

**DEPARTMENT OF CIVIL RIGHTS**  
**Room 523, City-County Building**  
**266-4910**

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[www.cityofmadison.com/dcr](http://www.cityofmadison.com/dcr)

**Mission, Goals and Objectives**

The City of Madison's Department of Civil Rights (DCR), as a catalyst for change, strives to improve the quality of life for all people. The DCR promotes equality and the prevention and elimination of discrimination through education and enforcement.

Norman D. Davis, Director

267-8759

Manage the staff, programs and functions of the Civil Rights Department to ensure continued unity of programmatic goals and resources. Provide overall leadership in the development and implementation of civil rights policies and programs, and provide policy direction, interpretations and integration of relevant local, state, and federal legislation and guidelines. Oversee the development, approval and implementation of City affirmative action plans and programmatic and numerical initiatives. Oversee and coordinate the citywide Disability Rights Program and staff within applicable state, federal and local regulations to ensure that people with disabilities participate fully in city government, City programs and our quality of life. Oversee the development, promotion and implementation of the City's Contract Compliance Program, in order to ensure compliance with applicable federal, State and local regulations relative to small, disadvantaged, and minority and women business enterprises. Direct and participate in the enforcement of the City's Equal Opportunities Ordinance. Build positive relationships with commissioners, alders, businesses, advocacy and non-profit groups, and residents to advance civil rights and promote equal opportunities for all persons. Provide for the effective integration, coordination, and support of the roles of the Affirmative Action Commission, the Equal Opportunities Commission, and the Commission on People with Disabilities as an important linkage to the communities served. Develop, analyze, evaluate and present related reports, policy, legislative and program recommendations to the Commissions, the Mayor and the Common Council. Direct and participate in the development and management of the department's budget.

**Affirmative Action Division**

Felicia Jones, Division Manager

266-6510

Develops and administers the City's Contract Compliance Program. Ensures that contractors, vendors and suppliers are in compliance with applicable federal, state and city regulations, statutes and ordinances, as pertains to affirmative action, equal employment opportunity, targeted business utilization and prevailing wage. Manages and administers City of Madison's Small Business Enterprise (SBE) Program, Community Development Block Grant's Minority Business Enterprise (MBE) Program, and Madison Metro's Disadvantaged Business Enterprise (DBE) Program. Administers certification/recertification process for M/W/DBE's. Provides technical assistance to City departments and divisions to increase opportunities for targeted firms to compete for City business opportunities. Provides technical assistance. liaison with various City committees and commissions, community-based organizations, private and public sector small business resources and economic development agencies and federal agencies. Supervises Contract Compliance staff.

Kirsten Vanderscheuren, Affirmative Action Specialist

267-8634

Provides specialized expertise, consultation and guidance for planning, developing, organizing and establishing City-wide equal employment opportunities/affirmative action and Title VI policies, guidelines, initiatives and performance standards. Develops and implements procedures to evaluate and

monitor equal opportunity/affirmative action efforts, including systems for comprehensive EEO/AA data collection and analysis. Provides specialized guidance regarding EEO/AA data requirements for responsible agencies (Information Services, Human Resources and the Comptroller's Office). Participates in human resource efforts as an advocate for equal employment opportunities and to monitor testing/selection procedures. Develops and conducts EEO/AA training for City employees, recommends new or different EEO/AA training programs and resources and/or participates in related team efforts.

Austin Johnson, Contract Compliance Specialist 261-9162  
Martha White, Contract Compliance Specialist 266-1141  
Kate McCarthy, Contract Compliance Specialist 267-1127

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Performs the day-to-day functions of the City's Prevailing Wage and Targeted Business Certification Programs. Monitors contractors on prevailing wage requirements; performs on-site compliance reviews; maintains necessary records and databases; provides technical assistance; performs outreach and information dissemination; prepares audit and activity reports and recommendations. Responds to general questions from workers and provides them with literature describing their rights as workers on City Public Works project. Reviews certified payroll reports from contractors for compliance. Conducts Pre-Bid, Pre-Cons and prevailing wage documents and forms. Maintain databases and file of payroll records. Reviews and evaluates applications and supporting documents submitted for certification and decertification to determine applicant eligibility to participate in targeted business programs.

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Michaelyn Gibson, Program Assistant 1 266-6577

Maintains contracts, and Affirmative Action Plan database. Reviews certified payroll reports and utilization reports from contractors for compliance. Staff to the Affirmative Action Commission. Prepares yearly departmental budget, as well as managing purchasing and payroll for the department. Provides general clerical support to the Affirmative Action Division and Department of Civil Rights.

### **Disability Rights and Services Program**

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Jason Glozier, Disability Rights and Services Program Specialist 266-6511

Coordinates the City's efforts to prevent discrimination on the basis of disability in the delivery of City and City-funded programs and services. Manages the City's internal grievance and enforcement procedure as required by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, as well as state law and local ordinances. Additionally, the coordinator provides information, and referral services for City residents with disabilities. Staffs the Commission on People with Disabilities.

### **Equal Opportunities Division**

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Byron Bishop, Division Manager 266-4721

Provides leadership to the Division pertaining to planning, developing, directing, coordinating and administering day-to-day operations. This includes, the overall program of education to prevent and eliminate discrimination based on those categories found in the Madison General Ordinances, 39.03, Equal Opportunities Ordinance. Oversees the investigative process for complaints received under the Equal Opportunities Ordinance. Available for public speaking on issues of equal opportunities, civil rights issues and discrimination. Resource for outreach and training activities. Conducts intake of formal complaints of discrimination, client counseling and provides technical assistance. Investigates formal complaints. Handles informal complaints. Makes referrals to other governmental or community agencies

when appropriate. Coordination of Worksharing Agreement with Wisconsin Equal Rights Division and Equal Employment Opportunity Commission. Conducts Conciliations. Supervises the Investigator/Conciliators, EOD Administrative Clerk and DCR Clerk Typist. Represents the Division on the Neighborhood Guidance Team.

**Clifford Blackwell, Hearing Examiner** 266-4960

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Responsible for making jurisdictional determinations, deciding appeals on Investigator's findings of no probable cause, holding hearings on claims of discrimination following a finding of probable cause and rendering preliminary decisions after the hearing. He also provides legal advice to the Commission and staff with respect to a variety of issues pending before the Commission.

**Rebecca Below, Paralegal/Mediator** 266-4873

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Provides paralegal assistance to the Hearing Examiner and the Department of Civil Rights in the preparation and handling of civil rights discrimination cases for resolution; prepares and maintains information and records for the Hearing Examiner and Division manager; interprets, analyzes, and researches data to prepare for hearings; performs legal research; files and gathers legal documents; conducts, coordinates, and tracks mediations/conciliations.

**Kymtana Woody, Investigator/Conciliator** 266-4827

**Alyssa Riphon, Investigator/Conciliator** 267-1133

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Conducts intake of discrimination complaints and investigate allegations of violations of the Madison Equal Opportunities Ordinance (MGO 39.03) and issues initial determinations. Also conducts mediation and conciliation conferences with parties to a complaint and, if a settlement is reached, prepare an agreement to be signed by both parties. Available to assist with training and provide technical assistance to the general public, employers and employees, as well as housing and service providers. Represents the agency on Latino Family Support Network (LaSup), Communities United (CU) the Superintendent's Human Relations Advisory Committee (SHRAC), and Neighborhood Resource teams. Develops and implements community outreach programs that disseminate information and provide educational programming. Provides technical assistance to businesses, non-profits and other organizations on how to comply with the Equal Opportunities Ordinance. Serves on the Neighborhood Resource Team and the Allied Drive Stakeholders and is the liaison to a number of community based initiatives and events.

**Vacant, Administrative Clerk**

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Serves new complaints, types correspondence, maintains internal and online case tracking systems. Provides first level of customer service and support to complainants and respondents. Staff to the Equal Opportunities Commission. Coordinates contract with U.S. EEOC. Publication coordination of changes to EO Ordinance 39.03. Does a variety of clerical duties to support the Equal Opportunities Division.

**Renee Frederick, Administrative Clerk** 266-4910

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First point of contact for Department of Civil Rights. Provides programmatic information, reception, and referral services to agencies and members of the general public. Equal Opportunities Division complaint Intake Coordinator. Staff to the Affirmative Action Commission and Disability Rights Commission. Maintains contracts, assists with Jobs Skills Bank and provides high level administrative support to DCR staff. Assists in tracking of legislation. Acts as office purchasing contact and maintains supply inventory. Performs agency payroll duties. Provides support to Racial Equity and Social Justice Initiative and the Equal Opportunities Commission.

**Vacant, Assistant to Hearing Examiner**

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Lisa Jameson, Clerk Typist 1 267-4900

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Brianna Hanson, AASPIRE Intern 267-8635

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Rebecca Fincutter, Paralegal Intern 266-5916

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### **Racial Equity and Social Justice Initiative**

Toriana Pettaway, Equity Coordinator 267-4915

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Provides leadership and coordination for the City of Madison Racial Equity and Social Justice Initiative (RESJI) and the initiative consist of a forty plus person CORE Team with representation from all 27 City Departments, four action teams, Tools and Training, Data, Communication and Community Connections and the Strategy Team provides guidelines and recommendations for overall RESJ priorities and projects; for final approval by Director of Department of Civil Rights, Equity Coordinator, Department/Division Heads, Mayor's Office and Common Council. This includes, developing, implementing, monitoring and measuring equity and inclusion application of a racial equity impact analysis tools (Equitable Hiring and Racial Equity Analysis), trainings (Parts 1, 2 & 3), and Department Equity Teams. Responsible for eliminating racial disparities in departmental operations, hiring, budgeting, and policymaking with efforts to move beyond standards diversity training to educating staff on concepts including implicit/explicit bias/micro-aggressions, effective use of racial equity, communicating about race and equity and transformative leadership. Responsible for addressing institutional racism within City structure and building systematic awareness in data collection, community engagement, tools and training, and communication for and with City staff, Alders and stakeholders throughout Madison by leading the City's Racial Equity and Social Justice Initiative.

Donna Collingwood, Program Assistant 266-4828

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Provides administrative and technical support for the racial equity and social justice initiative's city-wide priorities and procedures, budget and community priorities. Provides communication, graphic design, and media development. Assists with training & program development.