

**DIVERSITY, EQUITY,
AND INCLUSION
COMMITTEE**

**Wednesday, February 17,
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/86832279881>

Or by Telephone: +1 (312) 626-6799
Webinar ID: 868 3227 9881

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. APPROVAL OF MINUTES.
 - a. Discussion and action regarding minutes of the meeting held on January 20, 2021.
 - b. Discussion and action regarding minutes of the meeting held on January 26, 2021.
4. BUSINESS.
 - a. Discussion and review of Resolution #2020-14 and #2020-19 as background on the developing diversity, equity, and inclusion initiatives.
 - b. Discussion regarding the development of goals and objectives of the Subcommittee.
 - c. Update and discussion regarding recruitment for the Police Chief position.

5. SCHEDULE NEXT MEETING DATE.

- a. Wednesday, March 17, 2021 at 6:00 pm.
- b. Requests for future agenda items.

6. 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 Minutes

Wednesday, January 20, 2021 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Patrick Miles called the regular meeting of the Diversity, Equity, and Inclusion Subcommittee to order at 6:00 PM in the Community Room of the McFarland Municipal Center.

Members present: Bridget Bell (arrived at 6:20 pm), Hilary Brandt, Stephanie Brassington, Monica Bruce, Sean Chislom, Laetitia Hollard, Patrick Miles (Chairperson), Mona Nelson, and Dave Pagenkopf.

Members not present: Carrie Nelson (Vice-Chairperson).

Staff Present: Village Administrator Matt Schuenke and Communications and Technology Director Stephanie Miller.

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.
None.

3. APPROVAL OF MINUTES.

- a. Discussion and action regarding minutes of the regular meeting held on January 5, 2021.
A motion was made by Brassington, seconded by Brandt, and unanimously carried by the Diversity, Equity, and Inclusion Subcommittee to approve the minutes of the regular meeting held on January 5, 2021.

4. BUSINESS.

- a. Presentation on Police Chief appointment process and overview of upcoming recruitment.
The Village Administrator provided an overview of the recruitment for the vacant Police Chief position. He discussed the roles, appointment process, timeline, and other related tasks associated with making the hiring. No action was taken on this item.
- b. Conduct listening session with recruiter for the Police Chief position.

The Recruiter for the Police Chief position introduced themselves and described the process to conduct the listening session. Questions were asked and feedback provided on topics regarding the position itself and various aspects of the Department in which it will lead. Not all questions were completed, and the group will schedule a special meeting to finish the listening session at a future meeting. No action was taken on this item.

5. SCHEDULE NEXT MEETING DATE.

- a. Wednesday, February 17, 2021 at 6:00 pm.*
- b. Requests for future agenda items.*

6. ADJOURNMENT.

A motion was made by Hollard, seconded by Chisolm, and unanimously carried by the Diversity, Equity, and Inclusion Subcommittee to adjourn the meeting at 7:55 pm.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Matthew G. Schuenke
Village Administrator

Diversity, Equity, and Inclusion Subcommittee Minutes

Tuesday, January 26, 2021 - 5:30 PM

1. CALL TO ORDER, ROLL CALL.

Patrick Miles called the special meeting of the Diversity, Equity, and Inclusion Subcommittee to order at 5:30 PM in the Community Room of the McFarland Municipal Center.

Members present: Bridget Bell, Hilary Brandt, Stephanie Brassington, Monica Bruce (arrived at 5:38 pm), Sean Chislom, Laetitia Hollard, Patrick Miles, Carrie Nelson, Mona Nelson, and Dave Pagenkopf.

Members not present: None.

Staff Present: Village Administrator Matt Schuenke and Communications and Technology Director Stephanie Miller.

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.
- None.

3. BUSINESS.

- a. Conduct listening session with recruiter for the Police Chief position.
- The Recruiter for the Police Chief position continued the listening session from where they left off at the last meeting. Questions were asked and feedback provided on topics regarding the position itself and various aspects of the Department in which it will lead. All questions were asked and the listening session was completed. No action was taken on this item.
- b. Discussion in order to provide feedback on the job description for the Police Chief position.
- The Village Administrator provided a copy of the job description and suggested revisions that would be considered. It was stated that the Personnel Committee, Police and Fire Commission, and finally Village Board would also be reviewing this draft. The Village Administrator will send the job description out along with the remaining schedule, tasks needed to complete its review. Members are encouraged to respond to that message in order to provide further feedback on the description as its thus far

presented. No action was taken on this item.

4. SCHEDULE NEXT MEETING DATE.

a. Wednesday, February 17, 2021 at 6:00 pm.

5. ADJOURNMENT.

A motion was made by Pagenkopf, seconded by Bell, and unanimously carried by the Diversity, Equity, and Inclusion Subcommittee to adjourn the meeting at 7:01 pm.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Matthew G. Schuenke

McFarland
SUMMARY SHEET

MEETING DATE: Wednesday, February 17, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Stephanie Miller, Comm & Technology Director

AGENDA ITEM: Discussion and review of Resolution #2020-14 and #2020-19 as background on the developing diversity, equity, and inclusion initiatives.

PREVIOUS ACTION:

At our meeting on January 5, 2021, these resolution were first provided and reviewed by the Subcommittee.

ISSUE SUMMARY:

Included within your packet are Resolutions #2020-14 and #2020-19. These documents were provided previously at our first meeting and provided again as background as we begin to build our goals and objectives for the Subcommittee.

- **Resolution #2020-14** - This resolution was adopted by the Village Board in June of 2020 after mainly originating from the Community. Within this document, it outlines the Village's response on behalf of the board. There are 11 responses included within that section of the resolution that likely can serve for the basis of beginning our discussion around developing our goals as a Subcommittee.
- **Resolution #2020-19**- One of the responses of that initial resolution was the creation of this Subcommittee. The charge established within that resolution is as follows:
 - Review and provide feedback on Village practices, policies, procedures, objectives, and goals as related to diversity, equity, and inclusion.
 - Identify ways to encourage all Village elected/appointed officials, resident appointees, and Community members at large to learn about diversity, equity, and inclusion.
 - Promote the engagement of all voices of the Community.
 - 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.
 - Make a recommendation to the Village Board regarding the DEI Subcommittee being established within the McFarland Code of Ordinances as a Standing Committee.

This information is shared again, because within it we can begin to build our goals and



objectives as our platform. Additionally, we can expand onto other topics not previously addressed but related to our work. While we've had three meetings in the first month, most of that was dedicated to the listening session for the Police Chief recruitment. This really is the first meeting in which we can start to talk about these issues as they were conceived originally when the resolutions were first enacted and how that aligns with where the Subcommittee wishes to bring this work together.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented as background for discussion with the next agenda item. No action needed on this item.

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

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;

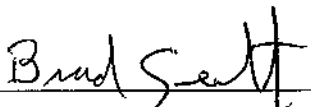
3) Annual review of committee appointments in order to appoint members of the Community of all demographics and increase education in order to engage communities of color to participate on Village boards, commissions, and committees;

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.

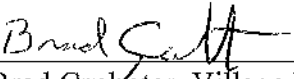
3. The DEI Subcommittee will be advisory in nature and serve under the direct supervision and discretion of the Village Board.

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:	

McFarland
SUMMARY SHEET

MEETING DATE: Wednesday, February 17, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Stephanie Miller, Comm & Technology Director

AGENDA ITEM: Discussion regarding the development of goals and objectives of the Subcommittee.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Using the resolutions outlined in the previous agenda item, they can serve as a guide for how we build the goals and objectives of this Subcommittee. As we think about developing goals, we have to remember that goals are abstract ideas we wish to achieve. Objectives then are specific actions we can accomplish in order to advance the goals that have been set. Looking at the original resolutions and the issues outlined from the Community we can begin to establish our goals. Then furthermore we can use that to align objectives to these goals to serve as the platform for our work plan. This will be everyone's opportunity to begin to provide their input on how we grow the work of this Committee.

This is not likely something to be completed in one meeting. That should be ok. The development of goals and objectives by any board, commission, or committee is going to take some time for them to be meaningful and impactful. One idea to help keep these discussions fluid and members engaged would be to break up the work into small groups. For instance, if there were 9 goals and we created 3 small groups from within the Subcommittee then each group could work on developing three goals. Then at the next meeting we talk through their work as a group working through each one by one. This could be a way to have one formal meeting per month while still allowing the members to stay engaged on the issues.

To be prepared for this item, members should review the resolutions in the previous agenda item and think about goals that are important to them that they wish to discuss with the group for the Subcommittee to address. From there we will begin to build our work.

FINANCIAL/BUDGET IMPACT:

The 2021 Budget included \$25,000 to help support these initiatives. Those funds could go towards items listed as objectives that require funding to complete (i.e. - paid training programs), or potentially assistance in helping to derive these efforts (i.e. - consultant, speakers, etc.) The Village Board could authorize more if desired, but again this is provided at least to start until more specifics are known.



VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion to begin the process to develop goals and objectives of the Subcommittee. No action needed on this item.

ATTACHMENTS:

None

McFarland
SUMMARY SHEET

MEETING DATE: Wednesday, February 17, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Update and discussion regarding recruitment for the Police Chief position.

PREVIOUS ACTION:

The Diversity, Equity, and Inclusion Subcommittee held a listening session with the recruiter on January 20th and 26th regarding the Police Chief recruitment.

ISSUE SUMMARY:

Just to recap, the listening sessions with this group was held on January 20th and 26th with the recruiter to gather feedback on the recruitment of the Police Chief. Thank you everyone for the input you provided as it was helpful in the process. Additionally, at our last meeting a revised version of the job description was provided to the group. Admittedly, we did not have time to discuss that further and we are sorry we did not make enough time for that discussion. However, the Administrator sent out the revised job description to the group along with the description of events upcoming for the recruitment. A few people responded from this Subcommittee with their comments and we were able to incorporate that work into the document. The Police and Fire Commission met on February 4th and recommended approval of the job description as well as requested to fill the vacancy. The Village Board met on February 8th to consider their recommendation and took action to approve both requests. The position has begun the advertisement process as of February 10th and that will be open until March 3rd. The Police and Fire Commission is still finalizing the remaining schedule, but we do anticipate beginning the interview process shortly after the application period closes.

We have talked about additional areas where this group would like to be more involved in the recruitment. While the listening session was meant to be that conduit to the recruitment, we do have a few other ideas we could pursue:

- **Interview Questions** - We do not want to publish the specific list of questions. Any prospective candidate can easily access this information and use it as part of the process which might create an unfair advantage. We want everyone to walk into the process on the same level and be able to react to the questions accordingly. However, we can go over some of the themes and categories of questions that might be anticipated. The Subcommittee can provide input and make suggestions on other ideas they might have regarding the line of questioning. Staff will take this input and work it into the questions to be asked of the candidates as applicable.
- **Interview Panels** - There are three interview panels in the process of being scheduled: 1)



a Law Enforcement Panel; 2) Administrator Panel; and 3) Police and Fire Commission Panel. The first group will be current or past law enforcement executives that will review candidates and provide their feedback based on similar experiences they possess in the position. The second panel is led by the Village Administrator and will include the Village President plus a few Department Heads to evaluate prospective candidates.

Lastly, the Police and Fire Commission will be conducting their own interviews of the candidates as well. For the interviews to be conducted by the Administrator Panel, we could include Trustee Brassington from this group to participate in that portion of the process. The Administrator has been in charge of arranging that panel and is willing to include her both as a link to this group but that of the Village Board. She has been consulted in this role and is agreeable to being included.

- **Community Panel** - Later in March, still working to nail down the date, we will be hosting a public forum for the final candidates to meet virtually with the public. This would be a chance for each candidate to introduce themselves, answer some prepared questions, and then take some questions from the audience. Attendees to the meeting are free then to provide input on each candidate. This input will be gathered and provided to the PFC for their consideration in the process. Once that date and time have been determined, we'll share with the group but it is likely over a month away at this point.

I believe through these efforts we can still find ways to involve this group in the process and offering different ways to insert input while the process continues to move forward. I included this as an update as well as discussion also on what is suggested here.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented in order to give an update on the recruitment for Police Chief and discuss the contents of this memo. No action is needed on this item.

ATTACHMENTS:

None