

**DIVERSITY, EQUITY,
AND INCLUSION
COMMITTEE**

Wednesday, June 16, 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/83018423242>

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

Webinar ID: 830 1842 3242

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 May 19, 2021.
4. BUSINESS.
 - a. Discussion and action to make a recommendation to the Village Board regarding a proposal for diversity, equity, and inclusion consulting services from Rainey Briggs and Percy Brown.
 - b. Discussion with the Police Department on general operations:
 - 1) Complaint Procedure and Process
 - 2) Regularly Scheduled Town Hall Style Meetings

- c. Discussion regarding charge and/or definition of the Subcommittee.

5. SCHEDULE NEXT MEETING DATE.

- a. Monday, June 28, 2021 at 5:30 pm (Joint Village Board and School Board meeting)

- b. Wednesday, July 21, 2021 at 6:00 pm.

- c. 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, May 19, 2021 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Stephanie Brassington called the regular meeting of the Diversity, Equity, and Inclusion Subcommittee to order at 6:10 pm within the Community Room at the McFarland Municipal Center.

Members present: Hilary Brandt, Stephanie Brassington, Monica Bruce, Sean Chislom, Laetitia Hollard, Patrick Miles (Chairperson), and Mona Nelson (arrived at 6:18 pm).

Members not present: Bridget Bell, Dave Pagenkopf

Others Present: Village President Carolyn Clow, Rainey Briggs, and Percy Brown.

Staff Present: Administrator Matt Schuenke, Communications and Technology Director Stephanie Miller, Police Chief Aaron Chapin, and Police Lieutenant Jeremy Job.

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 April 21, 2021.*

A motion was made by Brassington, seconded by Chislom, and unanimously carried by the Diversity, Equity, and Inclusion Subcommittee to approve the minutes from the meeting held on April 12, 2021.

4. BUSINESS.

- a. *Introduction of the new Village President.*

New Village President Carolyn Clow was present to introduce herself to the Subcommittee having been elected to the Village Board in this capacity this last April. She talked about her background and interests on the board as well as viewpoints on aspects of diversity, equity, and inclusion. No action was taken on this item.

b. Presentation and discussion with consultants for diversity, equity, and inclusion planning.

Rainey Briggs of Meraki Consulting and Percy Brown of Critical Consciousness were present to talk about their role as a consultant and the work they do surrounding diversity, equity, and inclusion. The Subcommittee asked questions as to how their work that they have done in other Communities including schools would relate to McFarland. The Subcommittee was interested in learning further about their work, and directed Staff to meet with them to bring forth a proposal to consider at the next meeting. No action was taken on this item.

c. Introduction of the new Police Chief and Lieutenant.

Newly hired Police Chief Aaron Chapin and newly appointed Police Lieutenant Jeremy Job were present to introduce themselves to the Subcommittee. Each individual provided their background and discussed that they are excited to work with the Subcommittee in the future. No action was taken on this item.

d. Discussion regarding opportunities for collaboration between the McFarland School District and McFarland Equity Project.

It was discussed that the Village and School District have been communicating about holding regular meetings between our organizations to discuss important matters in the Community. One of those matters is diversity, equity, and inclusion and how we can partner to improve upon these aspects. The Village Board and School Board are planning a joint meeting on Monday, June 28th at 5:30 pm. Patrick will be providing his update to the board that we talked about at the last meeting and the School District will be presenting initiatives they have been working on. After that, the two boards are planning more meetings to stay in more regular contact to work together on these issues. No action needed on this item.

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

The Subcommittee revisited its goals and objectives that had begun to be prepared at a previous meeting. There were two aspects regarding the preparation of goals and objectives: 1) deciding on a format; and 2) how might a consultant assist us. Discussion centered around the previous agenda item and the Consultant presentations to align those efforts. As directed, Staff will engage the consultants to prepare a proposal that is potentially aligned with the outlined needs in this discussion. It will be presented at our next meeting. No action was taken on this item.

5. SCHEDULE NEXT MEETING DATE.

a. Wednesday, June 16, 2021 at 6:00 pm.

b. Requests for future agenda items.

Two items were discussed by the group:

- Follow up by Staff after meeting with Consultant.
- Creation of a standing dialogue with the Police Department.

6. ADJOURNMENT.

A motion was made by Brassington, seconded by Chislom, and unanimously carried by the

Diversity, Equity, and Inclusion Subcommittee to adjourn the meeting at 8:17 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, June 16, 2021

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding a proposal for diversity, equity, and inclusion consulting services from Rainey Briggs and Percy Brown.

PREVIOUS ACTION:

We have met with various consultants over the course of the meetings on April 21st and May 19th.

ISSUE SUMMARY:

At our last meeting we heard a presentation from Rainey Briggs and Percy Brown regarding their work to provide consulting services for diversity, equity, and inclusion initiatives. The Subcommittee directed Staff to work with them and build a proposal around elements discussed in the last meeting such as hosting an equity institute, conducting a SWOT analysis, preparing an equity audit, and other opportunities for community engagement. Staff met with the Consultants to prepare this work, and enclosed is what we have proposed. The Subcommittee will review this proposal and discuss its contents. They will be present also to answer any questions that might be generated from this discussion. Action on this item is in the form of a recommendation to the Village Board.

FINANCIAL/BUDGET IMPACT:

The 2021 Budget presently has allocated \$25,000 to be spent for diversity, equity, and inclusion initiatives.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

This proposal will ultimately require approval of the Village Board. The action needed to advance the proposal if desired will be a motion/second to make a recommendation to the Village Board.

ATTACHMENTS:



1. McFarland Equity PD proposal- Revised 06142021 FINAL



Village of McFarland Consultant Proposal:

This agreement is by and between Meraki Consulting LLC, Critical Consciousness and the Village of McFarland (herein referred to as VOM). The parties agree to the following terms:

1. Consultants, Rainey Briggs (Meraki Consulting) and Percy Brown (Critical Consciousness) shall participate as trainers/facilitators for VOM administrator and community based teams in the development of systemic critical consciousness for the remainder of 2021 and 2022, ending on June 30, 2022. Services provided include:
 2. Consultation with VOM staff on the planning and preparation for each session.
 - A. Delivery of a full day in person or virtual leadership development in the area of diversity, equity and inclusion for Village of McFarland including the Village Board, DEI Subcommittee, and Department Heads. Dates to be determined in consultation with VOM leaders and responsive discussion of next steps within 3 weeks.
 - B. 2021- Fall Equity Institute for up to 60 stakeholders to be determined by the Village Board upon recommendation of the DEI Subcommittee. Dates to be determined in consultation with VOM leaders. Equity Institute is further defined within Appendix A of this proposal.
 - C. SWOT analysis with following groups: Families, Village staff, Students, and Board members and other stakeholder groups as recommended by the Village Administrator. (Dates to be determined in consultation with VOM leaders.
 - D. Equity Audit: Based on areas selected by the Village Board upon recommendation of the DEI Subcommittee. Dates to be determined in consultation with VOM leaders. Equity Audit is further defined within Appendix B of this proposal.

3. VOM agrees to pay Rainey Briggs and Percy Brown, Educational Consultants for services rendered as follows:

Year 1- 2021

VOM agrees to pay educational consultant for services rendered as follows:

- \$8,000 For the Item listed in 1A: Responsive discussion, goal setting, & next steps
- \$20,000 for the items listed in 1B. Paid within 20 days of workshop
- \$7,000 for the items listed in 1C. **Cost is per group** Paid within 20 days of workshop
- \$8,000 for the items listed in 1D. Paid within 20 days of workshop
- ***If applicable- milage to be paid at the rate of \$.58 per mile.

Year 2- 2022- Community Engagement- To be determined!

4. The parties agree and understand that Meraki Consulting, LLC retains sole and exclusive right and title to all intellectual property produced under this agreement.

5. Consultants enter into this agreement as, and shall continue to be, an independent contractor. In no circumstances shall educational consultants look to VOM as her/his employer, partner, agent, or principal. Educational Consultant shall not be entitled to any benefits accorded to VOM.

6. The undersigned Consultants shall be solely liable and responsible to pay all required taxes and other obligations including, but not limited to, withholding and Social Security.

7. The Consultants will maintain insurance coverage and shall provide the Village with a copy of the Certificate of Insurance.

8. The Consultants will adhere to all privacy policies, practices and laws with regard to information, events, anecdotal, qualitative and quantitative data collected and used as part of this contract.

9. This contract may be terminated under mutual agreement of both parties or due to negligence or violations of policy, statute, or federal law.

Signatures to follow on the next page.

For Critical Consciousness and Meraki Consulting, LLC:

Signed _____ Date _____
Dr. Rainey Briggs Educational Consultant

Signed _____ Date _____
Percy Brown Jr. Educational Consultant

For Village of McFarland:

Signed _____ Date _____
Carolyn A. Clow, Village President

Signed _____ Date _____
Cassandra Suettinger, Village Clerk/Treasurer

Appendix A – Equity Institute Description

Workshop Description:

The Equity Institute is designed for government staff and community members who want to address equity challenges in the Village of McFarland. Through experiential based learning, participants will explore the implications of historical and contemporary discrimination in governmental policies, housing policies, economic opportunities and hiring practices on historically disenfranchised groups. Data from the Village of McFarland Equity Audit and SWOT Analyses will be used to bridge foundational learning and place it in the context of the Village of McFarland. The facilitators will use personal narratives and research-based content to engage Village of McFarland staff and community members in meaningful self-reflection, small/large group dialogue and community building.

Workshop Outcomes:

Participants in the workshop will experience:

- A deepened awareness of why discrimination exists.
- Learning about equity challenges in the Village of McFarland.
- Learning about inequities through personal narratives from facilitators.
- Action planning to advance the work of the Village of McFarland DEI Subcommittee.

Appendix B – Equity Audit Description

The Purpose of an Equity Audit

The goal of an equity audit is to identify institutional practices that produce discriminatory trends in data that affect communities, students, schools systems, and organizations. Equity Audits are conducted to analyze data in three key areas: Departmental Equity; Recruitment, Hiring and Retention Equity; and Community Collaboration Equity (Skrla, McKenzie & Scheurich, 2009).

Below are examples of guiding questions related to each of the three areas of equity. These questions help school and community leaders find areas of concern that may require further investigation.

Departmental Equity

- Which population groups are underrepresented in particular areas of focus?
- Which groups are overrepresented or underrepresented in particular departments etc?

Recruitment, Hiring and Retention of Village Staff Equity

- What efforts have taken place to recruit and hire Village staff that reflects McFarland?
- What are the current demographics of Village staff?
- What efforts have taken place to provide village staff equity based professional learning opportunities?
- Are there certain departments that have high employee mobility? Why?

Village and Community Collaboration Equity

- In what ways does the village of McFarland collaborate with the McFarland School District?
- In what ways does the Village of McFarland collaborate with community based stakeholders (community based organizations, clergy, chamber of commerce, etc...)?
- What is the purpose and mission of the Village of McFarland DEI Committee?

When the Critical Consciousness and Meraki Consulting facilitates equity audits with organizations, we work together to discover the institutional changes that will ensure equitable, diverse and inclusive environments for all community members.

Data Collection and Review

An equity audit requires input from stakeholders across a community/organization. Organizations collect data in many forms to provide them with a wide range of influences that contribute to better service for all residents of the Village of McFarland. Data collection can come from a variety of sources, including:

- Listening sessions with stakeholders/community leadership;
- Organization observations;

- Focus group interviews with community members;
- Reviews of community and/or school discipline policies and code of conduct;
- Information provided on the community/organization's website;
- Organization climate surveys;
- Attrition and retention reports; and
- State reports based on the community/organization.

Several community characteristics help tell the story of data. These include race, gender and gender identity, family income, national origin. Data indicators for community achievement include job opportunities; incarceration rates; restorative opportunities within the community with criminal justice system; and family and community engagement and leadership etc.

The Product of an Equity Audit

Equity audits guide organizations in answering several questions: What support does the organization need at each intersection? How well is the organization providing these supports? Which employees are disengaged? Where can the organization improve? An audit has the power to confirm equity concerns and bring new ones to light.

Critical Consciousness and Meraki Consulting consultants review the results of each of its client's equity audits with a designated equity team. We provide leadership with recommendations that outline a plan for assistance as needed. Critical Consciousness and Meraki Consulting consultants work together with organizations to draft an agreement that details goals, timelines and targets.

McFarland
SUMMARY SHEET

MEETING DATE: Wednesday, June 16, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion with the Police Department on general operations:

PREVIOUS ACTION:

The DEI Subcommittee discussed holding this type of forum at its meeting on May 19, 2021 to engage ongoing discussions with the Police Department.

ISSUE SUMMARY:

At our last meeting we talked about communicating more with the Police Department on relevant topics of discussion. An email was sent out to the Subcommittee to gather different topics of discussion that individuals were looking to bring forward. The following items within this agenda item cover those requested topics to date. In the future we can continue this discussion in this format and adjust the conversation from meeting to meeting as needed.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion, no action needed.

ATTACHMENTS:

None

McFarland
SUMMARY SHEET

MEETING DATE: Wednesday, June 16, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Complaint Procedure and Process

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Mona Nelson had previously discussed and requested more information about the complaint procedure and process. This would involve both how to make a complaint against an officer and also how complaints are administered once received. The Police Chief will be prepared to walk people through the process and take questions as they develop.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion, no action needed.

ATTACHMENTS:

None

McFarland
SUMMARY SHEET

MEETING DATE: Wednesday, June 16, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Regularly Scheduled Town Hall Style Meetings

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Edward Wreh requested a discussion on the Department hosting regular town hall style meetings with the Community. Opportunities for Department Staff to talk with and interact with the public to communicate and stay connected potentially.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion, no action needed.

ATTACHMENTS:

None

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Wednesday, June 16, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion regarding charge and/or definition of the Subcommittee.

PREVIOUS ACTION:

At our meeting on January 5, 2021 we reviewed the enclosed resolution and reviewed background on

ISSUE SUMMARY:

Patrick Miles has requested the Subcommittee further discuss its charge and definition on it has been created. Reviewing its current purpose and other feedback we may want to provide to the Village Board on its ongoing utilization. Included in your packet is Resolution #2020-19 which provides for the current charge and scope of the Subcommittee.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion, no action needed.

ATTACHMENTS:

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

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.

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.

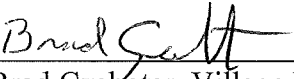
3. The DEI Subcommittee will be advisory in nature and serve under the direct supervision and discretion of the Village Board.

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:	

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Wednesday, June 16, 2021

SECTION: Schedule Next Meeting

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Monday, June 28, 2021 at 5:30 pm (Joint Village Board and School Board meeting)

PREVIOUS ACTION:

At the April 21st meeting we talked about making our report to the Village Board and on May 19th talked about collaboration with the School District.

ISSUE SUMMARY:

On Monday, June 28th the Village Board and School Board will be holding a joint meeting together to present some items on diversity, equity, and inclusion. From the Village perspective, Patrick as Chairperson will be presenting our update to the board that we have talked about at previous meetings. This will go over the work we've been doing and what is on the horizon for the Subcommittee. Additionally, representatives from School District leadership will be present to discuss the work they have been doing regarding diversity, equity, and inclusion. The meeting will be held via Zoom. All are welcome to attend and it would be great if all of the Subcommittee members could be present to hear the discussion.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion, no action needed.

ATTACHMENTS:

None