

MINUTES  
EQUITY AND INCLUSION ADVISORY COMMITTEE  
Meeting of August 27, 2025  
TEAMS Meeting

**Members**

Kelly Harrison – Present  
Leslie Busby-Amegashie - Absent  
Kristy Hartke - Veterans Benefits/Cemeteries – Present  
Dawn LaFond – Present  
Andrea Northwood – Present  
Amy Millard – Veterans Benefits – 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 - Absent  
Kris Ward – Enterprise Services – Present  
Andrew Martin – Veterans Benefits/SAA – Present  
Danielle Wheelock – Veterans Homes – Absent  
Chris Leslie – IT -Veterans Homes – Present  
Gina Strobusch – King - 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 – Not Present  
Allison Walsch – Non-Voting –Not Present  
Ricki Ilion – Non-Voting – Not Present  
Deputy Secretary Chris McElgunn – Not Present

Total Voting Membership present: 9  
Total Attendees: 10

Total Voting Membership: 17  
Necessary for Quorum: 6

1. Call to order, roll call

The meeting of the Equity and Inclusion Advisory Committee was called to order by Amy Millard at 2:02PM. 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 June 2025, Meeting Minutes:

The June 25, 2025, meeting minutes were circulated via email – no edits requested.  
Motion to approve – Dawn LaFond – 2<sup>nd</sup> by Andrea Northwood.  
Unanimously approved

4. Subcommittee chair reports:

Recruitment

Andrea reported:

- Email going out to supervisors from recruitment subcommittee has been approved. Email asks if the supervisors or their team members would like to be stars, either video or written testimonial. Testimonials will appear on our employment page specifically about working for WDVA & supporting veterans & their supervisors.

Retention

Amy reported:

- Dawn has taken the lead with onboarding materials. Materials are in review and will have a final draft within a month or two.

Culture

Kris reported:

- Completed a lot of the tasks, most are done.
- Working on positive screen saver ideas; ethnic holiday updates, pictures of veterans homes, new kitchen.

5. Old Business:

- EIAC Member vacancies
  - 1 more came open since last meeting.

6. New Business:

- Next meeting September 24<sup>th</sup>, 2025
- EIAC Member vacancies
  - Looking for members & those who have at least 3 hours per month to dedicate to EIAC.
  - ACTION: Add recruitment efforts as a screensaver
- Ideas for Recruitment & Assignments for subcommittees
  - ACTION: Send email to leadership with any ideas

- Stay Survey – result updates will be provided & assignments to subcommittee ideas could come from this

## 7. Future Agenda items:

Next meeting will occur on September 24<sup>th</sup>, 2025, at 2 – 3pm.

## 8. HR Report

Reported by Jennifer Ginter-Lyght

- Continuing to support EIAC leadership with recruitment of new members.
- Met with DPM and asked about monitoring/auditing process which would more than likely occur next year.
  - If it does happen this year, it will be late. More than likely will happen next year.
  - DOA/DPM will be reaching out to EIAC chairs on roles/responsibilities and progress on E&I Plan to ensure that EIAC has everything they need
    - Offered a tool for all agencies managing in their tasks [EI Plan Progress Quarterly Dashboard Template.docx](#)
      - Tracker tool not required
      - SharePoint site would work and the information from this tracker tool can be added.
- Updated veterans recruitment plan.
  - <https://dpm-hr-region4.wi.gov/equity/SitePages/Home.aspx>
  - DVA is meeting the hiring goal
- Hot Topic Webinar on September 3<sup>rd</sup>, 2025: “Respectful Communication”

## 9. Public Input:

- None

## Adjournment

Motion to adjourn by Andrea Northwood and seconded by Andrew Martin. Meeting adjourned at 2:21pm. Unanimous vote.

Kristy Hartke, Secretary