



WDVA EQUITY & INCLUSION ADVISORY COMMITTEE

Meeting Agenda

- Date: June 23, 2026
- Time: 2:00pm to 3:00pm
- Location: Microsoft Teams Meeting

Member Attendance

- Chair | Dawn LaFond, Office of the Secretary (Present)
- Co-Chair | Jennifer Van Haaften, Wisconsin Veterans Museum (Chair Retention) (Present)
- Secretary | Kristy Hartke, Veterans Benefits-Cemeteries (Present)
- Leslie Busby-Amegashie, Veterans Benefits-Grants (Present)
- Jenny Fahey, Veterans Benefits-Health Services (Present)
- Amy Formella, Veterans Homes-King (Not Present)
- Patricia Grant, Veterans Homes-King (Present)
- Christopher Leslie, IT-King (Present)
- James Listug, Office of Public Affairs (Present)
- Andrew Martin, Veterans Benefits-SAA (Not Present)
- Cortney Mihulka, Wisconsin Veterans Museum (Not Present)
- Jamie Petersen-Johnson, Veterans Home-King (Co-Chair Culture) (Present)
- Gina Strobusch, Veterans Homes-King (Present)
- Kris Ward, Enterprise Services (Co-Chair Culture) (Present)
- Danielle Wheelock, Veterans Home-King (Not Present)

Optional or Other Member Attendance

- Jennifer Ginter-Lyght
- Christopher McElgunn

Meeting Purpose

- To meet and discuss the Recruitment & Retention Action Plan and make any decisions as a Committee.

Minutes

- Welcome and Call to Order
 - The meeting of the Equity & Inclusion Advisory Committee was called to order by Dawn LaFond at 2:01pm.

- Roll call (please mute phones)
 - There are 16 total voting members present of which there are 14 total members. A quorum requires 1/2 of members present, so a quorum was present.
 - Engagement Activity was, “Any trips for the summer or rest of the year?”
- Certification of notice of meeting
 - Certified by Dawn LaFond that agenda was posted at WAMS, DPM HR Site and WDVA internet site.
- Adoption of minutes from May 26, 2026 meeting
 - MOTION: The May 26, 2026 meeting minutes were circulated via email – no edits were requested.
- Sub-Committee Chair Reports
 - Culture – Jamie
 - Worked on reviewing influence award application, Catch-a-coworker, & screen savers.
 - Dawn added the Secretary is so impressed with the Catch a Coworker and really wants to see other buildings involved. I have requested a poster to be created by Tony so that these can be hung in all locations, including the cemeteries and claims.
 - Recruitment | Andrea
 - Received video and photos from MFHP and in process of editing and will share as soon as finalized
 - NWMC and Homes so Comms is working with them, collecting photos and videos - was waiting for weather to capture the beauty
 - Volunteers for work programs been gathering local areas to work with, including youth groups.
 - Retention – Jennifer
 - Employee Survey - We will be discussing how to attack the survey in the retention meeting tomorrow (6.24.26)
 - Noteworthy News - Just published the 9th edition and will be incorporating federal, state and ethnic holidays. For instance, the 4th of July was just added, noting that offices are closed in observance. We still have not received anything from King and Union Grove and hoping that this group will be able to make suggestions to leadership at the Homes.
 - Meeting tomorrow(6.24.26) on an outline of retention plan
 - Measuring Outcomes of Performance Webinar for EIAC Leadership - ACTION to share this information
 - Learned the four different methods of measuring performance

Comparison of the Four Methods

Method	Best For	Example Metric
Outcome Indicators	Measuring actual results	Engagement, retention, productivity
KPI/Balanced Scorecard	Strategic reporting	Workforce, customer, process KPIs
Pre/Post Measurement	Quantifying improvement	Knowledge gain, skill development
Kirkpatrick Model	Evaluating training effectiveness	Reaction, learning, behavior, results

For initiatives such as leadership development, employee engagement, workforce equity, internship programs, mediation services, or culture and climate action plans, a strong evaluation strategy is to use:

1. **Outcome Indicators** to demonstrate organizational impact.
2. **KPIs/Balanced Scorecard** to align with agency strategic goals.
3. **Pre/Post Measures** to quantify improvement.
4. **Kirkpatrick Levels** to verify behavior and organizational results.

- Suggest that any surveys that you plan on creating, let's be sure that we discuss and get approval of what we are measuring
- Partners In Giving – Dawn
 - We are not going to send out any formal announcement for the change jars. It was decided that we would just use the change jars for events outside of the campaign and during the Oct-Dec campaign
 - From the \$200 we received from the Kwik Trip gift cards, we used about \$36 was used toward the ice cream social on June 16
 - We are still meeting every three weeks, but with Justine no longer on the committee, ideally we would like to have someone from Union Grove, but do not have anyone
 - Ongoing updates to the master donation list which we will begin to send letters out to vendors requesting donations
- Old Business
 - Retention and recruitment plan – no updates yet – Secretary has not received an approval or anything else from BEI. Please continue to work on initiatives.
- New Business
 - New Member recruitment
 - As of July 1, will have 5 vacancies
 - No Representation: Claims & Union Grove
 - Influencer award nomination
 - Kris: ACTION: Andrea, Jamie, Jenny, Jeni, & James Listug to review the current version and provide any comments/feedback and then next meeting for motion to approve. After approval, then will send to OOS for final review (situational awareness), and then onto the submission process.

- Future agenda items
 - Officer positions - in the past, these have been held at the 2nd quarterly meeting, however, with the new plan, we felt it may be easier to wait until the July or August meeting.
 - The bylaws will also need to be updated and we'll try to get something drafted before the next meeting.

- Public comment

- None

- Adjournment

MOTION: Motion to adjourn the meeting was moved by Gina Strobusch; second by Andrea Northwood; and carried on a vote to adjourn the meeting. Meeting was adjourned at 2:31pm.

Kristy Hartke, Secretary