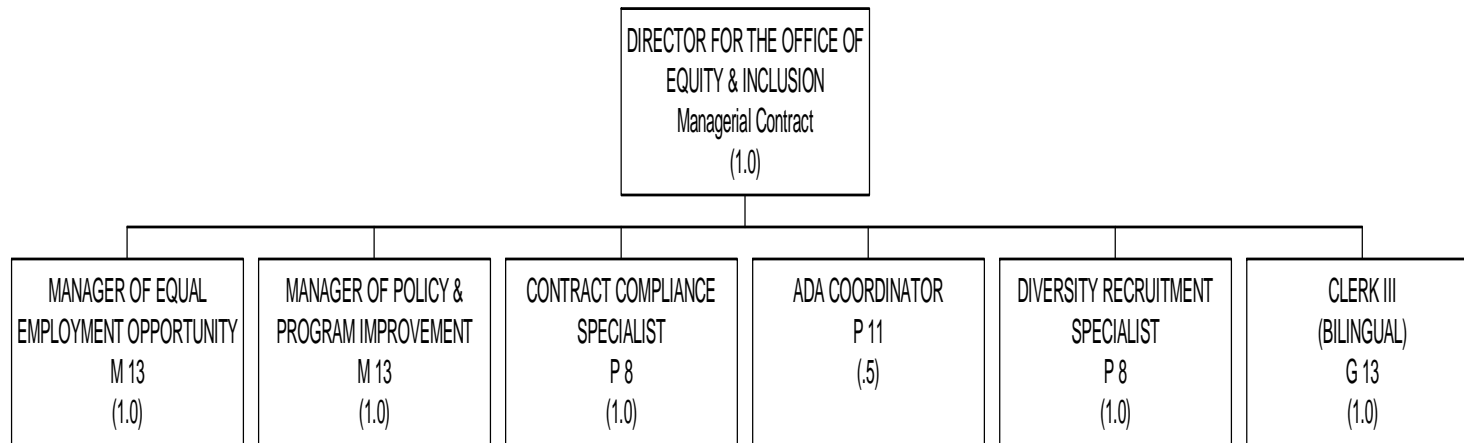


OFFICE FOR EQUITY & INCLUSION



5/18/2020

**COUNTY OF DANE
BUDGETED POSITIONS**

CLASSIFICATION TITLE	RANGE	2020	2021	MOD 2021	2022		
					REQUEST	RECOMM'D	ADOPTED
<u>OFFICE FOR EQUITY & INCLUSION</u>							
DIRECTOR OF THE OFFICE FOR EQUITY & INCLUSION	MC	1.000 ¹⁰⁻⁰³	1.000	1.000	1.000	1.000	1.000
MANAGER OF EQUAL EMPLOYMENT OPPORTUNITY	M 13	1.000	1.000	1.000	1.000	1.000	1.000
MANAGER OF POLICY AND PROGRAM IMPROVEMENT	M 13	1.000	1.000	1.000	1.000	1.000	1.000
ADA COORDINATOR	P 11	0.500	0.500	0.500	0.500	0.500	0.500
CONTRACT COMPLIANCE SPECIALIST	P 08	1.000	1.000	1.000	1.000	1.000	1.000
DIVERSITY RECRUITMENT SPECIALIST	P 08	1.000	1.000	1.000	1.000	1.000	1.000
CLERK III	G 13	1.000	1.000	1.000	1.000	1.000	1.000
OFFICE FOR EQUITY & INCLUSION TOTAL		6.500	6.500	6.500	6.500	6.500	6.500
		6.500	6.500	6.500	6.500	6.500	6.500

**COUNTY OF DANE
BUDGETED POSITIONS**

SUMMARY OF POSITION FOOTNOTES:

OFFICE FOR EQUITY & INCLUSION

10-03 2016 RES. 44 ADOPTED 6/2/16 AUTHORIZES EMPLOYMENT AGREEMENT.

Dept:	Office for Equity & Inclusion	10	DANE COUNTY	Fund Name:	General Fund
Prgm:	Office for Equity & Inclusion	000/00		Fund No:	1110

Mission:

To work with elected officials, such as the County Executive, the County Board, Sheriff, District Attorney as well as county departments, community-based organizations and Dane County residents on improving the County's efforts in promoting racial, gender and disability equality in the county's workforce, contracting and service opportunities.

Description:

The Office for Equity & Inclusion furthers Dane County's proven and ongoing commitment to addressing racial, gender and disability disparities. The Office directs Dane County's Equal Opportunity, Affirmative Action, Contract Compliance and Civil Rights compliance functions in order to achieve the most effective outcomes to affirmatively enhance employment and contracting opportunities for minority persons, women, and people with disabilities within County government, in addition to ensuring a safe and harassment free workplace for all county employees. The Office plays a critical role in supporting all county departments, including those led by constitutional officers in developing and implementing a countywide equity plan, conducting policy and program assessment of equity initiatives, and providing ongoing technical support and training. The Office also develops and administers community wide programs which enhance the opportunities for minority persons, women, and people with disabilities in employment, housing, recreation, and economic development with the assistance of the Dane County Equal Opportunity Commission, OEI Advisory Committee and the Racial Equity Strategic planning committees.

	Actual 2020	Adopted 2021	2020 Carry Forward	Board Transfers	Budget As Modified	2021 YTD	Estimated 2021	Department Request
PROGRAM EXPENDITURES								
Personnel Costs	\$783,842	\$818,500	\$0	\$0	\$818,500	\$245,338	\$822,516	\$833,300
Operating Expenses	\$182,292	\$267,612	\$283,628	\$0	\$551,240	\$80,490	\$546,237	\$269,612
Contractual Services	\$49,153	\$71,472	\$53,468	\$0	\$124,940	\$18,000	\$124,940	\$71,772
Operating Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$1,015,287	\$1,157,584	\$337,096	\$0	\$1,494,680	\$343,829	\$1,493,693	\$1,174,684
PROGRAM REVENUE								
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$18,789	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Licenses & Permits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fines, Forfeits & Penalties	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Charges for Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental Charge for Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$18,789	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GPR SUPPORT	\$996,498	\$1,157,584			\$1,494,680			\$1,174,684
F.T.E. STAFF	6.500	6.500					6.500	6.500

Dept:	Office for Equity & Inclusion	10							Fund Name:	General Fund
Prgm:	Office for Equity & Inclusion	000/00							Fund No.:	1110
DI#	2022 Base	Net Decision Items							2022 Requested Budget	
		01	02	03	04	05	06	07		
PROGRAM EXPENDITURES										
Personnel Costs	\$833,300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$833,300	
Operating Expenses	\$267,612	\$0	\$2,000	\$0	\$0	\$0	\$0	\$0	\$269,612	
Contractual Services	\$71,772	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$71,772	
Operating Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL	\$1,172,684	\$0	\$2,000	\$0	\$0	\$0	\$0	\$0	\$1,174,684	
PROGRAM REVENUE										
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Licenses & Permits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Fines, Forfeits & Penalties	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Public Charges for Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Intergovernmental Charge for Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
GPR SUPPORT	\$1,172,684	\$0	\$2,000	\$0	\$0	\$0	\$0	\$0	\$1,174,684	
F.T.E. STAFF	6.500	0.000	0.000	0.000	0.000	0.000	0.000	0.000	6.500	

NARRATIVE INFORMATION ABOUT DECISION ITEMS SHOWN ABOVE		Expenditures	Revenue	GPR Support
2022 BUDGET BASE		\$1,172,684	\$0	\$1,172,684
DI #	OEI-OEI-1 PARTNERS IN EQUITY GRANT (PIE) NEW ACCOUNT - SEPARATE RESJ AND FOOD GRANTS			
DEPT	Separate PIE Food Grant Funds from PIE RESJ Funds by setting up a new account for PIE Food Funds	\$0	\$0	\$0
EXEC				\$0
ADOPTED				\$0
	NET DI # OEI-OEI-1	\$0	\$0	\$0

Dept:	Office for Equity & Inclusion	10	Fund Name:	General Fund
Prgm:	Office for Equity & Inclusion	000/00	Fund No.:	1110

NARRATIVE INFORMATION ABOUT DECISION ITEMS SHOWN ON PREVIOUS PAGE			Expenditures	Revenue	GPR Support
DI #	OEI-OEI-2	MEMBERSHIP FEES - GARE FEE INCREASE			
DEPT	GOVERNMENT ALLIANCE ON RACE AND EQUALITY (GARE) MEMBERSHIP INCREASED BEGINNING IN 2020 FOR A MUNICIPALITY OF DANE COUNTY'S SIZE		\$2,000	\$0	\$2,000
EXEC					\$0
ADOPTED					\$0
NET DI #		OEI-OEI-2	\$2,000	\$0	\$2,000

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2022 REQUESTED BUDGET			\$1,174,684	\$0	\$1,174,684
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DEPARTMENT: Office for Equity & Inclusion
PROGRAM: Office for Equity & Inclusion

YR	ORG CODE	OBJECT	DESCRIPTION	C A P B D	2020	ADOPTED	2020	2021	CURRENT	ACTUAL	ESTIMATED	TOTAL	AGENCY
					EXPENDITURES	BUDGET	CARRYFORWARD	COUNTY BOARD	MODIFIED	EXPENDITURES	EXPENDITURES	ESTIMATED	
					2020	2021	2020	2021	BUDGET	YTD	TOTAL	CARRYFORWARD	BASE
22	OEI	10009	SALARIES AND WAGES		\$555,088	\$569,200	\$0	\$0	\$569,200	\$153,111	\$569,691	\$0	\$577,700
22	OEI	10090	PER MEETING		\$0	\$0	\$0	\$0	\$0	\$60	\$60	\$0	\$0
22	OEI	10099	RETIREMENT FUND		\$44,122	\$45,300	\$0	\$0	\$45,300	\$12,172	\$45,290	\$0	\$46,000
22	OEI	10108	SOCIAL SECURITY		\$42,142	\$43,600	\$0	\$0	\$43,600	\$11,596	\$43,496	\$0	\$44,200
22	OEI	10117	HEALTH		\$105,947	\$126,900	\$0	\$0	\$126,900	\$44,763	\$131,619	\$0	\$131,600
22	OEI	10126	HEALTH-RETIREES		\$27,852	\$22,900	\$0	\$0	\$22,900	\$21,165	\$21,165	\$0	\$21,500
22	OEI	10153	DENTAL		\$6,410	\$7,900	\$0	\$0	\$7,900	\$2,620	\$8,470	\$0	\$8,800
22	OEI	10171	DISABILITY INSURANCE		\$23	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
22	OEI	10180	LIFE INSURANCE		\$160	\$200	\$0	\$0	\$200	\$65	\$225	\$0	\$300
22	OEI	10185	FSA ADMINISTRATION FEE		\$98	\$100	\$0	\$0	\$100	\$0	\$100	\$0	\$100
22	OEI	10189	WORKERS COMPENSATION		\$2,000	\$2,100	\$0	\$0	\$2,100	\$0	\$2,100	\$0	\$2,800
22	OEI	10198	UNEMPLOYMENT COMPENSATION		\$0	\$300	\$0	\$0	\$300	(\$212)	\$300	\$0	\$300
22	OEI	20025	COVID-19 EXPENSES		\$18,789	\$0	\$27,515	\$0	\$27,515	\$0	\$27,515	\$0	\$0
22	OEI	20089	MMSD DRIVERS LICENSE PILOT		\$0	\$50,368	\$58,860	\$0	\$109,228	\$51,532	\$109,228	\$0	\$50,368
22	OEI	20274	ADA ACTIVITIES		\$3,678	\$10,000	\$7,482	\$0	\$17,482	\$0	\$17,482	\$17,482	\$10,000
22	OEI	20322	DIGITAL DIRECTORY MAINTENANCE		\$609	\$1,000	\$0	\$0	\$1,000	\$609	\$609	\$0	\$1,000
22	OEI	20512	BUSINESS OPPORTUNITY FORUM		\$0	\$0	\$298	\$0	\$298	\$0	\$298	\$298	\$0
22	OEI	20648	CONFERENCES AND TRAINING		\$1,532	\$3,650	\$2,468	\$0	\$6,118	\$771	\$4,118	\$6,118	\$3,650
22	OEI	20874	EQUITY INITIATIVES		\$650	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
22	OEI	20920	DRIVER LICENSE SCHOLARSHIP FND		\$29,760	\$36,133	\$72,890	\$0	\$109,023	\$4,850	\$109,023	\$109,023	\$36,133
22	OEI	20979	EQUITY OFFICE OUTREACH		\$9,241	\$12,358	\$3,117	\$0	\$15,475	\$3,328	\$15,475	\$12,147	\$12,358
22	OEI	21313	KAREN BRICKNER MEMORIAL FUND		\$0	\$100	\$100	\$0	\$200	\$0	\$200	\$200	\$100
22	OEI	21584	MEMBERSHIP FEES		\$230	\$3,000	\$0	\$0	\$3,000	\$3,375	\$3,000	\$0	\$3,000
22	OEI	21628	MINORITY BUSINESS ENHANCE MEMB		\$3,500	\$9,125	\$6,500	\$0	\$15,625	\$0	\$15,625	\$15,625	\$9,125
22	OEI	21760	OFS DRIVERS LICENSE PROGRAM		\$31,114	\$47,448	\$20,886	\$0	\$68,334	\$12,223	\$68,334	\$0	\$47,448
22	OEI	21855	PARTNERS IN EQUITY		\$60,734	\$70,715	\$78,266	\$0	\$148,981	\$1,920	\$148,981	\$148,981	\$70,715
22	OEI	22043	PRTRNG STA & OFFICE SUPPLIES		\$4,227	\$2,154	\$0	\$0	\$2,154	\$1,099	\$2,863	\$0	\$2,154
22	OEI	22163	RECRUITMENT INITIATIVES		\$49	\$2,500	\$2,451	\$0	\$4,951	\$100	\$4,951	\$4,851	\$2,500
22	OEI	22389	SIMPSON ST FREE PRESS INTERNS		\$15,000	\$13,687	\$0	\$0	\$13,687	\$0	\$13,687	\$0	\$13,687
22	OEI	22435	SOFTWARE MAINTENANCE		\$174	\$700	\$0	\$0	\$700	\$0	\$700	\$0	\$700
22	OEI	22646	TRAVEL EXPENSE		\$1,305	\$3,649	\$2,695	\$0	\$6,344	\$0	\$2,000	\$6,344	\$3,649
22	OEI	22736	TELEPHONE		\$1,700	\$925	\$0	\$0	\$925	\$683	\$1,948	\$0	\$925
22	OEI	22797	WIC COMMITTEE EXPENSES		\$0	\$100	\$100	\$0	\$200	\$0	\$200	\$200	\$100
22	OEI	30285	PROMISE SCHOOL PGM		\$0	\$9,125	\$30,000	\$0	\$39,125	\$0	\$39,125	\$39,125	\$9,125
22	OEI	30419	BARRIERS INITIATIVE - LEGAL		\$27,000	\$41,060	\$18,000	\$0	\$59,060	\$18,000	\$59,060	\$0	\$41,060
22	OEI	30420	BARRIERS INITIATIVE - URBAN		\$0	\$5,000	\$5,000	\$0	\$10,000	\$0	\$10,000	\$0	\$5,000
22	OEI	31260	INSURANCE		\$2,400	\$2,600	\$0	\$0	\$2,600	\$0	\$2,600	\$0	\$2,900
22	OEI	31965	POS-BOYS & GIRLS CLUBS INTERN		\$19,753	\$13,687	\$468	\$0	\$14,155	\$0	\$14,155	\$0	\$13,687
22	OEI	20147	PIE -FOOD		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES					\$1,015,287	\$1,157,584	\$337,096	\$0	\$1,494,680	\$343,829	\$1,493,693	\$360,393	\$1,172,684

DEPARTMENT: Office for Equity & Inclusion
PROGRAM: Office for Equity & Inclusion

				DEPARTMENTAL CHANGES									
YR	ORG CODE	OBJECT	DESCRIPTION	C A P B D	AGENCY BASE	DECISION	DECISION	DECISION	DECISION	DECISION	DECISION	DECISION	AGENCY REQUEST
						ITEM #1	ITEM #2	ITEM #3	ITEM #4	ITEM #5	ITEM #6	ITEM #7	
22	OEI	10009	SALARIES AND WAGES		\$577,700								\$577,700
22	OEI	10090	PER MEETING		\$0								\$0
22	OEI	10099	RETIREMENT FUND		\$46,000								\$46,000
22	OEI	10108	SOCIAL SECURITY		\$44,200								\$44,200
22	OEI	10117	HEALTH		\$131,600								\$131,600
22	OEI	10126	HEALTH-RETIREEES		\$21,500								\$21,500
22	OEI	10153	DENTAL		\$8,800								\$8,800
22	OEI	10171	DISABILITY INSURANCE		\$0								\$0
22	OEI	10180	LIFE INSURANCE		\$300								\$300
22	OEI	10185	FSA ADMINISTRATION FEE		\$100								\$100
22	OEI	10189	WORKERS COMPENSATION		\$2,800								\$2,800
22	OEI	10198	UNEMPLOYMENT COMPENSATION		\$300								\$300
22	OEI	20025	COVID-19 EXPENSES		\$0								\$0
22	OEI	20089	MMSD DRIVERS LICENSE PILOT		\$50,368								\$50,368
22	OEI	20274	ADA ACTIVITIES		\$10,000								\$10,000
22	OEI	20322	DIGITAL DIRECTORY MAINTENANCE		\$1,000								\$1,000
22	OEI	20512	BUSINESS OPPORTUNITY FORUM		\$0								\$0
22	OEI	20648	CONFERENCES AND TRAINING		\$3,650								\$3,650
22	OEI	20874	EQUITY INITIATIVES		\$0								\$0
22	OEI	20920	DRIVER LICENSE SCHOLARSHIP FND		\$36,133								\$36,133
22	OEI	20979	EQUITY OFFICE OUTREACH		\$12,358								\$12,358
22	OEI	21313	KAREN BRICKNER MEMORIAL FUND		\$100								\$100
22	OEI	21584	MEMBERSHIP FEES		\$3,000		\$2,000						\$5,000
22	OEI	21628	MINORITY BUSINESS ENHANCE MEMB		\$9,125								\$9,125
22	OEI	21760	OFS DRIVERS LICENSE PROGRAM		\$47,448								\$47,448
22	OEI	21855	PARTNERS IN EQUITY		\$70,715	(\$20,000)							\$50,715
22	OEI	22043	PRTNG STA & OFFICE SUPPLIES		\$2,154								\$2,154
22	OEI	22163	RECRUITMENT INITIATIVES		\$2,500								\$2,500
22	OEI	22389	SIMPSON ST FREE PRESS INTERNS		\$13,687								\$13,687
22	OEI	22435	SOFTWARE MAINTENANCE		\$700								\$700
22	OEI	22646	TRAVEL EXPENSE		\$3,649								\$3,649
22	OEI	22736	TELEPHONE		\$925								\$925
22	OEI	22797	WIC COMMITTEE EXPENSES		\$100								\$100
22	OEI	30285	PROMISE SCHOOL PGM		\$9,125								\$9,125
22	OEI	30419	BARRIERS INITIATIVE - LEGAL		\$41,060								\$41,060
22	OEI	30420	BARRIERS INITIATIVE - URBAN		\$5,000								\$5,000
22	OEI	31260	INSURANCE		\$2,900								\$2,900
22	OEI	31965	POS-BOYS & GIRLS CLUBS INTERN		\$13,687								\$13,687
22	OEI	20147	PIE -FOOD		\$0	\$20,000							\$20,000
TOTAL EXPENDITURES					\$1,172,684	\$0	\$2,000	\$0	\$0	\$0	\$0	\$0	\$1,174,684

DEPARTMENT: Office for Equity & Inclusion
 PROGRAM: Office for Equity & Inclusion

YR	ORG CODE	OBJECT	DESCRIPTION	C A P B D	2020 REVENUES	ADOPTED BUDGET 2021	2020 CARRYFORWARD	2021 COUNTY BOARD ACTIONS	CURRENT MODIFIED BUDGET	ACTUAL REVENUES YTD	ESTIMATED REVENUES TOTAL	TOTAL ESTIMATED CARRYFORWARD	AGENCY BASE
22	OEI	80002	CARES ACT REVENUE		\$18,789	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES					\$18,789	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

DEPARTMENT: Office for Equity & Inclusion
 PROGRAM: Office for Equity & Inclusion

YR	ORG CODE	OBJECT	DESCRIPTION	C A P B D	DEPARTMENTAL CHANGES							AGENCY REQUEST	
					AGENCY BASE	DECISION ITEM #1	DECISION ITEM #2	DECISION ITEM #3	DECISION ITEM #4	DECISION ITEM #5	DECISION ITEM #6		DECISION ITEM #7
22	OEI	80002	CARES ACT REVENUE		\$0								\$0
TOTAL REVENUES					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

DANE COUNTY BUDGET DECISION ITEM REQUEST

1. DEPARTMENT	Office for Equity & Inclusion	3. DEPT. NO.	10	5. FUND NAME	General Fund
2. PROGRAM	Office for Equity & Inclusion	4. PROGRAM NO.	000/00	6. FUND NO.	1110
7. DECISION ITEM TITLE			8. BUDGETED POSITION CHANGES		
PARTNERS IN EQUITY GRANT (PIE) NEW ACCOUNT - SEPARATE RESJ AND FOOD GRANTS			POSITION#	TITLE	# FTE
START DATE					
9. DECISION ITEM NUMBER					
OEI-OEI-1					
10. SHORT DESCRIPTION (for budget document--may not exceed 470 characters)					
Separate PIE Food Grant Funds from PIE RESJ Funds by setting up a new account for PIE Food Funds					
			TOTAL REQUESTED FTE CHANGE	0.000	
11. (a) EXPLANATION/JUSTIFICATION (please be specific)			12. OPERATING EXPENSES / REVENUE SUMMARY		
This will allow for better tracking of funds for accounting purposes.			REQUESTED EXPENDITURES		
			PERSONNEL COSTS	\$0	
			OPERATING EXPENSE	\$0	
			CONTRACTUAL EXPENSE	\$0	
			OPERATING OUTLAY	\$0	
			TOTAL EXPENSE	\$0	
			RELATED REVENUES		
			TAXES	\$0	
			INTERGOVERNMENTAL REVENUE	\$0	
			LICENSES & PERMITS	\$0	
			FINES, FORFEITS & PENALTIES	\$0	
			PUBLIC CHARGES FOR SERVICES	\$0	
			INTERGOVERNMENTAL CHARGE FOR SERVICES	\$0	
			MISCELLANEOUS	\$0	
			OTHER FINANCING SOURCES	\$0	
			TOTAL REVENUE	\$0	
			NET COST TO COUNTY	\$0	
(b) What are the consequences of not funding this request?					
(c) What savings/productivity improvements will result from approval of this request?					

DANE COUNTY BUDGET DECISION ITEM REQUEST

1. DEPARTMENT	Office for Equity & Inclusion	3. DEPT. NO.	10	5. FUND NAME	General Fund
2. PROGRAM	Office for Equity & Inclusion	4. PROGRAM NO.	000/00	6. FUND NO.	1110
7. DECISION ITEM TITLE			8. BUDGETED POSITION CHANGES		
MEMBERSHIP FEES - GARE FEE INCREASE			POSITION#	TITLE	# FTE
START DATE					
9. DECISION ITEM NUMBER					
OEI-OEI-2					
10. SHORT DESCRIPTION (for budget document--may not exceed 470 characters)					
GOVERNMENT ALLIANCE ON RACE AND EQUALITY (GARE) MEMBERSHIP INCREASED BEGINNING IN 2020 FOR A MUNICIPALITY OF DANE COUNTY'S SIZE					
			TOTAL REQUESTED FTE CHANGE		0.000
11. (a) EXPLANATION/JUSTIFICATION (please be specific)			12. OPERATING EXPENSES / REVENUE SUMMARY		
FOR 2020, OEI WAS ABLE TO PERSUADE GARE TO MAINTAIN THE 2020 MEMBERSHIP FEE AT \$3000 BECAUSE OF A LACK OF SUFFICIENT NOTIFICATION. HOWEVER, FOR THE 2021 FISCAL YEAR GOING FORWARD, THE MEMBERSHIP FEE WILL BE \$5000.			REQUESTED EXPENDITURES		
			PERSONNEL COSTS		\$0
			OPERATING EXPENSE		\$2,000
			CONTRACTUAL EXPENSE		\$0
			OPERATING OUTLAY		\$0
			TOTAL EXPENSE		\$2,000
			RELATED REVENUES		
			TAXES		\$0
			INTERGOVERNMENTAL REVENUE		\$0
			LICENSES & PERMITS		\$0
			FINES, FORFEITS & PENALTIES		\$0
			PUBLIC CHARGES FOR SERVICES		\$0
			INTERGOVERNMENTAL CHARGE FOR SERVICES		\$0
			MISCELLANEOUS		\$0
			OTHER FINANCING SOURCES		\$0
			TOTAL REVENUE		\$0
			NET COST TO COUNTY		\$2,000
(b) What are the consequences of not funding this request?					
(c) What savings/productivity improvements will result from approval of this request?					

BUDGET CARRYFORWARD REQUEST

DEPT: OFFICE FOR EQUITY & INCLUSION

PROG: OFFICE FOR EQUITY & INCLUSION

ORG	EXP OBJECT	REV SOURCE	DESCRIPTION	EXPENDITURES		REVENUES		TYPE	AUTHORIZATION	JUSTIFICATION/COMMENTS
				MODIFIED BUDGET	ESTIMATED CARRYFWD	MODIFIED BUDGET	ESTIMATED CARRYFWD			
OEI	20648		CONFERENCES AND TRAINING	6,118	6,118	-	2,000	OPERATING	2022 BUDGET	Office may not complete by EOY
OEI	20274		ADA ACTIVITIES	17,482	17,482	-	5,000	OPERATING	2022 BUDGET	Office may not complete by EOY
OEI	20512		BUSINESS OPPORTUNITY FORUM	298	298	-	100	SELF FUNDED	Res. 287,01-02	Office may not complete by EOY
OEI	20920		DRIVER LICENSE SCHOLARSHIP FND	109,023	109,023	-	5,000	OPERATING	2022 BUDGET	Office may not complete by EOY
OEI	20979		EQUITY OFFICE OUTREACH	15,475	12,147	-	2,000	OPERATING	2022 BUDGET	Office may not complete by EOY
OEI	21313		KAREN BRICKNER MEMORIAL FUND	200	200	-	200	OPERATING	2022 BUDGET	Office may not complete by EOY
OEI	21628		MINORITY BUSINESS ENHANCE MEMB	15,625	15,625	-	5,000	OPERATING	2022 BUDGET	Office may not complete by EOY
OEI	21855		PARTNERS IN EQUITY	148,981	148,981	-	500	OPERATING	2022 BUDGET	Grants program
OEI	22163		RECRUITMENT INITIATIVES	4,951	4,851	-	2,000	OPERATING	2022 BUDGET	Office may not complete by EOY
OEI	22646		TRAVEL EXPENSE	6,344	6,344	-	2,000	OPERATING	2022 BUDGET	Office may not complete by EOY
OEI	22797		WIC COMMITTEE EXPENSES	200	200	-	200	OPERATING	2022 BUDGET	Office may not complete by EOY
OEI	30285		PROMISE SCHOOL PGM	39,125	39,125	-	5,000	OPERATING	2022 BUDGET	Office may not complete by EOY
				363,822	360,393	-	29,000			

DEPARTMENT: Office for Equity & Inclusion
 PROGRAM: OEI-Capital Projects

YR	ORG CODE	OBJECT	DESCRIPTION	C A P B D	2020 EXPENDITURES	ADOPTED BUDGET 2021	2020 CARRYFORWARD	2021 COUNTY BOARD ACTIONS	CURRENT MODIFIED BUDGET	ACTUAL EXPENDITURES YTD	ESTIMATED EXPENDITURES TOTAL	TOTAL ESTIMATED CARRYFORWARD	AGENCY BASE
22	CPOEI	58545	SECURITY UPGRADES	C	\$0	\$0	\$45,000	\$0	\$45,000	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES					\$0	\$0	\$45,000	\$0	\$45,000	\$0	\$0	\$0	\$0

DEPARTMENT: Office for Equity & Inclusion
 PROGRAM: OEI-Capital Projects

YR	ORG CODE	OBJECT	DESCRIPTION	C A P B D	DEPARTMENTAL CHANGES							AGENCY REQUEST	
					AGENCY BASE	DECISION ITEM #1	DECISION ITEM #2	DECISION ITEM #3	DECISION ITEM #4	DECISION ITEM #5	DECISION ITEM #6		DECISION ITEM #7
22	CPOEI	58545	SECURITY UPGRADES	C	\$0								\$0
TOTAL EXPENDITURES					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

DEPARTMENT: Office for Equity & Inclusion
 PROGRAM: OEI-Capital Projects

YR	ORG CODE	OBJECT	DESCRIPTION	C A P B D	2020 REVENUES	ADOPTED BUDGET 2021	2020 CARRYFORWARD	2021 COUNTY BOARD ACTIONS	CURRENT MODIFIED BUDGET	ACTUAL REVENUES YTD	ESTIMATED REVENUES TOTAL	TOTAL ESTIMATED CARRYFORWARD	AGENCY BASE
22	CPOEI	84974	BORROWING PROCEEDS	C	\$0	\$0	\$45,000	\$0	\$45,000	\$0	\$45,000	\$0	\$0
TOTAL REVENUES					\$0	\$0	\$45,000	\$0	\$45,000	\$0	\$45,000	\$0	\$0

DEPARTMENT: Office for Equity & Inclusion
 PROGRAM: OEI-Capital Projects

			DEPARTMENTAL CHANGES										
YR	ORG CODE	OBJECT	DESCRIPTION	C A P B D	AGENCY BASE	DECISION ITEM #1	DECISION ITEM #2	DECISION ITEM #3	DECISION ITEM #4	DECISION ITEM #5	DECISION ITEM #6	DECISION ITEM #7	AGENCY REQUEST
22	CPOEI	84974	BORROWING PROCEEDS	C	\$0								\$0
TOTAL REVENUES					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

BUDGET CARRYFORWARD REQUEST

DEPT: OFFICE FOR EQUITY & INCLUSION

PROG: OEI-CAPITAL PROJECTS

ORG	EXP OBJECT	REV SOURCE	DESCRIPTION	EXPENDITURES		REVENUES		TYPE	AUTHORIZATION	JUSTIFICATION/COMMENTS
				MODIFIED BUDGET	ESTIMATED CARRYFWD	MODIFIED BUDGET	ESTIMATED CARRYFWD			
			NO CARRYFORWARDS REQUESTED							
				-	-	-	-			

MEMORANDUM

TO: JOE PARISI, DANE COUNTY EXECUTIVE

FROM: WESLEY SPARKMAN, DIRECTOR, THE TAMARA D. GRIGSBY OFFICE FOR EQUITY AND INCLUSION

SUBJECT: ADA COORDINATOR- FULL TIME EMPLOYMENT (REQUEST JUSTIFICATION)

DATE: 7-20-21

CC: AMY UTZIG, DIRECTOR, EMPLOYEE RELATIONS

The Dane County ADA Coordinator Position has seen a 60% increase in service demand since the part-time position was originally conceptualized and developed in 1998. Continual enhancements to the position have included the need to standardize response methods, categorize and respond to employee ADA inquiries and complaints, and prepare adequate ADA assessment and facility evaluation reporting.

20% of the increase in service demand is related to the need to standardize response methods and the amount of time necessary to adequately develop processes that are equitable to all Dane County employees. In providing technical assistance to County Departments, there is an increased need to be aware of past practices to provide relevant suggestions of reasonable accommodations and ergonomic assistance. There is an increased need to standardize responses that are compliant with the ADA and The Family and Medical Leave Act (FMLA).

20% of the increase in service demand results from the importance of categorizing and responding to ADA complaints. The “Origami” system, a relatively new system that was not available in 1998 when the ADA position was originally launched, is the primary software used to organize and categorize ADA complaints. In documenting correspondence with County Departments, there is an increased need to use the Origami system. There is increased focus around public health and employee well-being. The ADA Coordinator is increasingly filling the gap in describing Department perspectives on employee well-being and reasonable accommodation responses.

20% of the increase in service demand is related to ADA assessment and facility evaluation. With increased expansion and facility remodels, since 1998, the ADA Coordinator is asked to work with facilities management to review and recommend appropriate dimensions and spacing. The ADA Coordinator provides training and technical assistance to County Departments and Purchase of Service providers regarding ADA requirements. As Dane County continues to expand and respond to capital projects, the ADA coordinator will be called upon to respond to an increased need for service.

Due to an overall 60% increase in service demand, The Office for Equity and Inclusion is requesting that the ADA Coordinator classification transition from part time to a full-time employment position.

ADA Coordinator Position Expansion (Justification)

(Currently 20 Hours/week position)

Training:

- ADA Coordinator professional certificate available, requires 40 training credits and 5 credits per year after that
- Attend yearly ADA Symposium
- Great Lakes ADA Center Audio Series
- OAS Academy Ergonomic Assessment Training

Tools and Procedures:

- Work on implementing a procedure for requesting ergonomic assessments, does not exist at this time
- Work on developing assessment tools for ergonomic assessments.
- Update and streamline ADA Reasonable Accommodation procedure.
- Update ADA Accommodation Request form
- Review other policies and procedures for person first language

Increased Public Health Concern:

- An exponential increase in requests for ADA Reasonable Accommodations has occurred since March of 2020. This has continued to increase as the County starts to return to “normal” duties starting in September 2021
- An increase in ergonomic assessments has occurred as employees transfer to working from home or adjust to new office environments.
- Coordinator has had to spend additional time doing training and research related to increased public health concerns has effected the ADA
- Increase in meeting, discussions, questions and emails related to COVID

Other Job Duties:

- Develop and provide training to county departments in ergonomics and the ADA.
- Maintain records and statistics
- Use the Origami system
- Meet with employees and complete ergonomic assessments

- Complete ergonomic report after assessment is complete
- Process ADA reasonable accommodation request (This includes research, phone calls or meetings with the employee and direct supervisors) Then coordinate possible accommodations or modifications
- Meet with the ADA Team monthly, attend Emergency Management monthly, attend Leave of Absence meeting every other week
- Work with county management and staff to develop and implement ADA program activities
- Monitor Dane County's ADA compliance
- Evaluate new facilities and programs for ADA compliance
- Coordinate and resolve external and internal ADA grievance and complaints
- Approve and monitor sign language interpretation requests, contracts, and invoices
- Continue to follow and monitor updates and changes to the ADA

Future Job Duties:

- Outreach to Dane County employees
- Work with employee relation on updating all job descriptions to include essential functions
- Update or create new transaction plans
- Visit all Dane County locations to evaluate ADA compliance
- Create an employees with disability group
- Help Dane County become a leader in disability rights and employment

B2GNow Software

General Overview:

Dane County is committed to achieving its racial and social equity goals in purchasing and contracting through the utilization of diverse businesses. The Tamara D. Grigsby Office for Equity and Inclusion (OEI) administers the Targeted Business Program ("Diverse"), a program that reaches out to and certifies disadvantaged, minorities, women, and emerging small businesses for potential participation in County contracts. The B2GNow Diversity Management software can significantly enhance the County's efforts of diverse business participation.

B2GNow Software Overview:

B2Gnow is a diversity management software that automates and streamlines data collection, tracking, reporting, vendor management, and administrative processes. As a result, staff time and costs are reduced significantly. B2GNow estimates that an organization can save up to 60% - 80% of time spent on administrative and office tasks, giving it more time to expand and develop its diverse business efforts and goals. [Source: B2GNow: <https://b2gnow.com/>]

Dane County Targeted Business (Diversity) Goals:

Dane County's goal is for diverse businesses to participate in at least 10% of all contracting opportunities. The County's policies ensure that diverse businesses are used to the greatest extent possible when contracting for any construction, purchases, furnishing, or disposal of goods, services, or real property to help warrant an equitable share of County contracts. Dane County also recognizes the importance of pursuing equal opportunity principles in its contracting process in a concerted manner to encourage greater participation. [Source: Dane County Ordinance 19.508 - <https://countyofdane.com/documents/pdf/ordinances/ord019.pdf>]

Dane County Board (MGT Consultant Group Recommendations):

The Dane County Board of Supervisors hired MGT Consulting Group in 2017 to conduct a four-month evaluation of the County government's contracting and purchasing processes and policies, with an emphasis on racial and social equity. The study aimed to recommend strategies and actions to advance racial and social equity in the County's contracting and procurement

opportunities. MGT's evaluation resulted in several recommendations for improved collaboration, outreach, and data management. OEI has been implementing MGT's recommendations, in addition to other improvements.

Regarding data management, MGT made three essential recommendations for OEI in its report:

1. Obtain a diversity management software system that tracks awards and payments to diverse prime and subcontractors;
2. Maintain a centralized database for County departments on updated awards and payments to all subcontractors; and,
3. Maintain a frequently updated profile list of diverse businesses. [Source: [Contracting and Procurement Evaluation - August 2017](#)]

OEI has been seeking efficient ways to streamline and automate its diverse business program's data management. The B2GNow Diversity Management software will give OEI the ability to address MGT's recommendations while effectively improving the participation of diverse businesses on County contracts.

B2GNow Capabilities:

As noted, B2Gnow is a diversity management software program that streamlines and automates data collection, tracking, reporting, and vendor management. The B2GNow software capabilities will help the County transition to online diversity business applications and registration, assist with 49 CFR Part 23 and 26 compliance and reporting, and meet prompt payment requirements.

B2GNow will also simplify the business certification process, improve communication with certified and prime contractors, track outreach efforts, and increase diverse business participation. *For more information, please see the attached B2GNow capabilities sheet.*

Recommendation:

The purchase of the B2GNow Diversity Management software will help the County fulfill its commitment to utilizing diverse businesses on its contracts. The software will aid in improving vendor management, data collecting and reporting, outreach efforts, and diverse business participation.

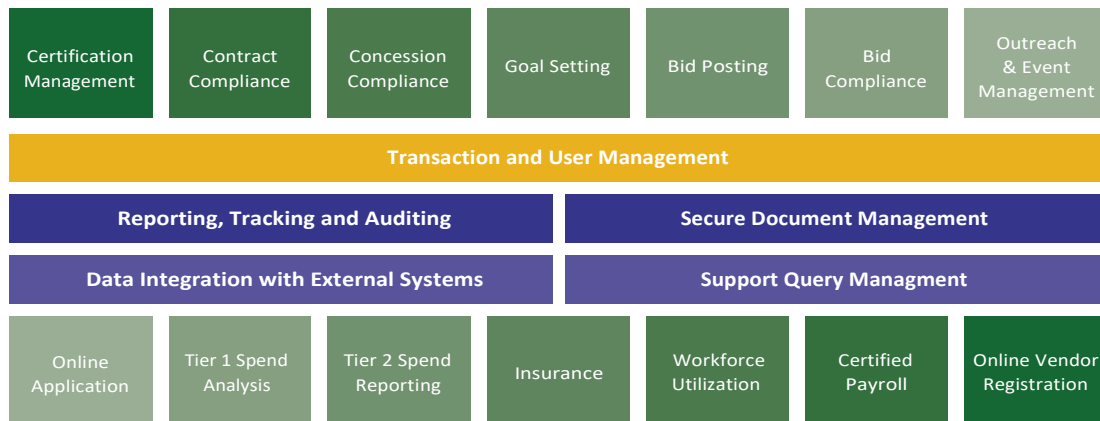
Revolutionizing diversity management

B2Gnow is the most comprehensive and widely implemented Diversity Management solution. Our modular platform addresses every aspect of vendor/supplier management and the diversity compliance spectrum.

We save your organization 60%-80% of time spent on administrative and clerical activities while enhancing your impact and reach.

CORE SYSTEM DELIVERABLES: Rapid and robust report creation • Data sharing across modules and systems • Access to high quality data from 150+ certified directories • Valuable industry insight • A qualified support team serving you and your vendors/suppliers.

B2Gnow has leveraged 20 years of experience and customer feedback to enhance and fine-tune our solutions to handle the needs of any organization, regardless of size or complexity or industry.



**100%
Web-Based**

**Monitoring
\$1 trillion
in spend**

IMPLEMENTATION AND MAINTENANCE

We have developed a robust implementation plan to ensure on-time, on-budget systems that meet and exceed customer requirements. Our world-class support and training assist both multi-department and small organizations in managing their programs. As a web-based, hosted solution, there are no costly technical aspects to worry about— we've got you covered.

**Schedule a
Software Demo!**

REQUEST DEMO

B2Gnow

725 W. McDowell Road, Phoenix, AZ 85007 • 602-325-9277 • B2Gnow.com

Diversity Management Software



CERTIFICATION

Guarantee consistent workflow for reviewing online and paper applications. Supports multiple certification types and processes; generates letters and communications with a single click. The online searchable directory provides prime contracts with relevant information and expands opportunities for certified firms.



CONTRACT COMPLIANCE

Dramatically reduce administrative data collection effort with automated tracking and verification of contract payments down to 10 subcontractor tiers. Flexible compliance settings support all types of programs and contracting styles (design/build, JOC, taskorders, change orders, exemptions/exclusions), generates alerts, engages contractors in the reporting process, captured commercially useful function (CUF) reviews, and generates real-time reporting and business intelligence. Fully complies with U.S. DOT 49 CFR Part 26.



CONCESSION COMPLIANCE

Airports can track and manage all types of concession agreements. Maintain compliance with minimal effort. The module supports U.S. DOT 49 CFR Part 23, and all data can easily be pulled into the federal ACDBE Uniform Report.



GOAL SETTING

Rely on industry-standard methodology for setting legally-defensible project-specific goals that are based on statistical (disparity study, census, bid list) data and past achievement.



BID POSTING

Save time posting and emailing bid solicitations. Eliminate the communications burden associated with facilitating solicitations. The module tracks views and downloads, facilitates amendment distribution, responding to bidder questions, and generating plan holder lists.



BID COMPLIANCE

Digitize the process of receiving and evaluating subcontractor plans. Automate certification status and work code validation, collect required documentation upfront, and streamline the review. Good faith effort and waiver requests are captured where applicable.



OUTREACH AND EVENT MANAGEMENT

Email crafted messages and create campaigns for any customized list of vendors/suppliers and track open rates. Manage events with online attendee registration, RSVP and attendance tracking.



ONLINE APPLICATION

Speed the application and review process while gaining more visibility into the applicant's journey. Applicants love this efficient and less costly online option. The module supports a multi-application decision trees, multiple company types, configurable document lists, and multi-section forms.

1

TIER 1 SPEND ANALYSIS

Quickly and easily generate diversity spend reports on all non-contract expenditures such as credit cards and purchase orders. Data scrubbing doesn't have to be painful. Payment data is merged with B2Gnow's extensive recognized certification and registry data in minutes not months!

2

TIER 2 SPEND REPORTING

Capture lower tier spend with certified firms in a simple automated fashion. The module facilitates timely reporting of primary vendor/supplier payments to certified subcontractors on contracts and, if desired, indirect supplier payments.



INSURANCE

This module facilitates an organization's need to manage insurance requirements of its vendors and assess compliance with defined insurance requirements.



WORKFORCE UTILIZATION

Track workforce data with flexible options such as trades and categories at a summary or employee level. Notify contractors of goal status throughout the contract term.



CERTIFIED PAYROLL

Contractors can electronically submit payroll data for validation against applicable prevailing wage rates and other labor validations for the contract. Efficiently comply with federal Davis-Bacon, state, and local wage rates and rules. Report and track EEO, residency, and apprentice requirements.



ONLINE VENDOR REGISTRATION

B2Gnow streamlines and automates your vendor onboarding process. Facilitate bidder registration, prequalification, EEO/affirmative action plan submission, and other similar processes that require vendors/suppliers to submit information to you. Supports configurable approve/deny/return workflow, automated renewal notices, and online registry.

