



Affirmative Action Plan 2011

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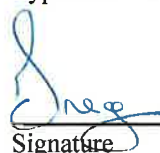
EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of New Hope Center to provide equal employment opportunity to all persons without regard to race, color, religion, disability, gender, age, sexual preference, national origin, or any other protected class and promotes the full realization of this policy through a positive, continuing program of affirmative action. New Hope Center is committed to equal opportunity for all applicants and staff members in personnel matters, including recruitment and hiring, benefits, staff development, promotion and transfer, compensation, and voluntary or involuntary termination. The corporation strives for a staff that reflects diversity.

Tina Enneper, CFO, 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 development and implementation of programs or activities that are charged to support this program. They shall provide leadership in implementing affirmative action goals and initiatives.

During the life of contract with the State of Wisconsin, New Hope Center 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.

Greg Logemann, CEO
Typed Name

 11/14/11
Signature Date

CEO
Title



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

General Instructions: The vendor must include a work force analysis as a part of its Affirmative Action Plan or with its Request for an Exemption from Submitting an Affirmative Action Plan, if the vendor is requesting an exemption based on having achieved a balanced work force. As an alternative to submitting this document, a vendor 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 reverse side has definitions for job categories and specific instructions for completing this worksheet.

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

Vendor New Hope Center, Inc.		Bid, Contract & PO Numbers (as applicable)		Date of Analysis 11/14/11		*Federal Employer Identification Number 39-1052724			
JOB CATEGORIES	EMPLOYEES TOTAL	MALES		FEMALES		MINORITIES		PERSONS w/DISABILITIES	
		TOTAL	%	TOTAL	%	TOTAL	%	TOTAL	%
OFFICIALS & MANAGERS	1	1	100	0	0	0	0	0	0
PROFESSIONALS	12	3	25	9	75	0	0	0	0
TECHNICIANS	0	0	0	0	0	0	0	0	0
SALES WORKERS	0	0	0	0	0	0	0	0	0
OFFICE & CLERICAL	4	0	0	4	100	0	0	0	0
CRAFTSWORKERS (SKILLED)	1	1	100	0	0	0	0	0	0
OPERATIVES (SEMISKILLED)	15	3	20	12	80	0	0	0	0
LABORERS (UNSKILLED)	101	72	73	28	28	0	0	90	89
SERVICE WORKERS	37	2	5	35	95	0	0	0	0
TOTAL	171	83	48	88	52	0	0	0	0
TOTAL EMPLOYMENT REPORTED IN PREVIOUS REPORT DATED:									

Prepared By:

Samantha LeSapio
 Signature

11/14/11
 Date

920-849-9351 x145
 Telephone Number

Samantha LeSapio
 Printed Name

Printed Name

Administrative Assistant
 Title

Title

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



AFFIRMATIVE ACTION GOALS

New Hope Center's goals are to increase our company diversity by 12/31/2012 by:

- Reviewing job descriptions to ensure that they reflect actual job duties with reasonable work-related requirements for employment.
- Broadening recruitment notices to include community organizations likely to refer women, minorities and individuals with disabilities.
- Advertising position vacancies in minority media.
- Implementing an exit interview program.
- Developing work schedules where feasible which include part-time employment opportunities to encourage the employment of persons for whom full-time is difficult.
- Identifying an informal equal employment opportunity complaint resolution procedure.
- Conducting on-site training on affirmative action issues and initiatives.
- Committing 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 the vendor has turnover or a need to expand its work force.
- Pursuing our affirmative action program along with regular review by the Board of Directors.
- Ensuring that New Hope Center's policy regarding equal employment is communicated to all staff members.
- Ensuring that hiring, promotion, and wage/salary administration practices are fair and consistent with the policies of the corporation.
- Reporting to the Board of Directors on all activities and efforts to implement the corporation's policy of equal employment opportunities.



PLAN DISSEMINATION

- Equal opportunity and affirmative action issues will appear frequently on the agendas of executive and staff meetings. Staff meetings occur both weekly and monthly, and administrative meetings occur weekly.
- Solicitations and advertisements for employment include a statement that indicates NHC is operating under an affirmative action plan and/or is an equal opportunity employer. Please see appendices for examples.
- Our affirmative action policy and goals are made available to all employees and is posted on an administrative bulletin board located in a highly visible and accessible area to all employees and clients of New Hope Center. It is accompanied by directions to contact Tina Enneper, designated Equal Employment Opportunity Officer, for review of the full plan.
- Any complaints regarding the affirmative action plan are handled by Tina Enneper, EOE Officer, and will be filed with the State Equal Rights Office or with the Wisconsin Office of Contract Compliance.



INTERNAL MONITORING

The Equal Employment Opportunity Officer has the responsibility for developing and preparing the formal documents of the Affirmative Action Plan. The EEO Officer is responsible for the effective implementation of the Affirmative Action Plan; however, responsibility is likewise vested with each department manager and supervisor to

- Measure the effectiveness of the AAP/EEO program;
- Document personnel activities;
- Identify problem areas where remedial action is needed; and
- Determine the degree to which New Hope Center's AAP goals and objectives have been obtained.

The following personnel activities are reviewed to ensure nondiscrimination and equal employment opportunity for all individuals without regard to their race, color, gender, religion, or national origin:

- Recruitment, advertising, and job application procedures;
- Hiring, promotion, upgrading, award of tenure, layoff, recall from layoff;
- Rates of pay and any other forms of compensation including fringe benefits;
- Job assignments, job classifications, job descriptions, and seniority lists;
- Sick leave, leaves or absence, or any other leave;
- Training, apprenticeships, attendance at professional meetings and conferences;
- And any other term, condition, or privilege of employment.

The following documents are maintained as a component of New Hope Center's internal audit process:

1. An applicant spreadsheet showing the name, race, sex, date of application, job title, interview status and the action taken for all individuals applying for job opportunities;
2. Summary data identifying total applicants, total minority applicants, and total female applicants for each position;
3. Maintenance of employment applications (not to exceed one year); and
4. Records pertaining to New Hope Center's compensation system.



New Hope Center's audit system includes a quarterly report documenting NHC's efforts to achieve its EEO/AAP responsibilities. Managers and supervisors are asked to report any current or foreseeable EEO problem areas and are asked to outline their suggestions/recommendations for solutions. If problem areas arise, the manager or supervisor is to report problem areas immediately to the EEO Officer. During quarterly reporting, the following occurs:

1. The EEO Officer will discuss any problems relating to significant rejection ratios, EEO charges, etc., with the CEO; and
 2. The EEO Officer will report the status of the New Hope Center's AAP goals and objectives to CEO. The EEO Officer will recommend remedial actions for the effective implementation of the AAP.
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