



City of Madison

City of Madison
Madison, WI 53703
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Meeting Minutes - Draft AFFIRMATIVE ACTION COMMISSION

Tuesday, September 18, 2018

5:30 PM

City County Building
210 Martin Luther King Jr. Blvd.
Room 108
Madison, WI 53703

CALL TO ORDER / ROLL CALL

Meeting called to order by Chairperson Ketcham.

Staff: Norman Davis

Present: 5 - Matthew J. Phair; Linda J. Ketcham; Ryan J. Moze; April C. Kigeya and
Laura Sorensen

Absent: 2 - Brittany G. Cudaback and Stephanie J. Munoz

APPROVAL OF MINUTES

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

PUBLIC COMMENT

None.

DISCLOSURES AND RECUSALS

None.

REFERRALS FROM COMMON COUNCIL

1. [52278](#) Equitable Workforce (Affirmative Action) Plan Second Year (2017) Progress Report

Attachments: [EWP2017year2.pdf](#)

Davis provided an overview of the Equitable Workforce Plan and what is included for each agency. He highlighted the increase in AASPIRE internships, data on APM 3-5 complaints, information on the Language Access Plan, gave an outline of the red flag hiring process, equity tool training for staff, best practices from departments while working on the Equitable Workforce Plan.

Sorensen noted the EWP says the Commission has eleven members and asked that it be changed to nine members.

Davis explained the implications for agencies if they do not follow the red flag hiring process, what under-representation means and how the under-representation data gets populated.

There was some discussion on the applicant pool for the AASPIRE internship program and the high number of white applicants vs applicants of color.

A motion to accept the report was made by Ald. Phair, seconded by Moze. The motion passed by voice vote/other.

2. [52745](#) Authorizing a noncompetitive contract with Interpreters Cooperative of Madison for in person language interpretation services.

Attachments: [Interpreters Cooperative of Madison Non-Competitive Selection Request -](#)

Davis provided an overview of the noncompetitive contract resolution. Using this vendor through 2019 will allow for the development of a Request for Proposal for language services.

A motion was made by Moze, seconded by Sorensen, to Return to Lead with the Recommendation for Approval to the FINANCE COMMITTEE. The motion passed by voice vote/other.

3. [52746](#) Authorizing a noncompetitive contract with Purple Communications for in person American Sign Language interpretation services.

Attachments: [Purple Communications Non-Competitive Selection Request - CC Approval F](#)

Davis provided an overview of the noncompetitive contract resolution. Using this vendor through 2019 will allow for the development of a Request for Proposal for language services.

A motion was made by Moze, seconded by Sorensen, to Return to Lead with the Recommendation for Approval to the FINANCE COMMITTEE. The motion passed by voice vote/other.

DISCUSSION ITEMS

4. [50529](#) MGO 8.075 Disposal of Surplus Real Property

Attachments: [MGO 8.075 Disposal of Surplus Real Property.docx](#)
[RESJI Tool Comprehensive.docx](#)
[RESJI Fast Track Tool.docx](#)

A motion was made by Ald. Phair to move item 4 to the top of the agenda. The motion was seconded by Moze and passed by voice vote/other.

Matt Wachter provided an overview of the Madison General Ordinances section on Surplus Real Estate and the four options laid on. The memo he reviewed suggests some potential changes including: opening up the building to adjacent renters, adding an RESJI analysis requirement if selling the property, and creating a program that would build up the pool of developers. Wachter provided some examples of surplus property and how they might be handled.

Davis provided some more information on what the program would look like and some potential next steps.

Ald. Phair asked to have the RESJI analysis added to the third option of leasing space or opening up to adjacent owners.

An Ordinance rewrite will begin and be sponsored by Ald. Phair.

5. [50835](#) Review and update Affirmative Action Commission Operating Rules

Attachments: [11 AAC Operating Rules.doc](#)

Davis provided background on operating rules document and what they aim to accomplish and informed the Commissioners of their ability to update the rules. It was suggested that adding a section on communication, including: during meetings and appeals hearings, creating ground rules, and/or expectations.

The Department of Civil Rights will provide the ground rules for DCR staff meetings and RESJI ground rules.

6. [50053](#) Residency Preference Program

The work group has not met to discuss the Residency Preference Program. Commissioners requested DCR assistance in scheduling a meeting and sending out materials from other cities to review.

REPORTS

7. [33325](#) Report from the Common Council

Ald. Phair reported on the budget and where Common Council is in the budget process for capital and operating budgets.

8. [33326](#) Report from the Director of the Department of Civil Rights
- Davis reported that in the future, the reports will be noticed with more specific information on what the report outs will be. He provided an overview on the performance excellence project, discussed the RaISE program and press release, gave information on current vacancies in the Department and announced a new partnership with the League of Wisconsin Municipalities. DCR staff will be presenting a series of webinars for the League in this new partnership.
9. [33327](#) Report from the Affirmative Action Division Manager
- None.
10. [41726](#) Report from the MLK Humanitarian Award Commission
- None.
11. [51761](#) Future Agenda Items

ANNOUNCEMENTS

None.

ADJOURNMENT

A motion was made by Phair to adjourn. The motion was seconded by Moze and passed by voice vote/other.