

MINUTES  
EQUITY AND INCLUSION ADVISORY COMMITTEE  
Meeting of August 28, 2024  
TEAMS Meeting

**Members**

Alexis Madson – Present  
Melissa Becker – Present  
Lane Dombrowski – Veterans Homes – Present  
Ilona Grawvunder - Veterans Homes – Absent  
Kelly Harrison - Present  
Kristy Hartke - Veterans Benefits/Cemeteries – Present  
Dawn LaFond – Present  
Andrea Northwood – Present  
Amy Millard – Veterans Benefits - Present  
Patrick Meyer - Veterans Homes -Absent  
Chandler Miller – Veterans Benefits/Health Services - Present  
Justine Moffat – Enterprise Services – Present  
Matt Niehaus - Enterprise Services – Present  
Marina Johnstone – Veterans Benefits/Cemeteries - Present  
Jamie Petersen-Johnson – Veterans Homes – Present  
Seth Reynolds – Veterans Benefits/Health Services – Present  
Jennifer Van Haaften – Veterans Museum - Absent  
Kris Ward – Enterprise Services – Present  
Andrew Martin – Veterans Benefits/SAA Present  
Danielle Wheelock – Veterans Homes Absent  
Racheal Harris – Human Resources - Present  
Jennifer Ginter-Lyght - Human Resources – Non-Voting – Present  
Victoria Simonson - Human Resources – Non-Voting – Absent

**Others Present (not all inclusive)**

**WDVA Present**

Chris McElgunn

Total Voting Membership present: 19  
Total Attendees: 21

Total Voting Membership: 19  
Necessary for Quorum: 9

1. Call to order, roll call

The meeting of the Equity and Inclusion Advisory Committee was called to order by Amy Millard at 2:01 PM. Roll call was called by Kristy Hartke and a quorum was present.

2. Certification of notice of meeting

The meeting was notified as being properly noticed.

3. Adoption of January 21, 2024 Meeting Minutes:

The July 24, 2024 meeting minutes were circulated via teams. No discussion was had pertinent to the minutes.

Motion to approve: Matthew Niehaus

Seconded: Andrea Northwood

Motion passed by unanimous vote.

4. Review of Equity & Inclusion Plan

Officers update: Amy Millard as Chair; Dawn LaFond as Co-Chair; Kristy Hartke as Secretary

Gantt chart highlights the efforts the E& I committee is focused on.

Important links and attachments will be included in all meeting invites.

5. Subcommittee chair reports:

Recruitment:

Andrea reported Recruitment's first meeting will be held Sep 3<sup>rd</sup> @ 2:30pm-3:30pm

Retention:

Amy reported that Retention met once and is focused on the staff survey.

Culture:

Jamie & Kris reported the subcommittee met on 8/22/24 and updated Gantt chart which includes pulling exit interview data to find trends, and conflict resolution training. Meetings have been scheduled bi-weekly for the next two months.

6. Old Business:

None

7. New Business:

The subcommittee meetings have been scheduled bi-weekly for all subcommittees.

Subcommittees will report at monthly E&I meetings.

8. Future Agenda items:

E&I meetings are scheduled through December 31, 2025

9. Public Input:

Jennifer Ginter-Lyght reported that the subcommittees are off to a great start. E&I metrics twice annually with OOS and will present Committee meetings. Exit interview data will help with goals including conflict resolution training. E&I is currently in month 8 of 36-month plan. EAP materials were provided about one month ago and if we need more to contact Jen.

Amy - all feedback can be given to Amy as she would like to not only see retention efforts but would like recruitment to be focus, too, so we are not looking at why employees are not staying

10. Adjournment

Kelly Harrison moved to adjourn the meeting at 2:15pm, and the motion was seconded by Jamie Johnson-Peterson. Motion carried on a unanimous vote.

Kristy Hartke, Secretary