

**DIVERSITY, EQUITY,
AND INCLUSION
COMMITTEE**

Wednesday, July 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/87237256519>

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

Webinar ID: 872 3725 6519

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Diversity, Equity, and Inclusion Subcommittee. 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. Motion to approve the minutes of the June 16, 2021 meeting.
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 and action to make a recommendation to the Village Board regarding the development of a calendar list that will offer expressions of support for daily/weekly/monthly recognitions of various populations, communities of interest, and/or organizations.
 - c. Discussion of logistics and plan of action to implement future Town Hall-style meetings for public

engagement.

- d. Discussion to create a plan to partner with E.D. Locke Public Library to "Educate the Masses" based on ALCU's "Know Your Rights" initiative.
- e. Government Alliance on Race and Equity (GARE) membership update.
- f. Discussion and action to make a recommendation to the Village Board to establish the Diversity, Equity, and Inclusion Subcommittee as a standing committee.

5. SCHEDULE NEXT MEETING DATE.

- a. Discussion of Hybrid Meetings 2.0.
- b. Wednesday, August 18, 2021 at 6 p.m.
- 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.

VILLAGE OF MCFARLAND

Diversity, Equity, and Inclusion Committee Minutes

Wednesday, June 16, 2021 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Patrick Miles called the regular meeting of the Diversity, Equity, and Inclusion Committee to order at 6:00 PM via Zoom.

Members present: Hilary Brandt (arrived at 6:08 PM), Stephanie Brassington, Monica Bruce, Sean Chislom, Laetitia Hollard (arrived at 6:24 PM), Patrick Miles, Mona Nelson, Dave Pagenkopf, Edward Wreh (arrived at 6:12 PM)

Members not present: Bridget Bell

Staff Present: Stephanie Miller, Aaron Chapin, 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.*

No public appearances.

3. APPROVAL OF MINUTES.

- a. *Discussion and action regarding minutes of the meeting held on May 19, 2021.*
Motion by Member Dave Pagenkopf, second by Member Sean Chislom, to Discussion and action regarding minutes of the meeting held on May 19, 2021. Motion carries 6 - 0 - 0 by acclamation.

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.*

Due to consultants' late arrival, this agenda item was discussed second, after agenda items b1 and b2.

Dr. Rainey Briggs briefly attended the meeting to answer questions from subcommittee members and discuss further items regarding the presented proposal.

Motion by Village Trustee Edward Wreh, second by Member Hilary Brandt, to make a recommendation to the Village Board regarding a proposal for diversity, equity, and

inclusion consulting services from Rainey Briggs and Percy Brown. Motion carries 9 - 0 - 0 by acclamation.

b. Discussion with the Police Department on general operations:

Due to consultants' late arrival, this agenda item was discussed first, before agenda item a.

1) Complaint Procedure and Process

Police Chief, Aaron Chapin, and Police Lieutenant, Jeremy Job, provide a walkthrough and discussion on how the complaint procedure and process occurs within the Village. The Subcommittee provided questions and feedback regarding this. Suggestions included, but were not limited to, providing the complaint process in other languages, making sure the form includes "Fill out to the best of your ability," altering how to navigate the forms/links on the police website, as well as how to educate the public on how they can do this.

2) Regularly Scheduled Town Hall Style Meetings

This discussion item was brought to the subcommittee by Trustee Wreh. Ultimately, Wreh would like for the DEI Subcommittee to sponsor regular meetings that would provide a safe environment for residents to come and discuss with Village department staff members any concerns, wants, needs, etc. The subcommittee would serve as a neutral party. The goal here is to provide communication, trust, and togetherness within the community. Subcommittee members requested for this item to be brought to the next agenda (July 2021) with a plan of action to make these meetings come to fruition.

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

With the potential future change in Village committee structure, Chair Miles questioned subcommittee if there are any changes needed to be made to the overall charge. Discussion lead to potentially bringing this to new consultants, as well as making the subcommittee a standing committee within the Village. Thoughts were that DEI needs to be a priority and that it is ongoing work, just like any other work within a committee. As a standing committee, DEI members feel that they can have function within overall Village governance. Additionally, as a standing committee, members agreed that they could define their role within the community, vision, and mission. Chair Miles requested that subcommittee members provide feedback to staff about the current charge in order to make any possible changes.

The subcommittee requested that this item be made as an actionable item for the next agenda (July 2021).

5. SCHEDULE NEXT MEETING DATE.

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

Concerns about school district adding DEI roles to other district staff were discussed. Consensus with the subcommittee was that there should be a shared role of an equity director between the Village and school district. Subcommittee members discussed that this be mentioned at the upcoming joint meeting.

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

c. Requests for future agenda items.

- Town Hall logistics and plan of action (referring to previous discussion of agenda item b2).
- "Educate the Masses" initiative/ACLU's "Know Your Rights" - Partner with E.D. Locke Public Library and find resources to share with general public.
- Communications plan regarding support and recognition for various days/weeks/months of certain groups, organizations, and communities (i.e. Pride Month, Public Works Week, etc.).
- Recommendation to the Village Board on making the DEI Subcommittee a standing committee.

6. ADJOURNMENT.

Motion by Member Dave Pagenkopf, second by Member Mona Nelson, to adjourn at 8:21 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,
Stephanie R. Miller
Director of Communications and Technology

McFarland
SUMMARY SHEET

MEETING DATE: Wednesday, July 21, 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:

The DEI Subcommittee met on June 16, 2021 to recommend approval of the proposal.

The Village Board met on June 28, 2021 to conditionally approve the proposal.

ISSUE SUMMARY:

This proposal was previously recommended for approval by the Subcommittee at the last meeting in June. The Village Board reviewed the recommendation and authorized approval of the proposal. There were some concerns discussed as part of the Village Board review which generated conditions of approval that the Administrator had to follow up on. As part of this follow up there were several changes developed to improve the structure of the agreement. The concepts and work tasks are all the same, nothing has been changed in that respect. More detail has been added to each of the item to fill in areas where there was discussion by the Village Board about their concerns in what was proposed. This mainly centered around adding additional information on deliverables of the work that is proposed. The Village Administrator has worked with the Consultants to prepare the revisions and they will be reviewing this information over the weekend to update the final draft. The final draft will not be in the packet over the weekend. Staff is planning to send via email to the Subcommittee no later than Tuesday prior to the Wednesday meeting for review. We realize the time frame is tight, but with the alternative to delay this a month we did not want to waste that amount of time simply to complete this update.

FINANCIAL/BUDGET IMPACT:

The 2021 Budget presently has allocated \$25,000 to be spent for diversity, equity, and inclusion initiatives. The total base cost of the proposal is \$43,000. The funds not allocated in 2021 will be included as part of the 2022 Budget.

VILLAGE PLAN REFERENCE:

None.



ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The final draft will be sent to the Subcommittee on Tuesday at the latest. We will review the revisions in the meeting. Again, all of the main tasks are largely the same and this update simply adds additional detail to address Village Board concerns. The recommended action will be to make a recommendation to the Village Board for approval as we did before.

ATTACHMENTS:

1. McFarland Equity PD proposal- Revised 07202021 mgs



Village of McFarland Consultant Proposal:

This agreement is by and between Meraki Consulting LLC and the Village of McFarland (herein referred to as VOM). For the purposes of this agreement, reference to the Village of McFarland through the acronym VOM will refer to the municipal organization and the use of the word Community shall refer to the Village at large. The parties agree to the following terms:

1. Consultant, Rainey Briggs (Meraki Consulting) shall participate as trainer/facilitator 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.
2. Sub-Consultant, Percy Brown (Critical Consciousness) shall assist the lead Consultant as a trainer/facilitator 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.
3. Scope of Work: Consultation with VOM staff on the planning and preparation for each session.

A. Equity Audit

- i. Description – Quantitative data collection and analysis of the VOM as an organization based ~~Based~~ on areas selected by the Village Board upon recommendation of the DEI Subcommittee and Department Heads. Dates to be determined in consultation with VOM leaders. ~~Equity Audit is further defined within Appendix B of this proposal.~~
- ii. Definition – 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). In Section 3(A)(iii) Below are examples of guiding questions related to each of the three areas of equity to study. These questions help ~~school and~~ community leaders find areas of concern that may require further investigation.

iii. Guiding Questions:

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 VOM Village Staff Equity

- What efforts have taken place to recruit and hire VOM Village staff that reflects McFarland?
- What are the current demographics of VOM 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?

VOM Village and Community Collaboration Equity

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

- iv. Data Collection and Review – An equity audit requires data collection input from stakeholders across the VOM 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 VOM. Village of McFarland. Data collection can come from a variety of sources, including but not limited to the following:

- Listening sessions with stakeholders/community leadership;
- Organization observations;
- Focus group interviews with community members;
- Reviews of VOM community and/or school discipline policies, mission statement, vision statement, and ordinances 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.

- v. Deliverables – The deliverables of this process will be identifying challenges in the Community regarding diversity, equity, and inclusion. Additionally it will provide involvement from people who do not always have a voice at the table to give them a chance to be heard. That input collected through this audit will be crucial in plan development within the institute process to shape desired outcomes that consistently address the challenges outlined within the audit and SWOT analysis. This alignment between these efforts are key to ensure our message is consistent so that our targeted outcomes can be achieved. The Consultant will work with the VOM on the development of a survey template in order to extract and collect the necessary data from the organization. Consultant will organize and engage data collection where necessary as identified in Section 3(A)(iv) of this proposal with assistance from VOM as needed.

B. **SWOT Analysis**

- i. Description – Planned to run concurrently with or adjacent to the Equity Audit as a means to gather more information about the Village as an organization and how it operates within the Community. SWOT analysis with following groups: Families, VOM 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.)

- ii. Definition – SWOT stands for Strengths, Weaknesses, Opportunities, and Threats. The analysis will look at these four elements against the organization drawing vantage points from several different stakeholders both internal and external the organization. The intent is to partner this information with the data collected in the Equity Audit in order to fuel the learning process in the Equity Institute and recommendation planning within Leadership Development.
- iii. Deliverables – Each session will be approximately 90-120 minutes in length led by the Consultant(s). A report will be prepared upon completion of the sessions that summarizes the findings and input received. Consultant will provide presentation to Village Board and DEI Subcommittee on preliminary findings at the conclusion of this item.

C. **Equity Institute**

- i. Description – ~~Fall~~ Equity Institute for up to 60 individuals within key stakeholder groups 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.~~
- ii. Definition – The Equity Institute is designed for government staff and community members who want to address equity challenges in the ~~VOM 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 Analysis will be used to bridge foundational learning and place it in the context of the ~~VOM Village of McFarland~~. The facilitators will use personal narratives and research-based content to engage participants ~~Village of McFarland staff and community members~~ in meaningful self-reflection, small/large group dialogue and community building.
- iii. Deliverables – The Institute will take place over the period up to three workshops with dates/times to be determined with the Consultant. Flexibility can be provided to conduct this work over consecutive days, nights, and weekends at the availability of all involved. **PERCY WILL DEVELOP A SUMMARY STATEMENT OF WHAT A GENERAL OUTLINE WILL LOOK LIKE FOR THE SESSIONS.** Participants in the workshop will experience:

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

D. Leadership Development

- Description – Delivery of a full day in person or virtual leadership development in the area of diversity, equity and inclusion for the VOM Village of McFarland including the Village Board, Diversity, Equity, and Inclusion (DEI) Subcommittee, and Department Heads. Dates to be determined in consultation with VOM leaders and responsive discussion of next steps ~~within 3 weeks~~.
- Definition – Leadership Development is an exercise to take all the data through the audit, gather all the input through the SWOT analysis, and create education awareness through the institute in order to prepare recommendations for the VOM. These recommendations will outline goals and objectives on key diversity, equity, and inclusion initiatives that are specific to improving the VOM and its work within the Community. Additionally this will also include built in tools to monitor progress on how these recommendations can be implemented and maintained.
- Deliverables – This step will take place over the course of a workshop at a time and date to be determined. It will be completed with a report provided outlining the recommendations developed and monitoring tools provided.

- Cost Proposal: VOM agrees to pay Meraki Consulting LLC Rainey Briggs and Percy Brown, Educational Consultants for services rendered as follows:

A. Year 1- 2021/2022 – VOM agrees to pay educational consultant for services rendered as follows:

- Equity Audit – \$8,000 for the items listed in Section 3(A)4D. Paid within 30 20 days of completion workshop.
- SWOT Analysis – \$7,000 for the items listed in Section 3(B)4C. Cost is per group that is paid ~~Paid~~ within 30 20 days of the workshop.

- iii. Equity Institute – \$20,000 for the items listed in Section 3(C)4B. Paid within 30 days of workshops.
- iv. Leadership Development – \$8,000 for the items listed in Section 3(D)4A. Responsive discussion, goal setting, & next steps. Paid within 30 days of the workshop.
- v. If applicable- mileage to be paid at the rate of \$.58 per mile.

B. Year 2- 2022/Beyond – Community Engagement to be determined.

5. The parties agree and understand that Meraki Consulting, LLC retains sole and exclusive right and title to all intellectual property produced under this agreement. Furthermore, the parties agree VOM retains the right to use the work products from the consulting engagements to support the VOM Village boards, commissions, committees, and departments in DEI activities. The right does not extend to hosting workshops using the consultant's intellectual property or materials.

6. 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.

7. 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.

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

9. 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.

10. 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 _____
Dr. Rainey Briggs Educational Consultant

Date _____

For Village of McFarland:

Signed _____
Carolyn A. Clow, Village President

Date _____

Signed _____
Cassandra Suettinger, Village Clerk/Treasurer

Date _____

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Wednesday, July 21, 2021

SECTION: Business

DEPARTMENT: Communications & Technology

CONTACT: Stephanie Miller, Comm & Technology Director

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding the development of a calendar list that will offer expressions of support for daily/weekly/monthly recognitions of various populations, communities of interest, and/or organizations.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Communications and Technology Director, Stephanie Miller, will present a list of various calendar recognitions to implement within Village communications moving forward. This is an opportunity to go through this compiled list, add, remove, and discuss these daily, weekly, and monthly dates, and then finalize what will be included.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Wednesday, July 21, 2021

SECTION: Business

DEPARTMENT: Communications & Technology

CONTACT: Stephanie Miller, Comm & Technology Director

AGENDA ITEM: Discussion of logistics and plan of action to implement future Town Hall-style meetings for public engagement.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

At the June 2021 meeting, Trustee Edward Wreh requested a discussion for the Village to host regular town hall style meetings with the community. This would provide opportunities for various Village staff to talk with and interact with the public to communicate and stay connected. The DEI Subcommittee would act as the host, or sponsor, of these meetings. This specific agenda item is a continuation of this previous discussion and the goal is to plan logistics and details for the first meeting.

FINANCIAL/BUDGET IMPACT:

None at this time.

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Wednesday, July 21, 2021

SECTION: Business

DEPARTMENT: Communications & Technology

CONTACT: Stephanie Miller, Comm & Technology Director

AGENDA ITEM: Discussion to create a plan to partner with E.D. Locke Public Library to "Educate the Masses" based on ALCU's "Know Your Rights" initiative.

PREVIOUS ACTION:

Subcommittee member, Laëtitia Hollard, mentioned this idea at the June 2021 meeting. The goal with this agenda item is to further discuss how the Village can educate the community with the help and resources of E.D. Locke Public Library. This idea also may stem from [ACLU's "Know Your Rights"](#) initiatives.

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

None at this time.

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Wednesday, July 21, 2021

SECTION: Business

DEPARTMENT: Communications & Technology

CONTACT: Stephanie Miller, Comm & Technology Director

AGENDA ITEM: Government Alliance on Race and Equity (GARE) membership update.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

In April 2021, the Village applied for a membership of the Government Alliance on Race and Equity (GARE). As of July 1, 2021, the Village is now a member and looking forward to the many offerings this organization can provide. Moving forward, the Village will offer resources and events provided through this membership and encourage Village employees and committee members to take advantage of these valuable offerings. Provided in the packet are the GARE Resources (PDF) and GARE Membership Guidebook (PDF) which were provided with the initial welcoming of the membership.

FINANCIAL/BUDGET IMPACT:

\$1000.00 for yearly membership (July 1, 2021 through June 30, 2022).

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. GARE Resources List Summer 2021
2. GARE Membership Guidebook Summer 2021

GARE RESOURCES LIST

TABLE OF CONTENTS

1. The GARE Approach
 - a. Visualize, Normalize, Organize, Operationalize
 2. Tools that Support the Approach
 3. Key Webinars
 4. Reading & Podcast List
 5. Affiliates & Partners
 6. GARE Portal Registration
-

1. THE GARE APPROACH

We work to support government in how to create sustained change on racial equity. Our approach recognizes that to achieve those goals requires the ability to *visualize* a more just society; *normalize* the concepts of racial equity and our ability to talk about them; *organize* staff and leadership to take action; and to *operationalize* these values into concrete policy and practice that is measurable. We also work to ensure that government has the tools, best practices and sustainable infrastructure to achieve this approach.



GARE RESOURCES LIST

VISUALIZE The challenge of our time is to be able to create a shared vision of a racially equitable democracy that captures the imagination and harnesses the will of the American people. The defining values of justice and equality have largely been aspirational when we consider the historic role of government in enforcing laws that created racial inequity in our economy, civic society, education, health and housing sectors. Leaders who embrace this challenge are needed within every institution - and especially in government.

NORMALIZE

USE A RACIAL EQUITY FRAMEWORK

Jurisdictions need to use a racial equity framework that clearly names the history of government in creating and maintaining racial inequities; envisions and operationalizes a new role for government; and utilizes clear and easily understood definitions of racial equity and inequity.

COMMUNICATE & ACT WITH URGENCY

Despite the belief that change is hard and takes time, we have seen repeatedly that when racial equity is an urgent priority, change can be embraced and occur quickly. Building in institutional accountability mechanisms via a clear plan of action will allow accountability. Collectively, we must create greater urgency and public will to achieve racial equity.

ORGANIZE

BUILD ORGANIZATIONAL CAPACITY

Jurisdictions must commit to breadth and depth of institutional transformation. While the leadership of elected and appointed officials is critical, change that impacts people's lives takes place with staff who work directly with the public. A organizing infrastructure that creates racial equity experts and teams throughout local and regional government (and federal agencies) is necessary.

PARTNER WITH OTHER INSTITUTIONS & COMMUNITIES

Achieving racial equity, local and regional government must work with a network of partners: institutions, business, education, philanthropy, among others, and center the work on impacted communities.

OPERATIONALIZE

IMPLEMENT RACIAL EQUITY TOOLS

Racial inequities are not random—they have been created and sustained over time. Inequities will not disappear on their own. Tools must be used to change the policies, programs, and practices that are perpetuating inequities, as well as used in the development of new policies and programs.

BE DATA-DRIVEN

Measurement must take place at two levels — first, to measure the success of specific programmatic and policy changes, and second, to develop baselines, set goals, and measure progress towards community goals.

GARE RESOURCES LIST

2. SUPPORTIVE TOOLS

- [GARE Communications Guide: Commit To Action](#) -- Effectively communicating about race and racial equity is fundamental to organizing and mobilizing people to create change in organizational structures. This guide provides an overview of the GARE Approach to organizational culture change, a primer on racial equity concepts and key definitions, and a guide for informal and formal communications to support the role of government in advancing racial equity.
- [Racial Equity Core Teams: The Engines of Institutional Change](#) -- Strong organizing infrastructure within government is even more important for large organizations. With the President's Executive Orders applying across departments, it will be important for you to build infrastructure so that employees are skilled and positioned to create change.
- [Racial Equity Action Plans: A How-to Manual](#) -- Plans are important primarily because they drive actions and create the structure for accountability. Each federal department should focus on their spheres of control, e.g., housing, community development, transportation, the environment, education, criminal justice, etc. Our tool, [Racial Equity: Getting to Results](#), drives the focus to changing conditions in communities.
- [Racial Equity Toolkit: An Opportunity to Operationalize Equity](#) -- This tool features a methodology that can and has been used on a wide-range of policy topics. The methodology focuses on results, is data driven, requires community engagement and partnership, features development of strategies that address root causes, and emphasizes implementation, evaluation and communication.
- Given that workforce equity and contracting and procurement are topics that are of primary importance within government at all levels, two of our issue papers will also likely be of interest, [Public Sector Jobs: Opportunities for Advancing Racial Equity](#) and [Contracting for Equity: Best Local Government Practices that Advance Racial Equity in Government Contracting and Procurement](#). Who is employed by the government (across functions and up and down hierarchy) and how the government spends its money has huge financial impacts in communities of color.

For background information on our racial equity analysis, theory of change, and approach to organizational change, you might also want to check out [Advancing Racial Equity and Transforming Government: A Resource Guide to Put Ideas Into Action](#)

GARE RESOURCES LIST

3. KEY WEBINARS ON THE PORTAL

Julie's Overview: Implementing the GARE Framework - May 2021

<https://garemembers.racialequityalliance.org/viewdocument/recording-gare-365-webinar-imple?CommunityKey=a994dd62-a44b-460b-a1b3-86737b9218e2&tab=librarydocuments>

Benoy Jacob presentation:

<https://garemembers.racialequityalliance.org/viewdocument/recording-april-2021-membership-c?CommunityKey=a994dd62-a44b-460b-a1b3-86737b9218e2&tab=librarydocuments>

Erica Bernabei RBA Approach :

<https://garemembers.racialequityalliance.org/viewdocument/recording-rapid-response-meeting-4-3?CommunityKey=0a46add3-52a3-4f0a-97ed-f43b2df60b57&tab=librarydocuments>

4. READING & PODCAST LIST

Reading List

The Sum of Us by Heather McGhee

Caste: The Origins of Our Discontents by Isabel Wilkerson

So You Want to Talk About Race by Ijeoma Oluo

The Color of Law by Richard Rothstein

Podcasts / Videos

Race: The Power of An Illusion series: <https://www.racepowerofanillusion.org/>

Targeted Universalism from Othering and Belonging Institute: <https://belonging.berkeley.edu/targeteduniversalism>

GARE RESOURCES LIST

5. PARTNERS & AFFILIATES LIST

Some of our partners and affiliate consultants include:

- [Partnership for Southern Equity](#)
- [Racial Equity Institute](#)
- [O&G Collaborative](#)
- [Equity and Results](#)
- [Interaction Institute for Social Change](#)

6. GARE PORTAL REGISTRATION

[Register for the GARE Member Portal](#). Anyone who is an employee of a GARE member jurisdiction is eligible for a GARE Portal profile. To receive a profile, please answer 6 brief questions by completing the [form here at this link](#).

Please write the name of your GARE member jurisdiction in the “Jurisdiction/Agency” field and be sure to use your government email address. The profile will be approved within 3-5 business days of submission, and a notification will be sent when it is approved.

We encourage all employees of GARE jurisdictions to sign up for the Portal, so please feel free to share this email with your colleagues!

Resource document: [Getting Started with the GARE Portal](#)

GARE MEMBERSHIP GUIDEBOOK

Summer 2021

Welcome to the GARE Membership Guidebook! Please refer to this guidebook for how to navigate GARE's programming and offerings during this summer as the GARE staff engage in our redesign. We ask that you please read through this guide first, and, if you still have a question, to then reach out to GARE@raceforward.org.

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1. CONTEXT FOR GARE THIS SUMMER & BEYOND

The GARE Network has expanded significantly since membership began with 12 jurisdictions in 2014. We are grateful that, today, over 330 jurisdictions are members of the GARE network. The programmatic partnerships, depth and frequency of program offerings and capacity-building support GARE offers has expanded well beyond what we offered during our formative years. The public demand for racial justice and the work of GARE members to achieve racial equity results are fueling the growth of GARE. We anticipate that public demand for racial equity in government will continue – and we expect that GARE will continue to play a leadership role in the movement for racial justice.

Altogether, this means we are being called to effectively support a larger and much more powerful network of members. In response, over the next several months, the GARE team will undertake a restructuring process to meet this call. We are committed to being thoughtful, strategic and deliberative about the next steps we take to ensure a healthy future for the GARE movement and network. We will dig deep into strategic planning, including significant member participation, in order to best serve the Network and

the movement. **We must step back to leap forward!** During this time, please review this guidebook to learn about what is being offered to the Network and how to connect with colleagues across the country and GARE staff.

2. CONNECTING WITH GARE STAFF & INFO

During this time, for current members, GARE staff will be able to provide you support through Office Hours that are held regularly by regional managers in addition to Informational Sessions which are aimed for new members. Please know that GARE staff will not be able to respond to individual inquiries or emails. If you have questions outside of these sessions, please email GARE@raceforward.org though please do not expect an immediate answer.

Office Hours

Starting on July 1st, three times a week (except on holidays), office hours will be provided by GARE staff to answer questions for existing members. Registration can be found on the [Portal events page](#).

- Every Tuesday: 9-10am EST
- Every Thursday: 3-4pm PST
- Every Friday: 11-12pm EST/8-9am PST

Informational Sessions

- Purpose: for non and new members to receive basic information about GARE.
- To register: please find the session you'd like to attend and register for the Zoom [here](#).

Newsletter

- GARE sends out a newsletter with various updates and spotlights to the network. If you'd like to sign up for the newsletter, please do so [here](#).

3. CURRENT PROGRAM OFFERINGS

There will be 3 substantial programming pieces per month. This will include the GARE 365 Webinar, Membership Connections, and the 3-person Consultancy Working Sessions. To find out the topic for each program, stay tuned to the [General Member Group](#) & Announcements on the GARE Portal. If your jurisdiction is interested in presenting something, [please complete this form](#).

- **GARE 365 Webinar**

- What: A webinar series offered monthly that covers content on newer topics of racial equity, most often presented by external partners. Join for 60 minutes of rich content related to normalizing, organizing and operationalizing racial equity in government with accompanying 30 minutes of Q&A with the presenter/s.
- When: First Friday of the month from 12-1:30pm EST/9-10:30am PST on June 11, July 9, and August 13

- **Problem-Solving Working Sessions**

- What: Grappling with a problem that you'd like support with? Join colleagues from across the country in a 3-person Consultancy model exercise where you are paired with 2 other GARE colleagues to brainstorm together to address the issue. Your issue can be anything related to your work, like Covid implications, national uprisings, policies & practices, culture dynamics, and more.
- When: 12-1:30pm EST/9-10:30am PST on July 16, and August 20 [**Not offered in June as GARE staff observe Juneteenth*]

- **GARE Membership Connections**

- What: Every month the GARE Network comes together to learn about an emerging topic, to receive updates from GARE staff, and to celebrate each other's work!
- When: 3:30-5pm EST/12:30-3:00pm PST on Monday June 28, July 26, and August 23

-> **HOW TO ATTEND:** All of these events will be held through Zoom and the registration information is found by signing into your Portal profile and clicking on the respective event under the [Upcoming Events page here](#). It will include a link for the Zoom info; after registering, you will receive an email with a link.

-> **CAN'T ATTEND?** Check out the recording here on the [Library page](#).

*Please note: regional connections, field of practice working groups (except for Arts & Culture, CEO & Libraries), Rapid Response, GARE Foundations and Book Club are on pause as strategic planning will inform their future.

4. ACCESS TO THE NETWORK, PORTAL & RESOURCES

The Portal is always the best way to connect with thousands of colleagues from around the country who are working to advance racial equity in government! On the portal, there are hundreds of recordings of past programs as well as templates, job descriptions

examples, presentations and much more. Anyone who is an employee of a GARE member jurisdiction is eligible for a GARE Portal profile, and we encourage folks in spreading this invitation around.

GARE Member Portal

- **Receive a Profile:** the portal is only for GARE member and to receive it employee needs to answer 5 brief questions by completing the [form here at this link](#). *A government email address needs to be used* and the profile will be approved within 3-5 business days, at which point you will receive an approval notification sent through email. We encourage all employees of GARE jurisdictions to sign up for the Portal so please share with your colleagues.
- **Access Issues / Forgot Password:** Please follow these steps - [Visit here](#) --> navigate to “can’t access your account?” --> enter your email address --> check your email and change your password from automated email send to you by the Portal. Tips: use Chrome browser, check your spam, and/or ask your IT department to allow all messages from *connectedcommunity.org* to prevent future communications from being marked as “junk”.
- **Portal Demo Recording:** If you’d like a walk-through of the demo to learn more about the libraries, discussion spaces, and more, please [click here](#) [15 min]. Additionally, feel free to review this document: [Getting Started with the GARE Portal](#)

Resources & Tools

- Check out this [document here](#) to gain resources such as: our theory of change, the GARE approach, manuals, key webinars, podcast suggestions, a reading list and more.

5. CONTRACTS, LEARNING COMMUNITIES & TRAININGS

Current Context

All these contracts are being managed on an individual basis dependent on the jurisdiction’s needs and GARE’s availability. Your jurisdiction should already be in discussion with GARE staff regarding any current contract.

Potential Future Collaborations

Due to our restructuring, we are not able to enter into new contracts during the planning phase which will involve a large part of 2021. If you have 2021 training or other needs, please consider some of our colleagues below. We will be discussing 2022 towards the end of the year, but if you need more advice and counsel, please drop in at our office hours (listed in section 2).

List of Partners and Referrals

- [Partnership for Southern Equity](#)
- [Racial Equity Institute](#)
- [O&G Collaborative](#)
- [Equity and Results](#)
- [Interaction Institute for Social Change](#)

Employee Survey

For those who are already in the queue or have a contract in place for the survey in 2021, please continue to work with Raintry Salk, Research Manager, directly. Other interested jurisdictions should note that we are currently operating on a waiting list for the employee survey that is full for the duration of 2021. If you wish to get on our queue for 2022, please contact gare@raceforward.org.

6. STEERING COMMITTEE

The GARE Membership Network is organized via a Steering Committee, which endeavors to include representatives from each GARE region.

The Steering Committee is accountable to the GARE membership to:

- Provide input to GARE staff on a biennial work plan, including an approach for tracking progress towards achieving racial equity results;
- Review and approving steering committee procedures, structural adjustments, and changes to the membership agreement;
- Authorize and provide input on the design of member surveys, co-sponsor member surveys (administered by GARE staff), and approve member communications to create and promote member standards of accountability;
- Provide input to Race Forward on strategy to ensure the sustainability and effectiveness of the GARE Network.

In the Spring of 2021, the Steering Committee began a process of receiving nominations for regional representatives who will serve a 2-year term beginning in September, 2021. A roster of [nominees who responded](#) to this opportunity to serve are located on the GARE Steering Committee working group page. Nominees and current Steering Committee members will be contacted in July 2021 about the next steps for seating a Steering Committee. For additional information, please contact gare@raceforward.org.

7. MEMBERSHIP RENEWALS

GARE Membership Renewals will still be operating with annual membership dues being prompted and owed at the beginning your membership cycle, although processing times will be delayed in this period. When prompted for a renewal, our team will send an electronic form to verify contact and billing information from your jurisdiction. If you have any questions regarding billing, your membership status, or specific documentation needs, please contact gare@raceforward.org and they will direct your question to the appropriate team member for an answer.

We require consent to continued membership through the electronic form to be able to generate an invoice for your jurisdiction. Prompt completion of that form will speed the process considerably. If you require an expedited invoice in advance of an upcoming close of fiscal year, please give GARE notice of at least three weeks.

McFarland
SUMMARY SHEET

MEETING DATE: Wednesday, July 21, 2021

SECTION: Business

DEPARTMENT: Communications & Technology

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board to establish the Diversity, Equity, and Inclusion Subcommittee as a standing committee.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

One of the items of the resolution to create the Subcommittee was for it to make a recommendation on whether or not to be further created as a Standing Committee. All Committees exist in an advisory capacity to the Village Board and the current makeup of the group is already very similar. There are two Trustees appointed and the main difference is that by code one of these individual would serve as the Chair and the other as the Vice-Chair. The current Chair of the Subcommittee is a Resident appointment and the Vice-Chair position is presently vacant.

The other difference is that the Subcommittee will need to be codified within Village Ordinances. It currently exists as a Special Committee under our codes that was created for a limited period by resolution. An ordinance needs to be prepared in order to list the code language that will be added to formally establish things like its charge, membership, format, etc.

We can begin this item by talking about the ideas the group has for this group as a Standing Committee and start to prepare the general outline for what that will look like. After that input has been received, Staff will take this feedback and begin to review other ordinances where Communities have created similar Committees and begin to prepare the ordinance. We will take this opportunity to begin the discussion on developing this ordinance and then work from there.

Staff would also like to add that the Village Board is discussing the Committee System that serves our organization. They are reviewing all aspects of these groups looking to make changes to improve efficiency. No decisions have been made yet on anything, but it is something they are looking at as well so the timing is probably good to give them some feedback on this topic. The resolution which established the initial membership and charge for this group is included in your packet for background.

FINANCIAL/BUDGET IMPACT:

None.



VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

Current Standing Committees established are listed under Section 2-347.

The present subcommittee was formed under Section 2-481(b).

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Action is available for this item; however, it is recommend we focus on discussion for this first meeting to start to bring forth our ideas as to the functionality of this group going forward as a Standing Committee.

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.

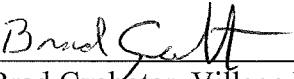
3. The DEI Subcommittee will be advisory in nature and serve under the direct supervision and discretion of the Village Board.

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:	