



Employ Milwaukee Administrative Memo		
Issue Date	02/17/2026	20-02, Change 1
Sponsoring Executive	<input checked="" type="checkbox"/> President and CEO	<input type="checkbox"/> CFO
Dissemination	<input checked="" type="checkbox"/> Internal	<input checked="" type="checkbox"/> External

TO: Employ Milwaukee Staff and Workforce Partners

FROM: Julie Cayo, President and CEO DocuSigned by:
Julie Cayo
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RE: Equal Opportunity Creation and Review of Public Documentation

- I. **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.
- II. **PURPOSE:** To ensure that all public documents contain appropriate Equal Opportunity and Civil Rights language.
- III. **POLICY:** All documents created that could/will be distributed to the public, must be reviewed by the Compliance Team and/or the Employ Milwaukee EO Officer for appropriate Equal Opportunity and Civil Rights language prior to distribution. Please refer to the document [Required Compliance Language for Funded Programs.xlsx](#)

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.

- IV. **PROCEDURE:**
 - A. Documents must be sent directly to the Employ Milwaukee EO Officer/Contract Compliance Manager, Carrie Hersh at Carrie.Hersh@employmilwaukee.org.
 - B. If you have questions as to whether a document requires review before publishing please contact Carrie Hersh at 414-270-1726 or Carrie.Hersh@employmilwaukee.org.
- V. **ACTION REQUIRED**
Posting of this Policy to the Employ Milwaukee website for open access to all personnel.

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- VI. REFERENCES:** [Required Compliance Language for Funded Programs.xlsx](#)
- VII. RECISSIONS:** Admin Memo 20-02 Creation and Review of Public Documentation

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