

VILLAGE OF MCFARLAND

Diversity, Equity, and Inclusion Committee Minutes

Monday, August 15, 2022 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Trustee Stephanie Brassington called the regular meeting of the Diversity, Equity, and Inclusion Committee to order at 6:00 PM in the Community Room.

Members present: Stephanie Brassington, Edward Wreh, Angela Bazan, Monica Bruce, Maya Thompson, Hilary Brandt

Members not present: Mona Nelson

Staff Present: Stephanie Miller

2. PUBLIC APPEARANCES.

Trustee Edward Wreh made a public comment congratulating DEI Committee member, Hilary Brandt, on her latest achievement of becoming the newest Village Board Trustee.

- a. *This is an opportunity for members of the public to address the Diversity, Equity, and Inclusion Committee. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the Committee 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 Committee for their consideration. Members of the public who are present in person and wish to address the Committee 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 communications@mcfarland.wi.us to be included as part of the meeting.*

3. APPROVAL OF MINUTES.

- a. *Motion to approve the minutes of the June 20, 2022 meeting.*
Motion by Village Trustee Edward Wreh, seconded by Member Monica Bruce, to approve the minutes of the June 20, 2022 meeting. Motion carries 6 - 0 - 0 by acclamation.

4. BUSINESS.

- a. *Introduction of new HR Generalist for the Village.*
Village Clerk/Treasurer, Cassandra Suettinger, introduced the Village's new HR Generalist, Andrea Anderson.
- b. *Develop a work plan structure for the DEI Committee based off of the DEI Report S.M.A.R.T. goals.*
The committee walked through each S.M.A.R.T. goal and talked about them extensively. This discussion developed a work plan and directed the committee forward in their upcoming goals for the next year and beyond. The goals were requested to be

added to the DEI Committee webpage for reference and public information.

c. Revisit the distribution of the recognitions calendar and discuss a written policy.

Stephanie Miller presented the approved recognitions calendar from the previous 12 months. The committee decided that it was appropriate to create a standing calendar on the Village website instead of continuing to bring quarterly calendars to meetings. The committee also agreed that a written policy is not needed at this time, though will revisit if it seems to be needed in the future.

5. SCHEDULE NEXT MEETING DATE.

a. Monday, September 19, 2022 at 6 p.m.

6. ADJOURNMENT.

Motion by Village Trustee Edward Wreh, seconded by Hilary Brandt, to adjourn at 7:15 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