

MINUTES  
EQUITY AND INCLUSION ADVISORY COMMITTEE  
Meeting of September 25, 2024  
TEAMS Meeting

**Members**

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

**Others Present (not all inclusive)**

**WDVA Present**

Total Voting Membership present: 10  
Total Attendees: 11

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 August 28, 2024, Meeting Minutes:

The August 28, 2024, meeting minutes were circulated via email. No discussion was pertinent to the minutes.

Motion to approve: Patrick Meyer

Seconded: Marina Johnstone

Motion passed by unanimous vote.

4. Review of Equity & Inclusion Plan

Remove next month from agenda. We have been reviewing the plan on a regular basis with our subcommittees. The Equity & Inclusion Plan is in the meeting invite.

5. Subcommittee chair reports:

Recruitment:

Andrea reported Recruitment has been going through outreach strategies & contacts. Action Item was to reach out and find community and other organizations to work with for outreach strategies. Another item: updating our recruitment & suggestions, going through the list – will continue next meeting. Once done committee will prioritize.

Retention:

Amy reported that Retention has had good discussion. Two items are on the final draft stage: the exit interview letter & employee survey. Hoping to finalize in the near future.

Culture:

Jamie & Kris reported the subcommittee meets regularly and is a great group – collaborate well. Posters are coming out; Communications are developing content. Posters are insight on conflict resolution, raising awareness & promoting healthy workplace habits. Team building is a committee action item and hoping to implement at the quarterly All Staff meeting.

6. Old Business:

None

7. New Business:

Amy & Kristy spoke about the alignment meeting that was held with the home's leadership. Great collaboration. We would like subcommittee chairs to share their projects to homes leadership sometime. The next meeting is in October.

8. Future Agenda items:

None

9. Public Input:

None

10. Adjournment

Andrea Northwood moved to adjourn the meeting at 2:14pm, and the motion was seconded by Kris Ward. Motion carried on a unanimous vote.

Kristy Hartke, Secretary