

**DIVERSITY, EQUITY,
AND INCLUSION
COMMITTEE**

Wednesday, August 18, 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/87191117772>

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

Webinar ID: 871 9111 7772

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. Discussion and action regarding minutes of the meeting held on July 21, 2021.
4. BUSINESS.
 - a. Updates from the McFarland Equity Project (MEP) educational group.
 - b. Discussion and action to set the calendar list of recognition for the remainder of 2021.
 - c. Update regarding diversity, equity, and inclusion consulting work.
 - d. Discussion of logistics and plan of action to implement future Town Hall-style meetings for public engagement.

- e. Discussion to create a plan to possibly partner with E.D. Locke Public Library to "Educate the Masses" based on the ACLU's "Know Your Rights" initiative.

5. SCHEDULE NEXT MEETING DATE.

- a. Wednesday, September 15, 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, July 21, 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 6:03 PM.

Members present: Hilary Brandt, Stephanie Brassington, Monica Bruce (arrived at 6:14 p.m.), Sean Chislom (left early at 7:25 p.m.), Patrick Miles, Mona Nelson, Dave Pagenkopf, Edward Wreh (arrived at 7:10 p.m.)

Members not present: Bridget Bell, Laetitia Hollard

Staff Present: Stephanie Miller, Matt Schuenke

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.*

No public appearances.

3. APPROVAL OF MINUTES.

- a. *Motion to approve the minutes of the June 16, 2021 meeting.*
Motion by Member Dave Pagenkopf, second by Member Sean Chislom, to approve the minutes of the June 16, 2021 meeting. 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.*

Motion by Member Dave Pagenkopf, second by Village Trustee Stephanie Brassington, to make a recommendation to the Village Board regarding the revised proposal for diversity, equity, and inclusion consulting services from Rainey Briggs and Percy Brown. Motion carries 6 - 0 - 0 by acclamation.

Subcommittee members did a roundtable pertaining to this item sharing their thoughts

for moving forward. Chair Miles mentioned resident concerns which he received regarding this topic.

- 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.

Motion by Member Dave Pagenkopf, second by Member Mona Nelson, to recommend to the Village Board that the subcommittee accepts calendar recognitions based on quarterly approval. Motion carries 7 - 0 - 0 by acclamation.

Stephanie Miller presented an Excel spreadsheet that incorporated a plethora of daily, weekly, and monthly recognitions of various populations, communities of interest, and/or organizations. Overall reaction from the subcommittee was positive, but discussions of what to include, what not to include, avoiding holidays or not, will be discussed and determined at the August meeting. Additionally, the subcommittee wants a way for residents to provide feedback in some way in case the D.E.I. subcommittee misses a recognition. This is another way to involve more inclusivity within the Village.

Miller proposed to provide a better layout of the various recognitions for subcommittee members to look over prior to the August meeting and then decide. The August meeting will be a discussion about recognitions within the final quarter of the year, including the month of September.

The subcommittee plans to accept the quarterly calendar and recommend approval from the Village Board.

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

Village Trustee, Ed Wreh, continued his discussion from the June meeting regarding future Town Hall-style meetings. The goal is to push those within the community to be more engaged, participate, collaborate, and be informed. This type of meeting would allow the public to bring feedback to the D.E.I. subcommittee, as well as staff that are present. The meeting would be similar to an open forum or open house, with no specific subject or agenda, but rather a way for community members to provide feedback and receive resources. Wreh encouraged the subcommittee members to think through logistics to bring to the next meeting and will be meeting with Village Administrator, Matt Schuenke, to plan next steps for the August meeting.

- d. Discussion to create a plan to partner with E.D. Locke Public Library to "Educate the Masses" based on the ACLU's "Know Your Rights" initiative.

This item was briefly touched on, but since Member Laëtitia Hollard was not present, the subcommittee did not discuss this in much detail. Miller and/or Schuenke to reach out to Hollard to discuss this item further and it was decided that it will be addressed at the August meeting.

- e. Government Alliance on Race and Equity (GARE) membership update.

Miller provided a brief update on the Village's acceptance into GARE and included resources that are now available to Village staff and committee members.

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

No recommendation was made.

The subcommittee decided that further research of various charges from other standing DEI committees are needed before making this recommendation to the Village Board. This agenda item is to be considered at another meeting.

5. SCHEDULE NEXT MEETING DATE.

- a. Discussion of Hybrid Meetings 2.0.

Stephanie Miller provided an update on hybrid meetings starting August 2, 2021.

- b. Wednesday, August 18, 2021 at 6 p.m.

- c. Requests for future agenda items.

Requests for the next agenda include:

- Further discussion of Town Hall-style meetings
- Quarterly calendar recognitions
- Further discussion to "Educate the Masses" and ACLU's "Know Your Rights" initiative
- An update regarding initiatives from the McFarland Equity Project (MEP) provided by Member Hilary Brandt

6. ADJOURNMENT.

Motion by Member Dave Pagenkopf, second by Village Trustee Stephanie Brassington, to adjourn at 8:03 p.m.

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, August 18, 2021

SECTION: Business

DEPARTMENT: Communications & Technology

CONTACT: Stephanie Miller, Comm & Technology Director

AGENDA ITEM: Updates from the McFarland Equity Project (MEP) educational group.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Subcommittee member, Hilary Brandt, to present recent updates on behalf of the McFarland Equity Project educational group.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Wednesday, August 18, 2021

SECTION: Business

DEPARTMENT: Communications & Technology

CONTACT: Stephanie Miller, Comm & Technology Director

AGENDA ITEM: Discussion and action to set the calendar list of recognition for the remainder of 2021.

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:

1. 2021 Calendar Recognitions_Q4

[Hispanic Heritage Month \(9/15 - 10/15\)](#)

[National Preparedness Month](#)

[Suicide Prevention Month](#)

[World Alzheimer's Month](#)

SEPTEMBER 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5 National Suicide Prevention Week	6 Labor Day Read A Book Day Rosh Hashanah Begins at Sundown	7	8	9	10 World Suicide Prevention Day Ganesh Chaturthi	11 Patriot Day/National Day of Remembrance
12 National Grandparent's Day	13	14	15 First Day of Hispanic Heritage Month Yom Kippur Begins at Sundown	16	17 Citizenship Day National POW/MIA Recognition Day	18
19	20 International Week of the Deaf	21 World Alzheimer's Day	22 Autumnal Equinox	23	24	25
26	27	28 Voter Registration Day	29	30		

September Notes:

⁵⁻¹¹ **National Suicide Prevention Week** – A week to share resources and stories, as well as promote suicide prevention awareness. This week focuses on informing and engaging health professionals and the general public about suicide prevention and warning signs of suicide.

⁶ **Labor Day** – A federal holiday observed the first Monday in September; initially organized to celebrate labor unions and their contributions to the United States' economy (*This is considered a Federal & State Legal Holiday*)

⁶ **Read A Book Day** – National Read A Book Day is observed annually on September 6th. This day invites us all to grab a book we might enjoy and spend the day reading.

⁶⁻⁸ **Rosh Hashanah** – Rosh Hashanah is the Jewish new year. It begins at sundown and lasts two days and it is celebrated by Jews all over the world.

¹⁰ **World Suicide Prevention Day** – Observed on September 10th each year, World Suicide Prevention Day aims to promote ways to prevent suicide. The [International Association for Suicide Prevention](#) (IASP) organizes the observance.

¹⁰ **Ganesh Chaturthi** – A 10-day festival marking the birth of the elephant-headed deity Ganesha, the god of prosperity and wisdom. It begins on the fourth day (chaturthi) of the month of Bhadrapada (August–September), the sixth month of the Hindu calendar.

¹¹ **Patriot Day** – Patriot Day is an annual observance on September 11 to remember those who were injured or died during the terrorist attacks in the United States on September 11, 2001. Many Americans refer to Patriot Day as 9/11 or September 11.

¹² **Grandparent's Day** – The Sunday following Labor Day, National Grandparents Day is a day to honor grandparents.

¹⁵⁻¹⁶ **Yom Kippur** – Yom Kippur is a Jewish holiday known as the Day of Atonement. Many people of Jewish faith in the United States spend the day fasting and praying. Its theme centers on atonement and repentance. Yom Kippur is on the 10th day of the month of Tishrei (or Tishri) in the Jewish calendar.

¹⁷ **Citizenship Day** – Constitution Day and Citizenship Day on September 17th commemorates the adoption of the Constitution of the United States and those who have become United States citizens. On this day, members of the U.S. Constitutional Convention signed the Constitution in 1787.

¹⁷ **National POW/MIA Recognition Day** – Observed across the nation on the third Friday of September each year. Many Americans take the time to remember those who were prisoners of war (POW) and those who are missing in action (MIA), as well as their families.

²⁰⁻²⁶ **International Week of the Deaf** – International Week of the Deaf during the last week of September draws attention to the accomplishments of people who are deaf and also promotes their rights. (It is also known as the Deaf Awareness Week or International Week of Deaf People.)

²¹ **World Alzheimer's Day** – Occurs on September 21st, health organizations across the globe focus their efforts on raising awareness about this disease.

²⁸ **Voter Registration Day** – National Voter Registration Day on the fourth Tuesday in September urges citizens to register to vote.

September Sources:

www.britannica.com

www.iasp.info

www.nami.org

www.nationaldaycalendar.com

www.nationaltoday.com

www.ready.gov

www.timeanddate.com

www.wfdeaf.org

[Cont. Hispanic Heritage Month \(9/15 - 10/15\)](#)
[Breast Cancer Awareness Month](#)
[Down Syndrome Awareness Month](#)
[Global Diversity Awareness Month](#)

[German-American Heritage Month](#)
[Italian-American Heritage Month](#)
[International Walk to School Month](#)
[LGBT History Month](#)

OCTOBER 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3 Fire Prevention Week	4	5 World Teacher's Day	6 Coffee with a Cop Day	7	8	9
10 World Mental Health Day	11 Indigenous Peoples Day	12	13	14	15 National Cheese Curd Day	16
17 Black Poetry Day National Friends of Libraries Week	18 Free Speech Week	19	20 Community Media Day Support Your Local Chamber of Commerce Day	21	22	23 Make a Difference Day
24	25	26	27	28 First Responders Day	29 World Stroke Day	30
31 Halloween						

October Notes:

³⁻⁹ **Fire Prevention Week** – Fire Prevention Week is observed each year during the week of October 9th in commemoration of the Great Chicago Fire, which began on October 8, 1871, and caused devastating damage.

⁵ **World Teacher's Day** – World Teachers' Day on October 5th honors teachers and teacher organizations making vital contributions to the education and development of our future leaders.

⁶ **Coffee with a Cop Day** – On the first Wednesday in October, National Coffee with a Cop Day brings men and women in uniform together with their communities to connect over a cup of joe.

¹⁰ **World Mental Health Day** – Annually, World Mental Health Day on October 10th raises awareness and mobilizes efforts to support mental health.

¹¹ **Indigenous Peoples Day** – A holiday that celebrates and honors Native American peoples and commemorates their histories and cultures. It is celebrated across the United States on the second Monday in October and is an official city and state holiday in various localities. (*Wisconsin currently observes this day via proclamation. Gov. Tony Evers established Indigenous Peoples' Day via an executive order days before the observance in 2019*).

¹⁵ **National Cheese Curd Day** – Founded by Culver's, National Cheese Curd Day is observed annually on October 15th.

¹⁷ **Black Poetry Day** – Black Poetry Day on October 17th honors past and present black poets. The day also commemorates the birth of the first published black poet in the United States. Jupiter Hammon was born in Long Island, New York, on October 17th, 1711. The day celebrates the importance of black heritage and literacy. It also recognizes the contributions made by black poets and shows appreciation to black authors.

¹⁷⁻²³ **National Friends of Libraries Week** – The celebration offers a two-fold opportunity to celebrate Friends. Use the time to creatively promote your group in the community, to raise awareness, and to promote membership. This is also an excellent opportunity for your library and Board of Trustees to recognize the Friends for their help and support of the library.

¹⁸⁻²² **Free Speech Week** – Free Speech Week (FSW) is a yearly event to raise public awareness of the importance of freedom of speech and of the press in our democracy and to celebrate that freedom. As freedom of speech and of the press are rights all Americans share, this non-partisan, non-ideological event is intended to be a unifying celebration.

²⁰ **Community Media Day** – Community Media Day is an annual celebration of voices that brings awareness to the importance of free speech and accessible media for all individuals to have their voices heard.

²⁰ **Support Your Local Chamber of Commerce Day** – Support Your Local Chamber of Commerce Day is observed annually on the third Wednesday in October. The Chamber of Commerce's primary objective is strengthening local businesses of all sizes. The best way to honor this organization is to use the services of local chamber businesses.

²³ **Make a Difference Day** – National Make A Difference Day brings community service to a whole new level each year. Organizations join forces on the fourth Saturday in October to make a difference, big or small.

²⁸ **First Responders Day** – October 28th sets aside National First Responders Day to honor the men and women who act quickly when an emergency is at hand.

²⁹ **World Stroke Day** – World Stroke Day, on October 29th, seeks to emphasize the serious nature and high rates of stroke. The day is also observed to raise awareness of the prevention and treatment of strokes.

October Sources:

www.ala.org

www.communitymediaday.org

www.freespeechweek.org

www.lgbthistorymonth.com

www.nationalbreastcancer.org

www.nationaldaycalendar.com

www.ndss.org

www.nfpa.org

www.stroke.org

www.timeanddate.com

www.unesco.org

www.who.int

www.wikipedia.org

[Native American Heritage Month](#)

[National Gratitude Month](#)

[National Adoption Month](#)

NOVEMBER 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 Diwali	5	6
7	8 National STEM/STEAM Day	9	10	11 Veterans Day	12	13 World Kindness Day National Hunger & Homeless Awareness Week
14 World Diabetes Day American Education Week	15 America Recycles Day	16	17	18	19	20
21 National Adoption Day	22	23	24	25 Thanksgiving Day	26 Native American Heritage Day	27 Small Business Saturday
28 Hanukkah Begins at Sundown	29	30 Giving Tuesday				

November Notes:

⁴ **Diwali** – Diwali is one of the biggest Hindu festivals celebrated among many people and communities in the United States.

⁸ **National STEM/STEAM Day** – Annually, on November 8th, the day inspires kids to explore and pursue their interests in Science, Technology, Engineering, Art and Math.

¹¹ **Veterans Day** – This day is the anniversary of the signing of the armistice, which ended the World War I hostilities between the Allied nations and Germany in 1918.

Veterans are thanked for their services to the United States on Veterans Day. *(This is considered a Federal & State Legal Holiday)*

¹³ **World Kindness Day** – On November 13th, as part of World Kindness Day, we are encouraged to spread kindness like an infectious cold. We want to share it more than usual because studies show when others observe kindness in action, they are more likely to carry out an act of kindness, too.

- ¹³⁻²¹ **National Hunger & Homeless Awareness Week** – Hunger and Homelessness Awareness Week is an annual program where people come together across the country to draw attention to the problems of hunger and homelessness. Participating groups spend the week holding a series of educational, service, fundraising, and advocacy events.
- ¹⁴ **World Diabetes Day** – Around the globe on November 14th, World Diabetes Day raises awareness and provides education concerning a disease that affects over 400 million adults internationally.
- ¹⁴⁻²⁰ **American Education Week** – American Education week exists to celebrate the potential of all American Students, recognize and give thanks to the teachers and professionals working within the education system as well as honoring the parents and guardians who support and encourage.
- ¹⁵ **America Recycles Day** – Each year on November 15, millions of people across the United States take part in America Recycles Day. The day raises awareness about recycling and the purchasing of recycled products.
- ²¹ **National Adoption Day** – National Adoption Day raises awareness of the more than 100,000 children in foster care. Each year on the Saturday before Thanksgiving, the day focuses on children waiting for permanent, loving families. Not only does the day aim to find homes, but National Adoption Day also helps the dreams of many children and families come true.
- ²⁵ **Thanksgiving Day** – *This is considered a Federal & State Legal Holiday*
- ²⁶ **Native American Heritage Day** – National Native American Heritage Day on the day after Thanksgiving honors American Indians across the nation. The day celebrates the vibrant cultures, traditions, and heritages while recognizing the many contributions Native Americans have made.
- ²⁷ **Small Business Saturday** – Every year on the Saturday after Thanksgiving, the Shop Small movement has energized small business owners to prepare for customers in every way possible. Small Business Saturday reminds us of the prime shopping opportunities right in our own communities.
- ²⁸ **Hanukkah Begins at Sundown** – Hanukkah is an eight-day Jewish observance that remembers the Jewish people's struggle for religious freedom, also known as the Festival of Lights.
- ³⁰ **Giving Tuesday** – On the Tuesday after Thanksgiving charities, families, businesses, community centers, and students around the world will come together for one common purpose: to celebrate generosity and to give.

November Sources:

www.awarenessdays.com
www.davethomasfoundation.org
www.givingtuesday.org
www.hhweek.org
www.nationaldaycalendar.com
www.timeanddate.com
www.worlddiabetesday.org

DECEMBER 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 International Day for the Abolition of Slavery	3 International Day of Persons with Disabilities	4
5	6	7 Pearl Harbor Remembrance Day	8	9	10 Human Rights Day	11
12	13	14	15	16	17	18
19	20	21 Winter Solstice	22	23	24 Christmas Eve	25 Christmas Day
26 Kwanzaa Begins	27	28	29	30	31 New Year's Eve	

December Notes:

² **Int'l Day for the Abolition of Slavery** – Every year on December 2nd, the International Day for the Abolition of Slavery draws attention to slavery that still exists in the world. This day also focuses on the eradication of contemporary slavery.

³ **Int'l Day of Persons with Disabilities** – Each year on December 3rd, the International Day of Persons with Disabilities promotes the rights and well-being of persons with disabilities. The day raises awareness of the political, economic, social and cultural aspects disability affects people around the world.

⁷ **Pearl Harbor Remembrance Day** – Annually on December 7, commemorates the attack on Pearl Harbor, in Hawaii, during World War II. Many American service men and women lost their lives or were injured on December 7, 1941.

¹⁰ **Human Rights Day** – Human Rights Day on December 10th annually seeks to honor the adoption of the Universal Declaration of Human Rights (UDHR).

²⁴ **Christmas Eve** – *This is considered a Federal & State Legal Holiday - KS, KY, MI, NC, ND, OK, SC, TX, VA, WI.*

²⁵ **Christmas Day** – *This is considered a Federal Holiday.*

²⁶ **Kwanzaa Begins** – a week-long holiday honoring African culture and traditions. It falls between December 26 and January 1 each year.

December Sources:

www.nationaldaycalendar.com

www.timeanddate.com

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Wednesday, August 18, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Update regarding diversity, equity, and inclusion consulting work.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Village Staff has met with Rainey Briggs and Percy Brown to plan out next steps. One or both may be present to listen into our discussion at the next meeting as well. Staff has provided the Consultants requested information on the Village and a list of key stakeholders in the Community. They will be preparing a list of additional information they need as part of the data gathering within the Equity Audit. We also started to generally talk about each of the other three remaining tasks. Thus far the initial process is underway with more to come this late Summer and Fall.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action needed on this item.

ATTACHMENTS:

None

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Wednesday, August 18, 2021

SECTION: Business

DEPARTMENT: Communications & Technology

CONTACT: Matt Schuenke, Village Administrator

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

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Trustee Edward Wreh and Village Administrator met recently to further discuss this topic.

Mainly in a broader sense of Community Engagement and how while it benefits discussions on diversity, equity, and inclusion it also provides an outlet for many different topics. As a result of what was discussed at our last meeting based on the vision thus far presented by Trustee Wreh, the following was suggested for this item:

- Village President and Village Administrator will hold "office hours" or an "open house" themed meeting.
- Format is to create an informal space for people to engage the two main leaders for the Village on the topics of interest they may have. President is able to represent the board and Administrator represent Staff's interest in the discussion.
- Optional topics could include special guests like Department Heads, or other potential interests people may have. This could vary from time to time.
- Frequency/schedule to be determined but will be on a recurring basis so that a regular schedule can be established.
- We will have to work around COVID a bit but we'll do our best to make ourselves available in person, virtually, etc. to engage directly with people.
- Issues that come forward can be tracked to ensure 1) proper follow through on the issues is conducted each time; and 2) creating a summary of the types of issues people bring forward for discussion. Could provide insight on how to adjust communications going forward and/or services based on the feedback received.
- The meetings will be scheduled and marketed in advance to allow people as much time as we can to attend.
- Staff will need to prepare an implementation plan for this to get the first meeting held and then subsequent meetings there after. We would target the first meeting in early October.

We would further work this into the Communications Plan for the Village as it can be a benefit to the whole organization and hopefully the Community. This is also flexible enough that it can



be adjusted from time to time if we run into issues.

Our objective next week is to further discuss this concept to see if this outline is in line with everyone's vision moving forward.

FINANCIAL/BUDGET IMPACT:

None at this time.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action is needed on this item.

ATTACHMENTS:

None

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Wednesday, August 18, 2021

SECTION: Business

DEPARTMENT: Communications & Technology

CONTACT:

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

PREVIOUS ACTION:

ISSUE SUMMARY:

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

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None