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Date: September 11, 2017
To: County Board
From: Greg Brockmeyer
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Subject: Requested update on DOA's Equity and Inclusion Plan

In October of 2016, the Department of Administration released its Equity and Inclusion Plan. That plan was the product of a series of planning sessions with Department of Administration managers and the Office for Equity and Inclusion (OEI). The plan was shared with the County's Racial Equity and Social Justice Core Team. The released plan included concrete actions that the Department intended to pursue to improve equity and inclusion. DOA's Equity and Inclusion Plan is included as an attachment for your reference.

Since the release of the plan, the Department has focused on implementing the action items. As the Department looks toward 2018, the Department expects to be finishing the remaining action items and to initiate the next phase in the Department's work on Equity and Inclusion. Additionally, the 2018 Budget funds a full year of activity for a third purchasing officer added in the 2017 budget. This will allow the Department to begin to implement a number of recommendations from the recently completed purchasing audit.

This memo summarizes the Department's accomplishments and the next steps to be taken on the action items listed in the plan:

The first action item in the plan called on DOA to develop performance measures to further the Department's focus on equity. DOA worked with OEI to create a format of a report that would be useful to managers within DOA. This report should go into production by the end of 2017. OEI is currently in the process of collecting data to complete a report to the Federal Equal Employment Opportunity Commission and this data is necessary in order to issue the reports. When available, the reports will provide the Division Managers in DOA with information on how their unit is doing with respect to hiring individuals from racial and ethnic minorities, women, individuals with disabilities, and veterans.

The second action item in the plan requested DOA to develop methods to increase diversity of individuals on hiring panels. In order to determine how best to accomplish this, DOA conducted a survey of all managers about the tools used to improve the diversity of individuals used on hiring panels. DOA also collected information about the hiring panels used in 2016. DOA is working to review that information, produce a report, and with the Office for Equity and Inclusion, determine the next course of action from this information.

The third action item asked DOA to develop a template for other County Departments to use to structure their Equity and Inclusion Plans. This item was complete with the release of the DOA Equity and Inclusion Plan.

The fourth action item called for DOA to develop a mentoring program. Research was conducted on how best to implement a mentoring program. Additional discussions were held with stakeholders. The Department continues to investigate how best to implement this action item.

The fifth item in the plan tasked DOA to develop a social media strategy. DOA met with the County Executive's Office to determine the best way to develop a Social Media presence. It was determined that the best course of action was for Employee Relations to create a Facebook account. That account has been created and Employee Relations is working on learning on how to put more information out on Facebook. The goal is to use Facebook to share hiring opportunities and to share additional helpful information (training opportunities, rideshare opportunities, etc.).

The sixth item in the plan requested DOA to continue to review the minimum requirements for positions, when a position is posted by Employee Relations for recruitment. Currently, Employee Relations asks Departments to verify if class specifications and position descriptions are still accurate before initiating recruitment. Employee Relations has strengthened the direction given to Departments to ensure that the minimum qualifications for a position are truly necessary.

The seventh item in the plan asked DOA to continue to redact names during recruitment. As a part of the recruitment process, Employee Relations redacts names and other personal identifying information of candidates for employment during the grading process. The Department will continue this process and work to find additional ways to limit bias in examinations. Further, the Department's use of NEOGOV is expected to help facilitate this interaction as redacting is key function of the software.

The eighth item in the plan called for DOA to develop an external job board. The Office for Equity and Inclusion frequently receives notices of job openings from members of the public. Those notices are posted on a bulletin board outside of the County Executive's office. Under this initiative, the Division of Information Management would work to develop an electronic job board so that all members of the community could see this information, without needing to come to the fourth floor of the city-county building. DOA and DIM have held meetings to plan this project. The project is waiting on the completion of the Website Redevelopment RFP for further direction.

The ninth action item had DOA to work with OEI on software acquisitions. The Department has participated in several planning meetings with OEI to determine the best course of action, should OEI receiving funding for compliance software.

The tenth action item called on DOA to assist OEI with redeveloping OEI's website. DIM and OEI have worked to setup a site for OEI.

The last action item in the plan requested DOA develop additional equity training for employees. Employee Relations developed a series of monthly training sessions for managers and supervisors, focusing on a number of topics. At one of those monthly meetings, individuals from the Office for Equity and Inclusion presented on some best-practices for cultural sensitivity and how to best implement the Individuals with Disabilities Act.