

# **EOC Employment Committee**

## **History**

The Equal Opportunities Commission formed the EOC Employment Committee in 1966 to study the employment needs of the City of Madison black residents. The Committee's initial charge was to gather information on employment issues affecting this group and share it with the business community in order to gain its support and assistance in addressing them collectively. For the past 40 years, the Committee has continued to respond to that charge as well as address new issues around fair employment as they emerged with the changes in the demographical make-up of the city and also in the Madison General Ordinances.

Over the years the Committee has expanded its efforts to not only serve as an advisor to the Commission but also develop strategies and action plans to accomplish its mission. Today, the Committee continues to fulfill its mission through outreach to job seekers, educating employers through conferences and informational sessions, building partnerships with non-profit groups and high school personnel around equal employment opportunities and affirmative action regulations.

## **Governance**

The Employment Committee as a subcommittee of the Equal Opportunities Commission is governed by the Rules of the Commission, which defines its structure, regulates its tasks and membership. Members are approved by the Commission and confirmed by the Common Council.

## **Mission**

To assist the Madison Equal Opportunities Commission in fulfilling its mission of enabling all individuals to live and work free of employment discrimination by acting as an advisor on fair employment issues; and further developing and supporting the community's understanding of and commitment to fair employment and the value of diversity in the workplace.

## **Composition**

The committee is made up of employer, small business and advocacy agency representatives. This provides a unique mix of perspectives on employment issues and approaches to address inequity, discrimination and diversity in the workplace. The EOC Rules allows for 15 voting status members. Meeting quorum is eight.

## **Membership**

Committee membership is open to city residents or representatives of companies located in the City of Madison. Individuals can serve on the committee in two capacities one of a voting member or as affiliate member (non-voting status). Both types of memberships are welcomed and encouraged. After attending three consecutive meeting participants are eligible to submit an application for membership.

## **Meeting Time**

The EOC Employment Committee meets on the First Thursday of each month from September to June with the exception of the month of January. The meetings time rotates each month between 8:30 a.m. and 12:00 noon. Beginning in January 2009 the meeting time will be from Noon – 2:00 p.m. Members volunteer to host the meeting at their company or agency each month. All meetings are open to the public and are posted according to Wisconsin's Open Meeting Laws.

## **Projects/Initiatives**

The Committee has diligently worked to support the Commission and to accomplish its mission through various initiatives. Listed here are some of their projects and initiatives.

### Training for Members and Other Interested Parties

- Affirmative Action Regulations
- Assisted Technology
- Diversity
- Fair Employment Practices
- Immigration Rules and Responsibilities
- Language Barriers in the Workplace
- Recruitment and Retention

### Major Events

- 2001 Workplace Violence Conference
- 2002 Diversity, "the Economics of It" Conference
- 2003 The Shrinking Workplace Conference
- 2004 Community Interaction – Partnership with Community Base Organizations
- 2005/06 - Collaborated with PMI to bring a Diversity Fair to Madison
- 2007/08 - Partnering with GMSHRM – Diversity Conference

### Education and Outreach Efforts

- 2001–2006 - Partnered with SHEA Services and Dane County Job Center to Conduct Mock Interviews for Job seekers
- 2003 – Current - Working with Madison Metropolitan School Districts to conduct workshops for students in Independent Living classes and alternative programming
- 2007/08 – Partnering with Dane County Job Service to Conduct Mock Interviews with participants as well as participate in quarterly job and career fairs.

## **What Our Future Holds**

The Committee accomplishes its mission through subcommittee work. Goals and objectives for the include:

### Outreach and Major Event

- Improve ease of employer posting jobs on local sites
- Recruit a Representative from the job center to serve on the Subcommittee
- Educate employees to help direct job seekers to know how to apply for jobs
- Partner with SHRM and others programs to promote equal opportunities

### Internal Development and Informational Session

- Educate ourselves City services and best practices among ourselves
- Obtain quarterly updates on Commission and DCR initiatives and issues
- Plan informational sessions on local and national fair employment and affirmative actions laws or changes
- Identify and plan for emergent opportunities.