

## **Office for Equity and Inclusion**

Bi-Monthly Update May – June 2018

### Director – Wes Sparkman

- Monthly 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
- Diversity and Equity in Recruitment and Retention Committee Agenda (DERR)
- Racial Equality and Social Justice (RESJ) Leadership and Core meetings
- OEI Advisory Board
- Dane County Supervisory Trainings
- Emergency Management – completed the Dark Skies Drill some lessons were learned

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

- Munis System re Budget
- Federal Disadvantaged Business Enterprise (DBE) in Milwaukee
- Boys and Girls Club Internship with Dane County - Orientation
- Designed/ordered new OEI Banner; Intern working on making banner a logo
- Unified Certification Program: Joint Certification between the State, City of Madison and Milwaukee and Dane County and Target Business Certification Program - completed the operation agreement
- Dane County Supervisory Trainings
- Civil Rights Compliance for the State and County
- Emergency Management – completed the Dark Skies Drill some lessons were learned
- Madison Region's Economic Development and Diversity Summit
- Diversity and Equity in Recruitment and Retention Committee Agenda (DERR)
- Racial Equity and Social Justice (RESJ) Leadership and Core
- OEI Advisory Board
- Black Women's Leadership Conference participant– Career Mentor
- Completing establishing contracts for a few programs - Driver's – Met with each school and finalizing contracts
- Assessments for Dane County Lieutenants
- Joint City/County Housing Task Force Meetings

### Interim 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
- Diversity and Equity in Recruitment and Retention Committee Agenda (DERR)
- Racial Equity and Social Justice (RESJ) Core meeting
- Recruitment and Retention; employment fairs, appointments
  - Girls Inc. Career Fair

- Urban League Extravaganza Career Fair
  - Juneteenth Day – Career table
- ADA Team Member meetings
- OEI Advisory Board Meeting
- Government Alliance on Race and Equity (GARE)- debrief
- Employment and Training Coalition
- Presentation with Theola – Family Court Services
- CDL Internship conference w/Louisville, KY Urban League
- Boys and Girls Club Internship with Dane County Orientation
- Joint City/County Housing Task Force Meetings

#### 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: May and June, 2018
  1. Initial inquiries about reasonable accommodations: 6
  2. Ongoing reasonable accommodation requests: 4
  3. Concluded reasonable accommodation requests: 3
  4. Job applicants requesting a reasonable accommodation: 1
- Ergonomic assessments done in May and June, 2018: 14
- Requests for Sign Language Interpreters during May and June, 2018: 3
- Two Title II issues within Dane County during May and June, 2018:
  1. State audit raised accessibility issues for Job Center's parking lot and building
  2. Revising pathways in Dane County UWEX Teaching Garden at Fen Oak.