

News & Views

JANUARY 2018

VOLUME 1, ISSUE 1



Metro Transit Wins With Equitable Hiring Practices

Ann Schroeder, Metro

Metro Transit has been challenged for years trying to get a diverse or even adequate pool of candidates for entry level C Mechanic positions. Rarely more than a handful of people met the minimum qualifications. In working with their Human Resources Analyst, it was discovered that Metro was not the only city agency experiencing this challenge. Representatives from Water and Fleet collaborated with Human Resources, members of Metro's Racial Equity Team, and others and used the Equitable Hiring Tool to review position descriptions. Changes were made to the minimum requirements, the point at which candidates were getting screened out, and outreach was increased. In contrast, a previous recruitment yielded fewer than five candidates. A November 2017 referral for C mechanic positions included 28 candidates for first round interviews. Fourteen people were invited for second interviews, including one woman and five people of color.

Metro has also used the Equitable Hiring Tool and equitable hiring and service principles to improve the Customer Service unit. In the past, one of the Customer Service representative positions was designated bilingual, English-Spanish, in order to serve Metro's Spanish speaking customers better. Later a Marketing Specialist position was also made bilingual, English-Spanish, to improve outreach to the Spanish speaking community. After some ups and downs with that position, the decision was made in November 2017 to advertise the Marketing Specialist as a trainee. Hiring as a trainee can open recruitment up to a greater pool of people, benefiting both applicants and the agency.

Continuing to look at procedures in new and different ways and re-evaluating how they have been done in the past has definitely had a positive effect at Metro Transit.

Equality vs. Equity

“What's the difference between equality and equity? Isn't equality enough? Why can't we just treat everyone the same?”

In a society that's inherently biased, treating people equally perpetuates inequality. For example, when an agency uses an online form in English is used as a primary way to gather citizen feedback, it may appear to treat everyone equally. Unintentionally, this approach silences people who don't speak English, who don't have internet access, who don't know the online form exists, or who are too busy to give feedback. People who are already at a disadvantage become further marginalized.

Equity is about truly leveling the playing field, seeing the truth about institutionalized systems that put up unfair barriers, and doing what we can to offer opportunities to everyone.

So what can we do as individuals? Change happens from the inside out: become aware of your own biases (we all have them) and confront them. Be willing to learn: listen to other perspectives from a diverse range of people. Be an agent of change: use your voice to advocate for diversity in hiring

decisions, for fair and thoughtful use of city resources, and for fostering a respectful and inclusive work environment.

We encourage your participation! For more information, contact Toriana Pettaway at (608) 267-4915 or tpettaway@cityofmadison.com.

Racial Equity & Social Justice Initiative

KEY CONCEPTS SERIES

EQUITY

is just and fair inclusion into a society in which all people can participate, prosper, and reach their full potential.*

What can YOU do?

- Understand your own biases
- Learn about RESJI: www.cityofmadison.com/equality/initiatives
- Join the RESJI team

Contact Toriana Pettaway (608) 267-4915
Equity Coordinator
tpettaway@cityofmadison.com

*Definition of EQUITY based on Public Works work.

We all do better when we ALL do better.



First Historic Preservation Plan Values Inclusion

“How can we tell the story of a place without buildings?” was just one of the thought-provoking questions raised at the November 29 Historic Preservation Plan Community Values meeting.

The City of Madison's Planning Division is creating its first ever Historic Preservation Plan, using an intentional approach, with an emphasis on the stories of traditionally underrepresented groups — African American, First Nation, Hmong, Latinx, LGBT+, women, and others. By connecting with and acknowledging underrepresented groups early and throughout the process, the plan hopes to identify, celebrate, and preserve the places that represent our collective histories.

The City has teamed with consultants from Legacy Architecture, Ce Planning Studio, and Archetype Historic Property Consultants, each bringing their subject expertise to the table. These consultants were trained in the City's Racial Equity and Social Justice Initiative before coming on board, in order to acquaint them with the City's emerging values and approach to equity.

The plan launched to the public with a Kick Off meeting on September 26, followed by two Community Values and Historic Resource Discovery meetings in November. Meetings related to revisions to the historic district sections of the Historic Preservation Ordinance Chapter 41 are ongoing. An online survey was also conducted, with roughly 600 online survey responses submitted by the end of November.

These activities represented just the beginning of the process. Along with the online survey and values conversations, a public engagement plan is being developed that will define a strategy for reaching people from underrepresented groups - going where the people are, and being as community-driven as possible. Once the public engagement plan has taken shape, it will be assessed through the Racial Equity and Social Justice tool.

The plan has already enjoyed extensive media coverage, with a front-page *Wisconsin State Journal* Article by Dean Mosiman on October 29 and interviews on La Movida radio and the Tone Madison podcast. Even with this coverage, the planning process needs your help. It's hoped that continued sharing on social media and through good old fashioned word-of-mouth will bring more voices to this exciting project, because our history must be representative of all Madisonians.

You can help:

- Visit the Plan's page: www.cityofmadison.com/dpced/planning/the-historic-preservation-plan/1761 to learn more and to sign up for email notifications.
- Share Historic Preservation Plan information with anyone interested or curious, your social media outlets, and your families and friends.
- Share your ideas about ways to connect with and engage underrepresented communities by contacting Amy Scanlon and the Historic Preservation Project team at historicpreservation@cityofmadison.com.

New Language Access Plan in Development

The city has long offered a language assistance program for residents and employees with limited English proficiency, but the need for meaningful language access has increased. As anyone who has tried Google Translate knows, machine translation has its limits.

Jason Glozier from Civil Rights reported on Madison's new Language Access Plan at the RESJI Core Team meeting on November 20, 2017. He stated that the plan seeks to improve outcomes and access to city services for people whom language is a significant barrier. A team at the Department of Civil Rights developed the new Language Access Plan using RESJI principles and techniques, such as focused listening sessions, to increase inclusion and ensure that peoples' voices are heard and heeded as these services are developed.

Outreach to Madison's growing immigrant population is one focus of the Language Access Plan. Glozier told a recent success story – that of a woman new to Madison who spoke Fulani, a West African language. She came to Madison Public Library looking for information about finding a place to live. The library staff was able to use the Language Line to connect her to the Tenant Resource Center, and she was able to secure permanent housing.

The Language Access Plan team looks forward to more successes in 2018. For more information, or for a copy of the Interim Report, contact LAP@cityofmadison.com.

Photos: Residents were provided different ways to give feedback.

Common Council Resolves to Increase Racial Equity and Social Justice from the Top Down

Melissa Gombar, HR

The City of Madison Common Council passed a resolution stating that all department heads, elected officials, agency budget contacts, and mayoral staff must attend Racial Equity and Social Justice (RESJI) training before June 2018. If you are required to take training, RESJI has sent information about how to sign up by email. RESJI staff are developing a customized three-hour training for these groups to attend and have several course offerings starting in January.

City to Track Equity Efforts Through Portal

Melissa Gombar, HR

The City of Madison has identified the need to collect completed equity tools and track tool usage so that the City can better keep track of equity efforts.

In 2018, anyone who uses an equity tool (including the comprehensive, fast-track, or equitable hiring tool) will load it into a centralized SharePoint page once complete. The link to the SharePoint page will be sent out to all email users in the coming weeks. We are working to evaluate the effectiveness and usability of the tools, and appreciate anyone who has used the tools to provide us feedback located in the Tool Portal page when it goes live.



In addition, there is a new process guide that can help departments with tool use, which can be found on EmployeeNet with all of the other tool documents at this link: www.cityofmadison.com/employeenet/toolkit#RESJI



RACIAL EQUITY AND SOCIAL JUSTICE INITIATIVE TOOL PORTAL

Welcome to the Equity Tool Scoping and Tracking page! Every time you would like to use a racial equity tool or the equitable hiring tool, please follow the instructions below.

Do you need help or have questions about the tools or tracking? Contact the RESJI Tools & Training Team: Melissa Gombar mgombar@cityofmadison.com

<p>RACIAL EQUITY TOOLS: COMPREHENSIVE AND FAST-TRACK</p>  <ol style="list-style-type: none"> 1. Start Here: Complete Racial Equity and Social Justice Tool Process Guide <small>The Process Guide will take you through each step of the analysis. The Comprehensive and Fast-Track versions are both linked in the Process Guide.</small> 2. Tracking: Enter analysis information <small>Once you start the analysis, keep track of dates, enter key info, and upload final documents.</small> 3. Evaluation: Fill out our evaluation <small>We strive to have the best process possible, and need your feedback to improve it. Please take 10 minutes to evaluate the process if you have not already done so!</small> <p><small>You can also access the racial equity and social justice analysis tools by visiting the toolkit on employeenet toolkit: RESJI tools and resources.</small></p>	<p>EQUITABLE HIRING TRACKING</p>  <ol style="list-style-type: none"> 1. Start Here: Complete Hiring Tool (if applicable) <small>The Hiring Tool will take you through each step of the analysis.</small> 2. Tracking: Enter hiring information <small>When you are done with the analysis, fill out this form.</small> 3. Evaluation: Fill out our evaluation <small>We strive to have the best process possible, and need your feedback to improve it. Please take 10 minutes to evaluate the process if you have not already done so!</small>
---	---

Tool Portal Interface

Calendar of Opportunities



Core Team meetings

February 19, 2018- Featuring Jaya Sharma at 1:00 PM

March 19, 2018- Featuring Dr. Jasmine Zapata at 1PM

RESJI Training Events

Upcoming RESJI trainings for Department Division Heads (Modified Part 2):

- February 14, 2018
- February 28, 2018
- March 7, 2018
- March 20, 2018
- April 5, 2018
- April 17, 2018
- May 3, 2018

GARE Calendar

January 31, 2018 GARE California State Convening: Staying the Course for Racial Equity (San Francisco)

www.racialequityalliance.org/event/gare-california-state-convening-staying-course-racial-equity/

February 1, 2018 New Partners for Smart Growth GARE Pre-Con Advancing Racial Equity: Seizing the Moment (San Francisco)

www.racialequityalliance.org/event/register-now-new-partners-smart-growth-gare-precon-advancing-racial-equity-seizing-moment/

Community Events

February 1 and February 8, 2018: YWCA Madison Presents: Racial Justice Workshop Level 100, Parts 1 and 2

www.ywcamadison.org/site/c.cuWLiOoJq18E/b.7977373/k.7EBF/Racial_Justice_Workshops.htm

February 20, 2018 11:30AM: YWCA Madison presents: Circle of Women Fundraiser

www.ywcamadison.org/site/c.cuWLiOoJq18E/b.7968021/k.795E/Circle_of_Women_Fundraiser.htm

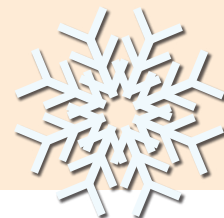
Black History for a New Day – Allies for a Stronger Madison

Over nine Monday evenings (7-9pm, February 5 through April 9), Justified Anger will be collaborating with history professors from UW-Madison to revisit the American past with justice in mind.

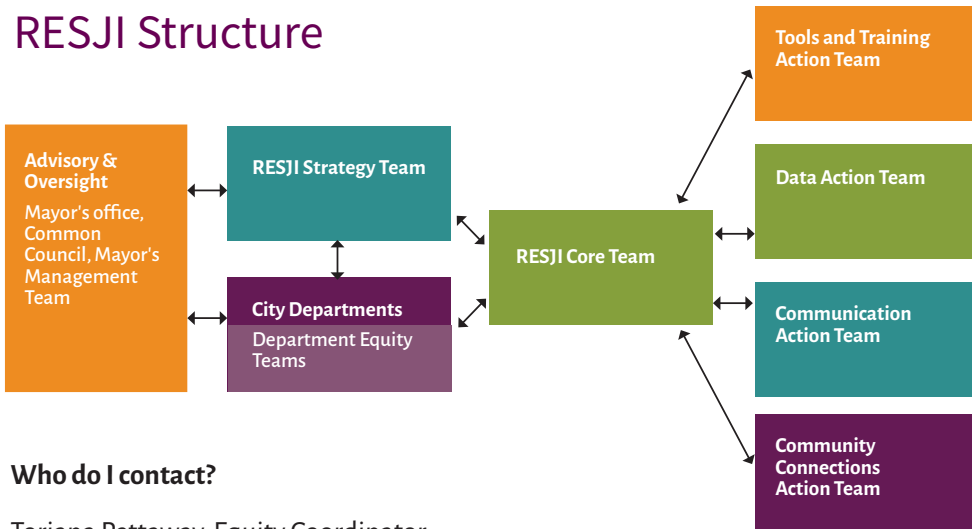
<https://nehemiah.org/justified-anger/us-history-application/>



Racial Equity & Social Justice Initiative



RESJI Structure



Who do I contact?

Toriana Pettaway, Equity Coordinator for the City of Madison, 608.267.4915, tpettaway@cityofmadison.com

How do I get involved in racial equity and social justice work in the community?

We all occupy many spheres of influence and connection. One powerful way to get involved in racial equity work is to start the conversation within workplaces, book clubs, church groups, families, and any other social groups.

Who is involved in RESJI?

It could be you! You can join a team. Make sure you speak with your supervisor before signing up.

CORE team – meets the third Monday of every month from 1-3; first hour, special programming, second hour, updates and decisions

Action teams – Communication, Community Connections, Data, Tools & Training (meet monthly)

Racial Equity and Social Justice Initiative (RESJI)

The City of Madison's initiative has a **mission**: To establish racial equity and social justice as a core principle in all decisions, policies, and functions of the City of Madison.

The City of Madison's initiative has a **vision**: Living wage jobs, safe neighborhoods, high-quality education, a healthy and sustainable natural environment, parks, and green spaces, efficient public transit, affordable and safe housing and healthy food for all residents;

The benefits of growth and change equitably shared across our communities;

All residents have opportunities for fair and just inclusion in public processes and decisions;

A person's future is not limited by race, ethnicity, gender, sexual orientation, disability, age, income, place of birth, place of residence, or other group status.

The City of Madison's initiative's **priority areas and current activities**:

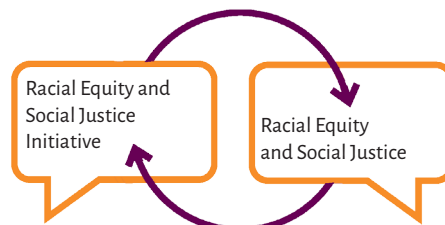
Equity in City operations, equity in city policies and budgets, and equity in the community.



Brittingham Park: an early success. Tool usage helped prioritize placement of the playground to best serve residents.

Language: The Initiative vs. the Idea

When we talk about this work, it is important we use the same language. Further, we need to differentiate between the Initiative and the content of the Initiative. When referring to the Initiative, we should call it RESJI (saying each letter) or The Initiative, or The Racial Equity and Social Justice Initiative. When we're talking about the idea, we should say racial equity OR social justice or racial equity AND social justice. For example, at the City we are trying to incorporate racial equity and social justice into everything we do, and a way we do that is through RESJI.



NEWS & VIEWS

Thanks for reading! We hope you enjoyed these stories and we want to hear your feedback for future issues. The newsletter will be published quarterly; the next issue is April 2018. The deadline is March 1, 2018.

We'd like to hear from you regarding racial equity and social justice in your work.

Contact newsletter editor Nichole Fromm at nfromm@madisonpubliclibrary.org.