



City of Madison

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

Meeting Minutes - Approved AFFIRMATIVE ACTION COMMISSION

Tuesday, August 8, 2017

5:00 PM

210 Martin Luther King, Jr. Blvd.
Room 108 (City County Building)

Staff: Norman Davis, Felicia Jones, Kate McCarthy, Kirsten Vanderscheuren

Guests: Lara Mainella, Paul Kronberger

The meeting was called to order at 5:05PM, Linda Ketcham presiding.

1. CALL TO ORDER / ROLL CALL

Present: 6 - Linda J. Ketcham; Ryan J. Moze; Steven L. Rush; April C. Kigeya; Laura Sorensen and Stephanie J. Munoz

Excused: 2 - Matthew J. Phair and Brittany G. Cudaback

2. APPROVAL OF MINUTES

A motion to approve the minutes was made by Rush, seconded by Sorensen.
The motion passed by voice vote/other.

3. PUBLIC COMMENT

None.

4. DISCLOSURES AND RECUSALS

None.

REFERRALS FROM COMMON COUNCIL

5. [47030](#) Report: 2017 Equitable Workforce (Affirmative Action) Plan

Attachments: [Equitable Workforce Plan 2017.pdf](#)

Kirsten Vanderscheuren presented on the Equitable Workforce Plan and summarized the information contained in the document. Vanderscheuren also informed the Commissioners of the frequency of the plan and the role of Civil Rights Coordinators. Areas highlighted include: training of individuals on APM 3-5, summary of the number of APM 3-5 complaints filed, usage of RESJ Equity Impact Tools and workforce data analysis for demographic makeup of City employees. A motion was made by Kigeya, seconded by Moze, to **RECOMMEND TO COUNCIL TO ACCEPT - REPORT OF OFFICER**. The motion passed by voice vote/other.

6. [47692](#) Approving an extension to Resolution #34666 and amending the date by which the Department of Civil Rights will submit a comprehensive language access plan to the Common Council.
- Vanderscheuren provides an overview of the Language Access Plan and resolution. A motion was made by Sorensen, seconded by Rush, to Return to Lead with the Recommendation for Approval to the COMMON COUNCIL EXECUTIVE COMMITTEE. The motion passed by voice vote/other.**
7. [47764](#) Authorizing staff designated by the Information Technology Director or designee to click on End User License Agreements for licensing and use of certain software, and authorization for indemnification of the software vendor by the City.
- Lara Mainella provided an overview of what the End User License Agreement is and what the resolution serves to solve. A motion was made by Moze, seconded by Kigeya, to Return to Lead with the Recommendation for Approval to the FINANCE COMMITTEE. The motion passed by voice vote/other.**
8. [47865](#) Amending Section 39.02(9)(b) of the Madison General Ordinances to exempt certain small dollar software purchases made with a click-through EULA from the nondiscrimination language required for City contracts.
- Lara Mainella provided an overview of what the End User License Agreement is and what changes would be made to the Madison General Ordinance. A motion was made by Moze, seconded by Kigeya, to Return to Lead with the Recommendation for Approval to the FINANCE COMMITTEE. The motion passed by voice vote/other.**

DISCUSSION ITEMS

9. [39652](#) Contract Subcommittee Discussion Items
- None.
10. [46511](#) Discussion on Strategic Planning for 2017
- Davis provided an overview of where the Commission left off in strategic planning from March and the desire to look into a Residency preference program and Small Business Enterprise capacity building program. Davis also provided an overview of some of the City partnerships with agencies working on construction training. The Commissioners discussed other partnerships and opportunities to present information to the community about working in the construction industry.**

REPORTS

11. [33325](#) Report from the Common Council
- None.

12. [33326](#) Report from the Director of the Department of Civil Rights
- Davis spoke on the number of vacancies and consideration of reducing the number of Commissioners on the Affirmative Action Commission. Davis also reported on the budget submission and meeting with the Mayor regarding any special budget requests.
13. [33327](#) Report from the Affirmative Action Division Manager
- Jones discussed upcoming projects, which include: Judge Doyle Square and Capitol East. She also reported on the status of the \$25,000 annual default process.
14. [41726](#) Report from the MLK Humanitarian Award Commission
- None.
15. **FUTURE TOPICS FROM THE FLOOR**
- None.
16. **ANNOUNCEMENTS**
- None.
17. **ADJOURNMENT**
- A motion to adjourn was made by Kigeya, seconded by Sorensen. The motion passed by voice vote/other.