Audit Issued: February 2020		Stat	tus Re	port D	ate: Septerr	nber 2020	Department: Human Resources
Number & Recommendation	Deadl Establi			Implementat	tion Status	Comments	
	Yes	No	Yes	No	Completed	Further Action Required	

 Work with County agencies that are outliers in both directions for both racial groups and gender to formulate a plan to diversify their staffing. 	X		X		X	Auditee: In the first quarter of 2020, the talent acquisition team calculated the percentage of diverse employees in each department to identity current diversity. After calculating each number, we identified departments with a total percentage of diversity that was less than 20%. In the second quarter, recruiting challenges and opportunities for each department were reviewed. A targeted recruitment strategy will be developed for each department to help increase the diversity of the applicant pools by 3% for leadership (cabinet), Managers/supervisors (people leaders) and classified and support staff positions inclusive of all agencies.
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Number & Recommendation	Deadlines Deadlines Established Achieved						Comments
	Yes	No	Yes	No	Completed	Further Action Required	
2. Set up a system to regularly monitor the variance in salaries by race and analyze the data to determine the cause. Once cause has been determined, establish appropriate steps to eliminate the variance and report actions to County leadership and policymakers.		X		X		X	Auditee: DHR has actively been working on the migration of technology platforms that will allow for robust reporting on these key employee demographics. The system (Ceridian Dayforce) is expected to go live by 4 th quarter 2020. DHR will develop and implement a data analysis and report structure in 1 st quarter 2021 that regularly monitors and reports the information to leadership and policymakers. The Ceridian Dayforce project is 52% complete and is on schedule for a December 2020 go-live.

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3. Review, update and distribute all relevant diversity AMOPs (e.g. Diversity and Inclusion, Equal Employment Opportunity, Hiring for a Vacant Position).	X			X		X	Auditee: The HR Analyst has been working directly with the DHR D&I Program Manager to facilitate the revision of the EEO and Diversity and Inclusion AMOP. The DHR D&I Program Manager completed revisions to the EEO AMOP. The new EEOP AMOP was then peer reviewed by representatives from DHR-Employee Relations, the Office of African American Affairs and the Office of People with Disabilities. The EEO AMOP is currently being considered by the Milwaukee County Review Board. The DHR D&I Program Manager is also revising the Diversity & Inclusion AMOP to align to both the new County Strategic Plan and the Diversity and Inclusion Strategic plan. This is expected to be completed by December 31, 2020.
 Conduct a review of all involuntary separations to determine if there is a reason for the disproportionate number of Black or African American employees or other racial groups. Devise a plan to work with managers to combat this trend. 	x			x		x	Auditee: DHR will generate a report by September 30, with Q1 and 2 data and review. After reviewing, the Employee Relations team in collaboration with the DHR leadership team, will determine plan of action.

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5. Work to establish a toolkit for recruiting and hiring a diverse workforce to provide specific guidelines and train hiring managers on how to hire a diverse staff.	X		X		X		Auditee: DHR has developed a toolkit for recruiting and hiring a diverse workforce with specific guidelines and strategic actions for both the DHR teams and people managers. DHR has piloted a few strategies that will be included in the toolkit. L&D has started to train county departments hiring managers on biases/microaggressions (e.g. Sensitivity for Supervisors/Managers) <u>Audit Service Division Comment</u> : Considered closed pending receipt of supporting documentation.
6. Establish policies and procedures regarding the production, publication and retention of the biennial EEOC report.		X		Х		Х	Auditee: DHR is reviewing the technology platform report capabilities and is considering creation of an AMOP for completing and retaining the biennial EEOC report.

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7. Evaluate whether manager diversity	Х	Х	Х	Auditee: The DHR Program Manager for Performance
performance should be added to the				Management and Diversity and Inclusion met with
annual performance evaluation process.				management team across Milwaukee County during the
annual performance evaluation process.				
				1 st quarter of 2020. She captured input, data and
				feedback to assist in the redesign of the Performance
				Management Review process at Milwaukee County.
				During the 2 nd quarter of the year a new Performance
				Evaluation form was created that included the Values and
				Objectives of Milwaukee County Strategic Plan. These
				included the following behaviors; Integrity, Respect,
				Excellence and Diversity & Inclusion. After the transition
				of the County Executive Performance Evaluation form was
				adjusted to reflect the new Milwaukee County Values;
				Inclusion, Influence and Integrity. The Performance
				Evaluation form has been shared within HR and is
				scheduled to be delivered to the organization beginning
				November 2020 for use for managing performance from
				January 1, 2020 through December 31, 2021.
				Audit Service Division Comment:
				Considered closed pending receipt of supporting
				documentation.

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	Yes	No	Yes	No	Completed	Further Action Required	
8. Update, publish and present County workforce data to policymakers annually.		X		X		X	Auditee: Annually the department of human resources will publish an annual diversity and inclusion report to be included as part of the HR budget narrative starting with the FY21 budget process.