



# City of Madison

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

## Meeting Minutes - Draft EQUAL OPPORTUNITIES COMMISSION

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Thursday, November 10, 2016

5:00 PM

South Madison Library  
2222 South Park Street

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### 1. CALL TO ORDER / ROLL CALL

The meeting was called to order by chair Corinda Rainey-Moore at 5:09pm.

Others present: Equal Opportunities Division Manager (EOD) Byron Bishop and EOD Administrative Clerk Josue Peralta.

Ms. Kemble arrived to the meeting at 5:30pm.

**Present:** 9 - Rebecca Kemble; Melanie G. Ramey; Sean A. Saiz; Jose E. Rea; Adam W. Brabender; Moriah N. Grace; Charles E. McDowell; Zach A. Madden and Corinda Rainey-Moore

**Excused:** 2 - Susan M. Schmitz and William (Bill) Fetty

### 2. APPROVAL OF MINUTES

Adam Brabedner moved to approve the minutes from the meeting on October 27, 2016 without correction. The motion was seconded by Zach Madden and passed by voice vote.

### 3. PUBLIC COMMENT

Saul St. John had these words be read for public comment:

"As a member of the public who has engaged the Commission's appeals process, I found the requirement that all submissions must be hand-delivered or mailed on paper to be cumbersome and frustrating. I further believe that requirement could present a significant impediment to some individuals seeking to avail themselves of the process, which is contrary to the Commission's goals. I fully support changes to the Rules of the EOC that allow for electronic submission of documents.

"I do, however, question the need for the restriction imposed by the final sentence proposed for Rule 12.1, and would encourage the Commission to allow for the submission of documents initiating an appeal by electronic mail or telefacsimile as well."

### 4. DISCLOSURES AND RECUSALS

EOD Administrative Clerk let the commission know that the presenter of the Affirmative Action Plans was unable to make the meeting, but will be able to attend next month's meeting.

## REPORTS

5. Division Manager

Equal Opportunities Division Manager Byron Bishop spoke about the different aspects of the department and it's goals. He began with saying the goal for the department is to get back to 70 cases per year, in addition to the intake work sharing agreement with the State of Wisconsin's Equal Rights Division. Mr. Bishop also updated the commissioners about the software project for the department, the website being updated, and outreach initiatives. Staff will forward any updates on outreach to commissioners as soon as it's available. The commissioners then had a chance to ask him questions.

6. Common Council

Alder Kemble spoke about different proposals being brought to the Council and about the Council's thought in holding listening sessions in the community in the light of the election.

## DISCUSSION / ACTION ITEMS

7. [42867](#) Subcommittee under EOC

Manager Bishop discussed with the commissioners about the Employment's Subcommittee's dilemma with membership and voting. With some members being hindered with their voting capacity, Mr. Bishop told the commissioners about how the Subcommittee is looking into recruiting other companies who could have an active hand in the mission. He also emphasized how the Subcommittee's work is to be an advisory to the Commission, and should be utilized.

The commissioners continued discussion about items they would like to have the Subcommittee review. Commissioner Brabender motioned for the subcommittee to review how to deal with the stigma of mental illness in the workplace, which was seconded by Madden and passed via voice vote. Commissioner Madden motioned for the subcommittee to review the impact of housing on employment, which was seconded by Grace and passed by voice vote. Commissioner Brabender motioned for the subcommittee to review the creating best practices regarding microaggressions, protected classes. The motion was seconded by Madden and passed by voice vote. Commissioner Madden motioned for the subcommittee to study the employment impact of 17-24 year olds and the effect of the ban the box initiative. The motion was seconded by Brabender and passed by voice vote.

The commissioners charged the subcommittee to come back within six months with the employment impact of 17-24 year olds and data on the effect of ban the box, and a year for the rest of the items.

8. [44995](#) Selection of two EOC members to serve as appointees to the Employment Subcommittee

The commission discussed the issue and agreed to have those who can attend

the subcommittee please do so.

9. [45067](#) Proposed Rules Changes for MEOC

Attachments: [Proposed Rules Changes for MEOC.pdf](#)

The commissioners discussed amongst themselves the need for the Division to modernize and be able to communicate in new ways.

Zach Madden motioned to approve the changes to the rules with the following changes to number 12.1:

12.1- Subsequent to the filing of a complaint, any papers or documents to be filed with or served upon the Department of Civil Rights Equal Opportunities Division or the Equal Opportunities Commission may be filed on paper through the mail or in person or in facsimile, electronic or digital form, except as follows. Any document being filed or served upon the Department of Civil Rights or the Equal Opportunities Commission to initiate an appeal of a determination or decision shall be in writing on paper and shall be filed in accordance with these rules.

Proposed addition - When information is received electronically such as email, a reply from the DCR staff receiving the information should be conducted to note actual receipt of the materials received.

The motioned was seconded by commissioner Saiz and passed by voice vote.

10. Procedural clarification: Calling the question

Commissioner Moriah Grace clarified the process of "calling the question" to the commission.

11. FUTURE TOPICS FROM THE FLOOR

- Election of officers for Commission (President, Vice-President, and Secretary)
- Draft letter informing companies about microaggressions

12. ANNOUNCEMENTS

Commissioner Grace announced she will not be able to attend the meeting in December.

The commissioners part of the Appeals Committee were notified that the hearing is upcoming, and voice the dates of their availability to meet.

13. ADJOURNMENT

Commissioner Madden motioned to adjourn the meeting at 6:20pm. The motion was seconded by Brabender and passed by voice vote.