

**2009 Annual Report
on the Representation of Women,
Racial/Ethnic Minorities and People With
Disabilities on City of Madison Committees,
Commissions and Boards**

The Mayor's Office
Affirmative Action Commission
Department of Civil Rights



Respectfully submitted to the Common Council
In Response to Resolution # 06424
May 12, 2009

Introduction

The Mayor's Office, Affirmative Action Commission and Department of Civil Rights believes that the City of Madison is best served by the full participation of residents in the governing process. This goal can be achieved by ensuring that the composition of the City of Madison's various committees, commissions and boards represents the diversity found in the broader Madison community.

The City of Madison Common Council passed a resolution, on June 19, 2007, which requested a study with recommendations to improve the representation of women, racial/ethnic minorities, and people with disabilities on the City of Madison's committees, commissions and boards.

The Department of Civil Rights and Information Technology Department have created data reports to analyze the gender, racial/ethnic minority, and disability status of those currently serving on all City of Madison committees, commissions and boards. This report compares the U. S. Census 2007 American Community Survey (ACS) data for the Madison Metro area (2008 ACS data set is not available until summer of 2009) and compares it with the 2009 City of Madison Commissions, Committees and Boards data as of March 20, 2009, there were 106 vacancies and 563 filled positions on the 87 bodies.

Executive Summary

The City of Madison's commissions, committees and boards play a major role in shaping the critical decisions regarding priorities, scope and policy levels of City of Madison services. Therefore it is the City of Madison's goal to have equal representation of women, racial/ethnic minorities and people with disabilities on these bodies.

The City of Madison's 2009 commissions, committees, and boards data analysis shows that women, racial/ethnic minorities and people with disabilities are under-represented on these bodies. Therefore this report recommends that the City of Madison continue outreach strategies to reach a target goal of 50.5% of Women, 23.7% of racial/ethnic minorities and 10.8% of people with disabilities on these bodies. Further the City of Madison should increase and target representation of women, racial/ethnic minorities and people with disabilities on each commission, committee and board.

Findings - Representation of Women

The 2007 American Community Survey estimates that the City of Madison residents are almost evenly split by gender (Table 1). In 2009, the representation of women on the City of Madison commissions, committees and boards is at 40.9%, when compared with the population women are under-represented by 9.6%; the goal is to reach 50.5% representation of women on these bodies.

| <i>Table 1</i> | | | | | |
|---|---|---------------|---|---------------|---|
| Gender Breakdown of City of Madison Committee, Commission and Board Members & Comparison to Overall City of Madison Population | | | | | |
| Gender | Population from Census 2007 American Community Survey (ACS) | | Persons on Committee, Commission & Boards | | |
| | Persons | % of Total | Persons | % of Total | % of Population compared to % of members as of March 20, 2009 |
| Male | 110,149 | 49.5% | 333 | 59.1% | 9.6% |
| Female | 112,576 | 50.5% | 230 | 40.9% | -9.6% |
| Total | 222,725 | 100.0% | 563 | 100.0% | |

*This Total data does not include the 106 vacancies as of 3/20/2009.

The Department of Civil Rights (DCR) worked with Information Technology to create a report that shows whether certain bodies have a higher representation of women, racial/ethnic minorities, or people with disabilities. This detailed analysis will ensure that diverse committee composition is not just occurring on a few of the City of Madison's committees, but is spread throughout the numerous commissions, committees and boards. It is found that 95.4% of these bodies have women representation (Table 2).

| <i>Table 2</i> | | |
|--|-----------|--------------|
| Women on Commission, Committee or Board | 83 | 95.4% |
| Total Committees | 87 | |

Conclusions – Representation of Women

The City of Madison has been successful in their outreach to ensure that women are represented on the majority of our commissions, committees and boards. However, the City of Madison must continue their efforts to increase the overall number of women serving on all of these bodies.

Findings - Representation of Racial/Ethnic Minorities

The 2007 American Community Survey estimates that there are 23.7% of racial/ethnic minority residents in the City of Madison. The representation of racial/ethnic minorities on committees, commissions and boards is at 14.2% when compared there is an under-representation of 9.5%; the goal is to reach 23.7% racial/ethnic group members on these bodies (Table 3 & 4).

Table 3

| Race/Ethnicity | Population from Census 2007 American Community Survey (ACS) | | Persons on Committee, Commission & Boards as of March 20, 2009 | | |
|-----------------------------|---|---------------|--|---------------|--|
| | Persons | % of Total | Persons | % of Total | Population % compared to Members as of 3/20/2009 |
| White (Non-Hispanic) | 170,003 | 76.3% | 483 | 85.8% | -9.5% |
| Minority | 52,722 | 23.7% | 80 | 14.2% | 9.5% |
| Total | 222,725 | 100.0% | *563 | 100.0% | |

*This Total data does not include the 106 vacancies as of 3/20/2009.

Table 4

| Race/Ethnicity | Population from Census 2007 American Community Survey (ACS) | | Persons on Committee, Commission & Boards as of March 20, 2009 | | |
|---|---|---------------|--|---------------|--|
| | Persons | % of Total | Persons | % of Total | Population % compared to Members as of 3/20/2009 |
| White (Non-Hispanic) | 170,003 | 76.3% | 483 | 85.8% | -9.5% |
| Hispanic | 15,098 | 6.8% | 18 | 3.2% | 3.6% |
| Black (Non-Hispanic) | 14,646 | 6.6% | 45 | 8.0% | -1.4% |
| Asian (Non-Hispanic) | 18,121 | 8.1% | 13 | 2.3% | 5.8% |
| Native American (Non-Hispanic) | 1,000 | 0.4% | 3 | 0.5% | -0.1% |
| Other & 2 or More Races (Non-Hispanic) | 3,817 | 1.7% | 1 | 0.2% | 1.5% |
| Pacific Islander (Non-Hispanic) | 40 | 0.0% | 0 | 0.0% | 0.0% |
| Total | 222,725 | 100.0% | 563 | 100.0% | |

*This Total data does not include the 106 vacancies as of 3/20/2009

A detailed analysis was completed to determine whether racial/ethnic minorities are spread throughout the numerous commissions, committees and boards. It is found that 63.2% have racial/ethnic minority representation (Table 5).

| | | |
|---|-----------|--------------|
| <i>Table 5</i> | | |
| Racial/Ethnic Minority Members on Commission, Committee or Board | 55 | 63.2% |
| Total Committees | 87 | |

Conclusions - Representation of Racial/Ethnic Minorities

The findings of the representation of racial/ethnic minorities on commissions, committees and boards indicates that continued outreach is needed to reach all racial/ethnic minorities with a targeted outreach strategy for increased Latino and Asian members.

Findings - Representation of People with Disabilities

The 2007 American Community Survey estimates that the City of Madison residents with disabilities at 10.8%. The representation of people with disabilities on our committees, commissions and boards is at 6.7%. Comparing these two indicates that there is a 4.1% under-representation of people with disabilities on these bodies; the goal is to reach 10.8% representation of people with disabilities on these bodies (Table 6).

| | | | | | |
|--|--|-------------------|---|-------------------|---|
| <i>Table 6</i> | | | | | |
| Disability Breakdown for City of Madison Committee, Commission and Board Members & Comparison to Overall City of Madison Population | | | | | |
| | Population from Census 2007 American Community Survey (ACS) | | Population % compared to Members as of 3/20/2009 | | |
| | Persons | % of Total | Persons | % of Total | Population % compared to Members as of 3/20/2009 |
| Disability | 19,728 | 10.8% | 38 | 6.7% | 4.1% |
| Total | *183,231 | | **563 | | |

* Population over 16 years old.

**This Total data does not include the 106 vacancies as of 3/20/2009.

In 2009, we analyzed the representation on an individual committee, commission and board level to determine the number of people with disabilities on these bodies. Only 32.2% of the City of Madison's committees, commissions and boards have people with disabilities (see Table 7).

| | | |
|---|-----------|--------------|
| <i>Table 7</i> | | |
| People with Disabilities on Commission, Committee or Board | 28 | 32.2% |
| Total Committees | 87 | |

Conclusions - Representation of People with Disabilities

The representation of people with disabilities needs to be increased and there is a strong need for targeted recruitment representation on these bodies. While this number is extremely low, it is

important to note that information on people with disabilities is self-reported. Thus the amount of representation is probably somewhat higher than is evident from the available information.

COMMITTEE, COMMISSION AND BOARD APPOINTMENT APPLICATION

The Mayor's Office and Department of Civil Rights have implemented recommendations and created the revised Board, Commission and or Committee Appointment Application (*Attachment #1- Board, Commission and/or Committee Appointment Application*).

In November 2008, the Mayor's Office and City Clerk sent a letter to all committee, commission and board members requesting an update of the committee application form and self-identification data. The updated self-identification form notifies applicants that the demographic information is voluntary and will be used to track and enhance diversity in our commissions, committees and boards.

The updated Self-Identification form encourages applicants to self-identify their racial/ethnic minority and disability status to better enable the City of Madison to track whether the diversity in the City of Madison's population is in fact being reflected in committee, commission and board appointments.

Additionally, the updated appointment application form allows the applicant to specify at least three, or up to five, committees that he/she is interested in serving on and has removed the question asking whether an individual is a registered voter. Also, this updated form adds questions to learn how the applicant learned about the vacancy to help track outreach efforts and provide valuable information on who/where most applicants are learning of City of Madison committees, commissions and boards.

OUTREACH FOR INCREASED REPRESENTATION

The Mayor's Office, Department of Civil Rights and its three commissions (AAC, EOC, CPD), share the goal of ensuring diversity in all of our critically important governing bodies. The Mayor's Office and the Department of Civil Rights have coordinated the creation of two brochures that encourages residents to apply for appointments. (See *Attachment #2 – Make a Difference, City of Madison Boards, Commissions and Committees* and *Attachment #3 - Department of Civil Rights Commissions and Committees*.)

The City of Madison's website was revamped and updated which communicates opportunities for participation. The Department of Civil Rights provides applications and brochures promoting participation in committees, commissions and boards at summer festivals, to reach a diverse audience. Department of Civil Rights, Madison City Channel and the Mayor's Office are creating a Public Service Announcement that encourages increase representation on Committees, Commissions and Boards.

Attachments

Attachment 1: Board, Commission and/or Committee Appointment Application

Attachment 2: Make a Difference; City of Madison, Boards, Commissions and Committees

Attachment 3: Department of Civil Rights Commissions and Committees



BOARD, COMMISSION AND/OR COMMITTEE APPOINTMENT APPLICATION

Date: _____ Ald. Dist./Ward: _____

Last Name: _____

First Name: _____ M.I.: _____

Home Address: _____

City: _____ ZIP + 4: _____

Home Phone: * () _____ Work Phone: * () _____

Employer: _____

Occupation: _____

E-mail: _____

FAX: * () _____ Cell Phone: * () _____

*(INCLUDE AREA CODE)

Boards/Commissions/Committees of Interest to You: (List no more than 5.)

Comm. ID (Office Use Only)

| | | |
|----|--|-------|
| 1. | | _____ |
| 2. | | _____ |
| 3. | | _____ |
| 4. | | _____ |
| 5. | | _____ |

Current Committee Service: (List Mayoral appointments only.)

Comm. ID/Pos - Exp. Date

| | | |
|----|--|-------|
| 1. | | _____ |
| 2. | | _____ |
| 3. | | _____ |

Qualifications for Appointment:

Education, Work Experience and/or Civic Background:

Public Service and/or Civic Involvement:

Do you reside in the city of Madison? Yes No

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

If "Yes," what position or office? _____

How did you learn of this vacancy?

- City Website (www.cityofmadison.com)
- Referred by Board/Commission/Committee Member
- Television/Radio
- Community Agency, specify: _____
- Referred by City Alder
- Newspaper, specify: _____
- Referred by City Employee
- Other, specify: _____

SIGNATURE OF APPLICANT: _____

If available, attach a resume. For more information, visit www.cityofmadison.com/mayor/mycommit/

| | |
|--|---|
| <p>Please return to: MAYOR'S OFFICE 210 MARTIN LUTHER KING JR BLVD RM 403 MADISON WI 53703 Phone (608) 266-4611; Fax (608) 267-8671</p> | <p>Annual "Statement of Interests" form required? <input type="checkbox"/> Yes <input type="checkbox"/> No "Statement of Interests" form filed _____</p> |
|--|---|

Boards, Commissions and Committees: A SOURCE OF INFLUENCE IN CITY GOVERNMENT

WHY DOES THE CITY HAVE BOARDS, COMMISSIONS AND COMMITTEES?

The committee system is one of the most effective ways for residents to influence City policies and activities.

WHAT ARE THE ROLES OF BOARDS, COMMISSIONS AND COMMITTEES?

Madison's boards, commissions and committees play a major role in shaping the critical decisions regarding priorities, scope and levels of City services. They conduct most of the preliminary work for the Common Council as it relates to public issues, and serve as an intricate part of policy development, implementation and review.

WHO ARE BOARDS, COMMISSIONS AND COMMITTEES RESPONSIBLE TO?

Except for some boards mandated under state and federal laws, it is the Common Council which creates committees and outlines their tasks. While the Mayor gathers and recommends appointments to committees, it is the Common Council which confirms those appointments. Many of the City's boards, commissions and committees work closely with a particular department or with the Mayor's Office, although each is ultimately responsible to the Council for its conduct and product.

HOW BOARDS, COMMISSIONS AND COMMITTEES CAN HAVE INFLUENCE

All of these bodies work in the challenging atmosphere of City Hall, these bodies often have input on City ordinances, policies and resolutions. Most of the work of a committee is channeled through its staff person or chairperson.

The Common Council meets on the first and third Tuesday of the month throughout the year to consider issues referred to it by committees, City staff or its own members. Since there are several routes for the introduction of Common Council business and several types of decisions on which the Common Council takes action, committees need to choose one of several strategies for presenting concerns to the Common Council. The Common Council may consider an issue in the form of a general report, a resolution, an ordinance or a public hearing. By voting to accept to place on file or approve a resolution or ordinance, the Common Council determines the course of committee, commission and/or board actions.



APPOINTMENT OF MEMBERS

From time to time, members resign or committees find themselves with vacant positions. While a committee may suggest the names of interested people to the Mayor for consideration, most appointments are made in the following manner:

An interested individual may request an application for membership from the Mayor's Office, (608) 266-4611, or visit www.cityofmadison.com/mayor/mycommit. Completed application materials are filed with the Mayor's Office.

The Mayor selects his/her nomination from the list of submitted and recruited names and recommends an appointee to the Common Council for confirmation. Nominees are required to file the "Statement of Interests" form prior to their nomination being submitted to the Common Council.

After your name has been confirmed by the Common Council, you will be contacted by the appropriate city staff.

For additional information, visit www.cityofmadison.com/mayor/mycommit.

WHO CAN APPLY?

- Residents of the City of Madison who are
- 18 years of age and older, and
- Available to attend meetings as scheduled

Minorities and women are encouraged to apply.

HOW DO I GET APPOINTED TO A CITY COMMITTEE?

- Step 1: Request an application from the Mayor's Office by calling (608) 266-4611 or stopping by the office, 210 Martin Luther King, Jr. Blvd., Room 403. Application materials are also available online: www.cityofmadison.com/mayor/mycommit.
- Step 2: Turn in application materials including information about your background and reasons for wanting to participate on the committee. Questions about the application can also be directed to the Mayor's Office.
- Step 3: If nominated by the Mayor to serve on the committee, your name will be given to the Common Council for their consideration and approval.
- Step 4: Once confirmed, the City staff person assigned to the committee will notify you of the committee meeting schedule. You will have the opportunity to go through an orientation process.

HOW DO I GET MORE INFORMATION?

The City's website lists the committees, current members and contact information for the City staff assigned. You can contact the City staff person(s) to find out specific information—such as meeting schedules, current issues, and expectations about membership—about the boards, commissions, and committees that interest you. Visit: www.cityofmadison.com/mayor/mycommit.

City Boards, Commissions and Committees

- » ADA Transit Subcom to the Transit and Parking Comm
- » Administrative Review Board
- » Affirmative Action Commission
- » Alcohol License Review Committee
- » Board of Health for Madison and Dane County
- » Broadband Telecommunications Regulatory Board
- » Building Code, Fire Code, Conveyance Code and Licensing Appeals Board
- » Canvassers, Board Of
- » Common Council Organizational Committee Subcommittee on Committee Creation and Committee Rules
- » Community Development Authority
- » Community Development Block Grant Commission
- » Community Services Commission
- » Disabilities, Commission on People with
- » Downtown Coordinating Committee
- » Early Childhood Care and Education Board
- » Economic Development Commission
- » Environment, Commission on the
- » Equal Opportunities Commission
- » Erlanger, Jeffrey Clay, Civility in Public Discourse Award Committee
- » Ethics Board
- » Gardens, Committee On Community
- » Heating & Electrical Licensing Com.
- » Housing Committee
- » Landmarks Commission
- » Madison Arts Commission
- » Madison Development Corporation Board of Directors
- » Madison Election Advisory Committee
- » Madison Housing Authority
- » Madison Public Library Board
- » Monona Terrace Community and Convention Center Board
- » Park Commissioners, Board of
- » Parking Council for People with Disabilities
- » Pedestrian/Bicycle/Motor Vehicle Commission
- » Personnel Board
- » Plan Commission
- » Police and Fire Commission
- » Public Safety Review Board
- » Public Works, Board of
- » Review, Board of
- » Senior Center Board of Directors
- » Senior Citizens Advisory Committee
- » Sister City Collaboration Committee
- » Solid Waste Advisory Committee
- » Sustainable Design and Energy Committee
- » Sweatfree Purchases Committee
- » Transit and Parking Commission
- » Urban Design Commission
- » Vending Oversight Committee
- » Water Utility Board
- » Zoning Board of Appeals

04/03/2009-CityCmteOutreachBro.indd



Make a Difference City of Madison Boards, Commissions and Committees



MAYOR'S OFFICE
210 MARTIN LUTHER KING JR BLVD RM 403
MADISON WI 53703
Phone: (608) 266-4611
Fax: (608) 267-8671
TTY/Textnet: (866) 704-2340
www.cityofmadison.com/mayor/mycommit

If you need an accommodation in order to access this service or need materials in Braille, large print or an alternate format, please contact our office.

CITY OF MADISON DEPARTMENT OF CIVIL RIGHTS

The Department of Civil Rights (DCR) is responsible for vigorously pursuing the policies and principles embodied in Chapter 39, both within the City as an employer and with the City as a community of people, who respect the rights and contribution of every member.

VISION

We see the city of Madison as a dynamic place, where the inherent worth of each individual is esteemed and fostered, enabling them to reach their full potential.

MISSION

The City of Madison Department of Civil Rights, as a catalyst for change, strives to improve the quality of life for all people. We promote equality, the prevention and elimination of discrimination through education and enforcement.

VALUES

The department values are: Integrity, Compassion, Equality and Courage.

WHY SERVE ON A COMMISSION OR COMMITTEE?

Have you ever asked yourself, what can I do to make a difference? What kinds of opportunities are available to me, an average citizen that will impact my community? Take a moment to consider our vision, mission and values. Do they align with yours? If so, then service on one of the Department of Civil Rights' commissions or committees would be a great opportunity for you.

How much of a time commitment will it require? It varies depending on the commission and committee and the issues before them. Most meet one to two times each month, and some meet on limited task oriented bases.

Serving on one of the Department of Civil Rights' commissions or committees will not only be a professionally enriching experience, but it will expand your knowledge around civil rights issues, political processes, keep you informed about new government initiatives and provide networking opportunities. But most importantly, it will create opportunities to impact the community as a whole.

HOW DO I GET APPOINTED TO A CITY COMMISSION OR COMMITTEE?

- Step 1: Request an application from the Mayor's Office by calling (608) 266-4611 or stopping by the office, 210 Martin Luther King, Jr. Blvd., Room 403. Application materials are also available online: www.cityofmadison.com/mayor/mycommit.
- Step 2: Turn in application materials including information about your background and reasons for wanting to participate on the committee. Questions about the application can also be directed to the Mayor's Office.
- Step 3: If nominated by the Mayor to serve on the committee, your name will be given to the Common Council for their consideration and approval.
- Step 4: Once confirmed, the City staff person assigned to the committee will notify you of the committee meeting schedule. You will have the opportunity to go through an orientation process.

COMMISSIONS AND COMMITTEE DESCRIPTIONS

The Department of Civil Rights is responsible for the staffing of five City commissions and/or committees and two staff committees.

The Affirmative Action Commission (AAC)

The AAC consists of 11 volunteers appointed by the Mayor who are committed to equal employment opportunities for underrepresented population; advises, makes recommendations and educates on affirmative action plans, issues, strategies and activities on a city-wide basis

The Commission on People with Disabilities (CPD)

The CPD consists of 13 volunteers appointed by the Mayor to study and make recommendations to the Mayor, the Common Council, City departments, committees and commissions in all areas that affect people with disabilities and their families in order to provide better access to city facilities and services.

The Equal Opportunities Commission (EOC)

The EOC is comprised of 13 volunteers appointed by the Mayor to study and make recommendations to the Mayor and Common Council on issues around equal opportunities in the city of Madison.

The EOC Employment Committee

This subcommittee of the Equal Opportunities Commission assists the Commission in fulfilling its mission of enabling all individuals to work free of employment discrimination by acting as an advisor on fair employment issues and the value of diversity.

The Reverend Dr. Martin Luther King Jr. Humanitarian Award Committee

The Rev. Dr. Martin Luther King, Jr. Humanitarian Award committee identifies individuals within the Madison Community who have made outstanding and significant contributions in the spirit of brotherhood, sisterhood, and harmony towards making our city an ideal place in which to live. Awards are presented each year during the annual Martin Luther King, Jr. celebration.

STAFF COMMITTEES

The Women's Issues Committee (WIC)

Madison General Ordinance Sec. 33.27 creates the Women's Issues Committee (WIC), which is comprised of employees of the City of Madison and charged with addressing issues of concern to women employed by the City.

The Minority Affairs Committee (MAC)

Madison General Ordinance Sec. 33.27 creates the Minority Affairs Committee (MAC), which is composed of employees of the City of Madison and charged with addressing issues of concern to racial and ethnic minorities employed by the City.

MEETING TIMES AND STAFF CONTACTS

Affirmative Action Commission (AAC)

meets the 2nd Tuesday of the month at 5:00 p.m. Staff contact: Norman Davis, 267-8635, ndavis@cityofmadison.com or Lucía Nuñez, 266-5916, lnunez@cityofmadison.com.

Commission on People with Disabilities

(CPD) meets the 4th Thursday of the month at 4:30 p.m. Staff contact: Angela Bennett, 267-8635, abennett@cityofmadison.com or Lucía Nuñez, 266-5916, lnunez@cityofmadison.com.

Equal Opportunities Commission (EOC)

meets the 2nd Thursday of the month at 5:00 p.m. Staff contact: Ariel Ford, 267-4915, aford@cityofmadison.com or Lucía Nuñez, 266-5916, lnunez@cityofmadison.com.

The EOC Employment Committee

meets the 1st Thursday of the month, September through June, at 8:30 a.m. or Noon. Staff contact: Annie Weatherby-Flowers, 266-6577, aweatherbyflowers@cityofmadison.com.

The Reverend Dr. Martin Luther King, Jr. Humanitarian Award Committee

meets monthly August through January. Staff contact: Harper Donahue, IV, 266-6511, hdonahue@cityofmadison.com.

Staff Committees

The Minority Affairs Committee (MAC)

meets the 2nd Wednesday of the month at 10:30 a.m. Staff contact: Christie Hill, 267-8634, chill@cityofmadison.com.

Women's Issues Committee (WIC)

meets the 4th Thursday of the month at 1:00 p.m. Staff contact: Christie Hill, 267-8634, chill@cityofmadison.com.

Commissions and Committees



City of Madison Department of Civil Rights

DCR

David J. Cieslewicz, Mayor
Lucía Nuñez, Director
210 Martin Luther King, Jr. Blvd., Rm. 523
Madison, Wisconsin 53703-3346
(608) 266-4910 (Voice)
(866) 704-2314 (TTY/Textnet)
(608) 266-6514 (FAX)
dcr@cityofmadison.com
www.cityofmadison.com/dcr

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