

**DIVERSITY, EQUITY,
AND INCLUSION
COMMITTEE**

Tuesday, January 5, 2021

6:00 PM

McFarland Municipal Center
Community Room

AGENDA

You are invited to this meeting through a Zoom webinar. The Public is strongly encouraged to watch and participate in these meetings remotely through either the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/85949231570>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 859 4923 1570

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Village Board. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to cassandra.suettinger@mcfarland.wi.us to be included as part of the meeting.
3. BUSINESS.
 - a. Member introductions.
 - b. General background on committee setup, structure, and meetings.
 - c. Presentation of background information regarding local discussions on diversity, equity, and inclusion within McFarland.
 - d. Discussion regarding ongoing schedule and topics for future meeting dates.
4. SCHEDULE NEXT MEETING DATE.
 - a. Wednesday, January 20, 2021 at 6:00 pm.

5. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.



DIVERSITY, EQUITY, AND INCLUSION COMMITTEE SUMMARY SHEET

MEETING DATE: Tuesday, January 5, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Member introductions.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Welcome to your first meeting of the Diversity, Equity, and Inclusion Subcommittee. This first agenda item will allow each person on the Subcommittee to introduce themselves to the group. This is a virtual meeting and different than if we were in person, but will give us a chance to begin to get to know each other.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action required on this item. Serves a discussion between members to introduce themselves to the group.

ATTACHMENTS:

None



DIVERSITY, EQUITY, AND INCLUSION COMMITTEE SUMMARY SHEET

MEETING DATE: Tuesday, January 5, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: General background on committee setup, structure, and meetings.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

On Monday, December 28th, each member should have received an email from the Deputy Clerk regarding background information about serving on a Village Committee. This provided a link to orientation materials including a welcome message, meeting delivery, background on open meetings/records law, ethics, and other related topics available on the Village website. If you have not looked at that page, the information is available through www.mcfarland.wi.us/committeeorientation.. A page has also been established especially for this group. It is located at www.mcfarland.wi.us/dei.. Here is where you can see the other members, relevant documents to the subcommittee, and other information as it gets added to the page. This information applies uniformly to all Village boards, commissions, and committees, and we will go over it in summary to see if anyone has any questions on the materials provided.

One area to point out from these materials is the information on open meetings and records law. This subcommittee was created in accordance with Article VI within Chapter 2 of the McFarland Municipal Code as a Special Committee. By definition, a subcommittee is "a special working committee created to advise an authority, board, or standing committee on a narrow issue or range of issues." As an appointed public entity, a subcommittee has to operate within the confines of the open meetings and records law that are referenced within the orientation materials. Staff is here to help oversee our compliance with these requirements which is standard for all groups. We will review the key pieces of this as part of our meeting to make members aware of how this affects them and the group.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

Section 2-191 - Meetings and Public Notice: Subsection (a) denotes required compliance with open meetings law. [Click on this link to view the code.](#)

Chapter 2 (Administration), Article VI - Special Committees: [Click on this link to view the code.](#)



Chapter 2 (Administration), Article IX - Public Records: [Click on this link to view the code.](#)

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action is needed on this item. The information presented is intended as background and allows members to ask questions regarding what it entails for the group.

ATTACHMENTS:

None



DIVERSITY, EQUITY, AND INCLUSION COMMITTEE SUMMARY SHEET

MEETING DATE: Tuesday, January 5, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Presentation of background information regarding local discussions on diversity, equity, and inclusion within McFarland.

PREVIOUS ACTION:

The Village Board enacted Resolution #2020-14 on June 22, 2020 creating the commitment to establish the special committee.

The Village Board enacted Resolution #2020-19 on September 14, 2020 creating the subcommittee.

The Village Board enacted Resolution #2020-25 on November 9, 2020 amending the previous resolution to clarify membership requirements.

The Village President made appointment to the subcommittee on November 23, 2020 which was confirmed by the Village Board.

ISSUE SUMMARY:

Included within your packet is a series of resolutions on how the Diversity, Equity, and Inclusion Subcommittee came to be established. Notably, it took some time but these documents show the progression of Village Board action that created this group as we sit here today and what is being asked of you in this capacity.

The effort to create the subcommittee was a subcomponent of a larger resolution that was adopted in June of 2020 which is Resolution #2020-14. This resolution was adopted to advance racial equity, social justice, diversity, and inclusion within the Village of McFarland as its titled. It includes within the authorization piece a commitment by the Village Board that covers a number of different areas that are meant to be addressed by this action across a broad spectrum. Most, if not all, of what is listed was prepared from within the Community and several members of our current subcommittee were part of that process and can speak to that further if desired. We will review these points in the meeting as well and talk about where we stand on our progress with the areas identified.

More specifically to the Subcommittee's role, I call your attention to item 2 on page 2 which states that the Village is committed to the creation of "a diversity and inclusion committee or special committee". To that end, the Village Board enacted such a resolution to create this group in response to that direction. Initially introduced in July of 2020, Resolution #2020-19 was adopted by the Village Board at its meeting in September 14th to create the subcommittee as we sit here today. Furthermore later, they adopted Resolution #2020-25 which amended the previous resolution by clarifying certain membership requirements. The charge was established within Resolution #2020-19 and was not amended by the later resolution. It states as follows:



- a. Review and provide feedback on Village practices, policies, procedures, objectives, and goals as related to diversity, equity, and inclusion.
- b. Identify ways to encourage all Village elected/appointed officials, resident appointees, and Community members at large to learn about diversity, equity, and inclusion.
- c. Promote engagement of all voices of the Community.
- d. Identify initiatives for how the Village can work towards advancing racial equity, social justice, diversity, and inclusion while also reflecting these values within our Community.
- e. Make a recommendation to the Village Board regarding the DEI Subcommittee being established within the McFarland Village Code of Ordinances as a Standing Committee.

We will review these points in our meeting but the last item of note is a little different than the previous four.

All Committees are advisory in nature unless otherwise they've been granted a specific authority by the Village Board or in some cases State law. This group was created as a Special Committee to advise the board on the issues/areas noted. Special Committees are temporary in nature and meant to serve a defined or intended purpose until its conclusion. Standing Committees are created and defined by Village Ordinance as to their role within the governance structure and are formatted slightly different as far as their structure. Whether Standing or Special, regardless, the committee serves as the pleasure of the board and advising them on the matters presented. Sub (e) is meant to consider what plan this Subcommittee might have within our governance structure whether that it lives on as a new Standing Committee, worked into an existing Standing Committee, or by some other means. Again, all things we'll review and discuss when we meet.

The Village Board had requested a recommendation be made by November of 2021 and also that progress reports be provided within 3 month increments. We'll look to make our first progress report in April of 2021.

FINANCIAL/BUDGET IMPACT:

The Village Board has set aside funds for the Subcommittee to access in order to facilitate its charge. They allocated \$25,000 in the 2021 Budget for this purpose to start and depending on what is desired, likely open to suggestions on more funding to support these efforts. There is presently no defined purpose for those funds but something we can continue to discuss as part of these efforts.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action required on this item. Information provided as background on actions taken to date to advance diversity, equity, and inclusion in McFarland.

ATTACHMENTS:

1. 2020-14 To Advance Racial Equity, Social Justice, Diversity, and Inclusion within the Village of McFarland
2. 2020-19 To Create a Special Committee to Advance Racial Equity, Social Justice, Diversity, and Inclusion in the Village of McFarland



3. 2020-25 Resolution Amending Res 2020-19 regarding Membership on SubCommittee

RESOLUTION 2020-14

A RESOLUTION TO ADVANCE RACIAL EQUITY, SOCIAL JUSTICE, DIVERSITY, AND INCLUSION WITHIN THE VILLAGE OF MCFARLAND

WHEREAS, on May 25, 2020, George Floyd, an African American man, died at the hands of four Minneapolis, Minnesota, police officers;

WHEREAS, acknowledging that black people are three times more likely to be killed by police than white people according to the research collaborative *Mapping Police Violence*;

WHEREAS, this act of intolerable violence and other similar acts that have occurred across this country in recent years are unpardonable and must serve as a wake-up call to every human being that recognizes life as both a gift and human right;

WHEREAS, observing that more diverse families are coming to the Village;
and

WHEREAS, recognizing that the Southern Wisconsin has one of the lowest probability of an individual reaching the top income quintile if they grew up in a low-income household.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of McFarland on behalf of all residents and employees, as follows:

- 1) We join with America in sharing its sorrow within the shadow of this heinous act;
- 2) We recognize that we all come from a common thread as a single human race and call on our country to recognize the value of human life;

3) We call upon our Community to join with us in committing to introspective evaluation of ourselves as public servants, citizens and as fellow members of the human family; and

4) Furthermore, we invite further dialogue and action within the Community to work together by doing everything we can to build a system that finally fulfills the promise of liberty and justice for all.

BE IT FURTHER RESOLVED by the Village Board of the Village of McFarland on behalf of all residents and employees, that the Village is committed to the following responses:

1) Engage the Village Board, McFarland Municipal Court, and McFarland Police Department to partner and join in the County's Community Restorative Court program and developing policies to refer all eligible cases to the program;

2) Create a diversity and inclusion committee or special committee;

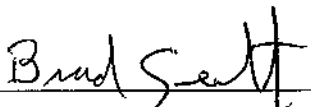
3) Annual review of committee appointments in order to appoint members of the Community of all demographics and increase education in order to engage communities of color to participate on Village boards, commissions, and committees;

4) Require and fund training for all Village Employees to participate at least annually in State and/or Nationally recognized, accredited, and/or professional training in racial equity, social justice, diversity, and inclusion within the Village;

5) Reviews of police training and use of force policies to ensure consistency with State law and/or other nationally accredited groups as might be applicable;

- 6) Continue to publish current use of force policies for the McFarland Police Department on the Village website and encourage diversity within the membership of the Police and Fire Commission;
- 7) Work with the Library to increase programming, resources and discussions about cultural awareness;
- 8) Work jointly with the School Board for the School District of McFarland on diversity and equity initiatives;
- 9) Publish an annual report regarding the initiatives the Village of McFarland is taking in order to support anti-racist policies and activities in the Community as well as progress on advancing action steps of this resolution;
- 10) Review policies that create systemic barriers to diverse participation in committees; and
- 11) Affirm a commitment to equity.

ADOPTED at a regular meeting of the McFarland Village Board this 22nd day of June, 2020.


 Brad Czebotar
 Village President

Attest:


 Cassandra Suettinger
 Clerk/Treasurer

RESOLUTION #2020-14	
MOTION	SECOND
Czebotar	Rupert
ACTION	DATE
Adopted	06/22/2020
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brassington - Aye	Kryzenske - Aye
Clow - Nay	Rupert - Aye
Czebotar - Aye	Utter - Nay
Flaherty - Aye	
VOTING RESULTS	
Motion Carried:	5 - 2 - 0
Motion Defeated:	

RESOLUTION #2020-19

A RESOLUTION TO CREATE A SPECIAL COMMITTEE TO ADVANCE RACIAL EQUITY, SOCIAL JUSTICE, DIVERSITY, AND INCLUSION IN THE VILLAGE OF MCFARLAND

WHEREAS, the Village of McFarland through the Village Board, Village Staff, members of boards, commissions, and committees are committed to advancing racial equity, social justice, diversity, and inclusion within our Community and encouraging all residents to do the same;

WHEREAS, the Village Board for the Village of McFarland has previously adopted Resolution #2020-14 which is its commitment to the included action plan prepared by the Community to effectuate change;

WHEREAS, Resolution #2020-14 identified a commitment by the Village Board to “create a diversity and inclusion committee or special committee”; and

WHEREAS, the Village Board desires to create such a special committee to reaffirm its commitment to the Community in order to advance racial equity, social justice, diversity, and inclusion.

NOW, THEREFORE BE IT RESOLVED, that the Village Board of the Village of McFarland, Dane County, Wisconsin, does hereby create the Diversity, Equity, and Inclusion Subcommittee (“DEI Subcommittee”) under the requirements of Section 2-481(b) of the McFarland Municipal Code as follows:

1. Membership of the Subcommittee will be made up entirely of Residents of the Village of McFarland. Prospective Members shall be appointed by the Village President subject to confirmation by the Village Board. Additionally, the Village President shall appoint the Chairperson and Vice-Chairperson of the DEI Subcommittee subject to confirmation by the Village Board. Total membership of the Subcommittee shall not exceed 9 individuals.
2. The charge of the DEI Subcommittee shall be to:
 - a. Review and provide feedback on Village practices, policies, procedures, objectives, and goals as related to diversity, equity, and inclusion.
 - b. Identify ways to encourage all Village elected/appointed officials, resident appointees, and Community members at large to learn about diversity, equity, and inclusion.
 - c. Promote the engagement of all voices of the Community.
 - d. Identify initiatives for how the Village can work towards advancing racial equity, social justice, diversity, and inclusion while also reflecting these values within our Community.

c. Make a recommendation to the Village Board regarding the DEI Subcommittee being established within the McFarland Village Code of Ordinances as a Standing Committee.

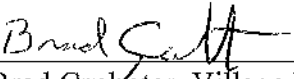
3. The DEI Subcommittee will be advisory in nature and serve under the direct supervision and discretion of the Village Board.

4. The DEI Subcommittee will make its recommendation by November, 2021 unless otherwise decided or extended by the Village Board. Further, the Subcommittee will make progress reports at least every 3 months following the scheduling of its first meeting.

5. The DEI Subcommittee will be supported by the Village Administrator with assistance and full cooperation from all Village Department Heads and Staff as directed by the Administrator.

The above and foregoing Resolution was duly adopted at a regular meeting of the McFarland Village Board on September 14, 2020.

APPROVED:


Brad Czebotar, Village President

ATTEST:


Cassandra Suettinger, Village Clerk/Treasurer

RESOLUTION # 2020-19	
MOTION	SECOND
Flaherty	Czebotar
ACTION	DATE
Adopted	09/14/2020
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brassington - Aye	Kryzenske - Aye
Clow - Aye	Rupert - Aye
Czebotar - Aye	Utter - Aye
Flaherty - Aye	
VOTING RESULTS	
Motion Carried	7 - 0 - 0
Motion Defeated:	

RESOLUTION #2020-23

A RESOLUTION TO AMEND RESOLUTION #2020-19 REGARDING THE MEMBERSHIP ON THE SPECIAL COMMITTEE TO ADVANCE RACIAL EQUITY, SOCIAL JUSTICE, DIVERSITY, AND INCLUSION IN THE VILLAGE OF MCFARLAND

WHEREAS, the Village of McFarland through the Village Board, Village Staff, members of boards, commissions, and committees are committed to advancing racial equity, social justice, diversity, and inclusion within our Community and encouraging all residents to do the same;

WHEREAS, the Village Board for the Village of McFarland has previously adopted Resolution #2020-14 which is its commitment to the included action plan prepared by the Community to effectuate change;

WHEREAS, the Village Board for the Village of McFarland has also previously enacted Resolution #2020-19 creating the Diversity, Equity, and Inclusion Subcommittee as part of the original action plan;

WHEREAS, the Village Board has determined that including at least one of its members on the Subcommittee will benefit the work of the Subcommittee by facilitating the sharing of information between the Board and the Subcommittee; and

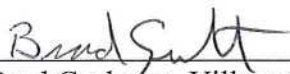
WHEREAS, the Village Board desires to amend Resolution #2020-19 by revising the membership definition that was created for the Subcommittee.

NOW, THEREFORE BE IT RESOLVED, that the Village Board of the Village of McFarland, Dane County, Wisconsin, does hereby amend Subsection 1 of Resolution #2020-19 to read as follows:

1. Membership of the Subcommittee will be made up entirely of Residents of the Village of McFarland. Prospective Members shall be appointed by the Village President subject to confirmation by the Village Board. Additionally, the Village President shall appoint the Chairperson and Vice-Chairperson of the DEI Subcommittee subject to confirmation by the Village Board. Total membership of the Subcommittee shall not exceed 10 individuals including at least one member from the Village Board with the Village Administrator, and/or Designee, serving as the Staff Support.

The above and foregoing Resolution was duly adopted at a regular meeting of the McFarland Village Board on November 9, 2020.

APPROVED:


Brad Czebotar, Village President

ATTEST:


Cassandra Sucttinger, Village Clerk/Treasurer

RESOLUTION # 2020-23	
MOTION	SECOND
Czebotar	Clow
ACTION	DATE
Adopted	11/09/2020
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brassington – Aye	Kryzenske – Aye
Clow – Aye	Rupert – Aye
Czebotar – Aye	Utter – Aye
Flaherty – Aye	
VOTING RESULTS	
Motion Carried	7 – 0 – 0
Motion Defeated:	



DIVERSITY, EQUITY, AND INCLUSION COMMITTEE SUMMARY SHEET

MEETING DATE: Tuesday, January 5, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion regarding ongoing schedule and topics for future meeting dates.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

First meeting will no doubt include a lot of information provided as background to get the subcommittee started on its work. With this last item we can begin to talk about our vision to facilitate the charge from the Village Board. Certainly not something we'll figure out in one meeting, but the second part of this will be to schedule recurring meetings likely on a monthly basis. That is the typical schedule for our Committees to meet monthly.

It is proposed that the regular meeting date and time be held on the third Wednesday of each month beginning at 6:00 pm. We can discuss if the time is appropriate going forward, but changing the date will be tricky. In the Zoom format, we can only host one meeting at a time so there is no ability to overlap meetings like we could do previously when in person. There are some options to discuss with this as well but this is what is proposed initially.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action. Provided as a discussion item amongst the subcommittee on future topics and setting the ongoing schedule.

ATTACHMENTS:

None