

**DIVERSITY, EQUITY,
AND INCLUSION
COMMITTEE**

Wednesday, March 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/88206745076>

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

Webinar ID: 882 0674 5076

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 February 17, 2021.
4. BUSINESS.
 - a. Discussion regarding research on diversity, equity, and inclusion resources, consultants, and other comparable planning efforts.
 - 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, April 21, 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, February 17, 2021 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Vice-Chairperson Nelson called the regular meeting of the Diversity, Equity, and Inclusion Subcommittee to order at 6:02 PM in the Community Room of the McFarland Municipal Center.

Members present: Bridget Bell, Hilary Brandt, Stephanie Brassington, Monica Bruce (arrived at 6:27 pm), Sean Chislom, Laetitia Hollard (left the meeting at 6:30 pm), Carrie Nelson (Vice-Chairperson), Mona Nelson, and Dave Pagenkopf.

Members not present: Patrick Miles (Chairperson).

Staff Present: 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 meeting held on January 20, 2021.
A motion was made by Chislom, seconded by Pagenkopf, and unanimously carried by the Diversity, Equity, and Inclusion Subcommittee to approve the minutes of the meeting held on January 20, 2021.
- b. Discussion and action regarding minutes of the meeting held on January 26, 2021.
A motion was made by Chislom, seconded by Bell, and unanimously carried by the Diversity, Equity, and Inclusion Subcommittee to approve the 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.
The Village Administrator presented as background the Resolutions #2020-14 and

#2020-19 to assist in the process to develop diversity, equity, and inclusion initiatives. Several areas were reviewed as to what could possibly be built into goals and objectives while also reviewing the charge of the Subcommittee. As this work develops within the next agenda item, we will report back to the Village Board on our progress to advance this initiatives. No action was taken on this item.

b. Discussion regarding the development of goals and objectives of the Subcommittee.

The Village Administrator presented on the development of goals and objectives discussing their relationship to the work of the Subcommittee. The Subcommittee began to discuss several categories of goals that it wished to build as well as beginning to frame some objectives within the process. We will continue to work from this list for our next meeting as well as review potentially what options might be available for consultants to aide in this work. No action was taken on this item.

c. Update and discussion regarding recruitment for the Police Chief position.

The Village Administrator went over the progress of the recruitment to date. Additionally, there were elements of the process reviewed that were still developing like interview questions, interview panels, community involvement, etc. Several key initiatives were reviewed coming out of this group aligned with that process. Another update will be provided at the next meeting. No action was taken on this item.

5. SCHEDULE NEXT MEETING DATE.

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

b. Requests for future agenda items.

1. Continued discussion on goals and objectives.
2. Review options for consulting assistance.
3. Update on the Police Chief recruitment.

6. ADJOURNMENT.

A motion was made by Pagenkopf, seconded by Bruce, and unanimously carried by the Diversity, Equity, and Inclusion Subcommittee to adjourn the meeting at 7:24 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

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Wednesday, March 17, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Stephanie Miller, Comm & Technology Director

AGENDA ITEM: Discussion regarding research on diversity, equity, and inclusion resources, consultants, and other comparable planning efforts.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Attached to this memorandum are a list of resources compiled by Village Staff since our last meeting. We will go over this information to help introduce these findings and begin to talk about areas of relevancy related to our work. Additionally, Subcommittee members may also have suggestions of similar resources they can bring to the meeting and we can add to this list.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion. No action necessary with this item.

ATTACHMENTS:

1. DEI RESOURCES

DEI RESOURCES

Nearby Municipalities

- Sun Prairie
 - [Diversity & Inclusion at the City of Sun Prairie](#)
 - [Ad Hoc Steering Committee on Diversity - Final Report](#) (2017)
- Waunakee
 - [Diversity, Equity & Inclusion Initiatives](#)

Other Municipalities

- [San Jose, CA](#) (Pop. 1.028 million)
 - [Racial Equity Resources](#)
- [Red Wing, MN](#) (Pop. 16,338)
 - [Human Rights Commission](#)
 - Many resources found in left tab
- [Beaverton, OR](#) (Pop. 97,861)
 - Referenced in [Oshkosh's DEI Agenda from 9-28-20](#)
 - [Cultural Inclusion Program](#)
 - [Diversity Advisory Board](#)
 - Diversity, Equity, and Inclusion Plan 2019 - officially adopted by City Council
 - [DEI Plan 2019](#) | [DEI Plan Quick Guide](#) (they also provided these in Spanish)

Organizations

- [Racial Equity Alliance](#)
 - The Government Alliance on Race and Equity (GARE) is a national network of government working to achieve racial equity and advance opportunities for all.
 - [Become A Member](#) (Annual dues on a sliding scale, based on number of employees)
 - WI Members
 - Dane County
 - [Office of Equity and Inclusion](#)
 - [Equity Plans for Dane County Depts](#)
 - City of Middleton
 - *City website lacks further info*
 - City of La Crosse
 - [Human Rights Commission](#)
 - City of Oshkosh
 - [Diversity, Equity, and Inclusion Committee](#) (Est. August 2020)
 - [City Ordinance](#) (Section 2-41; page 26 of 38)
 - City of Wauwatosa
 - [Equity and Inclusion Commission](#)
 - Looks like Wauwatosa is ALSO in the process of hiring a Police Chief ([3-4-21 Agenda](#))
 - Milwaukee County
 - [Projects and Programs](#) - How We Work to Achieve Racial Equity
 - City of Racine
 - Briefly mentioned in [Address for City Budget 2021](#)
 - Recognized on page 57 in [2020 Adopted Budget](#)
 - Kenosha County
 - *County website lacks further info*
 - [Where We Work - Interactive Map](#)
 - [Racial Equity Action Plans: A How-to Manual](#)

- [Cream City Conservation & Consulting](#) (*E.D. Locke Public Library is already working with this org*)
 - To be relevant and impactful in our ever-changing world, we must ensure our programs are culturally relevant, our internal practices equitable and our teams, representative of the communities we work within. Most organizations understand this yet feel lost or confused on where to start. We help organizations leverage their unique strengths and identify internal barriers that hinder diversity and inclusion goals.
- [International City/County Management Association \(ICMA\)](#)
 - [Race, Equity, and Social Justice](#)
 - ICMA works to achieve equity and social justice, to affirm human dignity, and to improve the quality of life for the individual and the community.
 - [Equity and Inclusion](#)
 - Work to mitigate the effects of bias in all areas of local government by developing and promoting programs and initiatives in the areas of service delivery, hiring practices, leadership development, community engagement, workplace culture.
 - [ICMA Equity & Inclusion Toolkit](#) (PDF)
 - [7 Ways City Leaders Can Address Racial Inequities](#) (Blog w/ add'l resources)
 - March 31, 2021 - [Free Webinar: Establishing Inclusion as a Value](#) (12pm - 1:30pm CST)
 - Learn how to weave the values of equity and inclusion into the fabric of your organization.
 - 1st webinar of a 3-part series on equity and inclusion.
 - April 28, 2021 - [Free Webinar: Kickstarting Inclusion](#) (12pm - 1:30pm CST)
 - Learn how to actually implement the inclusive principles your organization has established.
 - 2nd webinar of a 3-part series on equity and inclusion.
 - May 26, 2021 - [Free Webinar: Keep Moving Forward](#) (12pm - 1:30pm CST)
 - Learn how to use racial equity tools to evaluate your organization's equity and inclusion efforts.
 - 3rd and final webinar of a 3-part series.
- [National Diversity Council](#)
 - The mission of the NDC is to be both a resource and an advocate for the value of diversity and inclusion. We foster an understanding of D&I as a dynamic strategy for business success and community well-being.
 - [Diversity First Certification Program](#)
 - [Mission](#)

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Wednesday, March 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:

Introductory discussion was held by the Subcommittee at their meeting on February 17, 2021.

ISSUE SUMMARY:

At our last meeting we began to discuss various ideas for goals and objectives to be prepared by the Subcommittee. The goals are general aspirations or a vision of what we wish to achieve in order to advance issues of diversity, equity, and inclusion. The objectives are then attached to each of the goals to fulfil that aspiration or vision. Eventually also we will attach timelines, cost, and assignments to them in order to help organize their implementation. The following goals were generally categorized or introduced for discussion at our last meeting (objectives listed as subcategories):

- **Personnel**
 - Adding more language to job descriptions.
 - Training opportunities for Village Staff with regular opportunities.
- **Organization**
 - Reviewing policies, ordinances, procedures, etc. for ways to incorporate diversity, equity, and inclusion as well as remove systematic racism.
 - Initiatives within Community/Economic Development, possible pathways to homeownership.
 - Senior Outreach
 - Police Department
 - Other Departments?
- **Communication**
 - Accessing diverse populations.
 - Community outreach, message accessibility to diverse populations across multiple mediums and languages.
 - Connection, availability, awareness
- **Community Partnership**
 - Bridge to the School District, possible book project partnership, consider pooled resources.
 - Library



- Youth Center
- Food Pantry
- Other collaborations?
- **Subcommittee Development**
 - Team Building
 - Training Preview
 - Consulting Assistance

There was a wealth of information prepared by Stephanie Miller and shared in the previous agenda item. There is likely a platform we can follow as an example to help guide us through that information. Additionally, it can help us align the good work other communities are doing within this realm with the ideas we have begun to prepare here.

Another topic we should discuss is making a report back to the Village Board as an update. This does not have to be very developed, but generally an overview of what has taken place with this group over the first three months of this year.

To be prepared for this item, members should review the goals and objectives listed here thinking of ways potential to expand on the goals as well as develop specifics within the objectives. We will also be introducing the resources from the previous agenda item to help aide in this discussion, and will continue our work to bring this together.

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

VILLAGE OF
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SUMMARY SHEET

MEETING DATE: Wednesday, March 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. An update was also provided at this meeting on February 17th.

ISSUE SUMMARY:

The process for the recruitment of a new Police Chief continues. Semi-finalists for the position will be considered as part of the first round of interviews for the meeting on March 12th.

Finalists for the position will interview with the Police and Fire Commission on March 19th. Its likely by the time we have our meeting on Wednesday, a press release will be issued naming the finalists and outlining the Community Panel event to meet these individuals.

The Community Panel will be held on Thursday, March 18th beginning likely around 6:00 pm.

We are awaiting to see how many finalists there might be before finalizing the remaining details for the event. The meeting will be held over Zoom and each candidate will be introduced as well as walked through a handful of prepared questions in which they'll provide answers. After that is complete, we will have each candidate available within a Zoom room and people will be cycled through each room getting a chance to talk with the candidate directly. Also as part of this those participating will be able to provide feedback on the candidates through the Village website in which the information collected will be provided to the Police and Fire Commission as part of their deliberations to make an appointment.

We can discuss any other questions that people have thus far about the process.

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