



**BOYS & GIRLS CLUBS**  
OF THE FOX VALLEY

## **Affirmative Action Plan**

**Updated 08.31.2021**



### 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)

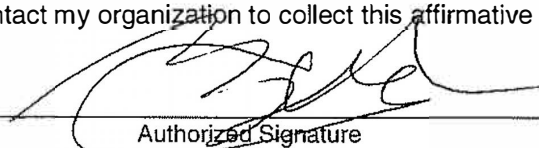
Contractor Name Boys & Girls Club Fox Valley, Inc.		*Federal Employer Identification Number or Social Security Number 39-1225709	
Address (Street) 160 S Badger Ave.		Contact Name Bev Grabow	Phone (Voice) ( 920 ) 750-5805
(P.O. Box)		Contact Title HR Director	Fax ( 920 ) 968-2716
(City - State - Zip) Appleton		E-mail bgrabow@bgclubfoxvalley.org	
Commodity		Contracting State Agency WI DCF	
Total Contract Amount \$5,614,000	Award Date 08/02/2021	Bid, Contract or Purchase Order Number (MANDATORY) 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) 08/31/2021  
 Authorized Signature

Name Greg Lemke-Rochon, CEO Telephone ( 920 ) 750-5801  
 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 & Girls Club Fox Valley, Inc. not to discriminate against any employee or any applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin. 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. The Boys & Girls Club Fox Valley, Inc. further agrees to take affirmative action to ensure equal employment opportunities.

Bev Grabow, Director of Human Resources, has been appointed Equal Employment Opportunity Officer and 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 contracts with the State of Wisconsin, the Boys & Girls Club Fox Valley, Inc. shall comply with s. 16.765, Wis. Stats., state regulations and federal laws relating to equal employment opportunities 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.

**Bev Grabow may be reached M – F from 8:00 a.m. until 4:00 p.m. at (920) 750-5805 or at [bgrabow@bgclubfoxvalley.org](mailto:bgrabow@bgclubfoxvalley.org).**

Information about discrimination complaint resolution process is available to you upon request.

Greg Lemke-Rochon, Chief Professional Officer 	Signature Date 08/31/2021
--	------------------------------



**Workforce Analysis: Contractor  
 Wisconsin Contract Compliance Program**

**General Instructions:** The contractor must include a workforce analysis as a part of its Affirmative Action Plan or with its Request for an Exemption from Submitting an Affirmative Action Plan, if the contractor is requesting an exemption based on having achieved a balanced work force. As an alternative to submitting this document, a contractor may submit a copy of its federal EEO-1 form. This information is due to the contracting state agency within fifteen (15) working days after the award date of a contract from the State of Wisconsin.

\*The contractor's Federal Identification Number is used to positively identify the employer and location.

Contractor Boys & Girls Club Fox Valley, Inc.		Bid, Contract & PO Numbers (as applicable) 437004-S22-0001849-000-01		Date of Analysis 08/31/2021		*Federal Employer Identification Number 39-1225709	
JOB CATEGORIES	EMPLOYEES TOTAL	MALE			FEMALE		
		TOTAL	MINORITY	DISABLED	TOTAL	MINORITY	DISABLED
Officials and Managers	29	10	0	0	19	0	1
Professionals	32	8	5	1	24	6	1
Technicians							
Sales Workers							
Administrative Support Workers	6				6	1	1
Craft Workers							
Operatives							
Laborers and Helpers							
Service Workers	80	20	5	2	60	14	6
Total	147	38	10	3	109	20	8
Total Employment Reported in Previous Analysis Dated: 02.07.2020	107	26	13	0	80	15	4

Prepared By:

08/31/2021  
Date

920-750-5801  
Telephone Number

Greg Lemke-Rochon  
Printed Name

CEO  
Title

This form can be made available in alternate formats to individuals with disabilities upon request. Please call the Contract Compliance Program (CCP) at (608) 266-5462 (voice) or (608) 267-9629 (TTY), or write to CCP at 101 East Wilson Street, 6th Floor, P O Box 7867, Madison, Wisconsin 53707-7867.

## Section 3



### **Affirmative Action Goals and Steps 2021-2022**

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 work force.

As of August 2021, the following populations are under-represented in specific job categories:

- Persons of an ethnic minority background are under-represented in the “Officials & Managers” job category.
- Persons with disabilities (4.7% of the Outagamie County population age 21 to 65) are under-represented “Officials & Managers” job category.

The BGCFV will...

1. Continue relationship with job experience and vocational rehabilitations programs and agencies to support opportunities for the employment of individuals with disabilities.
  - a. Target: The BGCFV will fill at least 1 position in the Officials and Managers job category with a person who has a disability between 9/1/2021 and 8/31/2022.
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 9/1/2021 and 8/31/2022.
3. Increase the frequency of recruitment notices to agencies and affinity groups that serve minority and disabled populations.
4. Conduct annual onsite training on affirmative action issues and initiatives for all supervisory staff.
5. Conduct continued cultural competency training for all staff.
6. Establish Board-level Equity Committee by 01/31/2022.
7. 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."
8. The Affirmative Action Plan and EOP policies will be posted on the BGCFV's website [www.bgclubfoxvalley.org](http://www.bgclubfoxvalley.org) for review and comment by staff and the general public. Comments and questions may be referred to Bev Grabow, Director of Human Resources, at 920-750-5805 or [bgrabow@bgclubfoxvalley.org](mailto:bgrabow@bgclubfoxvalley.org).
9. 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.

## Section 4: Affirmative Action Plan Dissemination

1. The Affirmative Action Plan and EOP policies will be included as part of all new employee orientation.
2. The Affirmative Action Plan will be posted in conspicuous places in all BGCFV owned and leased facilities.
3. 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.
4. 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." [See Attachment A]
5. The Affirmative Action Plan and EOP policies will be posted on the BGCFV's Paycor HRIS platform for employees and also on the BGCFV's website [www.bgclubfoxvalley.org](http://www.bgclubfoxvalley.org) for review and comment by staff and the general public. Comments and questions may be referred to Bev Grabow, Director of Human Resources and EOP Coordinator, at (920) 750-5805 or [bgrabow@bgclubfoxvalley.org](mailto:bgrabow@bgclubfoxvalley.org).
6. The form for Employment or Service Delivery Discrimination Complaint, including instructions for completion and submission to the correct State agency, will be posted to the BGCFV's website for reference by clients, employees and potential employees.

## Section 5: Affirmative Action Plan Internal Monitoring

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. 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.