

Office for Equity and Inclusion

Bi-Monthly Update January – 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
- Posting Dane County positions

Workforce Report / EEO Counts

Gender	Persons of Color
Male 1047 = 45.9%	396 = 17.8%
Female 1231 = 54.0%	
Total = 2278	

OEI Complaints

AEC (1) closed
 CFS (2) closed
 DCSD (1) closed
 Citizen (1) NA

Dane County Position Requisitions Processed

EEO Interim Manager processed 174 requests to fill positions from January 4 until June 28, 2018

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.