

MINUTES  
EQUITY AND INCLUSION ADVISORY COMMITTEE  
Meeting of October 23, 2024  
TEAMS Meeting

**Members**

Alexis Madson – Absent  
Melissa Becker – Present  
Lane Dombrowski – Veterans Homes – Present  
Ilona Grawvunder - Veterans Homes – Present  
Kelly Harrison – Absent  
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 - Absent  
Justine Taylor – Enterprise Services – Present  
Marina Johnstone – Veterans Benefits/Cemeteries – Present  
Jamie Petersen-Johnson – Veterans Homes – Present  
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 – Present  
Victoria Simonson - Human Resources – Non-Voting – Absent

**Others Present (not all inclusive)**

**WDVA Present**

Deputy Secretary Chris McElgunn

Total Voting Membership present: 13  
Total Attendees: 14

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 September 25, 2024, Meeting Minutes:

The September 25, 2024, meeting minutes were circulated via email. No discussion was pertinent to the minutes.

Motion to approve: Dawn LaFond

Seconded: Andrea Northwood

Motion passed by unanimous vote.

4. Subcommittee chair reports:

Recruitment:

Andrea reported Recruitment has reviewed suggestions for updates. Currently looking at priorities. Once input is received and priorities are ranked, the committee will start planning. It is going well, but still in planning phases.

Retention:

Amy reported that the exit interview letter has been added to HR workflow. New process when staff resigns – they will get the letter electronically via email once it is in the system. Employee survey draft is complete and is under review.

Culture:

Jamie & Kris reported the posters are being made and will be handed out to different departments. The plan is to remove the old one and replace a new one each quarter. The committee is coming up with lists on what other departments are doing and not doing. Committee is relooking at goals to see if there are any new ones to focus on. Working on creating a calendar for ethnic holidays. Also thinking about team building and implementing more inclusion ideas for employees.

5. Old Business:

None

6. New Business:

None

7. Future Agenda items:

Next meeting will occur on December 4, 2024

8. Public Input:

None

9. HR Report:

Four items to share on:

- EIAC leadership and subcommittee meeting with homes leadership on 10.29.2024 to align with efforts at homes, subcommittees and reduce redundancy in hopes of adding value
  - Preparation for meeting asking subcommittee co-chairs and leaders to provide overview and sample to show homes what we are working on
- E&I Plan
  - Monitoring and progress occurring so highlighted items working on which goes into state's plan
  - Working with OOS to show progress
  - May send information to subcommittees
- Will present E&I metrics on 10.25.2024 and will take presentation and present to this group on 10.25.2024
  - Snapshots of metrics, complaints, numbers, etc. of employee experience
- State of Wisconsin Student Diversity Internship Program ("SWISDIP") open for diversity intern positions sent to leadership (Summer 2025) (500 interns per year and agencies can request how many that they wish to)
  - If interested, talk to your leadership and is an LTE position
  - Museum has done for three seasons.

4 Adjournment

Ilona Grawvunder moved to adjourn the meeting at 2:18pm, and the motion was seconded by Andrea Northwood. Motion carried on a unanimous vote.

Kristy Hartke, Secretary