

VILLAGE OF MCFARLAND

**Diversity, Equity, and Inclusion Subcommittee Minutes**

*Tuesday, January 26, 2021 - 5:30 PM*

**1. CALL TO ORDER, ROLL CALL.**

Patrick Miles called the special meeting of the Diversity, Equity, and Inclusion Subcommittee to order at 5:30 PM in the Community Room of the McFarland Municipal Center.

Members present: Bridget Bell, Hilary Brandt, Stephanie Brassington, Monica Bruce (arrived at 5:38 pm), Sean Chislom, Laetitia Hollard, Patrick Miles, Carrie Nelson, Mona Nelson, and Dave Pagenkopf.

Members not present: None.

Staff Present: Village Administrator Matt Schuenke and Communications and Technology Director Stephanie Miller.

**2. PUBLIC APPEARANCES.**

- a. *This is an opportunity for members of the public to address the Village Board. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to [cassandra.suettinger@mcfarland.wi.us](mailto:cassandra.suettinger@mcfarland.wi.us) to be included as part of the meeting.*
- None.

**3. BUSINESS.**

- a. *Conduct listening session with recruiter for the Police Chief position.*  
The Recruiter for the Police Chief position continued the listening session from where they left off at the last meeting. Questions were asked and feedback provided on topics regarding the position itself and various aspects of the Department in which it will lead. All questions were asked and the listening session was completed. No action was taken on this item.
- b. *Discussion in order to provide feedback on the job description for the Police Chief position.*  
The Village Administrator provided a copy of the job description and suggested revisions that would be considered. It was stated that the Personnel Committee, Police and Fire Commission, and finally Village Board would also be reviewing this draft. The Village Administrator will send the job description out along with the remaining schedule, tasks needed to complete its review. Members are encouraged to respond to that message in order to provide further feedback on the description as its thus far

presented. No action was taken on this item.

**4. SCHEDULE NEXT MEETING DATE.**

*a. Wednesday, February 17, 2021 at 6:00 pm.*

**5. ADJOURNMENT.**

A motion was made by Pagenkopf, seconded by Bell, and unanimously carried by the Diversity, Equity, and Inclusion Subcommittee to adjourn the meeting at 7:01 pm.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,  
Matthew G. Schuenke