

## 2020 Affirmative Action Commission Work Plan

**Chair:** Linda Ketchum

**Vice Chair:** Erica Janisch

**Commissioners:** April Kigeya, Awais Khaleel, Michelle McKoy, Ryan Moze, Stephanie Munoz

**Aldersperson:** Arvina Martin



Action	Responsible	Priority	Status	Notes
<b>Goal #1: Review and Update the City of Madison Affirmative Action Ordinance - MGO 39.02.</b>				
1 Update 39.02 ordinance to match all of the protected classes covered in 39.03	Stephanie Muñoz	High	In progress	
2 Include non-discrimination coverage for tenants and recipients of public accommodations from City of Madison contractors.	Stephanie Muñoz	Low	Not Started	
3 Finish work related to the surplus property ordinance.	Stephanie Muñoz	Medium	In progress	
4 Finish work related to the residency program ordinance.		Medium	In progress	
<b>Goal #2: Gather information and data about work done by Affirmative Action Division, City of Madison, vendors, and contractors.</b>				
1 Presentation from DCR AA Specialist Tracy Lomax and HR Data Analyst Brad Wollmann regarding city employment data trends.	Melissa Gombar & Julie Austin	Medium	Not Started	
2 Presentation from Women's Initiatives Committee Chair Tory Larson and Multicultural Affairs Committee Amy Deming regarding their employee survey.	Melissa Gombar & Julie Austin	High	Complete	
3 Presentation from DCR Contract Compliance Specialist Juan Pablo Torres Meza on citywide utilization statistics.	Melissa Gombar & Julie Austin	Medium	Not Started	
4 Presentation from DCR Contract Compliance Specialist Martha White regarding Affirmative Action Plans.	Melissa Gombar & Julie Austin	High	Not Started	
5 Presentation from DCR Contract Compliance Specialist Saran Ouk regarding Targeted Business Certification.	Melissa Gombar & Julie Austin	High	Not Started	
6 Presentation from DCR Contract Compliance Specialist Juan Pablo Torres Meza and Saran Ouk on the RaISE Program.	Melissa Gombar & Julie Austin	High	Not Started	
7 Presentation from Racial Equity and Social Justice staff regarding the use of equity impact analysis tools.	Melissa Gombar & Julie Austin	Medium	Not Started	
8 Presentation regarding local residency requirements in contract compliance.	Melissa Gombar & Julie Austin	High	Not Started	
9 Presentation regarding set-aside programs in other communities.	Melissa Gombar & Julie Austin	Medium	Not Started	
10 Presentation from local experts from Race to Equity on unemployment rates and demographics.	Melissa Gombar & Julie Austin	Medium	Not Started	
11 Presentation from the Economic Development Committee and staff on their efforts and programs.	Melissa Gombar & Julie Austin	Medium	Not Started	
<b>Goal #3: Provide a report to the Common Council.</b>				
1 Review the 2019 Equitable Workforce Plan update and make recommendations to the Common Council.	All	Medium	Not Started	

2	Author a report on Commission Activities and key data points for submission to the City of Madison Common Council.	Linda Ketchum & Melissa Gombar	Medium	Not Started	We will target this for January/February 2021
Goal #4: Perform more targeted outreach					
1	Hold meetings in community locations, particularly when the presentation topic is related to topics of interest to the community, particularly TBE certification.	All	High	In progress	Brainstorm together, Julie and Melissa will set schedule
2	Unveil annual report at a meeting located in the City of Madison community.	Linda Ketchum & Melissa Gombar	Medium	Not Started	
3	Engage with black and Latino chamber of commerce groups; ask them to a meeting or to host one of the AAC meetings.	Michelle McKoy	High	Not Started	
Goal #5: Targeted professional development with at-risk youth and adults of color that links them into the industries that the City of Madison funds.					
1	Form a subcommittee to work on this project.	Julie Austin	High	Not Started	We need to look in to how many people we can have. Volunteers include: Awais, Michelle, Ryan, Linda, Erica (alternate)
2	Research examples of programs that accomplish the goal of contracting priority for at risk youth.	Subcommittee	Medium	Not Started	
3	Organize a presentation from the City of Madison Office of Community Services to inventory what the City of Madison currently funds as well as to understand the funding cycle.	Subcommittee	Low	Not Started	
4	Make program recommendations and determine where the program should be housed.	Subcommittee	High	Not Started	
5	Conduct outreach on the program.	All	Medium	Not Started	

**Parking lot list:**

- 1 Require equity impact analysis on City of Madison policy and ordinances impacting protected groups.
- 2 Implement a set-aside policy for city contracting.
- 3 Tuition equity (undocumented students paying out of state tuition).
- 4 Residency requirement program.

# AAC Idea List



Status	Date Proposed	Idea or project



Category
Tools
Training
Team
Other Action Team