



The Tamara D. Grigsby

Office for Equity & Inclusion Memorandum

Wesley N. Sparkman – Director

September 12, 2019

Joe Parisi – County Executive

To: Personnel and Finance Committee
Dane County

From: Wesley Sparkman, Director

The Tamara D. Grigsby Office for Equity and Inclusion 2020 budget places a direct focus on strengthening the County's infrastructure and commitment to equity and accessibility to County government.

The Office for Equity and Inclusion's 2020 budget continues to provide outreach and support to innovative and creative ideas to address social and racial inequities in the County. The budget does not deviate from the County Executives guidelines for funding requests.

Accomplishments in 2019 include but is not limited to:

- As of January 2019, the Office is completely staffed. Diversity Recruiter along with Employee relations met with every Department head to discuss the recruitment and hiring process.
- We have continued our collaboration with the Boys and Girls Club Internship program, and placed eleven interns, our highest number of interns in eight (8) County Department. This is an increase in Department participation in the program. Already many of those Departments that participated this year has expressed intentions to participate next year and new ones have inquired about participating in 2020.
- As a result of several staff requests for training, our office have developed trainings in the areas of Cultural Diversity and Unconscious Bias to provide to county front line staff. Staff have been scheduling providing the trainings to staff in various Departments.
- Staff will also be presenting at the State Child Support and Housing Summit conferences in September and October 2019.
- The EEO Affirmative Action Plan 2019 and the Affirmative Action Hiring Justification Request form were updated.
- The Targeted Business Plan was updated.
- In the collaboration process with DOA, Employee Relations, OEI Director and the departments with the various positions, M-Class meetings/positions: Being able to assist so that more applicants have opportunities to positions they may not have had prior.
- OEI Interview Panel List Developed: This diverse list was created to assist in having various staff available to assist on interview panels to assist Departments with having a representative panel during

the interview process.

- OEI has overseen thirteen (13) employees going through the ADA reasonable accommodation process in the first eight months of 2019 and has completed sixteen ergonomic assessments for employees in the first eight months of 2019.
- We are continuing to work to expand the Dane County Driver's License Education Program. We have had additional inquiries for school districts.
- In October, 2019 OEI in collaboration with procurement will be hosting the Procurement Education Seminar at the Dane County Regional Airport.

We continue to forge collaboration with County Departments and Community Partners. We will continue to make strides towards an equitable and sustainable Dane County.