



## Department of Civil Rights

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**Equal Opportunities Division**  
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### EOC Committee Membership Application

Individuals interested in becoming a member of a Committee of the Madison Equal Opportunities Commission (MEOC) are required to complete this application, attach their resume and submit the form to the Commission for its consideration.

Rule 1.5 of the Commission requires that committee membership "be representative of advocacy groups, residents, protected classes as contained in the [Equal Opportunities] Ordinance, private sector representatives and social service agencies as may have concern with the subject matter of the committee, and shall be committed to the principle of equal opportunities."

Section 3.27 of the Madison General Ordinance requires that EOC Employment Committee members be a city residents or a representative of a company located within the City of Madison.

This application has been formulated to assure diversity on the MEOC committees as well as to determine that applicants meet eligibility requirements.

Please fill in the application and forward it to:

Annie Weatherby-Flowers, Education/Outreach Coordinator  
Madison Equal Opportunities Commission  
210 Martin Luther King, Jr. Blvd., Room 523  
Madison, WI 53703

Date May 14, 2009 Madison Ald. Dist. \_\_\_\_\_ Ward \_\_\_\_\_

Name: Danielle A. Dieringer

Home Address: 617 Hintze Rd.

Madison, WI 53704

Employer: YWCA Madison

Job Title: Operations Director

Address: 101 E. Mifflin St.

Madison, WI 53703

Home Phone No.: 608-245-1491 Office Phone No. 608-257-1436

Fax No. 608-257-1439 Email Address: ddieringer@ywcamadison.org

Application for membership on

X EOC Employment Committee

1. Why are you interested in serving on this Committee?

I have served as the YWCA Madison's Equal Opportunity/Affirmative Action Officer for the past 9 years, and have participated in hiring activities with the YWCA for over a decade. I have also participated/attended the EOC Employment committee since March of 2006, and wish to acquire voting status. My interest for serving on this committee is to advocate for members of protected classes on employment issues, stay abreast of AA/EO requirements and changes in legislation that affect employment, as well as to network with other area HR professionals. By representing the YWCA not only as an employer, but as a social service organization that provides employment and training services that specifically target Affirmative Action groups, I feel that I can provide a varying perspective to employment issues.

2. The Rules of the EOC require that committee members have a demonstrated commitment to equal opportunities. Do you believe that you can advocate for equal protection under to ordinance for all persons without regard to sex, race, religion, color, national origin or ancestry, source of income, arrest or conviction record, less than honorable discharge from the military, physical appearance, sexual orientation, political beliefs or the fact that an individual is a student?

yes

no

3. What work experience or other experience with civic involvement (such as neighborhood associations) do you have which will be beneficial in carrying out the responsibilities of this position?

I have served as the YWCA Madison's Equal Opportunity/Affirmative Action Officer for the past 9 years, and have participated in hiring activities with the YWCA for over a decade. I have also participated/attended the EOC Employment committee since March of 2006, engaging in outreach efforts with local high school students on employment readiness and interviewing skills. I am also on the YWCA's Racial Justice Committee and I chair our organization's Staff Diversity Task Force that focuses on Diversity issues at the YWCA Madison.

4. In addition to attending committee meetings, how much additional time can you commit to work on special projects of the committee if you are appointed?

I am willing to commit the time necessary to carry out subcommittee activities.

5. Please list any addition information about yourself that you believe is relevant to the Commission's consideration of your appointment to an MEOC committee. Include any education or special training you have that you feel particularly fits you for an appointment to this position.

Other than coordinating HR activities at the YWCA Madison for the past 9 years, I am also Certified Advanced Practice Social Worker CAPSW, who is committed to the mission of the YWCA: eliminating racism & empowering women. Throughout my

service at the YWCA, I have had the opportunity to participate in extensive diversity and human resource related trainings. I am committed to breaking down barriers and furthering opportunities for members of protected classes that this committee represents.

6. Please list any other activities or organizations in which you are involved that you believe are relevant to this appointment.

I serve on the YWCA's Racial Justice Committee and I chair our organization's Staff Diversity Task Force that focuses on Diversity issues at the YWCA Madison. I am also a member of NASW the National Association of Social Workers.

7. Equal Opportunity/Affirmative Action Data

In order to assure representation of all protected classes on MEOC committees, please indicate the protected classes of which you are a member:

Race (Please specify)

- African American
- Asian
- Hispanic
- White
- Other \_\_\_\_\_

Sex (Please specify)

- Female
- Male

Age

- 18-54
- 55+
- 

Handicap (Please specify nature of disability: \_\_\_\_\_)

Arrest or conviction record

Less than Honorable Discharge from the Military

Marital Status (Please specify)

Single

Married

Divorced

Widowed

National origin or ancestry \_\_\_\_\_

Physical appearance \_\_\_\_\_

Religion \_\_\_\_\_

Political Beliefs \_\_\_\_\_

Sexual Orientation

Source of Income

Student

- 8. If you are not actually a member of a protected class, but feel that you can represent that group because of your employment or community activities, please provide specifics.

Even though I do not represent a member of a protected class, I feel that I can effectively advocate for and represent group interests in a fair and unbiased way. I believe this stems from experience with employment and diversity issues through my employment at the YWCA Madison, as well as my commitment to breaking down barriers and furthering opportunities for members of protected classes. Please refer to above answers for specific employment & civic related activities.

- 9. If you are disabled and require an accommodation to allow your full participation on the Committee, please describe the accommodation needed.

N/A

- 10. Please list any additional City committees you might be interested in serving on:  
(List no more than three - please be specific) *Committee Code (Office Use Only)*

EOC Housing Committee

Section 8 Committee

- 11. Current Committee Service (Please list any *City of Madison* boards, committees or commissions on which you are currently serving - include ad hoc or subcommittee activities.):

*Only)*

*Committee Code - Position (Office Use*

*Term Expires:* \_\_\_\_\_

*Term Expires:* \_\_\_\_\_

*Term Expires:* \_\_\_\_\_

Are you a City of Madison resident?  Yes  No

Are you a registered voter?  Yes  No

Do you hold an elective or appointed public position or office?  Yes  No

If yes, what position or office? \_\_\_\_\_

Signature of Applicant

 CAPSW

**EOC Employment Committee  
Application Supplement  
Committee Member Characteristics**

The EOC Employment Committee requests that you respond to a few additional questions. Your response will allow us to better utilize the skills, knowledge and background of our committee members in the work that we do with the goal of greater effectiveness and higher quality.

**Have you ever served on a subcommittee of the EOC Employment Committee?**

No

Yes (please list: Education & Outreach \_\_\_\_\_)

**Occupation/Background (please check all that apply currently or in the past)**

Manufacturing

Retiree

For Profit CompanyXHuman Resources

For Profit CompanyXManagement

Employee Placement/Counseling

Small Business Owner

Sales

Education

Non-Profit/Social Services

Banking/Accounting

Engineering

Insurance

Health Care-Advocacy

Government

Law- Restorative Justice/Community Corrections

Utility Company

Publishing/Media

Other (please indicate: \_\_\_\_\_)

**Skills/Knowledge/Interest Areas (Check all that apply, even if you are not currently, or have never been, employed in that area)**

Special Event Planning/Implementation

Human Resources

Sales

Teaching/Education

Law/Ethics

Accounting/Financial

Strategic Planning

Art/Design

Public Speaking

Computers

Health Care

Social Service Delivery/Management

Marketing/Advertising/Writing/Layout

- Quality Improvement
- Employee Training/Leadership Development
- Business Management/Administration
- Publishing/Media
- Speaks Foreign Language
- Sign Language Interpreter
- Diversity Training/Awareness
- Engineering/Product Design
- Other (please indicate: \_\_\_\_\_  
\_\_\_\_\_ )

617 Hintze Rd.  
Madison, WI 53704

h. (608) 245-1491  
c. (608) 213-4663

## Danielle A. Dieringer, MSSW, CAPSW

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### Highlights of Qualifications

- 12+ years professional experience working with a multicultural population which includes 10+ years of working with low-income, mentally ill, and AODA challenged individuals and 2 years of working specifically with individuals with HIV/AIDS.
- Strong foundation of knowledge of community resources and assistance programs in Dane County. Experience making referrals and coordinating with service providers.
- 10+ years managerial experience in developing and implementing agency administrative policy relating to budgeting, strategic planning, policy development, resource and staffing needs, and building needs.
- Extensive knowledge of Fair Housing and Tenant/Landlord Laws. 8+ years managing Section 42 housing.
- Extensive knowledge of Human Resource Administration, Affirmative Action and Equal Employment guidelines.
- 9+ years supervisory experience including interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; and termination.
- Ability to perform extremely well in a stressful or fast paced environment.
- Well-developed skills working individually, one on one, in a group setting, and as part of a team.
- Excellent documentation, record keeping, and writing skills.
- Well developed interviewing and interpersonal skills

### Professional Experience

June 2000-Present                      YWCA of Madison                      Madison, WI  
**Housing & Operations Director**

- Oversees all aspects of property management in accordance with all applicable federal, state, local tenant/landlord laws and fair housing requirements, to include: leasing tenants, accepts rents, issues receipts, maintains resident rental accounts assuring that they are properly credited for payments and debited for related charges, issues lease violation notices, works with tenant's on budgeting skills to create workable payment plans to prevent eviction, handles all small claims actions with the Dane County Courts in creating court stipulated payment plans and evictions, and administers all aspects of Section 42 compliance and reporting requirements.
- As part of the YWCA Executive Management team; attend weekly management meetings, participate in developing and implementing agency administrative policy

relating to budgeting, strategic planning, policy development, resource and staffing needs, and the physical needs of the building.

- Serves as the organization's Affirmative Action/Equal Employment officer. Point of contact for Affirmative Action and human relations monitoring, including the creation and maintenance of County and City diversity plans Oversees development and revision of personnel policies and hiring policies and procedures on an on-going basis. Assists other managers in hiring functions ensuring appropriate documentation and record keeping is preformed, and fair hiring/employment practices are followed.
- Serves as the organization's Civil Rights Compliance (CRC) officer. Point of contact for physical & programmatic accessibility including the creation and maintenance of CRC diversity plans.
- Serves as the organization's technology point of contact.
- Work as a team member with other YWCA departments to develop integrated programming and procedures.
- Manages 24 hour Front Desk Operations. Responsible for the overall direction, coordination, and evaluation of this unit. Directly supervises three non-supervisory employees including one full-time receptionist and two full-time night shift security staff, and one part-time subordinate supervisor who oversees 6-8 part-time staff and is responsible for scheduling and coverage.
- Supervises one full-time administrative assistant who provides support to our Racial Justice and housing programs as well as our business office.

August 2002-July 2003    Fiduciary Real Estate Development Inc.    Madison, WI  
Leasing Agent (part-time employment)

- Staff rental office, show apartments, process tenant applications and conduct lease signings in accordance with all applicable federal, state, local tenant/landlord laws and fair housing requirements.

May 2000-May 2001    AIDS Network    Madison, WI  
Case Management Assistant (LTE part time employment)

- Work on an individual basis to conduct psychosocial assessments of the agency's client base to obtain updated client information.
- Enter data in a newly required, state implemented software program for AIDS service organizations establishing electronic guidelines on information collected and how it is stored to ensure client confidentiality and to eliminate paper records.

September 1999-May 2000    AIDS Network    Madison, WI  
Case Manager Intern

- Coordinate services to assist clients in dealing with aspects of living with HIV/AIDS disease.
- Assess individual client needs, develop, and implement service plans.
- Work on an individual basis and make referrals when necessary to assist clients to meet economic, medical, mental health, emotional, and goal setting needs.
- Focus on a strengths based perspective enhancing client self-sufficiency and self-empowerment.
- Participation in program development initiatives.

April 1999-July 2000    YWCA of Madison    Madison, WI  
Front Desk Supervisor (part-time employment)

- Monitor the work performance and provide direct supervision for 6-8 night and weekend personnel.
- Arrange and conduct bi-monthly front desk staff meetings.



- Coordinate with night shift Security Supervisor to create monthly schedules.
- Involvement in the hiring termination, and disciplinary action processes.

December 1998-April 1999                      YWCA of Madison                      Madison, WI  
**Front Desk/Security Staff (part-time employment)**

- Conduct intake interviews for clients staying at the family shelter.
- Respond to emergency situations (i.e. medical emergencies, security emergencies, fire alarms, etc.), complete, and file all appropriate and necessary paperwork.
- Answer and connect business and resident phone calls on a multi-line telephone system.
- Handle resident requests and complaints, filing appropriate paperwork.
- Conduct rounds of the property and assure that the building is secure during evening hours.

August-December 1998                      S & J Security Co.                      Madison, WI  
**Security Staff (part-time employment)**

- Employed at the YWCA as security staff through private contract.

September 1998-May 1999                      Thompson Correctional Center                      Deerfield, WI  
**Social Work Intern**

- Co-facilitate the employability skills portion of an Alternative To Revocation (ATR) program.
- Conduct intake interviews of new transfers, determining their treatment programming (i.e. general education, eligibility for work release, AODA treatment, in addition to cognitive/behavioral programming).
- Assist with release planning through the coordination with parole officers.
- Initiated a program to track offenders from Dane County within the facility in order to better coordinate plans for their release.
- Initiated a program to notify child support collection agencies once an inmate started on work release.

**Professional Memberships**

National Association of Social Workers

**Committee Memberships**

City of Madison Equal Opportunity Commission Employment Subcommittee  
 YWCA Racial Justice Program Coordinating Committee  
 YWCA Racial Justice Committee Staff Diversity Task Force Subcommittee

**Education**

1999-2000    University of Wisconsin    Madison, WI

- Master of Science in Social Work
- Concentration in the Health Care field
- Emphasis on Human Services within a community based setting

1995-1999    University of Wisconsin    Madison, WI

- Bachelor of Arts in Social Work and Behavioral Science and Law
- Certificate in Criminal Justice
- Emphasis on Restorative Justice and Community Corrections

SHRM Essential of Human Resource Management Certificate