



# Dane County

## Minutes - Final Unless Amended by Committee

### Personnel & Finance Committee's Equity, Recruitment, & Retention Subcommittee

*Consider:*

*Who benefits? Who is burdened?*

*Who does not have a voice at the table?*

*How can policymakers mitigate unintended consequences?*

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Friday, January 27, 2023

12:00 PM

This is a Hybrid Meeting: Attend in person at  
City-County Building, Room 354, 210 Martin Luther  
King, Jr. Blvd; Attend virtually via Zoom.

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**See below for additional instructions on how to attend the meeting and provide public  
testimony.**

*Interpreters must be requested in advance; please see the bottom of the agenda for more information.*

*Los intérpretes deben solicitarse con anticipación; consulte el final de la agenda para obtener más  
información.*

*Yuav tsuam tau thov txog cov neeg txhais lus hau ntej; thov saib hauv qab kawg ntawm qhov txheej  
txheem rau cov ntaub ntawv ntxiv.*

The January 27, 2023 Personnel Finance Committee's Equity, Recruitment, Retention Subcommittee meeting will be a hybrid meeting. Members of the public can either attend in person or virtually via Zoom.

The public can attend in person at the City-County Building in room 354.

The public can access the meeting virtually with the Zoom application or by telephone.

To join the meeting in Zoom, click the following link (after you fill out the form, the meeting link and access information will be emailed to you):

[https://zoom.us/webinar/register/WN\\_dYnqi7OqTmuEST9JzZKr0Q](https://zoom.us/webinar/register/WN_dYnqi7OqTmuEST9JzZKr0Q)

This link will be active until the end of the meeting.

To join the meeting by phone, dial-in using one of the following three toll-free phone numbers:

1-833-548-0276

1-833-548-0282

1-888-788-0099

When prompted, enter the following Webinar ID: 938 0001 7010

**PROCESS TO PROVIDE PUBLIC COMMENT:**

**IN PERSON:** Any members of the public wishing to register to speak on/support/oppose an agenda item can register in person at the meeting using paper registration forms. **IT IS HIGHLY ENCOURAGED TO REGISTER VIA THE ZOOM LINK ABOVE EVEN IF YOU PLAN ON ATTENDING IN PERSON.**

In person registrations to provide public comment will be accepted throughout the meeting.

**VIRTUAL:** Any members of the public wishing to register to speak on/support/oppose an agenda item **MUST REGISTER USING THE LINK ABOVE** (even if you plan to attend using your phone). Virtual registrations to provide public comment will be accepted until 30 minutes prior to the beginning of the meeting.

In order to testify (provide public comment) virtually, you must be in attendance at the meeting via Zoom or phone, you will then either be unmuted or promoted to a panelist and provided time to speak to the body.

If you want to submit a written comment for this meeting, or send handouts for board members, please send them to: [mackinnon@countyofdane.com](mailto:mackinnon@countyofdane.com).

**A. Call To Order**

*The meeting was called to order at 12:00 PM by Sup. Kigeya. The following members of the subcommittee attended the meeting remotely: Weber, Maier, Hubbard-Moyer, and Barak. Also present: Dan Lowndes, Karin Peterson-Thurlow, Lisa MacKinnon, Greg Brockmeyer (remotely), Colleen Clark-Bernhardt (remotely).*

**Present:** 10 - JOANNE WEBER, SHANNON MAIER, MIKE BARE, CHUCK ERICKSON, APRIL KIGEYA, ERIK ANDERSON, DEREK WALLACE, SHARRON HUBBARD-MOYER, ARIEL BARAK and ANN MCNEARY

**Excused:** 1 - NANI GEBRECHRISTOS

**Absent:** 1 - CARL WILLIAMS JR

**B. Election of Officers**

A motion was made by WALLACE, seconded by ANDERSON, that the nomination of Supervisor Kigeya as the Chair of the subcommittee be approved. The motion carried by a voice vote.

**Election of Officers**

A motion was made by WALLACE, seconded by ANDERSON, that the nomination of Sharron Hubbard-Moyer as the Vice Chair of the subcommittee be approved. The motion carried by a voice vote.

**C. Consideration of Minutes**

NONE

**D. Discussion and Possible Committee Action**

## Subcommittee Scope and Objectives

*Chair Kigeya provided background on the impetus for creation of this subcommittee and referred the members to the motion setting out the purpose of the subcommittee.*

*Maier raised the issue of there being two representatives from one employee group (1871) and staff (Lowndes) raised concern about there being no non-represented member or any representation from the Sheriff's Deputies' or supervisors' union on the subcommittee.*

*Discussion ensued regarding the ability to amend the membership of the subcommittee to address concerns.*

*Staff was directed to ask for an opinion from Corporation Counsel on the issue.*

## E. Presentations

### Overview of the 2016 Equity Assessment of Recruitment and Hiring Practices

*Colleen Clark-Bernhardt presented a synopsis of the 2016 Assessment of Equity in Recruitment and Hiring that was completed by the RESJ Core team at the time. She noted that, with respect to the recommendations made in the assessment, if the employee groups had an issue with any of the recommendations the issue was noted in the document next to the recommendation. Also noted a letter from Neil Rainford, which was read before the Personnel and Finance Committee at the time, in response to the recommendations.*

*Subcommittee members asked various questions re: the history of the assessment and efforts that followed it, such as whether specific recommendations were implemented and how to determine that. Clark-Bernhardt indicated that the DERR Committee that formed after the Assessment was a different committee.*

<https://board.countyofdane.com/documents/pdf/reports/Equity-Assessment-Recruitment-and-Hiring.pdf>

## F. Reports to Committee

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## Staff Report on Related 2023 La Follette Capstone Student Project

*MacKinnon reported on the La Follette Capstone project, which was recently initiated by the County Board Office and will involve a team of MPA students reviewing and updating recruitment/retention/promotion data from 2018 through 2022. The students will issue a report to the Executive Committee in May and this subcommittee will be invited to that presentation, which should yield useful information for the work of this subcommittee. MacKinnon indicated that the scope of the project has been set and agreed to between the University and County Board Office and is not subject to change at this point.*

*The subcommittee requested that the data received by the students, as well as the Capstone project description, be shared with the subcommittee with the potential for identifying areas not addressed by the Capstone project that the subcommittee could address as a part of its work. Staff will make the data available in advance of the meeting.*

*There were technical difficulties halfway through this report and the meeting had to be paused for a few minutes to reboot the system. No subcommittee business was conducted during this time.*

### G. Future Meeting Items and Dates

#### 1. Schedule Dates for Monthly Noon Meetings of Subcommittee in 2023

*The subcommittee members selected the 4th Friday of each month at noon for its 2023 meeting schedule. Staff will check dates against religious holidays and other scheduling considerations and then send out the 2023 meeting schedule to subcommittee members. The next meeting will be held on Friday, February 24, at noon.*

#### 2. Set Next Meeting Agenda for February Meeting (e.g., meeting topic(s), speaker(s), subcommittee work plan, etc.)

*February meeting agenda items:*

- Introduction by each subcommittee member and their interest in this subcommittee's work*
- Presentation by Employee Relations on recruitment process, NeoGov utilization, recruitment data, where do job postings go, etc.*
- Discussion of items in 2016 Equity in Recruitment Assessment identified for further attention by subcommittee members*

*Future agenda item ideas:*

- Look at what other states, counties, private sector are doing with workforce equity*

### H. Public Comment on Items not on the Agenda

NONE

### I. Such Other Business as Allowed by Law

NONE

## J. Adjourn

*The meeting adjourned at 1:15 PM.*

**A motion was made by BARE, seconded by MCNEARY, that the meeting be adjourned. The motion carried by a voice vote.**

*NOTE: If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below at least three business days prior to the meeting.*

*NOTA: Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.*

*LUS CIM: Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg peb hnuv ua hauj lwm ua ntej yuav tuaj sib tham.*

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