

MINUTES  
EQUITY AND INCLUSION ADVISORY COMMITTEE  
Meeting of January 22, 2025  
TEAMS Meeting

**Members**

Alexis Madson – Present  
Melissa Becker – Absent  
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 – Present  
Chandler Miller – Veterans Benefits/Health Services - Present  
Justine Taylor – 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 - 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 – Absent  
Ricki Ilion – Non-Voting – Present  
Deputy Secretary Chris McElgunn – Absent

**Others Present (not all inclusive)**

Total Voting Membership present: 15  
Total Attendees: 18

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 Dawn LaFond 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 December 2024, Meeting Minutes:

The December 4, 2024, meeting minutes were circulated via email. Kristy Hartke to amend minutes. Change Jennifer VanHaften to present and not absent.

Motion to approve: Patrick Meyer

Seconded: Justine Taylor

Motion passed by unanimous vote.

4. Subcommittee chair reports:

Recruitment:

Andrea reported:

- Last couple of meetings outlined assignments for the team (2 per team)
  - Highlighting benefits and compensation and create documentation with FAQ, comments and/or additional resources to boost knowledge of the benefits working for state agency and specific to WDVA.
  - Look at recruitment tools for managers - skills translation, best practices, handling difficult questions.
  - Interview FAQ by providing document where individuals that are in the recruitment get a little bit of timeline on expectations on steps from job posting down to accepted and/or declined offered.
- Next meeting is Feb 5 and draft documents will be shared with the subcommittee.

Retention:

Amy reported:

- Taking a second look at employee survey and will be soliciting feedback from committee members.
- Reviewing objectives in plan and gathering information

Culture:

Jamie reported:

- Just received posters from Madison and will be distributing soon - more to come
  - 3 approved posters
- Working on seeing revitalizing "catch a coworker" which exists on WDVA website
- Putting out emails to introduce an online suggestion box
  - One on site and want to expand
- Email sent for mediation or conflict resolution looking for feedback.

5. Old Business:

None

6. New Business:

Term end dates and there are some up this month. Thank you and everyone on Committee and hoping the following would like to stay on committee and renew. Speak now or reach out to Amy, or if you know anyone interested, would be taking new appointments and/or will reach out to different divisions for interest

- Chandler - Yes, renew
- Justine - Yes, renew
- Seth - Yes, renew
- Kris - Yes, renew

7. Future Agenda items:

Next meeting will occur on February 26, 2025

8. Public Input:

- Marina: Question on Executive Order for DEI that was signed yesterday? Where do we stand with this?  
Jeni: All Federal DEI Programs are put on hold, so staff would be put on leave.
- We are state employees, so this does not apply to this group
- Governor Evers has been supportive, and our Exec Order 59 is what supports this goal where this is probably on his agenda
- No concerns about efforts continuing
- Looking forward to mid-term election on where future holds
- For us, we will watch this to see where it lands
- Will this be a rebranding on some of these titles?
- No one giving jobs away, but it is about reducing barriers and enhancing work environment

9. HR Report

- We will be surveyed/audited/monitored on our EIAC from Bureau of Equity & Inclusion, which are virtual and onsite and may be sometime between April and June
- Much of the information exists and we are looking to make sure all documents are pulled together and organized
- Meetings in HR world are happening bi-weekly by checking links and looking at posters
- Sub-Committee updates with notes may be required
- Progress reports should include posters and anything else that is measurable

Equity and Inclusion Officer:  
Human Resources Director or Manager:

Monitoring Dates:

**1. EI Plan Goal Progress**

Recruitment Goal	Strategy	Action Item	Data Analysis

Outcome Progress Narrative:  
Equity Impact Assessment: *Discuss the results to date? How have protected groups been impacted?*

Retention Goal	Strategy	Action Item	Data Analysis

Outcome Progress Narrative:  
Equity Impact Assessment: *Discuss the results to date? How have protected groups been impacted?*

Agency Culture Goal	Strategy	Action Item	Data Analysis

Outcome Progress Narrative:  
Equity Impact Assessment: *Discuss the results to date? How have protected groups been impacted?*

- Dashboard is given twice a year and would be happy to provide an update which shows measurable E&I in our agency
  - o Next presentation is on 03.14.2025 to leadership
- HR involvement is spotty when attending subcommittees due to balancing other projects and Jeni may reach out for updates to relay back to leadership

Adjournment

Jamie Johnson-Petersen moved to adjourn the meeting at 2:28pm, and the motion was seconded by Andrea Northwood. Motion carried on a unanimous vote.

Kristy Hartke, Secretary