

MINUTES
EQUITY AND INCLUSION ADVISORY COMMITTEE
Meeting of June 25, 2025
TEAMS Meeting

Members

Alexis Madson – Present
Kelly Harrison – Present
Leslie Busby-Amegashie - 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 – Absent
Justine Taylor – Enterprise Services – Present
Marina Johnstone – Veterans Benefits/Cemeteries – Present
Jamie Petersen-Johnson – Veterans Homes – Absent
Seth Reynolds – Veterans Benefits/Health Services – Absent
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

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 –Not Present
Ricki Ilion – Non-Voting – Not Present
Deputy Secretary Chris McElgunn – Not 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 2:01PM. 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 May 2025, Meeting Minutes:

The May 28, 2025, meeting minutes were circulated via email – no edits requested.
Motion to approve – Andrew Martin – 2nd by Andrea Northwood.

4. Subcommittee chair reports:

Recruitment

Andrea reported:

- Sent out form asking supervisors if they have any employees to do testimonials – either written or videos. Employees do not have access. Can we ask IT to give access? Should Andrea reach out to IT to ask why certain employees do not have access (mostly the homes). The form is interactive and each employee who is sent the form should have full the full experience of the Microsoft form.
 - Amy said to work with IT to get it fixed
 - Once feedback received, will share with team & will submit for approvals before sending out

Retention

Amy reported:

- No Updates – still in holding pattern

Culture

Kris reported:

- Skit was successfully completed at Training & Collaboration day
- Screen savers will include RED Friday posters (wear red for everyone deployed)
 - Screen savers will go live on all computers the week of July 7th, 2025
- Jamie & Kris are finalizing master plan action items & come up with statements to complete.
- Still working on 'Catch a Co-worker' & 'Suggestion box.'

5. Old Business:

- EIAC Member vacancies
 - Welcome Leslie!
 - Still looking for committee members - at least one opening
 - If you know any team members – please contact Amy Millard, Dawn LaFond, or Kristy Hartke.

6. New Business:

- Next meeting August 27th, 2025
 - July meeting canceled.
- Stay Connected materials.
 - DOR has a shared newsletter that comes out twice weekly. Newsletter includes information that is pertinent to any employee & we are able to attend events.
 - Example: Virtual speakers during lunch time
 - How can we message this out to WDVA staff?
 - Discussion on putting information with James Listug 'Daily Headlines' & also the screen savers.
 - Leslie said some people don't always read the 'Daily Headlines' & thinks the screen savers would be great.

7. Future Agenda items:

Next meeting will occur on August 27th, 2025, at 2 – 3pm.

8. HR Report

Reported by Jennifer Ginter-Lyght

- HR made recommendations for two new members.
- HR has been working on opportunities for different locations for EIAC.
 - If you know anyone possibly at UG facility as a conduit for EAP Wellness information
- Monitoring BEI Audit
 - Was going to happen in July but not happening in August for EIAC & there will be an emphasis on progress related to action items in each plan. (did you complete & how?)
- Final staging of finalizing Vets Recruitment Plan & how to increase veterans (currently 17% of population), which is a two-year cycle.
- HR will be presenting hot topics on two EIAC related items.
 - August 6, 2025 at 12pm-12:30pm – Signs of Retaliation
 - September 3, 2025 at 12pm – 12:30pm – Respectful Communication in the Workplace
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9. Public Input:

- None

Adjournment

Motion to adjourn by Kelly Harrison and seconded by Jennifer Van Haaften. Meeting adjourned at 2:18pm. Unanimous vote.

Kristy Hartke, Secretary