basis.

OEI Department Updates

- OEI is currently in the process of filling the Quality Improvement Manager vacancy.
- County departments are continuing to develop work plans for implementation.

EEO Update

- 2017 workforce data report presented to EOC at April EOC meeting. Approval pending at May meeting.
- 2016 Personnel Transaction Summary Report-Completed-[intern project]. Analysis pending.
- Updated AA/EEO Plan-2017 Pending. (Policy/Procedures Standards draft completed, need to revise based on reorganization of County EO via OEI.
- Meeting with various departments regarding workforce underutilization. Met with DOA with planned meetings with Human Services and other departments to be scheduled.
- Currently implementing employee survey to update payroll data due to be completed early September.
- Conducted another presentation for Family Court Services' on their Staff Day Training. This year's topic was implicit bias.
- Prepared memo edited by the EOC to the county board office for sub committee reviewing county committees and commissions.

Complaints

DHS-BPHCC-Employment discrimination Complaint pending.
AEC- Harassment complaints pending. (2).
DHS-NIP-Complaint pending.
DHS-CPS-Complaint pending.

Dane County Vacancy Certifications Processed

EO manager processed **82** requests to fill vacant positions from June 2 until September 12 of 2017.

ADA

- Several ADA request have been processed by the coordinate and heard by the ADA review committee.