



City of Madison

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

Meeting Minutes - Approved AFFIRMATIVE ACTION COMMISSION

Tuesday, November 20, 2012

5:00 PM

215 Martin Luther King, Jr. Blvd.
Room LL-120 (Madison Municipal Building)

CALL TO ORDER / ROLL CALL

Chair called meeting to order at 5:05 p.m.

Staff: Norman Davis, Affirmative Action Division Manager; Colier McNair,
Contract Compliance Monitor; Austin Johnson, Contract Compliance Monitor

Present: 7 -

Joseph R. Clausius; Linda J. Ketcham; Theola V. Carter; Ashok Bhargava;
Kyara I. Moss; Laura Sorensen and Michael M. Johnson

Absent: 2 -

Sharyl J. Kato and Dario Parra

Excused: 2 -

Nu Lee and Margaret M. McInnis

APPROVAL OF MINUTES

Johnson made a motion to approve the minutes, seconded by Sorensen. The motion to approve the minutes passed by voice vote/other.

PUBLIC COMMENT

None

DISCLOSURES AND RECUSALS

None

NEW BUSINESS

Theola Carter reminded Commissioners that they need to get their Statement of Interest forms in to the City Clerk's office. These must be submitted electronically.

REPORTS

[28141](#)

Overview of programs and services - Affirmative Action Department Staff:
Norman Davis, Colier McNair, Austin Johnson

Norman Davis spoke to the Commissioners about:

The quasi-judicial training to help Commissioners understand their role will be presented in December. Since the City Attorneys could not present at this meeting, Contract Compliance will be discussed during this meeting. A portion of Affirmative Action Division duties include Contract Compliance which ensure Contractors comply with the conditions of their contract. The type and term of the contract determines what the compliance entails. Compliance is defined in the Madison General Ordinances. Every contract is reviewed. Two Affirmative Action Contract Compliance monitors will present information on their area of work. He is in the process of holding interviews for the open Contract Compliance Monitor position.

Colier McNair presented information on the Targeted Business Program. He deals with certification for SBE/WBE/DBE programs for the City and the Unified Certified Program (UCB) which is a partnership with Dane County, City, State and the Federal government. Section 3 is a federally sponsored program. Eligibility requirements and goals are dependent on the applied for program. There is a 90 day timeline for certifications. Colier also does on sites. Norman explained that high profile projects are prioritized, and also explained about how the AA must meet the letter of the law.

Austin Johnson presented on Prevailing Wage Compliance. He reviews payrolls, does on site reviews which include interviewing employees, and deals with wage issues. Vendors must provide Affidavits of Compliance before being paid.

Theola Carter recommends that in addition to Austin's wage compliance interviews, he also distributes materials that define discrimination. She also suggested that focus should be in connecting with companies in the community. Norman Davis explained that would take a policy change since the Affirmative Action Division is defined by Ordinance.

Norman Davis directed the Commission to the City website where more information is available including FAQ's. He went over the At A Glance 2011, which outlines the activities of the Affirmative Action Division, which is also available on the DCR website.

Norman also discussed Red Flag cases, which deal with recruitment for women and minorities in City hiring.

07972

COMMON COUNCIL UPDATE BY ALD. CLAUSIUS--Presented for information only. No action required.

Alder Joe Clausius talked about the two big budget issues the Common Council is dealing with – the Overture Center and the 4 golf pro contracts at the City golf courses. He felt the best choices were made by the Council. The Council is also dealing with the Homeless issue and there is a temporary 4 month contract for a drop in center. The Edgewater project had their ground breaking. They were able to move ahead without TIF money since Bob Dunn got private funding. The Council is looking forward to the Holiday break and will only be having one meeting in December. Alder Clausius will be running for re-election next year.

14091

DIVISION MANAGER'S REPORT

Norman Davis, Affirmative Action Division Manager, will report on activities of the Division since the last meeting.

Norman Davis touched on several points:

Dane County asked DCR to do an analysis of the Dane County Office of Equal Opportunity and the work they administer and to then report back DCR's findings to Dane County. There has not been any Mayoral directive on this yet.

Policy area – The disparity study funds were approved.

Projects area – AA is working on the CDBG Jennifer Street rehab project – Commonwealth Development has exceeded the disadvantaged business goals. The Municipal Building and Government East Ramp Structure area – Judge Doyle Square – would involve SBE/DBE/WBE contractors. If Public Market is included in this project, AA would like the project to be as diverse as possible.

The Affirmative Action Specialist position is still open and in the budget for next year, when it is expected to be filled.

Partnership area – AA is working on Section 3 with the County, and MATC is helping get the word out.

14148

DIRECTOR'S REPORT- Presented for information only. No action required

Lucía Nuñez, DCR Director, will report on the following:

-Her activities since the last meeting

-Staff activities since the last meeting

-Activities of the Equal Opportunities Commission and Commission on Persons with Disabilities since the last meeting.

Norman Davis explained Lucia Nunez regretfully could not attend the Affirmative Action Commission meeting because she had a conflict with a combined County – City Martin Luther King Humanitarian Award Committee meeting.

Theola Carter asked about the status of the issue Mayor Soglin brought up during the Mayor's visit to the August 7th Affirmative Action Commission meeting. Norman Davis said the Mayor held a meeting with different departments and groups because he was interested in what gaps and overlaps there might be in areas to help reach the population that is disengaged. Theola Carter suggested "pounding the pavement" for relationship building.

Theola Carter asked about the issue she has heard about in the CDBG area of Housing. Norman said Lucia Nunez is handling the complaints and he will make sure that she knows of the Commissioners interest. Norman assured the Commissioners that every employee of the City is trained in nondiscrimination and anti-harassment.

ADJOURNMENT

Meeting adjourned at 6:21 p.m.

A motion was made to adjourn, and was properly seconded. Motion carried.