

Office for Equity and Inclusion

Bi-Monthly Update January – February 2018

Director – Wes Sparkman

- Monthly meetings with Dane County Executive
- Working with DOA re New process for M-Class Positions
- Harassment meetings/updates with DOA, ER, Risk Management, Corp Counsel
- Follow up re complaints/investigations via walk-in and phone
- Legislative involvement – SB634 spoke at Capital in opposition
- Diversity and Equity in Recruitment and Retention Committee Agenda (DERR)
- Racial Equality and Social Justice (RESJ) Leadership and Core
- Dane County Supervisory Trainings
- Sexual Harassment Training
- Various panels: interview et al

Program and Policy Improvement Manager & Contract Compliance – Theola Carter

- Munis System re Budget
- Created proclamations for Black History Month
- Legislative involvement – SB634 at Capital in opposition
- Driver's License Program; contracts established
- Federal Disadvantaged Business Enterprise (DBE) in Milwaukee
- Boys and Girls Club Internship with Dane County
- Created design/ordered new OEI Banner
- Edited new OEI brochure
- Joint City-County MLK 50th Anniversary commemoration
- Partners in Equity (PIE) Grant – Jesse Crawford Center/Dane County Sheriff Office Re-Entry Program
- Unified Certification Program: Joint Certification between the State, City of Madison and Milwaukee and Dane County and Target Business Certification Program
- Dane County Supervisory Trainings
- Sexual Harassment Training
- Civil Rights Compliance for the State and County
- Working with Area Agency on Aging Training Needs Meeting
- Law Enforcement and Leaders of Color Collaboration
- Emergency Management Preparedness Committee
- Diversity and Equity in Recruitment and Retention Committee Agenda (DERR)
- Racial Equality and Social Justice (RESJ) Leadership and Core
- OEI Advisory Board
- Government Alliance on Race and Equity (GARE)

Interim Equal Employment Opportunity Manager & Diversity Recruitment Specialist – Carrie Braxton

- Working with DOA re new process for M-Class Positions
- Complaint Investigations follow up
- Legislative involvement – SB634 at Capital in opposition
- Requisition Approvals for filling positions (Neogov)
- New Employee Orientation: AA, EE, ADA, Harassment/testing, Complaint Procedure
- Joint City-County MLK Commissions Staffing

- Quarterly EEO Category & EEO Org Level Reports
- ADA Team Member meetings
- Auto AAP System Implementation and Training Membership
- EEO-4 Report (for Feds)
- Dane County interview panels
- Dane County Supervisory Trainings
- Sexual Harassment Training
- CDL Intern Program w/Dane County's Highway Department for 10 – 12 week training
 - Urban League- 4 candidates, 1 is female
 - Latino Academy- 4 candidates
- Finalized new OEI Office brochure
- Drafted new OEI Job fair brochure
- Diversity and Equity in Recruitment and Retention Committee Agenda (DERR)
- Racial Equality and Social Justice (RESJ) Core
- Recruitment and Retention; fairs, appointments, viewing reports
- Harassment meetings/updates with DOA, ER, Risk Management, Corp Counsel

American Disabilities Act Coordinator (ADA) – Richard Johnson

- ADA Team Meetings
 - Reasonable accommodations follow up
 - Discussed undue hardship, nature, cost within a department
 - Proposals
 - Shared Administrative Practice Manual re: Sign language interpreters
 - Possible legal ramifications within Dane County
 - Feedback from involved department representatives
- Continued assessing of Dane County work areas
- Continued follow up as needed