

MINUTES
EQUITY AND INCLUSION ADVISORY COMMITTEE
Meeting of April 23, 2025
TEAMS Meeting

Members

Alexis Madson – 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 – 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
Chris Leslie – IT -Veterans Homes – Present

Optional Attendees

Racheal Harris – Human Resources – non-voting- Present
Jennifer Ginter-Lyght - Human Resources – Non-Voting – Present
Victoria Simonson - Human Resources – Non-Voting – Not Present
Allison Walsch – Non-Voting – Not Present
Ricki Ilion – Non-Voting – Not Present
Deputy Secretary Chris McElgunn – 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 2:00PM. 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 March 2025, Meeting Minutes:

The March 26, 2025, meeting minutes were circulated via email.

Corrections requested.

Proper formatting & the Retention subcommittee reports need to be updated with Amy Millard's updates. Minutes will be brought forth at the May 2025 meeting.

4. Subcommittee chair reports:

Recruitment

Andrea reported: (not present, notes read by Amy Millard)

- We reviewed the WDVA employment page, explored how other agencies are presenting their career opportunities, and discussed updates to our external employment page. The committee's goal is to ensure our digital presence is modern, engaging, and reflective of the values and benefits of working for WDVA.
 - Key ideas & initiatives discussed:
 - Videos highlighting the benefits of working for WDVA; including employee testimonials & overviews of the application & interview process.
 - Featured job of the week or month to draw attention to high-priority or hard to fill positions.
 - "A day in the life" videos for specific roles showcasing day to day responsibilities & work environments.
 - Highlights of rural area living promoting the unique lifestyle and cost of living advantages in regions where our positions are located.
 - Interactive career maps to help applicants explore career paths and progression opportunities within the agency.
 - Employee of the quarter spotlights and workplace culture photos to showcase our team environment and celebrate staff contributions.
 - Job fairs and community meet & greet opportunities to increase visibility and build connections with potential applicants.
 - Interview process documentation and corresponding videos to create a more transparent and supportive experience for job seekers.
 - Additionally, job shadowing opportunities to give internal staff insight into different roles. These initiatives aim to create a more vibrant, informative, and inclusive window into WDVA employment, while strengthening our ability to attract and retain top talent.

Retention

Amy reported:

- There is a vacancy in the Retention subcommittee as well as other areas, please have interested employees contact EIAC Leadership.
- The Stay survey is out & available through Survey Monkey. A reminder email was recently sent.
 - Good response received & looking forward to reviewing.
 - Due date is 4/30/2025 – please remind your co-workers.
- Amy Millard & Dawn LaFond attended the Diversity Advisory Council (DAC) meeting, which is DOR's EIAC meeting, and asked about cross-collaboration.
 - Additional information will be forthcoming, including:
 - They will be providing email addresses for different affinity groups.
 - Invitations for WDVA staff to attend lunch and learns.
 - Once information is received it will be forwarded to staff.

Culture

Jamie reported:

- The posters are completed, updated & more diversity was added in the pictures
 - The posters will be sent to supervisors for distribution in the near future.
- Ongoing process working on “catch a Co-worker” revitalization
 - Subcommittee received background & details of “catch a co-worker” and will get the process updated.
 - Will send the revitalization of the program to everyone soon.
- Working on revitalizing wearing red on Fridays (Remember Everyone Deployed)
 - Subcommittee just started looking at this & trying to determine how to promote it

5. Old Business:

- Update of Kiosks:
 - The kiosk idea turned into the idea of adding screen savers that show staff information. Information will include slides such as employee of the quarter, information relevant to veteran homes, etc.
 - Pilot will be forthcoming – waiting for a couple of slides to get it started.
 - Other ideas provided by EIAC:
 - Add posters to pilot.
 - Reminders with “catch a co-worker”.
 - Dropping ideas in the idea/suggestion box in the intranet site.

6. New Business:

- Looking for referrals for current & future vacancies on EIAC committee.
 - Please let EIAC Leadership know if anyone is interested.

7. Future Agenda items:

Next meeting will occur on May 28, 2025 at 2 – 3pm.

8. HR Report

- Employee Experience Report



DVA_Agency EI
Employee Experience

- Last presented in February 2025 which is representative of date through October 2024
- This material is presented 6 times per year in different agencies.
- Meets with leadership separately and we just don't report on low performance but does address the concerns.
 - DVA is twice per year.
- Demographics were reviewed.
 - Lead females, disability and veterans - diverse agency which supports diverse demographics that we serve.
 - Could potentially slice agencies that did similar work to compare.
- New hire demographics reviewed and presented as 4-quarter look back.
 - Ethnicity broken down for King and Union Grove
- Retirements demographics reviewed and presented as a 4-quarter look back
 - Ethnicity broken down for King and Union Grove
- Transactions
 - Separations and hires over Calendar 2024 reviewed and broken down further by King and Union Grove
 - Nonvoluntary terminations for the agency
- Exit interviews
 - Requested Action from Retention Sub-Committee – Add to Exit interview Metrics:
 - In 2023, there were 53 exit interviews where 39% completed and in 2024, there were 50 exit interviews where 28% completed.
 - This does not include all 12 months, but only through October.
 - Review responding exit interview data and discuss growth potential opportunities (ranked low)
- Complaints
 - Opportunities to educate employees on educating and dealing with potential conflicts.
 - HR and EIAC working on tools to improve.
 - Posters distributed align with conflict resolution.
- FMLA and reasonable accommodations
 - If uptick in request, there is something going on in work environment.
 - Categorize and identify the needs, i.e., light filters, ergonomics, etc. and consult with why requests may be coming in.
 - Currently working on this
 - King had 54 of the 77 requests.
 - Opportunities to automate the process.
 - Agency requests trending down from 2023 to 2024 from all locations.
- EAP supportive services
 - DVA 5.9% is on par with other agencies

- Can we try to make it a goal of 8%?
- Jeni working with EAP to borrow from 24/7 facilities to make available to WDVA
- Majority are employees seeking services and is unanimous (except demographic relationship)
- Mostly seeking emotional wellbeing and work life balance
- Opportunities to offer virtual trainings available that could be valuable
- DPM centralized all EAP web pages into one link, which is central for employees and managers to access services
- Spoke with other leadership to have an overview of Getting to Know EAP which contains all the consultation services
- EIAC Support
 - All information is shared with EIAC
- Requested action:
 - Add update of presentation to agenda in 6 months (November/December)

9. Public Input:

- None

Adjournment

Motion to adjourn by Kelly Harrison and seconded by Andrew Martin. Meeting adjourned at 2:30pm. Unanimous vote.

Kristy Hartke, Secretary