

MEETING MINUTES
RETENTION SUB-COMMITTEE
EQUITY & INCLUSION ADVISORY COMMITTEE

March 17, 2026 | 11:00am-12:00pm
TEAMS Meeting

Members Present:

Dawn LaFond
Jenny Fahey
Andrew Martin
Christopher Leslie

Optional Attendees Present:

Jennifer Van Haaften
Kristy Hartke

Members Not Present:

Danielle Wheelock

Total members: 5

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

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 Retention Subcommittee of the Equity & Inclusion Advisory Committee was called to order by Dawn LaFond at 11:01am.

2. Roll Call and Engagement Activity

- Roll call was completed by Dawn LaFond and a quorum was present.
 - Jennifer Van Haaften and Kristy Hartke were welcomed as new members of the Retention Subcommittee.
- No engagement activity.

3. Certification of Notice of Meeting

- Certified by Dawn LaFond that agenda posted at WAMS, DPM HR Site and WDVA internet sites.

4. Election of Subcommittee Officer

- MOTION: Kristy Hartke made a motion to nominate Jennifer Van Haaften as the Chair; second by Jenny Fahey. Motion was unanimously approved and Jennifer accepted the nomination.

5. Old Business

- New Employee Orientation (NEO)
 - Jen Drabsch has reviewed the current process and draft material that was previously shared with the Office of the Secretary and DPM-HR.
 - ACTION: Dawn LaFond to share folders with Retention Subcommittee.
 - ACTION: All Retention Subcommittee to review Jen's feedback and the materials prior to the next meeting.
- Noteworthy News
 - Draft template is currently with the Office of the Secretary for review and feedback will be provided in early April.
 - Goal is to get the first edition out no later than May 1.
- Stay Survey
 - Subcommittee has provided comments and Dawn will present feedback to Deputy Secretary on 03.18.2026.
 - Goal is to get the survey out no later than May 1.
- Other
 - ACTION: Jennifer Van Haaften/Dawn LaFond/Kristy Hartke to confirm with DOA in 03.23.2026 meeting if EIAC should keep going with any goals considered complete and if they should report out and to who.

6. New Business

- 2027-2029 E&I Plan
 - Move forward with the NEO creation and implementation
 - Supervisor/mentorship training is needed
 - DPM-HR recently sent an email dated 02.12.2026 to all supervisors titled "Staffing Process Outline"
 - Brief discussion on the plan and HR meetings

7. Future Agenda Items

- New Employee Orientation (NEO)
 - Thoughts on Jen Drabsch's comments and how we can move this initiative forward.
- Stay Survey Status
- Next meeting: 04.21.2026 at 11:00am-12:00pm

8. Public Comment

- None

9. Adjournment

- MOTION: Motion to adjourn the meeting was moved by Andrew Martin; second by Christopher Leslie; and carried on a vote to adjourn the meeting. Meeting was adjourned at 11:33am.

Dawn LaFond, *Notetaker*