



RACIAL EQUITY BUDGET TOOL

Date Submitted: 7/15/20

Department: Personnel Review Board / Ethics Board / Civil Service Commission

Please note: each response field below has a 2,500 character limit.

STRATEGIC OBJECTIVE CATEGORY 1: DIVERSE & INCLUSIVE WORKFORCE

What activities are you doing to attract and retain a diverse and inclusive workforce in your department? What are the associated costs of these activities?

Our office staff consists of two individuals, one of which is a person of color. We have no intention of hiring at this time. Board membership is determined through a nomination process by the County Executive followed by a vote of confirmation from the County Board. The County Executive and County Board have always worked to make sure these boards are made up of citizens from diverse backgrounds.

How do you use professional development and advancement opportunities to advance equity in your department's workforce? What resources are used to support these opportunities for professional development and advancement?

Any desire to seek professional development and advancement opportunities by an individual in our department have been and will continue to be met with the utmost support and flexibility on the part of the Administrator. Beyond LMS, our department also has access to legal learning resources such as training modules from the Wisconsin State Bar.

STRATEGIC OBJECTIVE CATEGORY 2: PEOPLE-FOCUSED DESIGN

How and when have service users, particularly users of color, and other key stakeholders been engaged to inform decisions about your requested budget (Who was involved, what was the forum, what were the results)?

Our department's key interactions are internal with the Department of Human Resources and the Office of Corporation Counsel. The only individuals we could consider "service users" would be employees facing discipline or making advisory requests of the Ethics Board and any citizen that may file an open record request with our office. Such individuals are not engaged with regarding the department's budget. Three quarters of our department's budget is used on personnel costs, and the final quarter on operational costs primarily related to conducting hearings and file retention.

What are the multi-lingual needs of your department's service users? How do you use your budget to meet these language needs?

Up to this date, no service users have requested/required languages other than English be used during a hearing. If an employee ever made a language request prior to their hearing, our office would coordinate with Human Resources and Corporation Counsel to make sure such a need could be met during said hearing.

STRATEGIC OBJECTIVE CATEGORY 3: EMPLOYEE PERSPECTIVE

Our employees can be a great resource for innovation and knowing what is working well and what needs work. Have you engaged a diverse group of frontline employees to inform decisions about your proposed budget changes? If yes, how was input solicited, who was involved, and what were the results?

Our entire office staff is involved in the discussion regarding every line item in our limited budget. The results of such open communication is a fundamental understanding of how personnel and operational costs are apportioned over the year by the whole office. Should a member of the office staff foresee any potential complications, it would become a discussion of the full office staff and/or necessary boards to resolve together.

STRATEGIC OBJECTIVE CATEGORY 4: IMPROVED PERFORMANCE & EQUITABLE PRACTICE

Describe ways in which racial and economic data was used to prioritize resource distribution. (Data can include sources found in the resources section of this tool, department collected data, or any other relevant data from other sources.)

Our department works with a limited budget used for personnel and operational costs specifically. As such, racial and economic data has little, if any, impact. Simply put, our office's goal is efficiency and to minimize our costs in the hope of making as small of an economic impact on the County's budget as possible.

What are the positive or negative racial equity implications of your proposed budget changes? For reference departments may refer to the "Form 1 – Major Changes" tab of your Supplemental Forms 2021 spreadsheet. Any change with identified impacts should be described.

Our department sees no racial equity implications in our proposed budget changes.

What are the expected benefits and potential unintended consequences to disadvantaged communities of your proposed budget changes?

a. What analysis did you do to determine the expected benefits and potential unintended consequences?

Our proposed budget changes are strictly related to our legal fee budget, which is utilized when a decision by a board is appealed in circuit court or to affirm that any board decisions are made within their jurisdiction. Our department at large has minimal community impact.

b. What will your department do to mitigate unintended consequences resulting from your proposed budget changes?

Our department foresees no likely unintended consequence or effect on disadvantaged communities.