

**DIVERSITY, EQUITY,
AND INCLUSION
COMMITTEE**

Wednesday, April 21, 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/86046037948>

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

Webinar ID: 860 4603 7948

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 March 17, 2021.
4. BUSINESS.
 - a. Presentation and discussion with consultants for diversity, equity, and inclusion planning.
 - b. Update regarding membership into the Government Alliance on Race and Equity (GARE).
 - c. Discussion regarding research on diversity, equity, and inclusion resources, consultants, and other comparable planning efforts.
 - d. Discussion on progress report to the Village Board.

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

5. SCHEDULE NEXT MEETING DATE.

a. Wednesday, May 19, 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, March 17, 2021 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

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

Members present: Bridget Bell (arrived at 6:17 pm), Hilary Brandt, Stephanie Brassington, Monica Bruce (left at 7:02 pm), Sean Chislom (arrived at 6:02 pm and left at 6:42 pm), Laetitia Hollard (left at 7:15 pm), Patrick Miles (Chairperson), Carrie Nelson (Vice-Chairperson), 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. APPROVAL OF MINUTES.

- a. Discussion and action regarding minutes of the meeting held on February 17, 2021.

A motion was made by Pagenkopf, seconded by Chisolm, and unanimously carried by the Diversity, Equity, and Inclusion Subcommittee to approve the minutes from 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.

Communications and Technology Director Miller presented her research on gathering resources, consultants, and other comparable planning efforts centered around diversity, equity, and inclusion. The Subcommittee discussed the different items presented and wanted to be able to provide more input. Staff will review the idea to utilize Google

documents for this purpose to ensure it does not conflict with open meetings/records law. One item support centered around the Village joining the Government Alliance on Race and Equity ("GARE"). Staff will submit the application and report on our progress at the next meeting. Over the course of time until our next meeting, Subcommittee members wanted to review the list of information presented and also see if there are additional resources they would also like to include on the list. This will be discussed further at our next meeting.

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

Administrator Schuenke generally reviewed the draft goals and objectives that had begun to be prepared at the last meeting. There were some new ideas provided to be worked into the personnel section. Additionally, it was discussed whether UW-Madison could assist in this effort or otherwise through consultants. Staff would look into the ability to access the University Alliance for this purpose. Additionally, several consultants were discussed to see what they might be able to offer to assist in this work. Staff will continue to review some of these options to see what could align with our work. Consulting assistance will be reported back at the next meeting.

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

Administrator Schuenke stated that finalists for the position had been selected and would take part in a Community Panel on March 18th. This will be held via Zoom and all members of the public are welcome to participate. Those attending will be provided the ability to give their input on the candidates that will be provided to the Police and Fire Commission (PFC) for their consideration. The PFC will be meeting on March 19th to conduct final interviews before reaching a decision. Final announcement in whatever capacity is expected in April. No action was taken on this item.

5. SCHEDULE NEXT MEETING DATE.

a. Wednesday, April 21, 2021 at 6:00 pm.

b. Requests for future agenda items.

Next meeting would look at membership into the Government Alliance on Race and Equity, goals/objectives/consultants, and resource development.

6. ADJOURNMENT.

A motion was made by Brandt, seconded by Pagenkopf, and unanimously carried by the Diversity, Equity, and Inclusion Subcommittee to adjourn the meeting at 7:42 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, April 21, 2021

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Presentation and discussion with consultants for diversity, equity, and inclusion planning.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Village Staff has arranged for two consultants to attend our next meeting to provide perspective for the group on the work that they do. This is not part of doing work for us, but a chance for the Subcommittee to hear from individuals that specialize in diversity, equity, and inclusion to get a chance to discuss with them how they go about these efforts in communities. The following individuals will be present including their name, title, and website for reference:

- August Ball - Founder/CEO at Cream City Conservation & Consulting
www.creamcityconservation.org
- Harry Hawkins - Executive Vice President at the Nehemiah Center for Urban Leadership Development www.nehemiah.org

We may have another but these two individuals are confirmed at this time. This again is an opportunity to discuss where we are at within our planning in line with the work that they do to assist in our discussions on pursuing additional consulting assistance.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action on this item.



ATTACHMENTS:

None

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Wednesday, April 21, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Update regarding membership into the Government Alliance on Race and Equity (GARE).

PREVIOUS ACTION:

At the March 17, 2021 meeting several diversity, equity, and inclusion resources were presented and discussed. One item that was uniformly accepted as highly beneficial was joining this organization.

ISSUE SUMMARY:

Village Staff has filed our membership application request with the Government Alliance on Race and Equity (GARE). More information about this group can be found at www.racialequityalliance.org. We have not yet heard a response to our application. The application questions can be found under the "Become a Member" tab at the top of the page of their website for reference. Staff will provide an overview as we understand it and see if there are any additional questions. At our last meeting it was discussed that it would be highly beneficial to join this organization and in time that will come to fruition.

FINANCIAL/BUDGET IMPACT:

Do not have a cost estimate as of yet. We will receive that once we hear back from the organization on our application.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented as an update for discussion.

ATTACHMENTS:

None

McFarland
SUMMARY SHEET

MEETING DATE: Wednesday, April 21, 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:

Initially presented at the March 17, 2021 meeting.

ISSUE SUMMARY:

Staff's research has found that the use of google doc's would likely not be consistent with open meetings law. Staff can maintain the document as such, but will have to work with the group on its revisions as needed.

Last month this list was reviewed as prepared by the Communications and Technology Director. Since that time we have all had time to think about its contents and the resources presented within it to have further discussion on the following:

- What do we like about what's here? What is not useful for us?
- What are thinking we can recreate here in McFarland?
- What are some additional resources we would like to add?

These are just a few questions to provoke discussion on the topic as needed. There may be other questions the group has and they are all relevant to this discussion. This again is the group's opportunity to provide feedback on what's been presented and add to what's been provided as appropriate. This information likely is used as support materials for the development of our goals and objectives.

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, April 21, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion on progress report to the Village Board.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The resolution to create the Subcommittee requested quarterly reports back to the Village Board on our progress. This agenda item is to generally talk about the drafting of that report and how we intend to deliver it to the board as requested. It is suggested that the report be prepared in three categories:

1. **Review Work Completed to Date** - Reviewing our agenda since our meetings began in January these topics include Police Chief recruitment, background review, goals/objectives, resource inventory, consulting panel, joining GARE, and other related topics to date. Each of these can be expanded upon in summary fashion as needed.
2. **Provide Outlook on Future Work** - We are continuing to prepare our goals/objectives for this group, which will lead to implementation of goals/objectives as appropriate at some point, review options for consulting assistance, interactions with new Police Chief, and other related activities. None of this is set in stone as of yet, but generally on the horizon.
3. **Questions and Answers** - As is customary we will allow some time for the Village Board to ask questions in order for those in attendance to provide answers.

We can also consider if members of this group wish to attend and provide their perspectives on the work done thus far. That could certainly also be possible.

This is the first time we will be making such a report. We can also discuss its delivery. Options for delivery of the report could include the Chairperson, Vice-Chairperson, Trustee Representative, and/or Administrator. Maybe not necessarily in that order but one of those individuals could give the report to the Village Board.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:



None.

ORDINANCE REFERENCE:

No action required on this. We just need to discuss the general format of making our report.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Wednesday, April 21, 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 the meetings on February 17th and March 17th.

ISSUE SUMMARY:

The Village has come to terms on a conditional offer of employment to hire Aaron Chapin as the next Police Chief for the Village of McFarland. Enclosed is the press release outlining his background. A start date has not been confirmed yet, and will be set once the conditions of the offer are completed. He is presently the Chief for the Village of Shorewood Hills and prior to that worked in several different capacities with UW-Madison Police Department. He also worked as a part-time officer for the McFarland Police Department and graduated from McFarland High School.

As the Press Release indicates, Sergeant Job has now been promoted to Lieutenant. He will have assumed these duties as of April 16th. Lieutenant Job will also be in charge of the Department in absence of the Chief until he is hired which is expected in the first half of May.

If desired, we could invite both individuals to the next meeting in May for introductions and further discussions as desired. If there are potential topics of discussion we would like to start out with them or questions to ask, we could plan for those as part of our meeting on Wednesday.

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:

1. Police Chief Hiring Press Release 04132021 mgs



www.mcfarland.wi.us | 5915 Milwaukee St, McFarland, WI 53558 | 608.838.3153

April 13, 2021

FOR IMMEDIATE RELEASE

FOR MORE INFORMATION CONTACT:

Matt Schuenke, Village Administrator *mgs*
matt.schuenke@mcfarland.wi.us
(608) 838-3153

McFarland Announces New Police Chief and Lieutenant

McFarland, WI – The Police and Fire Commission has made its appointment of Aaron Chapin as the new Police Chief for the Village of McFarland. Final start date is pending completion of final conditions on his offer of employment. He replaces Craig Sherven, the former Chief who retired in November of 2020 after serving the Village in this capacity for over a decade. The process to find a new Police Chief began in January with many listening sessions formed throughout the Community as well as a panel discussion between residents and the final candidates.

Chief Chapin stated that he “is excited and honored to re-join the Village of McFarland Police Department team, and is looking forward to the opportunity of serving the Community in this role.”

He comes to us from the Village of Shorewood Hills where he has served as Chief since 2017. Prior to this he had served as an Officer, Sergeant, and Lieutenant for the University of Wisconsin-Madison Police Department from 2000 through 2017. During that time period he was also a part-time Police Officer for the Village of McFarland. Additionally, he attained the rank of Sergeant within the Wisconsin Air National Guard with a specialty in Security Forces. He has a master’s degree in Organizational Leadership and Administration, and a bachelor’s degree in Criminal Justice both from Concordia University. He is also a graduate of the Northwestern University’s School of Police Staff and Command.

“Aaron performed admirably throughout all aspects of the process while demonstrating a great deal of leadership within a variety of law enforcement experiences,” explained Matt Schuenke, Village Administrator. “We are fortunate to be able to select him as our next Chief and excited for his work to begin to carry on the exemplary services provided by the Department.”

In other news from within the Department, Interim Chief and Lieutenant Brian Redman has announced his retirement. His last day in office will be on April 16th. He has worked for the Village since 2006 and has experienced a 27-year career in law enforcement. Current Sergeant Jeremy Job has been appointed to replace him and Jeremy will assume his new role also on April 16th. Soon to be Lieutenant Job was promoted to Sergeant in 2018 prior to being hired in 2015 as an Officer for McFarland after coming from Evansville in a similar capacity. He is working on a Masters Degree in Public Administration from Columbia Southern University after earning a bachelors degree in Management of Criminal Justice from Concordia University.

Finally, Community Service Officer Jackie Statz and Officer Jason Onken have also announced they will be leaving the Department. Former Officer Statz has retired from Law Enforcement following a lengthy career with the Department dating back to 2005. Officer Onken has worked in two different stints with the Department with the most recent one starting in 2017. We thank all of these individuals past and present for their service to the Community, and wish them luck to those that are moving onto new opportunities.

Further questions about this release should be directed to the Village Administrator, Matt Schuenke at (608) 838-3153 or matt.schuenke@mcfarland.wi.us.

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