

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: January 23, 2019

TO: Toriana Pettaway, Equity Coordinator
FROM: Norman D. Davis, Civil Rights Director *ND*
SUBJECT: **One (1) Day Unpaid Suspension**

A pre-determination hearing was held on Wednesday, January 16, 2019 at 1:00pm in Conference Room CCB 103A. This hearing was held for the purpose of addressing the following:

Violations of 2-33: Rules of Conduct

A. General

2. Insubordination including disobedience, disrespect, failure to perform work assignments or duties, or failure to accept direction from authorized personnel.
4. Failure to provide accurate and complete information whenever an authorized person requires such information.

C. Personal Actions and Appearance

12. Any other conduct that would inhibit the ability of the individual, fellow employees, or management to adequately carry out duties and functions.

At the pre-determination hearing, you acknowledged that the 2019 RESJI budget expenditure report assignment due December 20, 2018 was still incomplete and not provided to me. You indicated that it would be provided by January 18, 2019. You were unable to offer a response as to why this was not completed in a timely manner except that you were awaiting additional information. You failed to complete this task by the stated deadline and you failed to notify me of the impending delay. This has hindered the department's ability to assess resourcing needs and plan for staff professional development.

Regarding my directive to process your p-card right away on December 20, 2018, you acknowledged that your p-card statements were significantly overdue. You cited several challenges in getting your card reconciled but stated that you believed that you had provided everything by the deadline. I clarified that I returned from holiday leave to find that you still had at least one statement with a status of "New" and another rejected for errors. You repeated the difficulties that you experienced related to reconciling your statement, including disputed charges and assigning the correct receipts. These difficulties were exacerbated by the overdue status of these assignments. I clarified that the issue at hand is one of timeliness, accuracy, and following directives.

On the issue of attending Fire Department recruitments during the week of January 7-10, 2019, you stated that you mentioned your participation in the Fire panels at the staff meeting on December 14, 2018. However, as you acknowledged, "no one remembers" you making a statement like that at the meeting.

January 23, 2019

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You also claimed that you made me aware of this at our one-on-one meeting on December 19, 2018. My account and eyewitness accounts of that meeting do not corroborate your claim. You stated that, despite my direct order to contact me right away regarding priority assignments, you had very little time between interviews. You further stated that when you did have time in between interviews, you used that time to reconcile your p-card instead of contacting me. You also explained that the Fire recruitments were on your calendar—suggesting that I could look there to determine your whereabouts--despite my many reminders to utilize our departmental communication tools, like the sign in/out board, setting an out of office notification, and notifying the appropriate staff as required. You apologized for not calling me during the Fire recruitments.

You responded to the issue of not responding to my text messages and emails sent January 7, 2019 by stating that you did not have time to call me. You agreed that it was inappropriate not to answer during that week, but you said that you could not—that the opportunity did not present itself. I reminded you of the conversation about priorities that we had weeks prior. I reiterated that the assignments that I needed to speak to you about were overdue, high priority, and required your immediate attention. You acknowledged that I did not hear back from you and apologized for that.

This type of insubordinate and negligent behavior will not be tolerated. This behavior is completely unacceptable in the workplace and is a violation of APM 2-33. I have attempted, on multiple occasions, to impress upon you the importance of ensuring that you adhere to my instructions regarding your work assignments, as well as your communications with others and with me. This, apparently, has not worked.

You have been informed on multiple occasions of this Department's expectations regarding appropriate conduct. With significant consideration being given to the fact that you were issued a Written Warning on December 5, 2018 in response to your inappropriate communications and failure to follow my instructions, you are hereby served this **one (1) day unpaid suspension to be served on Friday, February 1, 2019**. Please note that future violations of City of Madison and/or Departmental work rules, including supervisory directives may subject you to further discipline, up to and including termination of employment. City of Madison EAP services are available to you. If you have any questions regarding my expectations in this regard, please seek clarification immediately.

cc: Harper Donahue IV, Human Resources Director
Greg Leifer, Employee/Labor Relations Manager

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: January 10, 2019

TO: Toriana Pettaway, Equity Coordinator
FROM: Norman D. Davis, Civil Rights Director *ND*
SUBJECT: **Pre-Determination Hearing**

A pre-determination hearing will be held on Wednesday, January 16, 2019 at 1:00pm in the CCB 103A conference room. This hearing will be held for the purpose of addressing the following:

Violations of 2-33: Rules of Conduct

A. General

2. Insubordination including disobedience, disrespect, failure to perform work assignments or duties, or failure to accept direction from authorized personnel.
4. Failure to provide accurate and complete information whenever an authorized person requires such information.

C. Personal Actions and Appearance

12. Any other conduct that would inhibit the ability of the individual, fellow employees, or management to adequately carry out duties and functions.

On December 18, 2018, I directed you to send me 2019 budget expenditure reports for RESJI. I informed you that I needed a breakdown of the allocated funds and a training plan for your position and the Administrative Clerk assigned to RESJI. I told you that I needed that information to make 2019 budgeting decisions regarding RESJI. You told me that you would provide those to me by the December 20, 2018 deadline. You have failed to complete this task.

On December 20, 2018, I directed you to process your p-card right away, reminding you of the deadline set by the Finance Department. You said you would get your p-card statements reconciled immediately. You still have at least one statement with a status of "New" and another rejected for errors. This is wholly unacceptable. I have provided you with multiple reminders to see that your responsibilities are done on time and correctly. I have personally provided you with assistance as well as providing you with help from other DCR personnel on numerous occasions. This, apparently, has not worked.

On Monday, January 7, 2019, I discovered that you were attending Fire Department recruitments all this week. Although I have told you to inform me of your whereabouts at all times, you agreed to participate in Fire Department recruitments this week without letting me know. Despite my many reminders to utilize our departmental communication tools, you did not update the sign in/out board in advance or set an out

January 10, 2019

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of office notification as directed. You failed to notify me and the front desk or the DCR payroll clerk, as stated in the DCR Expectations provided to you.

Following the aforementioned meetings, I reminded you of my instructions, but you have still refused to comply. As a result, DCR has been contacted over the past week by other City personnel and community members seeking answers and input from you that has gone unresolved. In my text message on January 7, 2019, I told you that there was urgent work that needed your attention and, although I told you to call me, you did not. You responded that you told me about participating in the Fire recruitment process, but eyewitness accounts confirm that you did not. I also sent you email messages on January 7, 2019, but you have refused to follow my instructions by contacting me and resolving these urgent issues.

You have been informed on multiple occasions of this Department's expectations regarding appropriate behavior. You should come to this pre-determination hearing prepared to respond to the issues listed above. Please note that City of Madison EAP services are available to you, and you are welcome to bring representation if you so choose. Failure to attend the hearing may result in a determination being made without the benefit of your input.

Please contact me if you have any questions or concerns.

cc: Gloria Reyes, Deputy Mayor
Harper Donahue IV, Human Resources Director
Greg Leifer, Employee/Labor Relations Manager

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: December 5, 2018

TO: Toriana Pettaway, Equity Coordinator
FROM: Norman D. Davis, Civil Rights Director *ND*
SUBJECT: Written Warning

A pre-determination hearing was held on Friday, November 30, 2018 at 9:00am in Conference Room CCB 103A. This hearing was held for the purpose of addressing the following:

Violations of 2-33: Rules of Conduct

A. General

1. Discourteous of abusive behavior toward a client, coworker or member of the general public.
2. Insubordination including disobedience, disrespect, failure to perform work assignments or duties, or failure to accept direction from authorized personnel.

In addition to responding to these concerns at the pre-determination hearing, you provided three (3) written statements:

- Email message dated November 28, 2018
- Email message with attachment dated November 29, 2018
- Email message with attachment dated December 3, 2018

Through these accounts and at the pre-determination hearing held on November 30, 2018, you claim that you did not agree that the November 26, 2018 email communication to Mike Lipski was inappropriate. I used this email as an example of the need for you to have another staff member assist you in reviewing your communications. I pointed out why you needed to understand the volunteer process and that HR experience, external to the City is not a substitute for understanding the City process and preferences. When you sought to blame other stakeholders and allege that the process was being changed, I redirected the conversation to those steps that are in your control. I again reiterated the need for you to have someone review your communications for tone and grammar and informed you that I would not have approved if I had reviewed it. My recall and eyewitness accounts confirm that you appeared to reach a level of understanding and agreement with this matter. Further, your commitment to have others review your communications has been established through our meetings with HR Organizational Development staff and documented, most recently, in the November 19, 2018 meeting notes delivered to you on November 21, 2018.

Regarding your stating, "I'm done" and refusing to follow my directive to return to the meeting, you claim that you were suddenly not feeling well and needed to leave the meeting. At no time during our conversation did you request to leave or offer any reasoning for leaving the meeting. Eyewitness accounts confirm this. By your own account, you went to your office, regained composure, and left for another

December 5, 2018

Page 2

meeting – never acknowledging or returning to follow through on the items that I said we needed to discuss.

This type of disrespectful behavior will not be tolerated. This behavior is completely unacceptable in the workplace and is a violation of APM 2-33. I have attempted, on multiple occasions, to impress upon you the importance of ensuring that you adhere to my instructions regarding your communications with others and with me. This, apparently, has not worked.

You have been informed on multiple occasions of this Department's expectations regarding appropriate behavior. With significant consideration being given to the fact that you were issued a Letter of Instruction on May 14, 2018 in response to your inappropriate communications, you are hereby served this Written Warning. Please note that future violations of City of Madison and/or departmental work rules, including supervisory directives may subject you to further discipline, up to and including termination of employment. City of Madison EAP services are available to you. If you have any questions regarding my expectations in this regard, please seek clarification immediately.

cc: Gloria Reyes, Deputy Mayor
Harper Donahue IV, Human Resources Director
Greg Leifer, Employee/Labor Relations Manager

Toriana Pettaway

21 Firestone Court, 608-520-8707
Madison, WI 53717, tpett4026@yahoo.com

Monday, December 3, 2018

To: Noman D. Davis
From: Toriana Pettaway

Re: Follow-Up Response to Pre-Determination Hearing, Friday, November 30, 2018, 9:00am

This is my record for a follow up memo regarding the pre-discipline meeting on the accounts on what happened Wednesday, November 28, 2018, in the presence of [REDACTED].

I deny ALL accounts of Violations of 2-33: Rules of Conduct A. (1), (2) outlined below.

Violations of 2-33: Rules of Conduct

A. General

1. Discourteous of abusive behavior toward a client, coworker or member of the general public.
2. Insubordination including disobedience, disrespect, failure to perform work assignment or duties, or failure to accept direction from authorized personnel.

As I emphasized at our meeting, I do not recall that you told me "verbally days prior that we needed to clearly understand the information provided by HR and OCA before replying.

I deny that the "messaging" in any email "was inappropriate and unnecessarily escalated the issue." Today I asked you what email you are reference that was "inappropriate and unnecessarily escalated the issue?"

Six weeks prior of original email communication from City Attorney Michael May along with other City employees included in the communication (Patti Loutin, [REDACTED], Norman Davis, [REDACTED]) outline what was required Included: volunteer application, and an electronic link to the Fair Labor Standards policy. I explained the steps I took with my volunteer after City Attorney, Michael's email correspondence. Sent email request to [REDACTED] requesting set-up to work, sent an email for set-up to IT. I communicated these actions in email with outline as stated by City Attorney, HR and followed up internally in Civil Rights that we needed to treat the volunteer work for email log-in, and entry in the office the same as any other intern.

Again, I do not agree that I sent "inappropriate" email although in the future I will be mindful of how you may perceive my emails and try to adopt language that does not concern you. Additionally, I deny that this "is a pattern that" you "have identified" to me "prior for which" I "agreed to have someone else review" my "communications for accuracy and appropriateness." I also disagree that you made "many attempts" to "express" your "expectations" to me.

You took my statement "I'm done" out of context and attempt to reference it as evidence as of insubordination I do not believe I was insubordinate. I was frustrated and upset as I saw my attempts to give a young person a chance to grow by volunteering with the city as an intern grow into a major issue involving the FLSA and whether this position should be paid. Decision-making resource of our government are scarce. It may be as I think about it in retrospect that perhaps the job description, I wrote over stated that duties of the position -- it was never intended to have substantive responsibilities.

During our discussion, I could feel my blood pressure rising, and I was concerned that I might have a medical situation so I knew I had to withdraw from our discussion -- I did say "I'm done" when I should have said -- I believe my ongoing medical condition does not permit me to continue this discussion at this time." I went to

my office took several medications, deep breaths and pause. I looked at my scheduled and for a meeting for which I noticed I was late for my Communications Team meeting. I slowly collected my material because the meeting was not in the same building then proceeded to leave already fifteen minutes late.

It is never appropriate to have someone elevate their voice and demand you stay in a conversation when your health is in the balance. I did not feel well in the moment and I needed to take care of my wellbeing.

In closing I wish to emphasize that I am committed to moving forward in peace and harmony.

CC: City of Madison Human Resources
City of Madison City of Attorney
City of Madison Mayor's Office

From: Pettaway, Toriana
To: Davis, Norman; Donahue, Harper
Cc: [REDACTED] Ragland, Enis; Reyes, Gloria; [REDACTED]
Subject: RE: Tori/Norm Bi-Weekly Meeting
Date: Wednesday, December 19, 2018 5:36:40 PM
Attachments: image001.png
Importance: High

Norm

I notice when meeting with me we always have another employee in the office. I want to let you know I really do not appreciate the unequal treatment as a black women and one of your managers in the Department of Civil Rights. In the last three weeks when meeting for any reason either [REDACTED] were present in the meetings.

I did not make this request. I would like to know where you instructed by HR-Labor Relations or the City Attorney's Office to add a third person to our meetings? If so, Why?

I find this actions disrespectful, marginalizing, and retaliatory. Furthermore, to add insult to injury it makes it hard for me to focus on the work I am hired to do as the Equity Coordinator when I am meet with constant microaggressions, distraction commonly used detours that causing me to feel unwelcomed, and suspect daily.

I recognized my [REDACTED] concerns were not taken serious and was deem as being a "Claim" in regards to the discipline hearing held. Now more than ever this causes stress when I step foot in the Department of Civil Right.

Additionally, I want to address the Facebook post from earlier this year that happen in the privacy of my bedroom before I came to work. The Facebook post became a record of the City of Madison. A collaboration with HR, DCR and maybe other departments. I was given a letter of Code of Conduct. Told it was not a discipline. However, it had a traumatizing impact on my life. Know change how I walk through life forever. You cannot take that back! In that moment of the letter of Code of Conduct being given to me was also told I was the cause of my marginalization by my supervisor. I took it as a discipline, a punishment. I received the letter as the intention to punish. This violated my personal constitutional right to freedom of speech on my personal intellectual space on Facebook where there was no mention of the City of Madison, or an Employee of the City of Madison. All my personal thoughts, and opinions done in my home! Also consistently done prior to this position with the City. I was told I was a "City Official" and the correspondence was sent to the Mayor's office, I carried authority in the community. "The alders my see my post." "There is already problems between HR, Planning and the Assessor's Office by DCR." I learned this in a meeting with HR after I received the determination of the Discipline Hearing for Insubordination, Abuse and Disrespect to Co-Work (findings: A Warning) this was about another City of Madison employee newly hired in management position trying to protect their image in the community because they were receiving inquires. People were asking if my venting was about this newly hired Department Head on Facebook. As my supervisor you made it your business to give me a Code of Conduct Letter. To address my behavior. Again, I posted on Facebook earlier this year in my bedroom before work was an abuse of power and City of Madison policy.

I have countless story of my behavior being address instead of things that I point out in the City of Madison as highlight in my position description as a KSA of duties I am point out an address. However, the detour is always about my behavior not the issues I address, institutional racism, or when individual actually attack me! I always become the problem! All partners others have experienced, people of color, black women in DCR.

Again, it is my desire not to be undermined but to be treated equitably like others employees and managers in the Department of Civil Rights. If this is not something that can be done, then I am requesting other solutions to address this issues. This is an unhealthy environment for me to achieve what I was hired to do for the City of Madison. I am constantly treated differently, I am not included at a high level as this position was designed for impact to serve the internal and external functions for employees, and the community. I do not have the resources I need and the staff to effectively do the work.

Solution create Office of Racial Equity and Social Justice, fund, and staff with employees.

Please remember "Impact v. Intent" I was hired to address institutional racism, and patterns of oppression. I am now being targeted for what I am hired to address.

I am questioning the Intent of the City of Madison?

**Toriana Pettaway, Equity Coordinator
Racial Equity and Social Justice Initiative**

City of Madison * Department of Civil Rights
Room 523, City-County Building
210 Martin Luther King, Jr. Blvd.
Madison, Wisconsin 53703

Tel 608 267-4915 * Fax 608 267-6514

Email tpettaway@cityofmadison.com

Web <http://www.cityofmadison.com/mayor/programs/racial-equity-social-justice-initiative>

We encourage your participation by joining the Racial Equity and Social Justice Initiative. For more information, contact me on how to get involved in the Racial Equity and Social Justice CORE Team and Action Teams: Community Connections, Data Team, Communications Team, Tools and Training). No previous experience needed. What is required is your desired to serve, permission from your supervisor to get involved.

In compliance with State public records law, the City of Madison retains copies of ALL email messages to and from this mailbox.

Email messages may be released in response to appropriate open record requests.

» » » Please consider the environment before printing this email. « « «

From: Davis, Norman

Sent: Wednesday, December 19, 2018 1:29 PM

To: Pettaway, Toriana

Subject: RE: Tori/Norm Bi-Weekly Meeting

Running long. Be with you soon.

Sent via the Samsung Galaxy S9, an AT&T 4G LTE smartphone

From: Pettaway, Toriana
To: Davis, Norman
Subject: RE: HOLD: ESTGI Next Steps(Marketing Strategy)
Date: Wednesday, November 28, 2018 3:41:14 PM
Attachments: image001.png

I am not feeling unsupported. I do not see opportunity the same way you see them. I have not been able to operate in this position effectively with the resources I need. The work is underfunded without real dedicated bodies/employees. I am not paid the same as my colleagues! I am not supported in a way that is meaningful to the position as it was intended to operate from a High Level City-Wide Equitable of our policies, procedures, operations, and for the community we serve. I was hired to be the subject matter expert; yet, I am marginalized and internally kept out of meetings, decisions that impact our community. No one ever advocates for my marginalization to do my work as I was hired in this position. Again, I am told I am the cause of my marginalization. I am feeling micromanaged! Microaggressed on so many level as a women in position in this office and in the Operations. I am so tired of the politics when processes forgets they are supposed to work for the people in the operations. We operate with blinders on, and it gets in the way of the work! My goal is to do the work. I can follow process. Daily the rules change. I am always made to be the PROBLEM in every situation in our OFFICE! I have to keep changing with the rules. If this is uncharted territory where process does not exist I do not want to be the victim of yet another impact of a process that the kinks were not worked out in advanced...Political! I refer to the Racial Equity Process Guide best process of "Do's and Don't" Is Not: To stop a process or slow it down beyond recognition; To be used for political or professional gain. Now open competitive! What is this... slowing down the process!

I saw a way to address my need to get work done. Again, I am the problem. I process was not in place. Six weeks later after asking the question what is the process. I am made to be the problem. Many things could have been done differently. Yet again, I am left with my work not addressed and my physical state in this operation feeling stressed, and unsupported. The trauma I have to deal with in the position compounds daily. I am truly tired of have every little thing I do analyzed to exhaustion! There is no trust!

All I wanted was bodies to assist with the work.

Toriana Pettaway, Equity Coordinator
Racial Equity and Social Justice Initiative
City of Madison • Department of Civil Rights
Room 523, City-County Building
210 Martin Luther King, Jr. Blvd.
Madison, Wisconsin 53703
Tel 608 267-4915 • Fax 608 267-6514
Email tpettaway@cityofmadison.com
Web <http://www.cityofmadison.com/mayor/programs/racial-equity-social-justice-initiative>
We encourage your participation by joining the Racial Equity and Social Justice Initiative. For more information, contact me on how to get involved in the Racial Equity and Social Justice CORE Team and Action Teams: Community Connections, Data Team, Communications Team, Tools and Training). No previous experience needed. What is required is your desired to serve, permission from your supervisor to get involved.

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» » » Please consider the environment before printing this email. « « «

From: Davis, Norman

Sent: Wednesday, November 28, 2018 12:50 PM

To: Pettaway, Toriana

Subject: RE: HOLD: ESTGI Next Steps(Marketing Strategy)

Hi, Tori. Let's catch up today. I'm around all afternoon.

Norman

From: Pettaway, Toriana <TPettaway@cityofmadison.com>

Sent: Monday, November 26, 2018 1:46 PM

To: Davis, Norman <NDavis@cityofmadison.com>

Subject: RE: HOLD: ESTGI Next Steps(Marketing Strategy)

I have a Doctor Appointment on the calendar doing this time.

Toriana Pettaway, Equity Coordinator
Racial Equity and Social Justice Initiative
City of Madison • Department of Civil Rights
Room 523, City-County Building
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Madison, Wisconsin 53703
Tel 608 267-4915 • **Fax** 608 267-6514
Email tpettaway@cityofmadison.com
Web <http://www.cityofmadison.com/mayor/programs/racial-equity-social-justice-initiative>
We encourage your participation by joining the Racial Equity and Social Justice Initiative. For more information, contact me on how to get involved in the Racial Equity and Social Justice CORE Team and Action Teams: Community Connections, Data Team, Communications Team, Tools and Training). No previous experience needed. What is required is your desired to serve, permission from your supervisor to get involved.

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» » » Please consider the environment before printing this email. « « «

From: Davis, Norman <NDavis@cityofmadison.com>

Sent: Monday, November 26, 2018 1:44 PM

To: Pettaway, Toriana <TPettaway@cityofmadison.com>

Subject: Automatic reply: HOLD: ESTGI Next Steps(Marketing Strategy)

Thank you for your message. I am currently out of the office, expecting to return Wednesday, November 28, 2018.

Please contact the Department of Civil Rights main desk at (608) 266-4910 for more immediate assistance.

Thank you,

Norman D. Davis, Civil Rights Director

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: November 29, 2018

TO: Toriana Pettaway, Equity Coordinator
FROM: Norman D. Davis, Civil Rights Director *ND*
SUBJECT: Pre-Determination Hearing

A pre-determination hearing will be held on Friday, November 30, 2018 at 9:00am in Conference Room CCB 103A. This hearing will be held for the purpose of addressing the following:

Violations of 2-33: Rules of Conduct

A. General

1. Discourteous or abusive behavior toward a client, coworker or member of the general public.
2. Insubordination including disobedience, disrespect, failure to perform work assignments or duties, or failure to accept direction from authorized personnel.

On November 28, 2018, I called a meeting with you to discuss your communication and efforts related to hiring a volunteer to work in DCR. I invited [REDACTED] to join the meeting since she had been assisting in the volunteer recruitment. Although I had told you verbally days prior that we needed to clearly understand the information provided by HR and OCA before replying, you replied on your own. As I discussed this matter with you, I also pointed out that the messaging in your email was inappropriate and unnecessarily escalated the issue. This is a pattern that I have identified to you prior for which you agreed to have someone else review your communications for accuracy and appropriateness. You did not have anyone review this message.

After I made many attempts express my expectations to you, you seemed to understand and agree. When I further explained that this work would likely have to be accomplished through an open and competitive recruitment, you got upset and replied, "I'm done." As you were moving your chair back to stand up, I told you, "No, we have more things to talk about." You stood and began heading for the door, so I called your name. You responded, "I'm done." I called to you again, "Tori, come back here." You did not respond and continued walking away down the hall towards your office.

You have been informed on multiple occasions of this Department's expectations regarding appropriate behavior. You should come to this pre-determination hearing prepared to respond to the issues listed above. Please note that City of Madison EAP services are available to you, and you are welcome to bring representation if you so choose. Failure to attend the hearing may result in a determination being made without the benefit of your input.

Please contact me if you have any questions or concerns.

November 29, 2018
Page 2

cc: Gloria Reyes, Deputy Mayor
Harper Donahue IV, Human Resources Director
Greg Leiter, Employee/Labor Relations Manager

From: Pettaway, Toriana
To: Davis, Norman; Ragland, Enis
Cc: Donahue, Harper; [REDACTED]
Subject: Pre-Determination Hearing- My response
Date: Thursday, November 29, 2018 11:45:17 AM
Attachments: image001.png
RE HOLD ESTGI Next Steps(Marketing Strategy).msg
20181129104324885.pdf
Importance: High

Norm after yesterday, meeting with [REDACTED] it is evident the focus consonantly in the Department of Civil Rights and within the City of Madison has been to blame me in this position when I point out problems. Like [REDACTED] and countless other women and employees of color you have been the common denominator. The statements in your Pre-Determination Hearing letter need to be address clearly. I am not sure what you are alluding to as for the moving in my chair, yes I was crying. Raised your voiced and even escalate louder. "I am Done" meaning in the moment of meeting I could not continue only. I left the meeting because my blood pressure was rising. I did not want to experience another episode of passing out. Similar to Pam in our office. I stated several time before leaving your office that I could not continue the conversation and I needed to remove myself to maintain my servility. I needed to not pass out again from stress. Several employees asked me if I was ok. They heard you not me. They even said the heard you! This was not disrespectful but keeping myself from being further traumatized and maintaining a safe environment for myself in the movement. You have met me with hostility, p even though you constantly say you are supporting me. Support have to be met and agreed upon by both parties. Work assignments as noted in our [REDACTED] summaries were at 85% with your approval. Things were getting better from what you said in our meetings. I would agree to not have people proof read my work as one thing I have not done before sending or labeling as a draft. Please not that this is a White Supremacy Construct of Perfectionism. Otherwise known as a detour instead of focusing on the real issue.

I have consistently brought to your attention the "minimizing and invalidation" I experienced by you and others in the meeting with [REDACTED]. This causes trauma! I have also mention I would no longer address other employees issues in our office. You constantly, find ways to to bring the focus back to institutional problems I name or call out and turn them around to be about me my behavior when I get upset inside of looking at why I am upset in the first place!

It is not having the support of staff, the needed resources for to successful perform my role as the Equity Coordinator in the City of Madison for the entire City. It has taken you months to even hear me before you even tired. You were not at strategy team meetings for months. Again, I ask who is doing my work as the Equity Coordinator.

Solution the position Equity Coordinator and the Racial Equity and Social Justice Initiative would be best served in its own Department not in the Department of Civil Rights.

Thank you for your support and the receipt of the Per-Deamination Hearing!

Toriana Pettaway, Equity Coordinator
Racial Equity and Social Justice Initiative
City of Madison • Department of Civil Rights
Room 523, City-County Building
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Tel 608 267-4915 • Fax 608 267-6514
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Web <http://www.cityofmadison.com/mayor/programs/racial-equity-social-justice-initiative>
We encourage your participation by joining the Racial Equity and Social Justice Initiative. For more information, contact me on how to get involved in the Racial Equity and Social Justice CORE Team and

Action Teams: Community Connections, Data Team, Communications Team, Tools and Training). No previous experience needed. What is required is your desired to serve, permission from your supervisor to get involved.

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-----Original Appointment-----

From: Davis, Norman

Sent: Thursday, November 29, 2018 8:42 AM

To: Davis, Norman; Jones, Felicia; Pettaway, Toriana

Subject: Meeting

When: Friday, November 30, 2018 9:00 AM-10:00 AM (UTC-06:00) Central Time (US & Canada).

Where: Conf Rm CCB 103A Key must be picked up at City Clerk