

MINUTES  
CULTIVATING CULTURES COMMITTEE  
(EQUITY AND INCLUSION ADVISORY COMMITTEE)  
Meeting of October 5, 2022  
TEAMS Meeting

**Members**

Stephanie Banner - Human Resources - ABSENT  
April Blathers - Veterans Benefits/Claims - Present  
Leslie Busby-Amegashie - Veterans Benefits/Grants - Present  
Kevin Hampton - Veterans Museum - Present  
Russ Horton - Veterans Museum - Present  
Jeff Hughes - Veterans Benefits/Cemeteries - Present  
Patrick Meyer - Veterans Homes - Present  
Shannon Miller - Public Affairs - Present  
Matt Niehaus - Enterprise Services – Present  
Kristy Hartke - Veterans Benefits/Cemeteries - Present  
Victoria Simonson - Human Resources – ABSENT

Angela Zilliox - Human Resources – Non-Voting - Present

**Others Present (not all inclusive)**

No public participants

**WDVA Present**

Jennifer Van Haaften  
Chris Kolakowski  
Secretary Mary Kolar  
Jennifer Drabsch  
Rene Marquardt  
Marc Fritsche

Total Voting Membership present: 10  
Total Attendees: 13

Total Voting Membership: 11  
Necessary for Quorum: 4

1. Call to order, roll call

The meeting of the Cultivating Cultures Committee – Equity and Inclusion Advisory Committee was called to order by Russ Horton at 2:03 PM. Roll was called and a quorum was present.

2. Certification of notice of meeting

The meeting was notified as being properly noticed through the Wisconsin State Journal city desk submission, Wisconsin's Public Meetings Notice website, and WDVA's website.

3. Adoption of Meeting Minutes:

Russ circulated the July meeting minutes via email. No discussion was had.

Motion to adopt: Kevin Hampton

Seconded: Shannon Miller

Motion passed by unanimous vote.

4. Subcommittee chair reports:

*Appreciation:* Russ Horton reported the committee is still working on the years of service recognition project. Secretary Kolar encouraged the committee to continue pushing forward.

*Diversity:* Russ Horton reported the committee is hoping to work with Morale & Fun for a cookbook and/or potluck.

*Involvement and Input:* Patrick Meyer reported that initial discussions have begun on the proposals discussed at the last meeting.

*Morale and Fun:* Shannon Miller reported that the Google form cookbook form is in progress for staff to submit items on. The committee will also be doing a football photo collection.

*Wellness:* Victoria Simonson was not at the meeting and was unable to deliver her committee report.

5. WDVA Equity and Inclusion Officer's Update

Angie Zilliox reported on a self-reporting tool provided by the Bureau of Equity and Inclusion. The committee reviewed and completed the workbook during the meeting.

6. New Business:

*Partners in Giving:* Chris Kolakowski reported on the Partners in Giving campaign. The agency is coordinating with DOR for Central Office Partners in Giving functions. Several resources were provided to Russ Horton should the committee require them. Because of DVA's organization and operations, virtual and online lines of effort will be considered priority. The campaign will run from 10/10/2022-11/30/2022, with a kickoff event at Rimrock HQ on 10/12/2022. A mid-effort check-in will occur at 11/1/2022, with a special closing out event called Giving Tuesday on 11/29/2022.

Chris has requested that staff who work in the Rimrock location find a way to be available for the big Partners in Giving events described above, as well as assisting him in working with division and team heads to best coordinate Partners in Giving efforts.

*WDVA Newsletter:* Shannon Miller reported on the new agency newsletter and informed us that committee and subcommittee updates will be included on a CCC page in the newsletter.

*Holiday Events/Communications:* Shannon Miller reported that information relevant to this item has already been discussed in subcommittee reports and the Partners in Giving discussion.

*Voting on Amendments:* Russ Horton suggested the committee hold a meeting to amend the CCC bylaws as follows:

**Article 2: Membership, Section 2: Number of Members:**

“At least one and not more than three voting members will be nominated to the Committee by Division Administrator. The committee will consist of no more than twenty (20) members.”

Will be changed to:

“At least one voting member from each WDVA Division shall be nominated by the corresponding Division Administrator. The nomination of voting members from each Bureau is encouraged. The committee shall consist of no more than twenty (20) voting members.”

**Article 2: Membership, Section 3: Terms of Appointment:**

“Committee members will be appointed to three-year terms. New voting members will be appointed to a three-year term by the appointing authority in May of each year, or as needed to replace a vacancy.”

Will be changed to:

“Committee members shall be appointed to two-year terms. New voting members shall be appointed to a two-year term by the appointing authority in May of each year, or as needed to replace a vacancy.”

Patrick Meyer, seconded by Shannon Miller, moved to pass the amendment from the previous meeting regarding the By-Laws Amendment to Article VI, Section 1: Officer’s Titles and Terms.

7. Public Input:

None

8. Future Agenda items:

None

9. Adjournment

Russ Horton thanked everyone for meeting. Russ Horton noted that the next meeting is in January, 2023.

Leslie Busby-Amegashie, seconded by Kevin Hampton, moved to adjourn the meeting at 3:06PM. Motion carried on a unanimous vote.

Russell Horton, Chair