



Employ Milwaukee Administrative Memo			
Issue Date:	1-14-2020	#REV of 18-1	20-02
Routing:	CEO	Ex. VP	CFO
	CPO	CMO	ALL STAFF

REVISION OF # 18-01

TO: Employ Milwaukee Staff

FROM: Mark Kessenich, Interim CEO

RE: Creation and Review of Public Documentation

PURPOSE: To ensure that all public documents contain appropriate Equal Opportunity and Civil Rights language.

BACKGROUND: Employ Milwaukee’s funding sources, including the Wisconsin Department of Workforce Development (DWD) and the U.S. Department of Labor (DOL), require that documents that are provided to the public reference the public’s civil and equal opportunity rights.

REVISION: EO Officer and Contact information changed

ANALYSIS: To ensure that all documentation disseminated by Employ Milwaukee complies with Equal Opportunity and Civil Rights laws, a review by designated experts must be conducted.

POLICY: All documents created that could/will be distributed to the public, must be reviewed by the Compliance Team and/or the Employ Milwaukee EEO Officer for appropriate Equal Employment Opportunity and Civil Rights language prior to distribution.

Applicable documents include, but are not limited to:

- ✓ Brochures/ Flyers/ Posters
- ✓ Public notices and/or advertisements
- ✓ Website postings or website uploads of documents
- ✓ Vital documents for participants
- ✓ Board Minutes
- ✓ Email correspondence
- ✓ Annual Reports

Plans for document production must incorporate time for this review.

Documents must be sent directly to **Employ Milwaukee EO Officer, Carrie Hersh at Carrie.Hersh@employmilwaukee.org**

If you have questions as to whether a document requires review before publishing please contact **Carrie Hersh at 414-270-1726.**

CONTACT: **Carrie Hersh, Contract Compliance Specialist, Equal Opportunity Officer, carrie.hersh@employmilwaukee.org**

ATTACHMENTS: N/A Page 1 of 1