



Dane County Department of Waste & Renewables Equity and Inclusion Work Plan *September 2019*

The Dane County Department of Waste & Renewables (Department) was created in January, 2019. Prior to 2019, the Department was a Division of the Public Works Department. The Department is responsible for environmentally sound management of Dane County's landfills, renewable natural gas (RNG) facilities, household hazardous waste collection site (Clean Sweep), and various recycling and waste diversion programs.

The Department's integrated and innovative approach to operations ensures an affordable long-term solid waste disposal system for Dane County residents and future generations. In addition, the RNG facility generates revenue from the sale of renewable vehicle fuel that helps support other County initiatives.

Since the Department operates similar to a business (charging fees for many services) and has significant responsibilities regarding protection of human health and the environment, it has the potential to impact many groups. In addition, the Department also employs a diverse workforce of staff and routinely works with contractors and vendors. The Department has identified the following groups and activities that offer opportunity for inclusive engagement:

CUSTOMERS & VISITORS

- Customers
 - Dane County Residents
 - Dane County Businesses
 - Municipalities
 - Contractors
 - Waste Haulers
- Tour Groups
- Educational Institutions
- Local Organizations and Community Groups

- Accessibility at the site
- Transportation/access to the site
- Signage and educational resources
- Assessing fees for services
- Customer service
- Education and outreach

NEIGHBORS & PARTNERS

- Nearby Residents and Businesses
- Madison Parks Division
- Ho-Chunk Nation
- Educational Institutions
- Urban League
- Dane County Office of Equity and Inclusion
- Urban League
- Latino Academy of Workforce Development

- Environmental protection
- Traffic impacts
- Safety
- Communication
- Future operations and development

STAFF, CONTRACTORS, & VENDORS

- Internal Staff
 - Full Time
 - LTE
 - Interns/Students
- Construction Contractors
- Consultants
- Vendors/Contracted Workers
- Service Providers

- Hiring practices
- Staff development and training
- Staff recognition and advancement
- Vendor diversity
- Working conditions
- Safety

With the help of the Office of Equity and Inclusion (OEI), the Department has established the following five areas of opportunity that have helped guide the development of goals for this Work Plan and will help form future Department policies and practices:

1. Organizational Commitment
2. Staff Development and Workplace Culture
3. Program Innovation
4. Collaboration
5. Resource Mobilization

As part of this initial Work Plan, goals and metrics within the five areas of opportunity have been established. The Department will routinely assess the progress being made towards each goal and report back to OEI on an annual basis. The status of each goal is categorized by Tier: **Tier 1** – Beginning, **Tier 2** – Emerging, and **Tier 3** – Advancing.

ORGANIZATIONAL COMMITMENT			
GOAL	DESCRIPTION	METRIC/TASK	TIER-STATUS
1.1	<i>Develop an Equity and Inclusion (E&I) Policy for the Department</i>	Obtain staff’s feedback to formalize a department specific policy; increase collaboration with RESJ; continue to identify groups and activities that offer opportunity for inclusive engagement; and develop future projects and goals.	TIER 1 – Work Plan submitted to OEI. Seeking feedback on Work Plan from RESJ.
1.2	<i>Increase Diversity of Hiring Panels</i>	Include minority group members and/or women in 90% of interview panels.	TIER 2 – Continuing to work with OEI staff to diversify hiring panels. Most recent interview panels have had women and/or minorities.
1.3	<i>Remove Barriers to Applying/Hiring</i>	Review all position descriptions and remove unnecessary education, certifications, and other requirements if they are not absolutely needed for the position.	TIER 2 - Ongoing. Recent hiring activities have included a review of job requirements.
1.4	<i>Increase Diversity of Job Applicants and Establish Equity as a Priority</i>	Increase outreach to minority communities and organizations during recruitment. Place an emphasis on Equity and Inclusion during interview and onboarding process.	TIER 2 - Ongoing. Recent postings have been posted internationally, with personal outreach from management to specific minority professional groups. Recent interviews have included questions about equity and inclusion.

STAFF DEVELOPMENT AND WORKPLACE CULTURE

GOAL	DESCRIPTION	METRIC/TASK	STATUS
2.1	<i>In-person E&I Training.</i>	Provide training to 100% of staff by September, 2020. Coordinate continued training thereafter and include E&I and priority during orientation and onboarding.	TIER 1 - Working with OEI to schedule trainings.
2.2	<i>E&I in Workplace Recognition.</i>	Establish a method for ensuring that all staff are included and recognized at workplace events.	TIER 2 – Inclusive recognition program in place but additional support can be provided by Department.

PROGRAM INNOVATION

GOAL	DESCRIPTION	METRIC/TASK	STATUS
3.1	<i>Increase Training and Advancement Opportunities through CDL Program.</i>	Continue program to train members of our minority communities to obtain their CDL license, opening job opportunities. Recruit six (6) new staff to participate in the program in 2020 and each year thereafter. Help candidates obtain full time employment.	TIER 3 – Since program started in 2016, the program has trained 22 participants, with the majority obtaining employment immediately after completion of the program. The program included 6 participants in 2019.
3.2	<i>Bike Recycling Program</i>	Landfill users donate their bikes at our drop-off location. Grow the bike recycling program. Increase public awareness of this program through website, signage, and/or flyer.	TIER 3 – The Department allows members of the public to take the donated bikes for free. The Department also coordinates with local nonprofits, which fix up the bikes and get them to children who do not have bikes.
3.3	<i>Product Exchange Program</i>	Continue the product exchange program at Clean Sweep. Increase public awareness of this program.	TIER 3 – If customers drop off materials at Clean Sweep which are non-toxic, non-hazardous and at least half full, the Department places those materials in the Product Exchange room. This is essentially like a free store, where residents can get materials, such as paint and cleaning chemicals.

3.4	<i>Provide Community Clean Sweep Events</i>	Evaluate possibility of holding more one-day satellite household hazardous waste collection events. Prioritize location of the events in communities with the greatest need to increase access to those who have barriers on transportation and paying fees.	TIER 1 – Currently provide one event per year.
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COLLABORATION			
GOAL	DESCRIPTION	METRIC/TASK	STATUS
4.1	<i>Increase Outreach to Schools about School Bus Fee Waiver Program</i>	Increase awareness of the existing school bus waiver fee program through development and distribution of a pamphlet or flyer. Track school groups and establish baseline metric for diversity amongst this demographic of visitors.	TIER 2 - School bus fee waiver program in place. On track to provide tours to over 800 individuals in 2019 of which, over 700 were students.
4.2	<i>Improve Access to Site and Working Conditions for Contracted Workers</i>	Improve access to alternative transportation to the site for contracted workers at the site. Work to minimize dust and improve working conditions at Construction and Demolition Recycling facility.	TIER 2 – Dust control measures have been implemented but further improvements potentially needed.
4.3	<i>Increase active community engagement efforts</i>	Continue coordination efforts with the Ho-Chunk Nation, Urban League, Latino Academy of Workforce Development, and other organizations. Evaluate possibility of hosting an open house to invite various groups to the landfill to share our story.	TIER 2 – Currently collaborate with various groups but increased communication and collaboration possible.

RESOURCE MOBILIZATION			
GOAL	DESCRIPTION	METRIC/TASK	STATUS
5.1	<i>Increase Multilingual Signage and Resources</i>	Review existing signage and educational resources, identify largest barriers for ESL or non-English speakers and provide supplemental resources by December 2020.	TIER 2 - Some multilingual signage has been installed at Landfill facility. Department will continue to assess the most critical needs and provide additional resources.

The Department recognizes the importance of this work, and management and staff are fully committed to making our organization more inclusive and equitable for our customers, residents, neighbors, partners, and staff. We look forward to working with OEI and other partners to implement this plan.