

MINUTES  
EQUITY AND INCLUSION ADVISORY COMMITTEE  
Meeting of May 28, 2025  
TEAMS Meeting

**Members**

Alexis Madson – Absent  
Lane Dombrowski – Veterans Homes – Absent  
Ilona Grawvunder - Veterans Homes – Absent  
Kelly Harrison – Absent  
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 – Absent  
Justine Taylor – Enterprise Services – Absent  
Marina Johnstone – Veterans Benefits/Cemeteries – Present  
Jamie Petersen-Johnson – Veterans Homes – Absent  
Seth Reynolds – Veterans Benefits/Health Services – Absent  
Jennifer Van Haaften – Veterans Museum - Absent  
Kris Ward – Enterprise Services – Present  
Andrew Martin – Veterans Benefits/SAA – Absent  
Danielle Wheelock – Veterans Homes – Absent  
Chris Leslie – IT -Veterans Homes – Absent

**Optional Attendees**

Racheal Harris – Human Resources – non-voting- Not Present  
Jennifer Ginter-Lyght - Human Resources – Non-Voting – Present  
Victoria Simonson - Human Resources – Non-Voting – Present  
Allison Walsch – Non-Voting – Present  
Ricki Ilion – Non-Voting – Not Present  
Deputy Secretary Chris McElgunn – Not Present

Total Voting Membership present: 7  
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 2:03PM. 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 & April 2025, Meeting Minutes:

The March 26, 2025 & April 23, 2025, meeting minutes were circulated via email – no edits requested. Motion to approve – Patrick Meyer, second by Marina Johnstone.

4. Subcommittee chair reports:

Recruitment

Andrea reported:

- Met with Dawn & Kristy as far as job shadowing and creating employee testimonials and/or videos. Will collaborate with Retention and the Mentorship subgroup.
  - Working on survey to go out to supervisors to get an idea of any employees to do testimonials – either written or videos. Would like supervisors aware and see if they have recommendations before reaching out to all WDVA.

Retention

Amy reported:

- Stay survey has been completed and working on how to message that out with the different styles.
- Affinity groups
  - Working with DOR and reviewing their “Connected” weekly newsletter.
    - Working on how to message that out as well. Some items are more specific to DOR and some information is for all staff.
- Focusing on NEO (New Employee Orientation) onboarding first and then will work toward the mentorship goal.
  - Good start on NEO and HR is working on this as well.

Culture

Kris reported:

- Sent email to Deputy Secretary, Chris McElgunn to put suggestion box and wearing red on Friday’s in the newsletter.
  - Jamie and Kris suggested going a step further and getting some pictures of people wearing red and submit to newsletter, including King and Union Grove. Also capture Secretary James Bond traveling on Fridays where he can increase awareness and possibly photos.
- Working on EAP & updating the EIAC SharePoint. Specifically the KPI’s.
- Working on the Diversity calendar
- Working on getting the diversity posters out to staff.

5. Old Business:

- EIAC Member vacancies
  - Still looking for committee members and may reach out to the AO to see if anyone would be interested in joining.
  - If you know any team members – please contact Amy Millard, Dawn LaFond, or Kristy Hartke.

6. New Business:

- Committee discussion – survey results
  - Still analyzing and reviewing how to message out to employees.
  - The Survey has different graphs created and once final options complete, will present to retention subcommittee and then to EIAC as a whole to ensure best way to message all staff.

7. Future Agenda items:

Next meeting will occur on June 25, 2025 at 2 – 3pm.

8. HR Report

Reported by Jennifer Ginter-Lyght

- SWISDIP interns are in process of onboarding and orientation held today.
- Learned that BEI has tentatively planned to start monitoring EIAC Plans statuses in July and emphasis will be on action items.
- September to presentation to leadership which is workforce demographics.
  - Received new recruitment data (dashboard filtering from TAM)
- HR is updating vets recruitment plan and will be finalized within next 2 weeks
- Posted W2 plan and on HR SharePoint and we don't believe there is enough information on Wisconsin Works; partnered with BEI for more content on information.
- Equity and Inclusion will be presenting Hot Topics on Respectful Workplace OneDrive
  - Any interest please reach out to Jeni to schedule.

9. Public Input:

- None

Adjournment

Motion to adjourn by Andrea Northwood and seconded by Justine Taylor. Meeting adjourned at 2:17pm. Unanimous vote.

Kristy Hartke, Secretary