

**Diversity, Equity, and
Inclusion Committee**

**Wednesday, December 15,
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/88353438323>

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

Webinar ID: 883 5343 8323

Press *9 to raise/lower hand | Press *6 to mute/unmute

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 the minutes of the meeting held on October 20, 2021.
4. BUSINESS.
 - a. Introduction of new members.
 - b. Discussion and action to set the calendar list of recognition items for the first quarter of 2022.
 - c. Discussion regarding the 2022 Budget related to diversity, equity, and inclusion initiatives.
 - d. Update on diversity, equity, and inclusion consulting work including the community event scheduled for January.

e. Update on the process to create the Diversity, Equity, and Inclusion Standing Committee.

5. SCHEDULE NEXT MEETING DATE.

a. Wednesday, January 19, 2021 at 6:00 pm - Joint meeting with the Village Board.

b. Monday, January 31, 2022 at 6:00 pm - DEI Community Event

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, October 20, 2021 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Trustee Edward Wreh called the regular meeting of the McFarland Diversity, Equity, and Inclusion Subcommittee to order at 6:02 p.m. via Zoom.

Members present: Hilary Brandt, Stephanie Brassington, Monica Bruce (arrived at 6:20 p.m.), Mona Nelson, Dave Pagenkopf, Edward Wreh

Members not present: Bridget Bell, Patrick Miles

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 were made.

3. APPROVAL OF MINUTES.

- a. *Discussion and action regarding minutes of the meeting held on September 15, 2021.*
Motion by Village Trustee Edward Wreh, seconded by Member Dave Pagenkopf, to approve the minutes of the meeting held on September 15, 2021. Motion carries 5 - 0 - 0 by acclamation.

4. BUSINESS.

- a. *Discussion on various diversity, equity, and inclusion initiatives within the McFarland School District.*

Matt Schuenke introduced Anne Nichols, of the McFarland School District, to present further information regarding various DEI initiatives happening within the schools. Nichols made a public appearance at the September 15, 2021 DEI meeting regarding this topic, but was invited back to the October meeting in order for the subcommittee members to ask questions and have further discussion with Nichols.

Topics that were presented by Nichols included:

- Equity Director position and plan to hire a full-time employee for the 2022-2023

school year

- September 24, 2021 event with Dr. Sharroky Hollie
- Book study within each school building
- Binder study to begin with students and staff on October 28, 2021
- One-on-one coaching sessions to begin for staff in spring of 2022

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

Trustee Brassington stated that this subcommittee needs to be made a standing committee just like all of the other committees within the Village.

Matt Schuenke presented and discussed where the Village Board is at with the restructuring of all committees within the Village.

- Liaison idea was well-received.
- Member Mona Nelson expressed concern about reduced total membership.
- Requested by Member Nelson: under "Essential Functions," remove the word advocacy.

Motion by Village Trustee Edward Wreh, seconded by Village Trustee Stephanie Brassington, to recommend to the Village Board to establish the Diversity, Equity, and Inclusion Subcommittee as a standing committee. Motion carries 6 - 0 - 0 by acclamation.

c. Discussion and participation in a diversity, equity, and inclusion SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis Framework.

Consultants, Dr. Rainey Briggs and Percy Brown conducted a SWOT analysis with the DEI subcommittee.

No action was taken.

5. SCHEDULE NEXT MEETING DATE.

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

b. Requests for future agenda items.

Trustee Edward Wreh requested the discussion regarding budgetary impacts for DEI once made into a standing committee.

6. ADJOURNMENT.

Motion by Village Trustee Edward Wreh, seconded by Member Dave Pagenkopf, to adjourn at 8:35 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

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Wednesday, December 15, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Introduction of new members.

PREVIOUS ACTION:

The Village Board made the appointment of the new members at their meeting on Monday, October 25, 2021.

ISSUE SUMMARY:

Angie Bazan and Maya Thompson have been appointed to serve on the DEI Subcommittee. They replace Sean Chisolm and Laetitia Hollard whom previously resigned from the group. Additionally, Bridget Bell has resigned from the group as well. At the present we are a group of 9 and for the time being it would appear proceed in that fashion.

This item is a chance to introduce and welcome our new members to the meeting. Give them a chance to talk to us, and a chance for existing members to introduce themselves as well.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action needed for this item.

ATTACHMENTS:

None

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Wednesday, December 15, 2021

SECTION: Business

DEPARTMENT: Communications & Technology

CONTACT: Stephanie Miller, Comm & Technology Director

AGENDA ITEM: Discussion and action to set the calendar list of recognition items for the first quarter of 2022.

PREVIOUS ACTION:

A previous action was taken at the August 18, 2021 meeting approving the calendars of recognition for the last quarter of 2021, including the month of September.

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 the compiled list, add, remove, and discuss the daily, weekly, and monthly dates for the first quarter of 2022. Action of approval is requested.

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, December 15, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion regarding the 2022 Budget related to diversity, equity, and inclusion initiatives.

PREVIOUS ACTION:

The Village Board adopted the 2022 Budget at its meeting on November 22, 2021.

ISSUE SUMMARY:

Member Ed Wreh requested that the 2022 Budget be presented regarding implications towards diversity, equity, and inclusion efforts. Mainly, funding will continue for the DEI Consulting work that is ongoing and scheduled for completion in June of next year. Additional opportunities could present themselves and we can discuss further in the meeting how we might address such actions.

FINANCIAL/BUDGET IMPACT:

The 2022 Budget allocated \$25,000 towards the consulting effort following \$25,000 that was allocated previously in 2021 for a total of \$50,000 over the course of the last two years. A little less than half was expended in 2021 for the consulting work to date which would be reflective of where we would expect the schedule to be at this point in the process. Thus far the board has authorized the use of fund balance for this work which gives them some flexibility on addressing additional expenses should something else arise that we wish to pursue.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action needed on this item. Presented for discussion.

ATTACHMENTS:

None

McFarland
SUMMARY SHEET

MEETING DATE: Wednesday, December 15, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Update on diversity, equity, and inclusion consulting work including the community event scheduled for January.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Rainey Briggs and Percy Brown are continuing their work to study the Village and prepare for the next round of outreach. We will meet with them again in January to go over their initial findings from the equity audit and prepare for the larger community engagement event. As mentioned previously, we are planning for the meeting to be held on Monday, January 31st, at 6:00 pm. It will be held in person at Waubesa Intermediate School in their multi-purpose room.

At our next meeting we will be working with the Consultants on the format for the event and the role of the Committee members to participate in.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action needed on this item. Presented for discussion.

ATTACHMENTS:

None

McFarland
SUMMARY SHEET

MEETING DATE: Wednesday, December 15, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Update on the process to create the Diversity, Equity, and Inclusion Standing Committee.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Following up on a previous email sent, wanted to include this topic as a discussion item to check in with the Subcommittee to see if there are any questions. The process to create the Committee will likely be very similar to as before, but its just now on its own path. In doing so, it will have a better focus and its adoption can be addressed more smoothly when that time comes. Here is the excerpt from the email I had sent the group previously, and we'll discuss further on Wednesday as needed:

"As I had mentioned previously, the Village Board is working through a very large restructuring project of its Boards, Commissions, and Committees. The creation of Diversity, Equity, and Inclusion as a Standing Committee has been part of that process. Last night, the Village Board reviewed the essential functions of this group again and opted to move this forward on its own and not part of the larger project. The reasons for this were to provide additional focus and review of what is proposed while not allowing this important work to get lost in the shuffle of the other changes that are proposed not related to this group.

Additionally, the Village Board would like to hold a joint meeting with the Subcommittee in January to discuss what is proposed for the Standing Committee as well as receive an update on the work of the consultants. That joint meeting will be part of your regularly scheduled meeting on Wednesday, January 19, 2022 at 6:00 pm.

This is a slight change in the process to create the DEI Standing Committee. The larger restructuring project is trending for completion in February of next year, and even though we are extracting the creation of this group from that process it is still entirely possible we reach the same conclusion within the same timeline meaning there would be no delay in its consideration for implementation. If you have any concerns with this or questions, please reach out to me and I can explain further as is needed."

We will be meeting jointly with the Village Board to discuss creation of the Committee and making it standing going forward at your meeting on January 19th. They will be present to mutually discuss what is desired in terms of establishing this group going forward.



FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion. No action needed.

ATTACHMENTS:

None