



City of Madison

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

Meeting Minutes - Approved EQUAL OPPORTUNITIES COMMISSION EMPLOYMENT SUBCOMMITTEE

Thursday, January 8, 2015

12:00 PM

Madison East Police District
809 S. Thompson Dr.
Community Room
Madison, WI 53714

1. CALL TO ORDER / ROLL CALL

The meeting of the EOC Employment Subcommittee was called to order at 12:14 P.M. with Danielle Dieringer, Chair, presiding. Attendance followed:

Voting members present: Danielle Dieringer, Jenny Wohlfert, Cindy Schmelzer, Margaret Leitinger, Laura Zweber, Michele Thoren, David Witkowski, Vernon Blackwell, and Sean Saiz

Voting members excused: None

Non-Voting members present: Tami Vroman and Rochelle Wanner

Non-Voting members excused: Will Strycker, Mary Coddington, Kathy Hansen, and Ellen Molitor

Staff Present: Annie Weatherby-Flowers (Investigator/Conciliator, Dept. of Civil Rights), Alyssa Riphon (EOD Administrative Clerk, Dept. of Civil Rights)

2. PUBLIC COMMENT

There was no public comment.

3. DISCLOSURES AND RECUSALS

There were no disclosures or recusals.

4. APPROVAL OF MINUTES

Cindy Schmelzer moved to approve the minutes of the December 11, 2014 EOC Employment Subcommittee meeting without correction. Laura Zweber seconded the motion, which passed by voice vote/other.

5. HOST OVERVIEW

On behalf of QTI Human Resources, Cindy Schmelzer provided a host overview to the subcommittee. She explained the function of the company and current employment opportunities.

REPORTS

6. Chair Report

There was no chair report.

7. Staff Report

Staff of the Department of Civil Rights reported to the subcommittee on the following items:

- Complaint of discrimination statistics
- Equal Opportunities Division trainings
- Update regarding Humanitarian Award selection

8. Commission Report

Sean Saiz, in representation of the Equal Opportunities Commission, reported on the following item:

- Action items on the January 15, 2015 EOC agenda surrounding the Employment Subcommittee; one item will vote to change quorum members, the other will discuss direction for the subcommittee

ACTION ITEMS

9. [36099](#) New Member's Orientation

Jenny Wohlfert moved to reorganize the agenda so as this item would follow the team breakout sessions. Cindy Schmelzer seconded the motion, which passed by voice vote/other.

After the team breakout sessions, Jenny Wohlfert moved to place the item on file by assigning new member orientation to staff as needed. The motion was seconded by Laura Zweber, which passed by voice vote/other.

10. TEAM BREAK OUT AND REPORT

Jenny Wohlfert explained the purpose and direction for the team breakout session. After team breakout, each group reported to the full subcommittee:

Internal Education Team:

- Review of the 2014 internal education items
- 2015 internal education goals
- Recommended a return of the "Race to Equity" team for an update and discussion at the May EOC Employment Subcommittee meeting

External Outreach:

- Outreach plan for member recruitment, which included reaching-out to current non-members, past members, invitations to companies in the City of Madison, intentional outreach to specific communities, and participation with other agencies to market the subcommittee

Community Outreach:

- Review of current community outreach initiatives
- Possible collaboration with MMSD in 2015, and outreach efforts scheduled for Fall of 2015

Membership Resources:

- Discussed ideas for resources to provide to new members prior to orientation, which included the creation of a slide show
- Participation in the Dept. of Civil Rights Equal Opportunities Division trainings at the job center as educational presentations for members of the subcommittee

11. FUTURE TOPICS FROM THE FLOOR

Members requested the following future topics to be placed before the subcommittee:

- "Race to Equity" update at the May EOC Employment Subcommittee meeting

12. ANNOUNCEMENTS

- David Witkowski announced an increase in diversity within Meriter employment in comparison to previous years

13. ADJOURNMENT

Margaret Leitinger moved to adjourn the meeting at 1:28 P.M. The motion was seconded by Laura Zweber, and passed by voice vote/other.