

BOYS & GIRLS CLUBS
OF THE FOX VALLEY

Affirmative Action Plan

9/1/2022 – 8/31/2023





Wisconsin Affirmative Action Plan Contractor Data

Contractor must submit to the State of Wisconsin agency with which it is contracting, along with all other required information:

- This form along with the contractor's Affirmative Action Plan
- or
- The "Request for Exemption from Submitting Affirmative Action Plan" (Form DOA-3024)

Contractor Name Boys & Girls Clubs of the Fox Valley		*Federal Employer Identification Number or Social Security Number 39-1225709	
Address (Street) 160 S. Badger Street		Contact Name Beverly Grabow	Phone (Voice) (920) 750-5805
(P.O. Box)		Contact Title Human Resource Director	Fax (920) 968-2716
(City - State - Zip) Appleton, WI 54914		E-mail bgrabow@bgclubfoxvalley.org	
Commodity		Contracting State Agency WI DCF	
Total Contract Amount \$5,614,000	Award Date 8/2/21	Bid, Contract or Purchase Order Number (Required) 437004-S22-0001849-000-01	

When a contractor complies with the State of Wisconsin's Contract Compliance Law requirements, the contractor may be included in the "*Contract Compliance Program (CCP) Contractor Directory*". This directory is located on a website that is available to State of Wisconsin purchasing staff. The contractor is identified in the directory as an eligible contractor for three years. If an eligible contractor receives another award from the State of Wisconsin prior to expiration of this eligibility, that contractor need not submit other contract compliance information. The contractor is identified in the *CCP Contractor Directory* by name and last four digits of Federal Employer Identification Number (FEIN#) or Social Security Number (SS#). We are requesting your approval to include your company, with the FEIN# or SS#, in this directory.

YOUR PERMISSION IS REQUIRED to list your federal numbers in the *CCP Contractor Directory*.

Please Note: A "No" will mean that your organization will **not** be listed in the directory. This will mean that each time a state agency contracts with your organization for more than \$50,000, the agency must request contract compliance information from you.

- Yes, I consent to the State of Wisconsin using this Federal Employer Identification Number or Social Security Number to identify my business in the "*Contract Compliance Program Contractor Directory*".
- No, I do not consent to the State of Wisconsin using this Federal Employer Identification Number or Social Security Number to identify my business in the "*Contract Compliance Program Contractor Directory*". I understand that by selecting this option, any State of Wisconsin agencies I contract with in the future will need to contact my organization to collect this affirmative action information again.

Name  Date (mm/dd/ccyy) 9-1-22
Authorized Signature

Name Greg - Lemke-Rochon Telephone (920) -7310555
Please Print or Type

This form can be made available in alternate formats to individuals with disabilities upon request.

*A Federal Identification number is required to properly identify your business with the contract. Directory listing is optional.



BOYS & GIRLS CLUBS
OF THE FOX VALLEY

Equal Employment Opportunity and Affirmative Action Policy Statement

It is the policy of the **Boys and Girls Club Fox Valley** not to discriminate against any employee or any applicant for employment because of age, race, religion, color, handicap, sex, physical condition, disability status, genetics, protected veteran status, gender identity or express, developmental disability, sexual orientation, national origin or any other characteristic protected by federal, state or local law. This policy shall include, but not be limited to the following: recruitment and employment, promotion, demotion, transfer, compensation, selection for training including apprenticeship, layoff and termination. This company further agrees to take affirmative action to ensure equal employment opportunity.

Bev Grabow, HR Director is responsible for planning and implementing our affirmative action program as well as for its day-to-day monitoring of affirmative action related decisions and activities. All personnel who are responsible for hiring and promoting employees and for the development and implementation of programs or activities are charged to support this program. They shall provide leadership in implementing affirmative action goals and initiatives.

During the life of the contract with the State of Wisconsin, **Boys and Girls Club Fox Valley** shall comply with s. 16.765, Wis. Stats., state regulations and federal laws relating to equal employment opportunity and affirmative action. The company shall continue to work cooperatively with government and community organizations to take affirmative action to ensure equal employment and advancement opportunities.

Greg Lemke-Rechon, Chief Executive Officer

2-7-23

Date

CO= FJ98290
 U= FJ98290

EQUAL EMPLOYMENT OPPORTUNITY
2021 EMPLOYER INFORMATION REPORT EEO-1
CONSOLIDATED REPORT

SECTION B - COMPANY IDENTIFICATION

1. **BOYS & GIRLS CLUB FOX VALLEY**
 160 SOUTH BADGER AVENUE
 APPLETON, WI 54914

SECTION C - TEST FOR FILING REQUIREMENT

1-Y 2-N 3-Y DUNS= 119721319

2.a. **BOYS & GIRLS CLUB FOX VALLEY**
 160 SOUTH BADGER AVENUE
 APPLETON, WI 54914

SECTION E - ESTABLISHMENT INFORMATION
NAICS: 624110 - Child and Youth Services

c. EIN= 391225709

SECTION D - EMPLOYMENT DATA

JOB CATEGORIES	HISPANIC OR LATINO		NOT-HISPANIC OR LATINO										OVERALL TOTALS					
	MALE	FEMALE	***** MALE *****					***** FEMALE *****										
			WHITE	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR PACIFIC ISLANDER	ASIAN	AMERICAN INDIAN OR ALASKAN NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR PACIFIC ISLANDER	ASIAN		AMERICAN INDIAN OR ALASKAN NATIVE	TWO OR MORE RACES			
EXECUTIVE/SR OFFICIALS & MGRS	0	0	2	0	0	0	0	0	0	0	0	6	0	0	0	0	0	8
FIRST /MID OFFICIALS & MGRS	1	0	7	1	0	0	0	0	0	0	0	14	1	0	0	0	0	24
PROFESSIONALS	1	0	7	2	0	0	0	0	0	0	0	17	4	0	2	0	0	33
TECHNICIANS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SALES WORKERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADMINISTRATIVE SUPPORT	0	0	0	0	0	0	0	0	0	0	0	7	0	0	0	0	0	8
CRAFT WORKERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OPERATIVES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LABORERS & HELPERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SERVICE WORKERS	1	3	11	0	0	0	3	0	0	0	0	48	2	0	2	0	0	70
TOTAL	3	3	27	3	0	0	3	0	0	0	0	92	7	0	4	0	1	143
PREVIOUS REPORT TOTAL	1	4	24	2	0	0	3	0	0	0	0	78	6	0	6	2	2	128

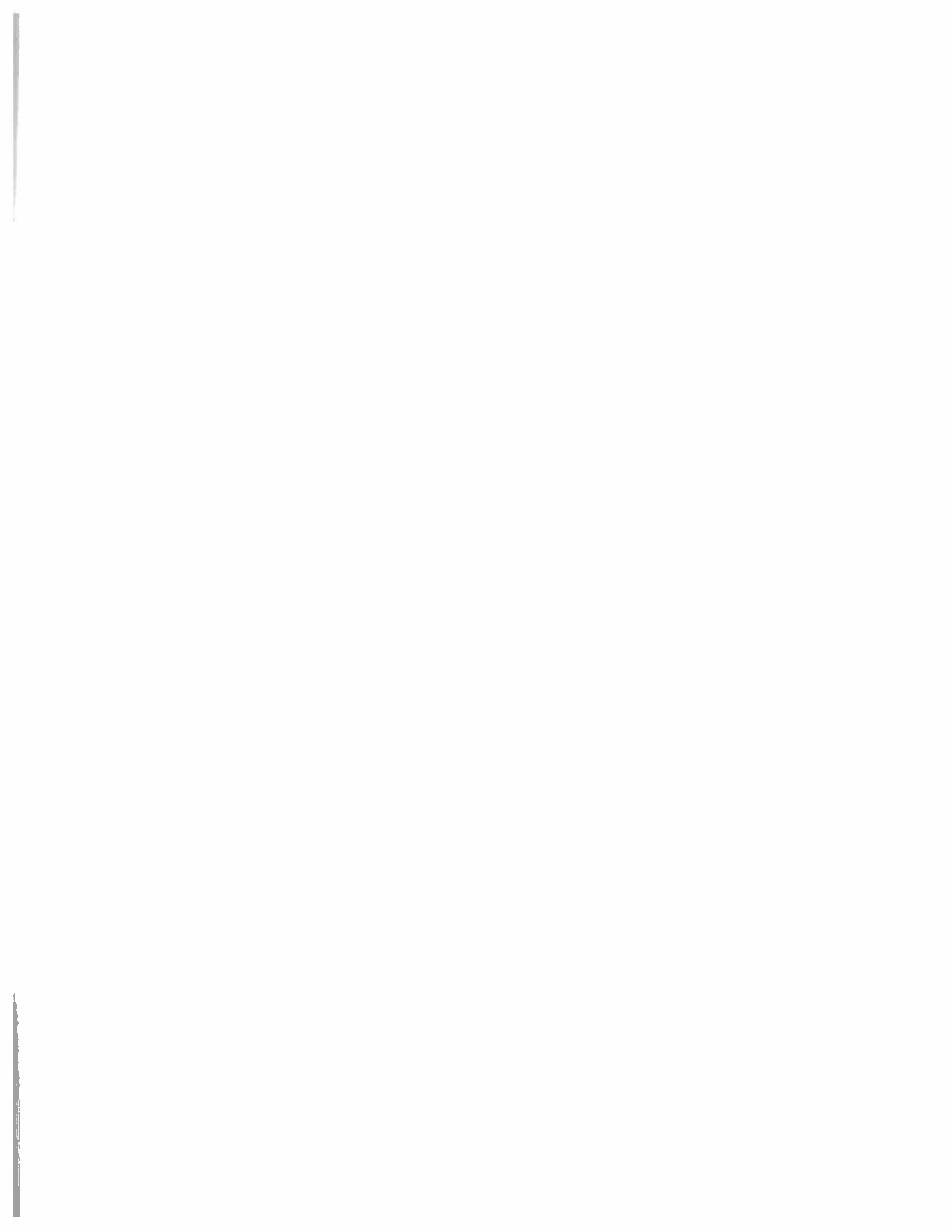
SECTION F - REMARKS

DATES OF PAYROLL PERIOD: 11/1/2021 THRU 11/15/2021
SECTION G - CERTIFICATION

CERTIFYING OFFICIAL: Beverly Grabow
 EMAIL: bgrabow@bgclubfoxvalley.org
 EEO1 REPORT CONTACT PERSON: Beverly Grabow
 EMAIL: bgrabow@bgclubfoxvalley.org

CERTIFIED DATE [EST]: 4/28/2022 2:36 PM

TITLE: HR Director
 PHONE: 920-750-5805
 TITLE: HR Director
 PHONE: 920-750-5805





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Section 3: Affirmative Action Goals and Steps

2022-2023

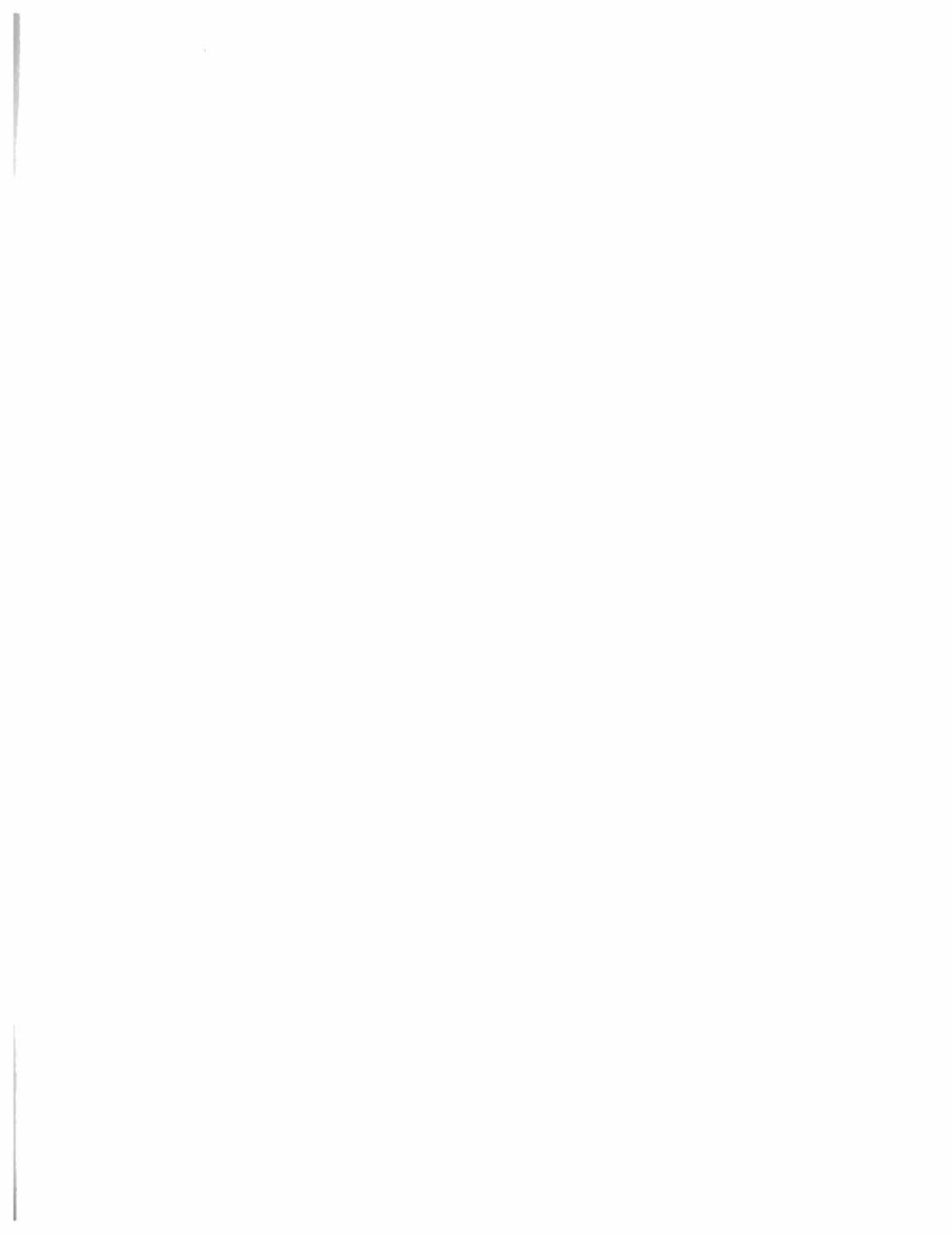
The Boys & Girls Club Fox Valley, Inc. (BGCFV) is committed to recruit and appoint women, minorities and individuals with disabilities for vacancies in the same percentages as they are available in the labor market when it has turnover or a need to expand its workforce.

As of August 2022, the following populations are under-represented in specific job categories:

- Persons of an ethnic minority background are underrepresented in the “Officials & Managers” job category.

BGCFV will:

1. Continue relationship with job experience programs and agencies to support opportunities for the employment of individuals with disabilities.
 - a. Target: At least one such position will be filled between 9/1/22 and 8/31/23.
2. Engage in continued career development conversations, seeking opportunities to elevate existing racial and ethnic minority employees to positions in the Officials and Managers job category.
 - a. Target: The BGCFV will fill at least 2 positions in the Officials and Managers job category by persons who identify as a member of a racial or ethnic minority population between 9/1/2022 and 8/31/2023.
3. Broaden recruitment notices to include agencies that serve minority populations and disabled populations.
4. Advertise any supervisory level positions in minority orientated media.
5. Conduct annual onsite training on affirmative action issues and initiatives for all supervisory staff.
6. Review exit interview results at quarterly Personnel Committee meetings.
7. Conduct an annual supervisory review of each job description to ensure they reflect actual job duties with reasonable work-related requirements for employment.
8. Affirmative action issues and plans will be reviewed:
 - a. With the BGCFV Leadership Team at least twice per year.
 - b. By the agency’s internal staff-led Equity Committee.
 - c. At least annually with the Board’s Personnel Committee





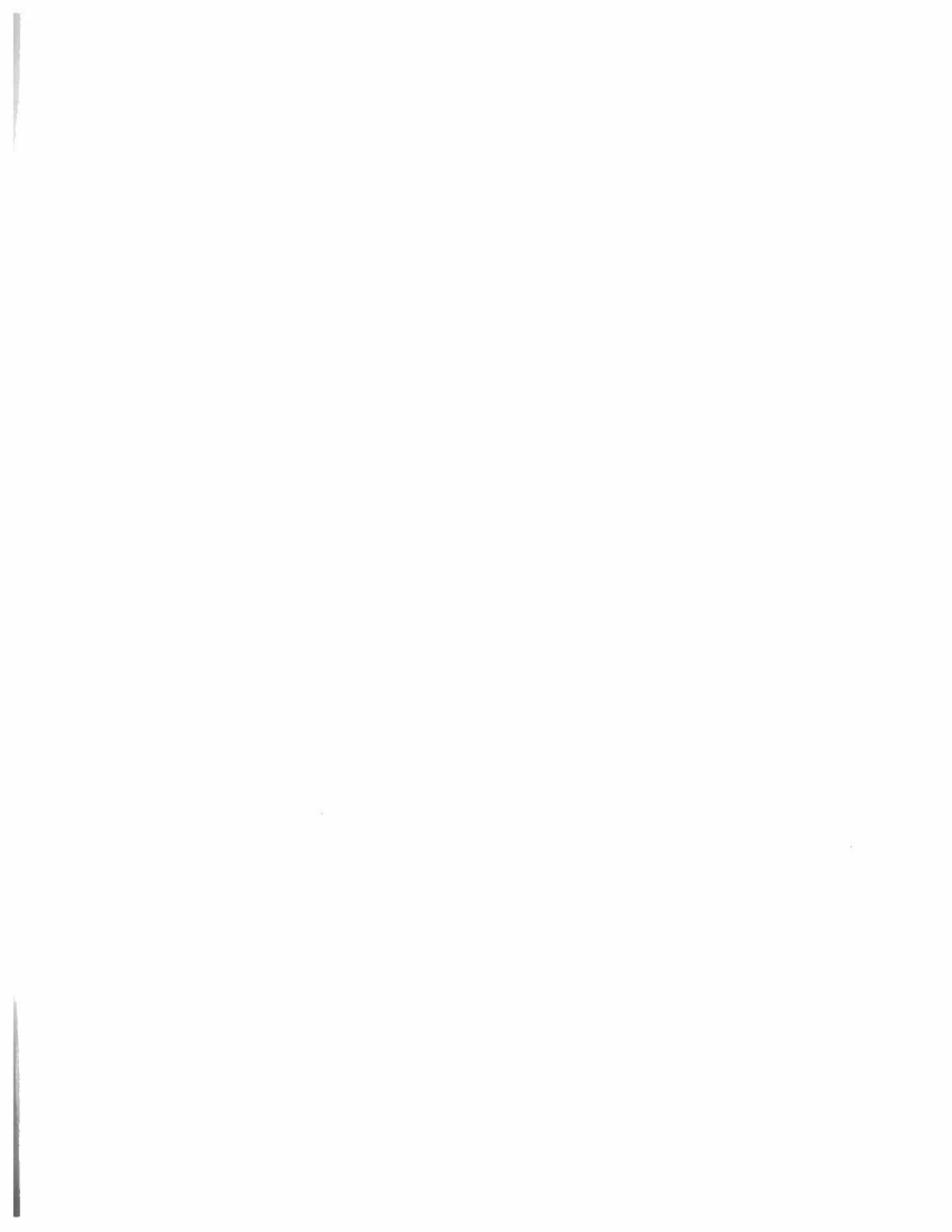
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Section 4: Affirmative Action Plan Dissemination

2022-2023

The Affirmative Action Plan will be made known by the following:

1. Affirmative action issues and plans will be reviewed:
 - a. With the BGCFV Leadership Team at least quarterly.
 - b. At the BGCFV “all agency” staff meetings at least semi-annually.
 - c. With the BGCFV Board of Directors annually
2. All solicitations or advertisements for employment will continue to include a statement comparable to “an equal employment opportunity employer functioning under an affirmative action plan.”
3. The Affirmative Action Plan and EOP policies will be posted on the BGCFV’s website www.bgclubfoxvalley.org for review and comment by staff and the general public. Comments and questions may be referred to Bev Grabow at 920-750-5805 or bgrabow@bgclubfoxvalley.org
4. The form for Employment or Service Delivery Discrimination Complaint, including instructions for completion and submission to the correct State agency, is posted to our website for reference by clients, employees and potential employees
5. All supervisory and management personnel are responsible for implementation of affirmative action initiatives within their area or responsibility.





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Section 5: Affirmative Action Plan Internal Monitoring

2022-2023

The Affirmative Action Plan will be reviewed no less than annually by the Leadership Team and no less than annually by the Personnel Committee to evaluate results achieved by the Plan. The Director of Human Resources and EOP Coordinator is responsible for monitoring the Plan and taking necessary action, including but not limited to reeducating supervisors and all others responsible for hiring and promotion. Any issues or concerns must be reported to the CEO or Chair of the Personnel Committee. All supervisors, Senior Directors and any others responsible for performance appraisals are held responsible for implementing affirmative action initiatives within their areas of responsibility.

Furthermore:

1. The EOP Coordinator will review the Affirmative Action Plan and related progress and concerns:
 - a. With the BGCFV Leadership Team at least twice per year.
 - b. With all BGCFV personnel through All Teams meetings and during Civil Rights Compliance Training at least at least twice per year.
 - c. With the BGCFV Board of Directors annually through the Board's Personnel Committee. 2.
2. Affirmative action issues and plans will be reviewed:
 - a. With the BGCFV Leadership Team at least twice per year.
 - b. By the agency's internal staff-led Equity Committee.
 - c. At least twice per year with the Board's Personnel Committee

