MEETING MINUTES

RETENTION SUB-COMMITTEE

EQUITY & INCLUSION ADVISORY COMMITTEE

April 21, 2026 | 11:00am-12:00pm
TEAMS Meeting

Members Present:
Jennifer Van Haaften
Dawn LaFond
Jenny Fahey
Andrew Martin

Optional Attendees Present:
Kristy Hartke
Jeni Ginter-Lyght

Members Not Present:
Christopher Leslie
Danielle Wheelock

Total members: 4
Total voting subcommittee members: 5 (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 Jennifer Van Haaften at 11:01am.

2. **Roll Call and Engagement Activity**
   - Roll call was completed by Dawn LaFond and a quorum was present.
   - No engagement activity.

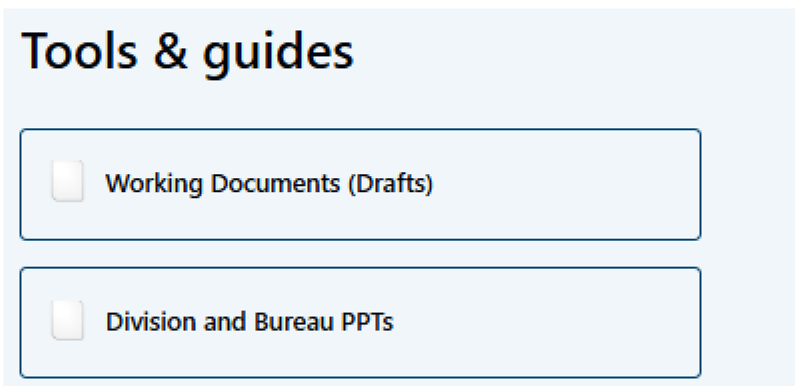
3. **Certification of Notice of Meeting**
   - Certified by Dawn LaFond that agenda posted at WAMS, DPM HR Site and WDVA internet sites.

4. Adoption of Minutes from March 17, 2026

MOTION: The March 17, 2026 meeting minutes were circulated via email – no edits requested. Motion to approve by Jenny Fahey; second by Andrew Martin. Minutes are hereby approved and will be posted to WAMS, DPM HR Site and the WDVA internet site.

5. Old Business

- New Employee Orientation (NEO)
  - Dawn LaFond will add the current NEOs for Homes and Central Office to a central organized location.
    - DRAFT_NEO WDVA_Central Office (2026).pptx
    - 2026_NEO_King Veterans Home.pptx
    - 2026_NEO_Union Grove Veterans Home.pptx
  - The rest of the committee should be reviewing the onboard documentation under Tools and Guides on Sharepoint. (need a link to this specifically. I cannot find this in any of the links I have into any of the EIAC sections on Sharepoint)



- Noteworthy News
  - Dawn met with Secretary, Deputy and Comms Director on 04.20.2026
  - They would like to move forward but with another iteration. They do not want to have supervisors sending information since they already have a lot they are working on. Dawn LaFond is in the process of revamping the template so that it meets OOS expectations. Dawn will share iteration with subcommittee with thoughts when complete (04.24.2026?).

- Stay Survey
    - Survey was sent out on 04.20.2026 with a due date of 05.08.2026
        - Jenny had indicated that pay/compensation was not included this year and Dawn noted how it was addressed in last year's survey; committee cannot do anything about compensation, so it was removed.
- Intro to survey explains that the committee will pass recommendations on. Survey will help quantify where we are lacking or doing well.

6. New Business

- Review retention goal for new plan
    - Motion to approve the retention goal draft by Kristy Hartke; seconded by Dawn.
    - Discussion
        - Goal: Change "Developing a summary" to "Developing a plan…
            - DOR and DHS have a group that actually works specifically on NEO (Culture & Engagement Department, paid position)
            - Trainer at the Homes? Extensive two months' worth of training in other agencies
                - DVA UG has staff development
        - Achieve goal:
            - Phased implementation, benchmarks
    - Other discussion
        - Implement the NEO program and develop and implement a supervisor training plan to make this more effective
        - Other agencies have budget line and staff for developing staff. DVA does not have or is understaffed for training staff as other agencies have specific positions for orienting and training staff.

        - We recently hired Jodi Gorski who is the new Office Facilities Manager and Dawn LaFond requested her to provide feedback on our NEO. Dawn also requested onboarding material from DHS since we have similar types of services.
        - Currently at WDVA, HR assistance with discipline, performance, recruitment and customer service is spread thin.
            - King has several hundred employees and there are four dedicated HR staff
            - New NEO and supervisor training will help alleviate the stress HR is receiving
    - Move to planning committee with additions discussed
        - Motion to approve the retention section draft to the Plan committee by Kristy Hartke and Andrew Martin seconded. All in sub-committee approved the motion. Jennifer Van Haaften will update the draft of Retention Plan and send to subcommittee by 04.28.2026.

7. Future Agenda Items

- Begin work on the new goals after DPM plan approval

8. Public Comment

- None

9. Adjournment

- MOTION: Motion to adjourn the meeting was moved by Andrew Martin; second by Dawn LaFond and carried on a vote to adjourn the meeting. Meeting was adjourned at 11:55 am.

Submitted
Jennifer Van Haaften