



City of Madison

Meeting Minutes - Final

AFFIRMATIVE ACTION COMMISSION

City of Madison
Madison, WI 53703
www.cityofmadison.com

Tuesday, August 14, 2007

5:00 PM

215 Martin Luther King, Jr. Blvd.
Room LL-120, Madison Municipal Building

1 CALL TO ORDER

at 5:02 P.M.

2 ROLL CALL

Staff: Robin Bloom, Enis Ragland, Harper Donahue

Commissioners introduced themselves to new Commissioner Jason Delborne, who is a Post Doc in Rural Sociology at UW.

Present: Joseph R. Clausius, Jason A. Delborne, Heidi M. Pascual, Joel Walters Jr, Victoria S. Selkove, Bhavani "Shree" Sridharan and Lucia Nunez

Excused: Bert Zipperer, Tracey A. Caradine, Augustine S. Tatus and Nitza A. Pfaff

3 PUBLIC COMMENT

- none

4 APPROVAL OF MINUTES

A motion was made by Sridharan, seconded by Pascual, to Approve the Minutes. The motion passed by acclamation.

5 WORKPLAN SUBCOMMITTEE REPORT

Harper Donahue feels the City is getting good number of applicants, and he continues to meet with Dept. Heads to talk about diversity. He finds that when a person in a targeted group is available for hiring, they are being hired. Harper explained underutilized categories in the City means expanded certs where eight people will be listed instead of four, but expanded certification means different things to the County & State. County expands to 10 points of the lowest ranking individual, and the County also has an alternate selection process for entry level positions. If there is an opening for two positions, one recruitment would be regular and the other recruitment would be restricted to socially and economically challenged groups. Enis Ragland added that the alternative selection process that the County uses was negotiated with their unions and has limitation in use. In the past this system was reviewed by former City Attorney Eunice Gibson and, based on the court cases at that time, found to be illegal for the City. The State uses a score of 70 or above and pulls in additional individuals with scores of 70 and up. Harper wondered if the City might be better served to use one of these methods and said he would like to work with people on the whole application process. Presently he meets with people who submit applications and because of many reasons have difficulty negotiating the system, so he created a brochure that highlights how to fill out applications. He stated the City doesn't have trouble attracting applicants - they have trouble getting them into the system, and he feels we need to get creative to get people in. Shree

asked about the time frame of the points applicants are given, and Harper said the points were before you get to the interview process. Heidi asked if Harper thought applicants were ranked objectively or subjectively, and he felt the benchmarks used during interviews made it objective. Lucia discussed the many factors taken in account when screening applicants: did the applicant leave information out on the application, do they meet the minimum qualifications, what their response was to the achievement history questionnaire or clerical test score, and the benchmarks used in the interview and the follow-up interview, depending on the position. Commission asked what they could address and if there something they could start working on. Enis discussed making sure the qualifications asked for the job were relevant and necessary to the do the job. Harper complimented Human Resources for their completeness of language on their announcements, but wondered if all that language was needed since applicants were intimidated by them. Vicky asked if there were ways that the criteria or questions on these applications could be expanded or altered to aid applicants who have gaps in their information, since there isn't a place on the application to explain those gaps. Harper didn't know how the applications could be changed but gaps in work time reflect badly when you are competing for a job. Lucia explained that the civil service process was put in place to make sure jobs were being filled based on a person's qualifications - not who they knew, and reminded the Commissioners that union factors must additionally be taken in account. In response to Shree's inquiry regarding what happens when there is a known person in a department who is qualified and how that is handled, Enis explained that if someone in your department is qualified and you want them for the job, the job can be posted to just that department. The City has different ways jobs can be posted: department wide, union wide, city wide, midwest, national, etc. Heidi asked how degrees from outside the U.S. were handled, and Lucia told Commissioners that it depended on the position, and if licensing is required for the position. Harper summed up by saying he thinks the City is doing well when you look at the numbers. Send e-mails to him (hdonahue@cityofmadison.com) regarding recruiting ideas and processes to help individuals get through the application process. Commissioners decided to brainstorm on this subject at the next meeting.

6 DCR DIRECTOR'S REPORT - LUCIA NUNEZ

- Submitted Budget request with the 3% cut - were able to cut a \$4000 subscription for BNA the Hearing Examiner no longer needed , and we have under spent on the translator and interpreters so we had a savings there. Put in a Supplemental Request for help with monitoring the Community Based Organizations (CBO's) for the Disability Rights and Services Program
- Public Hearings with the Mayor starts tomorrow
- Budget deliberations are November 13, 14, 15. AAC November 13 mtg might have to be cancelled or rescheduled
- Two Town Hall meetings - August 22 at Warner Park, and September 17 on the south side at the Multicultural Center. She will provide flyers that will be sent electronically to you.
- Working on two studies on Racial, Ethnic & Gender Minorities in top management positions. Have been working with the data, trying to interpret the data, and to come up with recommendations for the report that will go to the Common Council in February 2008.
- Review of Human Resources practices - a big project which includes looking at applicant pool, how applicants are screened and some of the questions the AAC has been asking

-At last Common Council meeting, the Common Council passed a resolution to honor Jeff's life. The Mayor also started the Jeff Erlanger Civility & Public Discourse Award. Was a nice presentation to Jeff's parents.

-Christie Hill and Lucia did first training to the DCR coordinators from each department. These are the people who will be working on AA goals for their department. This is the first in a series of quarterly trainings to work on different issues.

-Department Open House is August 21 from 3-5 - everyone's welcome

-EOC started looking at the job application for the City, and the job application has questions related to Arrest and Conviction. Issues brought up by EOC: are those questions consistent with EOC Ordinances and those questions being relevant to the job being applying for, does the application match what the City Ordinances say, are the questions confusing to the applicants and do the questions need to be changed. Enis told Commissioner the clarify issue is important because some applicants don't include information and then are disqualified. It is very important to understand what questions the City is asking.

7 COMMON COUNCIL UPDATE - JOE CLAUSIUS

August is the month that the Common Council has only one meeting so Alders would have family vacation time but they are as busy as ever. Joe was very touched by the commendation given to his parents for Jeff. Glad the Open House invitation went out to all Alders. Regional Transit Authority (RTA) - street cars pulled off table by Mayor and it's now just a light rail concept. Public education needs to be held on this, especially since a 1/2 cent sales tax needs to be created for this. Poll Workers Ordinance is still on the horizon. He is four months into the job. Chronic Nuisance Ordinance is still in the works. Alcohol Density Ordinance - limit number of bars in downtown area. This is a real drain on Police resources because they are pulled from entire City for bar time. Education and regulation is needed. He is supporting this Ordinance.

8 LIAISON REPORTS

Equal Opportunities Commission (EOC) - Bert not here. Vicky presented; Lucia previously touched on most items. EOC is lead commission on Chronic Nuisance Ordinance and had asked Council to not take action on it until they had a chance to see it, but the updated version has not yet come back to them for their review. EOC also took action on the ordinance amendment to eliminate cross-representation that AAC will be dealing with later in this agenda.

Commission on People with Disabilities - Lucia reported they didn't meet last week.

9 GENDER, RACE & DISABILITY SUBCOMMITTEE REPORT

Shree gave update on the second subcommittee meeting that just took place before the AAC mtg. Previously the subcommittee was given an enormous amount of data, and at this meeting they had their previous questions answered and then reviewed the different data reports. Now that the subcommittee needs to come up with an action plan and procedure for analyzing the data, and then keep with the time line to come up with the report. Brenda explained the study is to see what is existent and try to see how we can improve it, and to open the eyes of the people. Anyone is welcome to the next subcommittee meeting held at 4:00 just before the AAC meeting. Full Commission will get more information as the subcommittee progresses.

10 LETTER TO SPECIAL COMMITTEE ON AFFIRMATIVE ACTION

Vicky pointed out that editing by the entire Commission slowed the process down, and a decision was made that in the future it should probably be handled by just one person. Heidi filled Jason in on some background on the letter and explained the AAC was reacting to the Special Committee on Affirmative Action. Heidi will take input that Commissioners provided and will send the final version to Robin for e-mailing to Commissioners. Commissioners will have a couple of days to return any corrections/comments to Robin. Final version will be signed by Vicky, Chair & Augustine, Vice Chair.

11 OPTIONAL OATH ADDITIONAL STATEMENT - PERMANENT RESIDENTS

Shree's original question was whether the Oath of Office statement that needs to be signed when appointed to Committees and Commissions required that you need to be a permanent resident. Shree did extensive research on the Oath and the recent amendment, and felt the form was reasonable and was satisfied that you do not have to be a citizen to sign. Jason asked if a permanent resident would be confused about the form since Shree was, and asked if it discouraged anyone from applying to be on a commission. Since the form was the last thing given to an interested party, it is not felt to be a discouragement. Discussion was held on increasing the diversity of commissions and ideas included having the Mayor's office put information on the form, or clarification on the web site where people look to find out information about being on commissions. It was determined that responsibility for education should lie with the Clerk's office and Mayor's office. This item will be taken off the agenda but will be involved in the subcommittee report.

12 NEW BUSINESS ITEMS

Vicky explained background to Jason and told Commissioners that this was the Ordinance the EOC just voted to approve.

a. Ordinance Amendment Removing Cross-Representation Requirement on Affirmative Action Commission

[06961](#)

Amending Sec. 39.02(3)(a) of the Madison General Ordinances to modify the composition of the Affirmative Action Commission.

Sponsors: David J. Cieslewicz

A motion was made by Sridharan, seconded by Delborne, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by acclamation.

13 ADJOURNMENT

A motion was made by Pascual, seconded by Delborne, to Adjourn at 6:14 P.M. The motion passed by acclamation.