



Department of Civil Rights

Lucía Nuñez, Director Affirmative Action Division

Equal Opportunities Division

Room 500

210 Martin Luther King, Jr. Boulevard

Madison, Wisconsin 53703-3346

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EOC Committee Membership Application

Individuals interested in becoming a member of a Committee of the Madison Equal Opportunities Commission 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 Madison General Ordinance requires that EOC Employment Committee members be a representative of company located within the City of Madison

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

Please fill in the application and forward it to:

Annie Weatherby, Education/Outreach Coordinator
Madison Equal Opportunities Commission
210 Martin Luther King, Jr Blvd, Room 500
Madison, WI 53703

Date Oct 8, 2007 Madison Ald Dist. _____ Ward _____

Name Julie Enloe

Home Address 3496 Oswald Park
McFarland, WI 53558

Employer Dane County Job Center

Job Title Job Center Coordinator / Business Services

Address 1819 Aberg Ave Madison, WI 53704

Home Phone No (608) 838-2059 Office Phone No 242-4919

Fax No 242-4917 Internet address jenloe@eata.org

Application for membership on

EOC Employment Committee

1 Why are you interested in serving on this Committee?

I am interested strengthening the ties between the City of Madison EOC Business Committee and the Dane County Job Center

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?

my knowledge of the Job Center, both its partners and services, should benefit the committee.

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?

4 hours / month

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

In addition to my tenure at the Job Center, I have a background in education and have worked for the State of Wisconsin at the Dept. of Public Instruction and the Dept. of Workforce Development. I believe this background allows me a perspective which is different than the business community and can benefit the EOC Employment Committee

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

I am also affiliated with:

- National Assoc of Workforce Development Professionals
- Wisconsin Employment & Training Assoc
- Career Skills Expo Board

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

I have been a Job Center employee for over 7 years and believe I can represent all protected classes on the EOC Employment Committee

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

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)*

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):

Committee Code - Position (Office Use Only)

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

April A. Phee

Julie Enloe

3496 Orvold Park Dr. McFarland, WI 53558 (608) 838-2059

Experience:

- 9/06-present **Dane County Job Center – Madison, WI**
Workforce Investment Act Job Center Coordinator/Business Services – Employment & Training Association
Responsible for ensuring the Workforce Investment Act's Adult, Dislocated Worker and Youth programs exceed or meet their goals each contract year. Responsible for guiding the business services team in outreach activities and acting as a liaison to chamber's of commerce, the Society of Human Resource Management, as well as any other business related organizations.
- 9/03-9/06 **Wisconsin Department of Public Instruction – Madison, WI**
State Director of Wisconsin's Reading First Initiative - Education Consultant - Coordinator
Responsible for the administration of the State's Reading First initiative; a \$66 million project as outlined in the NCLB Act 2001 - Title I, Part B. Coordinate and employ available resources to advance the effectiveness of early reading instruction in accordance with all requirements of the Reading First grant. Assess needs and direct resources toward well-designed high-quality professional development initiatives to strengthen the knowledge base of the state's K-3 and K-12 special education teachers. Establish systems for effectively monitoring student progress and program compliance. Develop and provide reports pertaining to the impact of the Reading First Initiative to local project, state agency and Leadership Team personnel for planning purposes. Respond to all US Department of Education reporting and other grant management requests according to established timelines, including the midpoint progress report at the termination of the third year of the grant. Coordination of the state's large scale assessment program and ensure the development of data bases that will appropriately yield spreadsheets and reports relevant to the progress and impact of the Reading First initiative. Use findings to make data-driven decisions for successful statewide implementation and assessment of the grant. Development of the Reading First budget and responsible for the development of contracts with external agencies.
- 7/00-8/03 **Governor's Work-Based Learning Board – Madison, WI**
Education Consultant
Responsible for the administration of over one and a half million dollars in grants annually. Provide statewide leadership, technical assistance and consultation in the State's implementation of the federal Tech Prep program. Redesigned the Tech Prep grant application to insure accountability. Responsible for the administration of the Tribal Work-Based Learning Grant with Lac Courte Oreilles Ojibwa College. Performed a fiscal audit of the Tech Prep program which resulted in an additional \$373,000 going out to the field over a 3 year period. Responsible for promotion of work-based learning experiences by conducting workshops and round tables at numerous conferences at both the state and national level.
- 10/94-7/00 **Forward Service Corporation – Madison, WI**
Occupational Skills Instructor
Responsible for development and implementation of employer driven trainings which provided practical hands-on training that led directly to employment, including: Unit Clerk – Madison Area Hospitals, Pharmacy Tech – Walgreens, Data Entry for the Medical and Insurance fields - WPS Insurance, to name a few. Responsible for curriculum development and implementation of the following trainings: conflict resolution, basic bookkeeping, customer service, business grammar, filing, phone skills, ESL for the worksite, cash register/money handling, and provided individual instruction in Word, Word Perfect, Excel, Power Point, Access and Publisher. Served the following populations: Upward Mobility, Dislocated Workers, the Division of Vocational Rehabilitation, Children First, W-2 & Food Stamps.
- Refugee Services – Training/Job Placement Specialist**
Initiated a targeted marketing approach to provide placement of individuals with English as a Second Language. Assisted individuals in all aspects of job search activities: finding child care, assessment of transportation needs, weekly employment search, setup of company tours, filling out applications, interview assistance for employers, explanation of benefits, on the job training support, cultural training for coworkers and job retention assistance for employers. Partnered with Dane County Mental Health to use W-2 reinvestment dollars to establish an adult daycare facility for SE Asians afflicted with PTSD. This allowed former caretakers (spouses) a chance to find employment outside the home and gain self sufficiency for the

family Assisted individuals with immigration issues, including paperwork completion for citizenship, filing for work permits and providing immigration inservice for employers

Instructor – Adult Basic Education

Responsible for educational and career assessments Provided guidance and instruction for individuals seeking their GED, high school diploma or brush-up skills for apprenticeship entrance exams Assisted students with resume development and job search activities Initiated commencement ceremonies for GED/HSED graduates Compiled and reported statistical information about program performance to Dane County and reported individual student progress into the state CARES system.

Instructor – English as a Second Language

Responsible for curriculum development and implementation of ESL classes for the Dane County JOBS program Compiled statistical information and provided student profiles, including assessments and enrollment data for Dane County Developed individual lesson plans for learners of multiple levels and cultures Provided study materials, self-made audio tapes, and classes in US citizenship.

11/93-2/96

Madison Area Technical College – Madison, WI

Instructor – English as a Second Language

Responsible for teaching the English, basic math, citizenship, and the American culture to students from a variety of cultures and educational backgrounds at two of Madison's community centers.

10/93-9/94

Dean Medical Center – Madison, WI

Patient Financial Services Representative

Responsible for assisting patients with all aspects of the financial portion of their health care plan Initiate and maintain electronic patient and insurance files Provide answers to insurance and billing questions. Explain billing policies and coordination of benefit programs. Identify Community Care and Presumptive Eligibility patients Accept and document payments Audit patient accounts.

8/91-6/93

Hillel Academy – Fox Point, WI

Kindergarten Teacher

Responsible for teaching secular studies in a multi-cultural setting Developed an English as a Second Language program for Russian and Israeli students Served as a cooperating teacher for Cardinal Stritch College's Education Department and supervised student teachers, as well as, Urban League participants

9/90-6/91

St. Eugene School – Fox Point, WI

Kindergarten Enrichment Teacher

Designed and implemented an Enrichment Program Instructed students in Reading and Math Coached 4th grade Odyssey of the Mind team

Certifications:

Wisconsin Department of Public Instruction

42 Elementary Education	116 - Grades 1-6
32 Junior High School Teacher	300 English - Grades 7-9
42 Elementary School Teacher	300 English – Language Arts

Wisconsin Technical College System Board

861 English as a Second Language

Education:

2004-present	Cardinal Stritch College – Milwaukee, WI	Graduate Credits	GPA 4.0
2001	Northland College – Ashland, WI	Graduate Credits	GPA 4.0
1993-1995	Cardinal Stritch College – Milwaukee, WI	Graduate Credits	GPA 4.0
9/85-6/90	University of Wisconsin – Oshkosh	Bachelor of Science	
	Major: Elementary Education	Minor: Language Arts	

Activities:

2006-present National Association of Workforce Development Professionals - Dane County Job Center

Wisconsin Employment & Training Association – Dane County Job Center
Career Skills Expo/Tech Expo Board – Dane County Job Center
2003-2006 **International Reading Association – Wisconsin Department of Public Instruction**
WI State Reading Association - Wisconsin Department of Public Instruction
2000-2003 **National Association of Tech Prep Leadership - Governor's Work-Based Learning Board**
WI Association of Leadership in Education and Work- Governor's Work-Based Learning Board
1994-2000 **Job Fair Committee – Dane County Job Center**
Marketing Committee - Dane County Job Center
Interagency Team Building Committee – Dane County Job Center