



# City of Madison

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

## Meeting Minutes - Draft EQUAL OPPORTUNITIES COMMISSION EMPLOYMENT SUBCOMMITTEE

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Thursday, April 20, 2017

12:00 PM

The QTI Group  
702 East Washington Avenue  
Large Conference Room, Second Floor

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### JENNY WOHLFERT WILL BE APPEARING VIA PHONE

#### 1. CALL TO ORDER / ROLL CALL

The meeting was called to order at 12:04pm.

Other members/persons present: Equal Opportunities Division Manager (EOD)  
Byron Bishop, Investigator/Conciliator Charlyn Cruz-Nunez, Alder Rebecca  
Kemble, Equal Opportunities Commissioner Adam Brabender, EOD  
Administrative Clerk Josue Peralta, Mary Coddington

Present: 3 - Laura J. Zweber; Jason Hiller and Jenny Wohlfert

Excused: 1 - David Witkowski

#### 2. APPROVAL OF MINUTES

Laura Zweber moved to approve the minutes from the meeting on March 16, 2017 without correction. The motion was seconded by Jenny Wohlfert and passed by voice vote.

#### 3. PUBLIC COMMENT

There was no public comment.

#### 4. DISCLOSURES AND RECUSALS

There were no disclosures or recusals.

#### DISCUSSION / ACTION ITEMS

#### 5. [46814](#) Discussion on member recruitment strategy

The members talked about reaching out to GMA SHRM and requesting a table at one of their meetings to promote the Subcommittee. They also talked about developing brochures that could be placed in the check-in table. There was conversation about reaching out to the Mayor's office to see if it was possible to change the three consecutive meeting rule to a more friendly option for potential members. Other ideas to recruit members were to reach out to the Chamber of Commerce and getting a list of companies who were previously on the Subcommittee (i.e. American Family Insurance, SSM, Summit Credit

Union, CUNA, Journey Mental Health, Vintage, PDQ, etc.) as well as those in the retail and manufacturing sector and send a letter inviting them to join, or return in the case of companies previously on the Subcommittee. The team talked about setting up a Facebook page for promotional purposes, but will forward topic to the full commission's executive committee to decide whether to have it under the banner of the Commission as a whole or a separate page altogether.

6. Continued discussion on completing referred items

Alder Kemble notified the members that there was no new guidance from the full commission. Members decided to develop a template of what information they should research and come back with their findings, suggestions of best practices each month on one issue. The Subcommittee will focus this on how to deal with the stigma of mental illness in the workplace and creating best practices regarding microaggressions, protected classes and bring their findings to the May meeting. A letter was drafted to be sent to the Mayor's office asking for clarification of the referrals sent to them. Jason Hiller will send it.

7. **ANNOUCEMENTS**

Mr. Bishop notified the members of the ongoing recruitment for Investigator/Conciliator 1 position.

8. **ADJOURNMENT**

Laura Zweber motioned to adjourn the meeting at 1:12pm. The motion was seconded by Wohlfert, and passed by voice vote.