



City of Madison

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

Monday, November 5, 2018

5:30 PM

210 Martin Luther King Jr. Blvd.
Room 103A (City County Building)

Staff: Norman Davis, Felicia Jones

Present: 6 - Matthew J. Phair; Linda J. Ketcham; Ryan J. Moze; April C. Kigeya; Laura Sorensen and Stephanie J. Munoz

Absent: 1 - Brittany G. Cudaback

CALL TO ORDER / ROLL CALL

The meeting was called to order at 5:31PM, Linda Ketcham presiding.

APPROVAL OF MINUTES

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

PUBLIC COMMENT

None.

DISCLOSURES AND RECUSALS

None.

NEW BUSINESS

1. [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 Moze to go through action items before new business,
seconded by Muñoz. The motion passed by voice vote/other.

A motion to refer this item to the next meeting was made by Ald. Phair,
seconded by Muñoz. The motion passed by voice vote/other.

REFERRALS FROM COMMON COUNCIL/ ACTION ITEMS

2. [53219](#) Amending Sections 4.26(3)(e), 4.26(4)(a)8., 4.26(4)(b), 4.26(4)(c), 39.02(9)(a)2.c., and 39.02(9)(e)2. of the Madison General Ordinances to raise the competitive bidding threshold for service contracts from \$25,000 to \$50,000, raise other purchasing thresholds to \$50,000, increase the thresholds for multi-year service contracts that may be signed by the Finance Director, raise the threshold to \$50,000 for city contractors to file an affirmative action plan, and raise the maximum amount of liquidated damages a contractor could pay for various affirmative action violations.

Attachments: [Version 1](#)

Davis provided an overview of the purchasing threshold, how long it's been since the threshold increased, and how many businesses would be exempt from filing an Affirmative Action Plan because of the increase.

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

3. [53691](#) Appointing an Alternate to the Small Business Enterprise Appeals Committee

The Commissioners were informed of the time commitment and duties of the alternate appointment.

Ketcham nominated Kigeya, Ald. Phair seconded. Kigeya was appointed.

4. [50835](#) Review and update Affirmative Action Commission Operating Rules

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

REPORTS

5. [33325](#) Report from the Common Council

The Alder. will report on items currently in front of the Common Council that are of interest to the Affirmative Action Commission.

Ald. Phair reported on the 2019 budget and next steps. He also reported on the increase in City funding for The Beacon, a budget amendment that passed to fund \$145,000 in eviction legal services, an amendment he is co-sponsoring to remove body cameras from the budget.

6. [33326](#) Report from the Director of the Department of Civil Rights

The Director will report on current work in the Department, including:

- Personnel Updates
- New Projects or Partnerships
- Report on Existing Projects

Davis provided an overview and desired outcomes of Performance Excellence, updated the Commission on the RalSE Program, partnership with the League of Wisconsin Municipalities for webinar trainings, and some updates on marketing for the DCR.

7. [33327](#) Report from the Affirmative Action Division Manager

The Division Manager will report on current work in the Division, including:

- Personnel updates
- Contract compliance concerns
- Status of large construction projects
- New or existing projects or partnerships

Jones updated the Commissioners on two personnel changes, including a new Administrative Clerk starting 11/12, and an open posting for a Contract Compliance Specialist - Bilingual Spanish. She also updated them on the \$25,000 default process and the AA Plan process improvement.

8. [41726](#) Report from the MLK Humanitarian Award Commission

None.

9. **FUTURE TOPICS FROM THE FLOOR**

None.

10. **ANNOUNCEMENTS**

None.

11. **ADJOURNMENT**

A motion to adjourn was made by Ald. Phair, seconded by Moze. The meeting adjourned at 7:06PM.