

MINUTES  
EQUITY AND INCLUSION ADVISORY COMMITTEE  
Meeting of December 4, 2024  
TEAMS Meeting

**Members**

Alexis Madson – Absent  
Melissa Becker – Present  
Lane Dombrowski – Veterans Homes – Absent  
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 –  
Chandler Miller – Veterans Benefits/Health Services - Absent  
Justine Taylor – Enterprise Services – Present  
Marina Johnstone – Veterans Benefits/Cemeteries – Present  
Jamie Petersen-Johnson – Veterans Homes – Absent  
Seth Reynolds – Veterans Benefits/Health Services – Present  
Jennifer Van Haaften – Veterans Museum -Present  
Kris Ward – Enterprise Services – Present  
Andrew Martin – Veterans Benefits/SAA – Present  
Danielle Wheelock – Veterans Homes - Absent  
Racheal Harris – Human Resources – non-voting- Absent  
Jennifer Ginter-Lyght - Human Resources – Non-Voting – Present  
Victoria Simonson - Human Resources – Non-Voting – Absent  
Allison Walsch – Non-Voting – Present

**Others Present (not all inclusive)**

**WDVA Present**

Deputy Secretary Chris McElgunn

Total Voting Membership present: 12  
Total Attendees: 15

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; WAMS, Intranet by Dawn and Region 4 HR by Kristy

3. Adoption of October 23, 2024, Meeting Minutes:

The October 23, 2024, meeting minutes were circulated via email. No discussion was pertinent to the minutes.

Motion to approve: Melissa Becker

Seconded: Patrick Meyer

Motion passed by unanimous vote.

4. Subcommittee chair reports:

Recruitment:

Andrea reported it is going well and have assigned tasks.

3 teams of 2 people:

Team 1: Current benefit documents and resources

- Will then update or create new documents that highlight important information that a lot of individuals during recruitment ask

Team 2: Reviewing recruitment tools for managers and interview tools

- Will gather information and create documents (new document for skill translation because individuals may put tasks completed at job and hoping to translate into our jobs to create applicant)

Team 3: Creating FAQs

- Including process timeline, interview panels, etc. Also meeting with DOR recruitment and outreach team on dec 11 and will provide information on their process
- Several continuous recruitment processes and will be getting additional information on their efforts and outreach.

Subcommittee has a meeting with DOA outreach on 12/11/2024. DOA will provide information on their processes.

Retention:

Amy reported the subcommittee meets on a regular basis. They changed different day & time for better attendance. Has moved forward with the employee survey. Homes are reviewing – feedback due 12.31.2024

Culture:

Kris reported the subcommittee is working on suggestion box. Revamping catch a coworker idea. Looking into peace building course Kelly was looking into. Working on ideas of teamwork, including people with bullying posters in the works

5. Old Business:

None

6. New Business:

- Dawn LaFond brought up Chair Massages  
Dawn: Currently on Wellness Subcommittee that was focused on lunch and learns and presentations, but that is always available. Subcommittee discussed the idea of having someone come to locations for chair massages
- Allison - Massage Chairs were just installed at the Veteran's homes
- Purchase was through Well Wisconsin Grant and placed into staff breakrooms
- Victoria Simonson used grant monies for staff onsite
- If we were to have people come on site, a background check would be required at the Homes
- Kris -
- Victoria spent their money on grant money on massage chairs and all funds were used, so we can apply for new funds for 2025 so DOR cannot reapply since they did not use the money.
- Jamie pushed for the massage chairs, along with another co-workers  
The chairs were in the Homes previously, but since used so often were worn out
- Water filling station on 3rd floor at Central Office was a shared expense (DOR/DVA) which was split for both agencies
- With DVA funds being exhausted we wouldn't share any joint feature of a water stations, so DOR was thinking about using on water bottles or stress balls and the massage chairs is a better purchase. If replenished, why not.

Dawn - Some subcommittee meetings have been cancelled due to the holidays.

7. Future Agenda items:

Next meeting will occur on January 22, 2025

8. Public Input:

None

## 9. HR Report

Jennifer Ginter-Lyght spoke about:

- EIAC leadership is traveling to King facility on Friday
- HR submitted annual required reporting to BEI on behalf of agency on 11.22.2024, which was a narrative of progress re plan and approved by SO prior to submitting and was routed to EIAC leadership.
- BEI comes onsite for virtual monitoring in April 2025 and the purpose of visit will be to meet with staff responsible and HR staff for implementation.  
Following the visit, the agency is scored on compliance  
HR is currently meeting bi-weekly internally on how we were scored previously to set up for success (auditor survey), so preparing by going through survey results last time and getting prepared in advance.
- Presented E&I measurements to leadership on 10.25 and would be happy to present at EIAC meeting which is done twice a year which includes all demographics. January meeting? Let Jeni know if present then.
- SWISDIP requests finalized this week and DVA put through 9 requests for different internships.
- Involvement for HR is spottier to balance projects, so they may reach out to subcommittees to request updates to prepare for April's meeting.

## Adjournment

Amy Millard: Thank you for your efforts within 2024 and have a happy and safe holiday.

Melissa Becker moved to adjourn the meeting at 2:19pm, and the motion was seconded by Andrew Martin. Motion carried on a unanimous vote.

Kristy Hartke, Secretary