

MINUTES  
EQUITY AND INCLUSION ADVISORY COMMITTEE  
Meeting of March 26, 2025  
TEAMS Meeting

**Members**

Alexis Madson – Present  
Melissa Becker – Absent  
Lane Dombrowski – Veterans Homes – Absent  
Ilona Grawvunder - Veterans Homes – Absent  
Kelly Harrison – Present  
Kristy Hartke - Veterans Benefits/Cemeteries – Present  
Dawn LaFond – Present  
Andrea Northwood – Absent  
Amy Millard – Veterans Benefits – Present  
Patrick Meyer - Veterans Homes – Present  
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 – Present  
Jennifer Van Haaften – Veterans Museum - Present  
Kris Ward – Enterprise Services – Present  
Andrew Martin – Veterans Benefits/SAA – Present  
Danielle Wheelock – Veterans Homes – Absent  
Chris Leslie – IT -Veterans Homes – Absent  
Racheal Harris – Human Resources – non-voting- Absent  
Jennifer Ginter-Lyght - Human Resources – Non-Voting – Absent  
Victoria Simonson - Human Resources – Non-Voting – Absent  
Allison Walsch – Non-Voting – Absent  
Ricki Ilion – Non-Voting – Present  
Deputy Secretary Chris McElgunn – Absent

**Guest**

Colleen Flaherty - Communications Director – Present

Total Voting Membership present: 13  
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 2:02 PM. Roll call was called by Kristy Hartke and a quorum was present.

2. Certification of notice of meeting

Certified by Dawn that agenda posted at WAMS, DPM HR site, WDVA internet site

3. Adoption of February 2025, Meeting Minutes:

The February 26, 2025, meeting minutes were circulated via email. No corrections requested.

Motion to approve: Jennifer VanHaaften

Seconded: Jamie Peterson-Johnson

Motion passed by unanimous vote

4. Subcommittee chair reports:

Recruitment:

Andrea Reported:

- Still working on key initiatives and streamline process. Most recently reviewed several job postings that are available for DVA and ensuring they are inclusive, accurate and clear along with best practices and consistencies. Noticed several inconsistencies and passed onto HR. J Lea is looking into and will provide updates to WisJobs. In particular, DOA made decisions such as hyperlinks no longer are being shown in blue, which are confusing; requested this to be updated. Struggle with Position Descriptions being displayed and the program that all agencies were using is no longer available. They are currently using free adobe option so team is trying to go to recruitment and add Position Descriptions, along with updating other items. Will continue discussions going forward.
- Also reviewing benefits and hoping to come up with benefit highlights of the state to add that will attract and maintain talent.
- Created interview outline with process, timeline, transparency of interview process. Still reviewing tools for supervisors and guidance for hiring managers and others who may be on interview panel where we want clear expectations, training resources and communication channels, along with informed and unbiased hiring process.

Retention:

Amy reported:

- Final stages of hybrid stay survey and hopefully getting survey out to staff soon.
- Affinity: Create employee affinity groups that are employee-run to encourage workplace relationships and a safe space for employees to discuss issues they face. Groups can include but are not limited to ethnicity, race, veteran, LGBTQIA+ parents, professional development, and supervisors.
  - Amy: There will be a blurb will be included in upcoming newsletter regarding affinity groups.
- Mentorship: Create a volunteer mentorship program that matches employees with mentors at various levels of their desired career path.
  - Since there are so many varying degrees of employees at DVA our subgroup decided that we would focus on a program as a whole. We received a sample syllabus from DCF, loved the format and will be working on using the employee onboarding list that is currently a work in progress and identifying those items from that list which a

mentor would be responsible for and morphing that DCF syllabus into an onboarding guide

Culture:

Jamie reported:

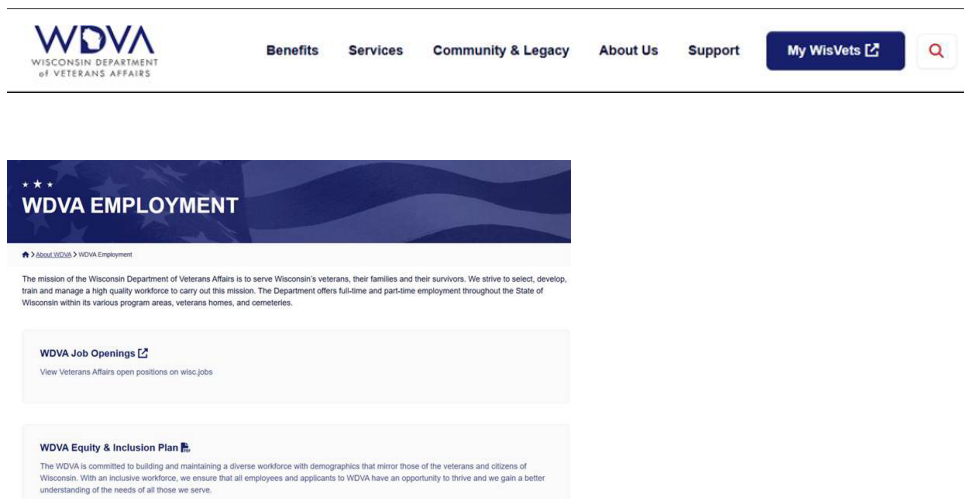
- Requested that posters get a little updating and received back recently and a little more diversity in pictures and will be working on getting posted in different areas.
- Updated the EIAC SharePoint site to include status of Culture & Diversity Sub-Committee.
- Working on revitalizing "catch a coworker" and researching the history, who is working on it, etc. so this is currently a work in progress
- Working on promoting if people have questions or things they can go on DVA homesite to use suggestion box already listed on that (access and being monitored by Chris McElgunn). Was looking at a power of suggestion box, but then decided on promoting instead.

5. Old Business:

- None

6. New Business:

- Colleen Flaherty: WDVA Website Internet
  - Currently EIAC has a page and explains what it is along with agendas and minutes, and would like to see where we should place
  - ACTION: Requesting feedback and what to include to this site?
    - Additions, questions, etc. to Colleen with a copy to Amy, Dawn and Kristy
      - Suggestions could include jobs from WisJobs main page and include as a feature job
      - Facebook and other highlights
    - MOTION: Patrick move to include EIAC location on new WDVA internet site; seconded by Jamie; unanimously approved



7. Future Agenda items:

- Next meeting will occur on April 23, 2025 at 2pm.

8. Public Input:

- None

Adjournment

- Motion to adjourn by Andrew Martin and seconded by Andrea Northwood. Meeting adjourned at 2:19pm. unanimous vote.

Kristy Hartke, Secretary