

CITY OF MILWAUKEE EQUAL RIGHTS COMMISSION

Committee Meeting Minutes

Committee:	Compliance & Enforcement	
Meeting Date:	Wednesday, July 28, 2021	
Attendees:	Jennifer Bennett, Martha Collins, Shelley Gregory, Jacqueline Cook, Odalo Ohiku, Jane Islo, Becca Donaldson, Taviss Smith and Becky Rabatin	
Agenda Item	Discussion Summary	Action Items
1. Call to Order/Introductions of Guests	<p>Attorney Becca Donaldson with Legal Action.</p> <p>Asst City Attorney Taviss Smith will be assigned to the Equal Rights Commission.</p>	
2. Strategic Plan Next Steps	<p>Goal 1 - Provide a comprehensive complaint and adjudication process for individuals who have experience discrimination.</p> <p>Strategy 1 - Develop policy and procedure (PNP) is completed, Dept. CA Ohiku assigned to have the PNP review and edit if necessary.</p> <p>Strategy 2 – Establish accessible intake process <u>Completed:</u> Complaint form; posting on ERC website. <u>Not Completed:</u> develop appeals form; train ERC Commissioners and community on policy & procedure; work with Communications Committee on media alert; alert COM dept heads on notify staff of complaint process; post complaint policy and procedure in City buildngs.</p> <p>Strategy 3 – Develop a judiciary and appeals process <u>Completed:</u> develop standardized structure for complaint intake process <u>Not Completed:</u> train DOA staff and ERC Commissioners on standardized structure of intake process.</p> <p>Goal 2 – Create internal accountability metrics to evaluate</p>	<ul style="list-style-type: none"> ➤ City Attorney’s Office to create one page complaint policy and procedure document, to be available in multiple languages. ➤ Committee to work with City Attorney’s Office on creating a one page document provide clear language on complaint policy process. ➤ Jennifer to forward latest revision of the PNP to all. ➤ Becky has been working with ITMD to re-structure the online complaint intake process. ➤ Jennifer to forward the latest revision to the Complaint Policy and Procedures.

	<p>City departments' equity performance.</p> <p>Strategy 1 – Create an equity metrics survey.</p> <p><u>Not Completed:</u> review best practice from similar toolkits; meet w/CDGA Director on best practices in existing grant administration metrics; review internal AIM process and structure; prepare written equity metrics survey and report structure guidelines; review and approval of report structure by ERC; and, update ERC website with equity survey and reporting guidelines.</p> <p>Strategy 2 – Gather community input on equity metrics survey</p> <p><u>Not Completed:</u> hold community stakeholders meeting; develop focus group discussions; meet w/alder staff on equity survey and reporting; and, provide online survey for public input.</p> <p>Strategy 3 – Produce an equity scorecard based on defined metrics</p> <p><u>Not Completed:</u> Collect self-survey completed by internal departments; finalize audit of equity metrics survey; develop report in approved scorecard report structure; present equity scorecard report at AIM and CC meetings; and post scorecard report online.</p> <p>It was suggested to create an ad hoc work group to complete finalize several outstanding action items under Strategy 2 and 3 of Goal 1.</p> <p>It was suggested to re-evaluate the complaint intake process. Maybe the complaint process could utilize the same database as the Unified Call Center by working with ITMD to create additional data fields and codes for ERC complaint as needed.</p> <p>Becca Donaldson, Jacqueline Cook and Shelley Gregory noted there are a few challenges on PNP and when should those be addressed. Could additional revisions be integrated at this time?</p>	
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3. Request Ad Hoc Subcommittee	Jennifer Bennett expressed concern on amount of work to be completed and suggested development of ad hoc meeting.	➤ Jennifer to notify Tony on development of ad hoc subcommittee to concentrate on finalizing items listed on the strategic plan worksheet.
4. Calendar Updates	Jennifer Bennet proposed meeting every other month rather than every month as scheduled. Cancellation of August, September and November meetings. However, ad hoc meetings will be bi-monthly or monthly.	➤ Becky to cancel August, September and November meetings in Zoom and will alert Diane Lopez to reflect those changes on the ERC webpage.
5. Adjournment		

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