



WDVA EQUITY & INCLUSION ADVISORY COMMITTEE RECRUITMENT SUBCOMMITTEE MEETING MINUTES

Meeting Agenda

- Date: July 21, 2026
- Time: 2:00 PM to 3:00 PM
- 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)

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 Retention Subcommittee of the Equity & Inclusion Advisory Committee was called to order by Jennifer Van Haaften at 2:02 PM

- Roll call (please mute phones)

There are 6 total voting members present of which there are 6 total members.
A quorum requires 1/3 of members present, so a quorum was present.

- Certification of notice of meeting
Certified by Dawn LaFond that agenda was posted DPM HR Site and WDVA internet site. It was not posted to WAMS due to a conflict with a different meeting following this one.

- Adoption of minutes from June 24, 2026 meeting

MOTION: The June 24, 2026 meeting minutes were circulated via email – No edits were requested. Motion to approve by Dawn LaFond; second by Chris Leslie. Motion passed on voice vote. Minutes are hereby approved and will be posted to WAMS, DPM HR Site and the WDVA internet site.

- Old Business

Stay Survey:

- Reviewed Laurice's recommendations
- What do to with 2025 versus 2026 and what to do going forward?
 - Chris Leslie wasn't too involved on tech-related questions and going forward Chris will ask how BOIS is giving best service. Chris would like to provide direct input for BOIS questions.
 - Jeni Ginter-Lyght mentioned DOA just did their employee survey and they were looking at a comparative software to seek commonalities/outliers. She will request something from her contact to find out if the state has this information.
 - Jeni thinks the survey was with Forms and is not sure where the questions may be found. She also thinks she remembers the survey may split off in different directions depending on the area the survey taker is working in.
 - Dawn LaFond described her process for using AI to analyze the Survey Monkey results. She found it to be only minimal. It only sorted as Negative, Positive and Neutral comments and did not sort them into any actionable categories.
 - Jennifer Van Haaften asked Dawn to work Laurice's suggestions for analyzing the survey and to send those results ahead of the next retention meeting.

- New Business

◦ NEO

- Jennifer Van Haaften discussed training for supervisors should be included in the NEO program rollout. There was a question of whether NEO should be altered for different divisions. The goal in the new Retention and Recruitment plan was reviewed.
- NEO Program Refinement and Retention committee suggested next steps:
 - Review what we have and compare with checklists, including differentiations to share with representatives from other areas
 - After refined, train supervisors and simultaneously working on survey for employees who retain information
 - Reviewing stay survey and reworking questions for next year

- Jeni Ginter-Lyght mentioned she is involved in DHS, DOR (in person) for NEO training and she know DOA does field trips – any interest in doing this in WDVA.
- DOR example in-person orientation agenda:

New Employee Orientation (NEO)

Wednesday, July 8, 2026

Events Room (Madison Office - First Floor)



Time	Topic	Presenter(s)
9:30-9:35am	Welcome	Sarah Lease, Professional Development Specialist
9:35-10:30am	Secretary's Office Welcome	David Casey, Secretary Maria Guerra Lapacek, Deputy Secretary Patty Mayers, Assistant Deputy Secretary
10:30-10:45am	BREAK	
10:45-11:15am	Privacy, Confidentiality, and Records Management	Stacie Ashby, Privacy Officer Michael Foster, Chief Information Security Officer
11:15-11:45am	Human Resources (HR)	DOA Region 4 HR Representative(s)
11:45am-12:15pm	Employee Headshots (cafeteria)	Scott Green, Communications Specialist-Senior
12:15-12:45pm	LUNCH	
12:45-1:45pm	Ethics	Bridget Laurent, Attorney
1:45-2:00pm	BREAK	
2:00-2:55pm	Workplace Safety Awareness	Tanner Gregory, DAB Special Agent-Senior
2:55-3:00pm	Questions and Wrap-Up	Sarah Lease, Professional Development Specialist

- Jennifer Van Haaften stated having copies of the outline, agenda and documents would be great for comparison
- Jeni G-L mentioned that DOR has no payroll benefit presentation. Dawn LaFond wanted to know if payroll benefit orientation could be conducted for all of Region 4?
- It was noted we will need buy-in for this whole plan from WDVA leadership
- Jeni: Looking at a sequence that we hand over that every area does their own
 - What is the ultimate goal of New Employee Orientation?
 - Who is WDVA, this portion could be held in each location (we do this already in the Homes every two weeks)
 - HR Connections – Make sure people know who to go to for answering questions.
 - OOS wanted all DVA to have the same training their 1st and 2nd days, which is from the NEO draft in the CO folder under Working Documents (Drafts)

Name
2026_NEO_King Veterans Home.pptx
2026_NEO_Union Grove Veterans Home.pptx
Combined Emails Sent to New Staff-Supes.docx
DRAFT_2026_Welcome Email.docx
DRAFT_NEO WDVA_Central Office (2026).pptx
DRAFT_New Employee_Benefits_Worksheet.xlsx

- After generic WDVA NEO is completed, hand off to bureaus for their bureau specific training.

- Future agenda items
 - Refine above
 - NEO in person or make recommendations on where you are based
 - Dawn to Share the SharePoint DCFS checklist/neo
 - Jeni to share outlines (DOA hopefully)

- Public comment

None

- 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 11:45 AM.

Dawn LaFond/Jennifer Van Haaften