



WDVA EQUITY & INCLUSION ADVISORY COMMITTEE RETENTION SUBCOMMITTEE MEETING MINUTES

Meeting Agenda

- Date: June 24, 2026
- Time: 1:00pm to 2:00pm
- Location: Microsoft Teams Meeting

Member Attendance

- Chair | Jennifer Van Haaften, Wisconsin Veterans Museum (Present)
- Jenny Fahey, Veterans Benefits-Health (Present)
- Kristy Hartke, Veterans Benefits-Cemeteries (Present)
- Dawn LaFond, Office of the Secretary (Present)
- Christopher Leslie, IT-King (Present)
- Andrew Martin, Veterans Benefits-SAA (Present)
- Danielle Wheelock, King Veterans Home (Not Present)

Optional or Other Member Attendance

- Jeni Ginter-Lyght

Meeting Purpose

- To meet and review the Retention Goals from the Recruitment & Retention Action Plan

Minutes

- Welcome and Call to Order
 - The meeting of the Equity & Inclusion Advisory Committee was called to order by Jennifer Van Haaften at 1:01pm.
- Roll call (please mute phones)
 - There are 6 total voting members present of which there are 7 total members. A quorum requires 1/2 of members present, so a quorum was present.
- 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 April 21, 2026 meeting
 - MOTION: The April 21, 2026 meeting minutes were circulated via email - no edits were requested. Motion to approve by Dawn LaFond; second by Jennifer Fahey. Minutes are hereby approved and will be posted to WAMS, DPM HR Site and the WDVA internet site.
- Old Business
 - Noteworthy News
 - Adding ethnic events, holidays, both state and federal to the newsletter.
 - Dawn LaFond had a correction to the latest issue re: business as usual on July 3rd and floating holiday can be used at any time.
 - Map of deployment of firearm safety kits throughout the state.
 - ACTION for Jenny F. to send to Dawn a write-up for approval to include in the newsletter.
 - Survey
 - How to attack data – open-ended questions especially?
 - Committee reviewed the different types of analytics Dawn created based on the survey, including some AI organized results
 - Survey will wait until we hear from BEI Director Laurice Lincoln.
 - Need to make sure that the 2025 survey has been handled.
 - Surveys to smaller group that are affected.
 - Continue to keep as old business.
- New Business
 - New Plan
 - Still not confirmed if the new plan has been approved, but when official approval is received, Jennifer will resend the goal, which includes NEO consistency and supervisor training.
 - What action of training does HR provide to their staff for payroll and benefits? ACTION
 - Is it possible to condense and provide to new WDVA staff?
 - What about combining Central Office Payroll/Benefits training with DOR since we may not have as many staff as DOR does?
 - Remember the bigger picture of where our staff fits!
 - Jamie Petersen-Johnson sent Jennifer V. her old employee orientation.
 - ACTION for Jennifer V. to send around

- ACTION for Dawn to find her old employee orientation from when at DOT
- Discussed the NEO documents and will send to team for review prior to next meeting
 - ACTION FOR Dawn to compile with links
- SharePoint Site
 - Add an FAQ on who to contact for what
 - Staff directory
 - Disconnect with HR and don't really have consistent documentation for use
 - Document to search besides the work manual – one good FAQ
 - When new intranet is up and running, make sure that SharePoint includes the EIAC Staff Directory (requested, but no response).
- Future agenda items
 - Waiting for plan approval
- Public comment
 - None
- Adjournment
 - MOTION: Motion to adjourn the meeting was moved by Chris Leslie; second by Andrew Martin; and carried on a vote to adjourn the meeting. Meeting was adjourned at 1:40pm.

Dawn LaFond/Jennifer Van Haaften