



City of Madison

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

Tuesday, March 11, 2008

5:00 PM

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

1. CALL TO ORDER / ROLL CALL

The meeting was called to order at 5:10 p.m., Vicky Selkove presiding.

Present: 10 -

Joseph R. Clausius; Bert Zipperer; Jason A. Delborne; Tracey A. Caradine;
Augustine S. Tatus; Joel Walters Jr; Nitza A. Pfaff; Victoria S. Selkove;
Bhavani "Shree" Sridharan and Lucia Nunez

Absent: 1 -

Tracey A. Caradine

Excused: 3 -

Jason A. Delborne; Augustine S. Tatus and Lucia Nunez

Staff Present: Davis, Studesville and Wick

Guest: Ald. Brenda Konkel

2. APPROVAL OF MINUTES

A motion was made by Zipperer, seconded by Walters Jr, to Approve the Minutes.
The motion passed by voice vote/other.

3. PUBLIC COMMENT

No public comment was received.

REPORTS

4. [09368](#) DIRECTOR'S REPORT--For information only. No action required.

Norman Davis, Affirmative Action Division Manager, will:

- a. Introduce DCR Interim Director Larry Studesville
- b. Report on Department and Division activities since the last meeting
- c. Provide an update on Civil Rights Compliance Plan/AA Plan
- d. Provide updates on Resolutions #06764, 06423, 06424 and Studies

Norman Davis, Affirmative Action Division Manager, introduced Larry Studesville, the new Interim Director.

Studesville stated that he is looking forward to working with the Affirmative Action Commission. He has found the staff to be very committed. He will be on board until Lucía Nuñez returns from her medical leave.

Selkove stated that she had sent a get well card to Nuñez on behalf of the Commission.

Davis reported on department activities. A quarterly staff meeting was held that included an update on the status of the EOC caseload and feedback on the annual EEOC training conference. The Affirmative Action Division has been busy with recruitment for City positions including the City Treasurer and Water Utility Manager positions. The recently hired Treasurer left after a short time to accept another position that he had applied for prior to applying for the Madison position. He stated that he did not leave based on any dissatisfaction with working for the City.

The Parks Department is currently screening applicants for the Director position. Donahue continues to work with departments and the Mayor's office on recruitment for vacant positions.

With regard to the Contract Compliance Program, Davis apologized for providing short notice to the Commission on the professional services meeting. This was a "meet and greet" opportunity for professional services firms (architects, engineers, etc. engaged prior to construction begins on public works projects) interested in doing business with government agencies. Approximately 50 businesses sent representatives. This was a good opportunity to network and share information.

Some issues have been raised regarding the City use and criteria for contracting with professional services agencies. Davis will bring information to the Commission's May meeting.

The agency continues to monitor prevailing wage. There has been some lag from contractors in submission of Affirmative Action Plans. Staff is on top of necessary reviews. Use of best value contracts may be a factor. The staff does a quality review and when areas needing modification are identified there is a lag in response time. There are at least 30 companies that do not have approved Affirmative Action Plans. These companies are unable to bid until their plan is approved.

Christie Hill's next major project will be to update the City's Affirmative Action Plan.

Caradine arrived at 5:27 p.m.

Present: 7 -

Joseph R. Clausius; Bert Zipperer; Tracey A. Caradine; Joel Walters Jr;
Nitza A. Pfaff; Victoria S. Selkove and Bhavani "Shree" Sridharan

Excused: 3 -

Jason A. Delborne; Augustine S. Tatus and Lucia Nunez

Davis circulated a sign up sheet for the up-coming Employment Fair sponsored by the Division. This will be a pilot program, critical for the population we are trying to inform. It will open up recruitment for City, County and State jobs to more applicants.

5. [07972](#)

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

Clausius reported on the Central Park Feasibility Study. The park will be parallel to Willy Street down from Baldwin. A railroad spur is an obstacle. This will need to be moved. The plan is to include a skateboard park.

The City zoning code is being rewritten. A study on Economic Development has been contracted out. Clausius stated he is not impressed so far.

With regard to community policing, for the first time since it was set up, the North District does not have a community police officer. This is the alder's main conduit to the Police Department.

Davis asked if this is the time to try to affect the pool of consultants for the Central Park. Clausius replied yes. The Parks Commission will ultimately take up this project. Mark Olinger is the primary staff person assigned.

Zipperer stated that there has been some discussion regarding sidewalk maintenance. He wishes that there was more emphasis for people with disabilities. A duty of home ownership is to maintain the sidewalks. People with disabilities are being trapped in their homes because area sidewalks are not cleared of snow.

6. [09369](#)

LIAISON REPORTS--Presented for information only. No action required.

Updates on business since the last AAC meeting
- Equal Opportunities Commission - Zipperer/Selkove
- Commission on People with Disabilities - Davis

Bert Zipperer reported on the Equal Opportunities Commission. The Commission has recommended modifications to the Chronic Nuisance Ordinance. Ald. Brian Solomon has agreed to sponsor the amendments. The Commission is looking at adding the results of genetic testing as a protected class and expanding the coverage of gender identity.

The Commission is concerned that an alder is required to sponsor proposals before the Common Council. This is usually the Council member who is a member of the board, commission or committee. Council members act as gate keepers and can prevent proposals from being introduced. In the past, boards, committees and commissions had the ability to directly introduce proposals.

The Commission continues to monitor immigration issues.

There was no report available for the Commission on People with Disabilities. Davis reported that Angela Bennett, Disability Rights and Services Program Coordinator, has been communicating with the City Attorney relative to possible revisions to the Disability Rights and Services Program ordinance. How far reaching these modifications will be has yet to be determined. The University Square project will include apartments for people with disabilities--meeting the minimum requirement.

UNFINISHED BUSINESS

7. [08016](#) Annual Report on Balance of Gender, Racial/Ethnic Minorities and People with Disabilities on City of Madison committee, commission and board appointments.

Attachments: [Final Annual Rpt on Comte Comm and Bd Membership.pdf](#)

Draft reports were distributed. Selkove suggested that the reports be finalized at the next meeting. She walked through the reports highlighting some changes that have been made.

Davis expressed concern relative to collecting data on sexual orientation for committee and commission membership. He stated that an open ended opportunity to self-identify any characteristic individuals believe is of benefit to the City might be better.

Ald. Konkel suggested several modifications. Konkel thanked the Commission and Department for their hard work on the report.

It was agreed that the reports would be updated and emailed out. Commissioners will send suggestions for modification to Wick who will compile a list and present it at the April Commission meeting

8. [08019](#) Study on and recommendations to Common Council to improve the balance of women, racial/ethnic minorities and people with disabilities in top City of Madison management positions and subsequent salaries.

Attachments: [final report on hiring.pdf](#)

See above.

Zipperer stated that there has been a loss of women in top management positions. He stated his concern that the report does not speak to that or tell why is has occurred.

9. [08826](#) Amending the Rules of the Affirmative Action Commission to set a time limit of five (5) minutes for speakers during Public Comment periods.

A motion was made by Zipperer, seconded by Sridharan, to Approve the amendment to the Rules of the Affirmative Action Commission. The motion passed by voice vote/other.

PRESENTATIONS

10. [09174](#) 2007 Affirmative Action Division Accomplishments: Norman Davis

Davis distributed a draft report (attached to file minutes). he is looking for feedback on the format of the report. He wants to make the information useful to customers who use the report.

The data will allow the Commission to judge whether the Division is doing a good job. Information on applicant flow needs tweaking. It provides information at every step of the process where affirmative action applicants drop out of the process. It allows the City to evaluate the successes and shortcomings of its hiring process.

With regard to the Contract Compliance process, information is provided on prevailing wage violations, Targeted Business utilization under public works contracts, and new Targeted Business certifications. More flushing out is needed as to policy updates at the City or State level that have been influenced by the Affirmative Action Division and development of resources for Targeted Businesses.

The Division is working with the Information Services Department to find a way to link databases to more easily access data on City hiring and contracting. The Division influenced the Mayor's 2008 goals regarding inclusiveness and accessibility.

Davis encouraged Commissioners to share their comments on the report with him. An updated report will be on a future agenda.

NEW BUSINESS

12. [08992](#) Creating Section 33.27 of the Madison General Ordinances to codify the existence of the Minority Affairs Committee and the Women's Issues Committee.

Attachments: [4315mac-wic.pdf](#)
[4315mac-wicSUB.pdf](#)

Wick provided background on the Women's Issues Committee and the Minority Affairs Committee.

Ald. Konkel recommended referral for one month. She suggested review by the Common Council Organizational Committee (CCOC) to allow comparison of these committees to how other committees are appointed. The Commission also agreed to request a memo from City Attorney Mike May on how this will work and what the implications will be.

A motion was made by Zipperer, seconded by Walters Jr, to Refer to the **AFFIRMATIVE ACTION COMMISSION** meeting on April 8, 2008. The motion passed by voice vote/other. Members of the Committees will be asked to attend to respond to questions.

13. ANNOUNCEMENTS

Caradine announced a brown bag program for Women's History Month by the State Department of Administration. She will send details to Wick for emailing to Commission members.

Zipperer encouraged Commissioners to see an article in the Winter 2008 edition of Ms. magazine on the efforts to destroy Affirmative Action.

14. ADJOURNMENT

A motion was made at 6:52 p.m. by Caradine, seconded by Ald. Clausius, to Adjourn. The motion passed by voice vote/other.

Minutes prepared by Cindy Wick, DCR Executive Assistant.