



# 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?*

---

Friday, March 24, 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.

---

**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 March 24, 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\\_UZ9uelmUSsq1rsuG3e3D8Q](https://zoom.us/webinar/register/WN_UZ9uelmUSsq1rsuG3e3D8Q)

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: 964 7428 8803

**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 12:05 p.m. Also present: Karin Peterson-Thurlow, Colleen Clark-Bernhardt, Lisa MacKinnon.*

*There were no registrations to comment or speak.*

**Present:** 8 - JOANNE WEBER, SHANNON MAIER, MIKE BARE, APRIL KIGEYA, ERIK ANDERSON, DEREK WALLACE, SHARRON HUBBARD-MOYER and NANI GEBRECHRISTOS

**Excused:** 2 - CHUCK ERICKSON and ARIEL BARAK

**Absent:** 2 - CARL WILLIAMS JR and ANN MCNEARY

**B. Consideration of Minutes**

[2022](#)  
[MIN-627](#) MINUTES OF THE 3-3-23 PERSONNEL AND FINANCE ERR  
SUBCOMMITTEE MEETING

**Attachments:** [2022 MIN-627](#)

A motion was made by WALLACE, seconded by MAIER, that the minutes be approved. The motion carried by a voice vote.

**C. Fund Transfers**

NONE

**D. Referrals (Resolutions & Ordinance Amendments)**

NONE

## E. Discussion and Possible Committee Action

### 1. Discussion of the Recruitment and Retention Data Being Analyzed by the LaFollette Capstone Project

*No formal subcommittee action taken.*

*The subcommittee went through the various data sets, discussed the data, and asked questions. The following questions arose regarding the data sets and have been directed to Employee Relations for clarification:*

*1) What does it mean when the requisition shows negative "days to fill." Is there an explanation for this?*

*2) Can the recruitment process be tracked: e.g., from the time when a position is approved to the time it takes for requisition, to determine where and why there are lags in hiring and to determine what portion of "dates to fill" stays in various stages (advertising, requisition, etc.) for periods of time?*

*3) In the termination spreadsheet the designations "termination" and "discharge" seem interchangeable in some cases. Who decides which terms and rationales for termination get recorded and would it be possible to standardize the terms (e.g., the subcomm was not sure if termination sometimes meant discharged because the dept. just indicates termination and therefore one can't tell if it was voluntary or involuntary termination)?*

*4) For the information (volunteered by the applicants) re: where an applicant saw the job posting, there is a broad "internet" category. The subcommittee thought there'd be value in getting more detailed information about specific internet sites rather than just "internet." One suggestion was to remove the broad "internet" category so that a more detailed site could be indicated. Is that a possibility?*

*5) Finally, the subcomm was wondering if there is a way for the "applicant statistics by job" data to be compared one-for-one directly to the "requisition" data so that, for instance, a person could easily see "Job X had 12 applicants with xyz EEO stats and the requisition for Job X shows someone with abc EEO stats was ultimately hired."*

### 2. Discussion of Ideas and Priority Areas Regarding Equity in Recruitment and Retention

*No formal subcommittee action taken. In the interest of time, the subcommittee agreed to move this agenda item to the April 28th meeting. See line H for details on desired discussion topics for next meeting.*

## F. Presentations

*NONE*

## G. Reports to Committee

*NONE*

## H. Future Meeting Items and Dates

*The next meeting of the subcommittee is scheduled for Friday, April 28, at noon in CCB room 354.*

*Slated for the agenda:*

*Discussion of Ideas and Priority Areas Regarding Equity in Recruitment and Retention*

*The focus of the subcommittee will be on equity in retention and the following three topics have been prioritized for discussion:*

- 1) Update on workplace climate survey*
- 2) Identifying specific positions that face challenges in recruitment and retention*
- 3) Creation of a check-in process both for during the probation period, as well as generally.*

*Subcommittee members are welcome to introduce additional priority topics for discussion under this item.*

*The intention of ongoing discussion is to inform a subcommittee work plan that focuses on creating a list of recommendations to the County Board for advancing equity in recruitment and retention.*

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

*NONE*

## J. Such Other Business as Allowed by Law

*NONE*

## K. Adjourn

*The meeting was adjourned at 1:00 p.m.*

**A motion was made by WALLACE, seconded by MAIER, 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.*

*County Board Office (608) 266-5758 TTY RELAY 711*