

MEETING MINUTES
2027-2029 E&I PLAN SUB-COMMITTEE
EQUITY & INCLUSION ADVISORY COMMITTEE

Monday, April 13, 2026
TEAMS Meeting

Members Present:

Jennifer Ginter-Lyght (non-voting)
Kristy Hartke
Dawn LaFond
Scott Sussman
Jennifer Van Haaften

Optional Attendees Present:

Christopher McElgunn

Total members: 5

Total voting subcommittee members: 4 (Chair not included as a voting member)

Quorum for subcommittee (one-third of total voting membership; Chair is not considered a voting member): 2

1. Welcome and Call to Order

- The meeting of the 2027-2029 E&I Plan Subcommittee of the Equity & Inclusion Advisory Committee (EIAC) was called to order by Scott Sussman at 1:02pm.
- All Action Items should be completed by the next meeting, unless otherwise noted.

2. Roll Call

- Roll call taken by Dawn LaFond and a quorum was present.

3. Certification of Notice of Meeting

- Meeting notice was certified by Dawn LaFond and that the agenda was posted on WAMS, DPM HR Site and WDVA internet site.

4. Approval of Meeting Minutes (03.23.2026)

- MOTION: Motion to approve the March 23, 2026 meeting minutes was made by Kristy Hartke; second by Dawn LaFond; unanimously approved.

5. Old Business

- Review Action Items from 03.23.2026 meeting
 - Review the [R&R Plan FAQ.pdf](#) that was sent on 03.23.2026 and confirmed all reviewed; no questions.

6. New Business

- Goal recommendations from Sub-Committees were discussed and each Sub-Committee will review its goal and related sub-goals and provide an update to Scott Sussman by 04.24.2026:
 - Culture
 - Goal: Boost awareness and usage of well-being tools and resources by staff on a quarterly basis through multiple channels to support employees with work-life balance, mental health and more.
 - Recruitment
 - Goal: Developing internships and/or work study programs to get students into the DVA System.
 - Retention
 - Use New Employee Orientation (NEO) and supervisor training related to NEO to make new employees aware of DVA and its critical functions in order to get buy in into the agency.
 - Veterans Hires
 - W2 Wisconsin Works
- Approval process:
 - ACTION: Subcommittees will discuss goals and drafted related sub-goals at their respective subcommittee meetings
 - 04.22.2026 | Recruitment meeting scheduled (changed from 04.15.2026)
 - 04.21.2026 | Retention meeting
 - 04.21.2026 | Culture meeting
 - ACTION: 04.24.2026 | Sub-Committees to send final draft to Scott Sussman to review and incorporate into Plan
 - Veterans Hires section will be drafted by Kristy Hartke
 - W2 Wisconsin Works section will be drafted by Scott Sussman

- 04.28.2026 | EIAC will review the plan as a whole and provide any comments and/or suggestions
- 05.04.2026 | Final review of draft Plan by EIAC at its meeting
- 05.08.2026 | Final draft to Office of the Secretary for final review
- 05.14.2026 | Final draft to BEI
- 05.22.2026 | Meeting with BEI

7. Future Agenda Items

- Review goals and related sub-goals provided by sub-committees

8. Public Comment

- Jeni Ginter-Lyght asked about the EAP resources and when the next round will be posted and how they will get posted. Dawn LaFond responded that she is waiting to see if James Listug in Marketing will be adding any to the Monthly Newsletter and will figure out next steps if not posted.
- Dawn LaFond brought up the Plan and how the Committee Officers are noted on the Plan, when the current plan's officers have not been on the Committee since the Plan began. Suggestion made by Jeni Ginter-Lyght to hold a new officer election for the new Plan Year 2027 as well as to update the By-Laws.

9. Adjournment

- MOTION: Motion to adjourn the meeting was moved by Jennifer Van Haaften; second by Kristy Hartke and carried unanimously. Meeting was adjourned at 1:46pm.

Submitted by,
Scott Sussman