

Monday, December 19, 2022**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/89238174078>

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

Webinar ID: 892 3817 4078

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 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 November 21st, 2022 meeting, held jointly with the Personnel Committee.
 - b. Motion to approve the minutes of the October 17, 2022 DEI Committee meeting.
4. BUSINESS.
 - a. Discussion of "Event Development - Guest Speaker/Program Development" within the DEI S.M.A.R.T. goals.
 - b. Discussion of "Event Development - Land Acknowledgement" within the DEI S.M.A.R.T. Goals.
5. SCHEDULE NEXT MEETING DATE.
 - a. January 30, 2023 at 6 p.m. at the McFarland Municipal Center.
6. ADJOURNMENT.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or village.clerk@mcfarland.wi.us by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

VILLAGE OF MCFARLAND

Diversity, Equity, and Inclusion Committee Minutes

Monday, November 21, 2022 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Chair Stephanie Brassington called the regular meeting of the Diversity, Equity, and Inclusion Committee to order at 6:02 PM in the Community Room of the McFarland Municipal Center.

DEI Members present: Stephanie Brassington, Edward Wreh, Monica Bruce, Mona Nelson, Maya Thompson

Personnel Members present: Carrie Nelson, TJ Jerke, Edward Wreh

DEI Members not present: Angela Bazan

Staff Present: Stephanie Miller, Andrea Anderson, Cassandra Suettinger

2. PUBLIC APPEARANCES.

- 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.*

No public appearances.

3. BUSINESS.

- a. *Discussion and recommendation on amendment of chapter 6 of the, "Recruitment and Selection," of the Personnel Policy Manual.*

HR Generalist, Andrea Anderson, presented this item. This item pertains to one of the DEI S.M.A.R.T. goals, "...review employment policies to ensure plans for recruitment, hiring, and retention reflect values of diversity, equity, and inclusion."

Chapter 6 of the Personnel Policy Manual went through significant changes in order to be up-to-date. The Village attorney reviewed this chapter and provided these revisions that were presented by Anderson.

Members jointly discussed further on items:

- 6.03 Equal Employment Opportunity
- 6.05 Recruitment Procedures (1) Recruitment and Posting
- 6.06 Selection

- Interviews: in-person or virtual
- Legal phrasing posed concern by members
- References
- Police & Fire Commission and Library Board recruitment practices
- Reimbursements for travel

Public comment was made by Hilary Brandt regarding the McFarland Equity Manager position and funding.

Motion by Village Trustee Stephanie Brassington, seconded by Trustee Carrie Nelson, to recommend the amendment of chapter 6 of the, "Recruitment and Selection," of the Personnel Policy Manual with adjustments to 6.06(3). Motion carries 7 - 0 - 0 by acclamation.

b. Discussion and recommendation on amendments to the Personnel Policy Manual and Compensation and Benefits Manual as it pertains to vacation and paid holidays, which would include:

Deputy Administrator/Clerk, Cassandra Suettinger presented both items 1 and 2 relating to this amendment. She discussed and provided further information to the attached memo within the packet. The memo includes recommended revisions to vacation policy and holiday policy. In sum, the recommendations included:

- all vacation levels be increased by one level and all employees provided an additional week of vacation accordingly;
- floating holidays remain at 2, but inclusion of Juneteenth be considered; and
- the vacation buyback clause remain as is with a 50% reduction.

Item 3b1). General discussion by the committees were further inquiries about how staff use their vacation hours and time off. Concern about item 6c (under Vacation Scheduling) was mentioned; updating of language will be reviewed.

Item 3b2). Discussion by the committees included adding Juneteenth as a designated paid holiday observed by the Village. Election Day and adding information to the Personnel Policy Manual. Federal holidays recognitions. Consider adding Indigenous Peoples Day as a designated paid holiday observed by the Village.

Motion by Village Trustee Stephanie Brassington, seconded by Village Trustee Edward Wreh, to recommend amendments to the Personnel Policy Manual and Compensation and Benefits Manual as it pertains to vacation and paid holidays with the addition to update the language to 6.08 subsection c, and the addition of Indigenous Peoples Day as a designated paid holiday observed by the Village. Motion carries 7 - 0 - 0 by acclamation.

1) Amendment and consolidation of chapter 18, "Vacation Policy for Non-Represented Positions," of the Personnel Policy Manual, and chapter 8, "Vacation Policy for Department Head Positions," and chapter 9, "Vacation Policy for Non-Represented

Positions other than Department Heads," of the Compensation and Benefits Manual.

2) Amendment and consolidation of chapter 17, "Holidays," of the Personnel Policy Manual, and chapter 7, "Holidays," of the Compensation and Benefits Manual.

c. Discussion and recommendation to avoid scheduling any board, committee, commission, and authority meetings on the provided religious holidays in 2023.

Communications and Technology Director, Stephanie Miller, presented this item. This item was brought by various residents to staff for consideration by the DEI Committee. This topic has also been briefly discussed at various meetings with the DEI Committee in the past. Miller presented the list of religious holidays that Dane County will be avoiding meetings on. This list was crafted by the Dane County Office for Equity and Inclusion. From that list, Miller compared those holidays to regularly scheduled Village meetings and presented a list to meet the Village's.

The committee asked Miller to contact the Equity Office to get further information about the list, why they were chosen, and why it's acceptable to have meetings on some dates but not others.

Motion by Village Trustee Stephanie Brassington, seconded by Village Trustee Edward Wreh, to recommend avoiding scheduling any board, committee, commission, and authority meetings on the provided religious holidays in 2023 with the additional information to site sources. Motion carries 7 - 0 - 0 by acclamation.

4. SCHEDULE NEXT MEETING DATE.

a. Monday, December 19, 2022 at 6 p.m. in the Community Room of the McFarland Municipal Center.

b. Discussion and possible action to reschedule the regularly scheduled date of Monday, January 16, 2023.

Due to the regularly scheduled meeting falling on Martin Luther King, Jr. Day, the committee will be sent an online poll for availability by staff. The January rescheduled date will be determined at the December 19, 2022 meeting.

5. ADJOURNMENT.

Motion to adjourn the Personnel Committee by Village Trustee Carrie Nelson, seconded by Trustee TJ Jerke, to adjourn at 8:24 p.m. Motion carries, 3 - 0 - 0 by acclamation.

Motion to adjourn the DEI Committee by Village Trustee Stephanie Brassington, seconded by Member Mona Nelson, to adjourn at 8:24 p.m. Motion carries, 5 - 0 - 0 by acclamation.

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

Diversity, Equity, and Inclusion Committee Minutes

Monday, October 17, 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 6:04 PM in the Community Room.

Members present: Stephanie Brassington, Angela Bazan, Monica Bruce, Mona Nelson, Edward Wreh

Members not present: Maya Thompson

Staff Present: Stephanie Miller, Andrea Anderson, Cassandra Suettinger

2. PUBLIC APPEARANCES.

No public appearances.

- 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 August 15, 2022 meeting.*
Motion by Village Trustee Stephanie Brassington, seconded by Member Angela Bazan, to approve the minutes of the August 15, 2022 meeting. Motion carries 5 - 0 - 0 by acclamation.

4. BUSINESS.

- a. *Discussion on DEI S.M.A.R.T. Goals report related to improving staff support.*
Andrea Anderson presented a Venn diagram based on recruitment and retention, and how those topics overlap with the Village's hiring processes. During this walk-through and discussion, DEI members brought up the following questions and/or suggestions:

Recruitment - Blind resume review and scoring

Monica Bruce suggested adding a question, "what is your experience with DEI initiatives?"

Recruitment - Job postings and expanded reach

After Anderson presented a list of where jobs can be posted, members provided other suggestions, such as Urban League, GARE, and physical advertisements. Mona Nelson asked to consider internships, as it can help expand and broaden recruitment outside of McFarland and target the younger population (Ex: MATC). Concerns regarding this, though, included transportation. Monica Bruce mentioned City of Madison's Affirmative Action Student Professionals in Residence (AASPIRE) internship as an example.

Retention

Ed Wreh suggested that "advancement of demographics" be added.

Recruitment and Retention - Data collection

Monica Bruce asked how this will be evaluated over time to help the Village see what is and is not working in this process.

No action was taken.

- b. Discussion and action to schedule a joint meeting with the Personnel Committee to advance revisions to the Personnel Policy Manual as applicable to the DEI S.M.A.R.T. Goals.

Cassandra Suettinger provided a brief overview of what the Personnel Committee has been working on so far regarding the Personnel Policy Manual and how these changes relate to the DEI S.M.A.R.T. goals. She requested that the next, regularly scheduled DEI meeting be held as a joint meeting with the Personnel Committee to go through such topics.

The DEI Committee agreed to hold a joint meeting on November 21, 2022.

No formal action was taken.

- c. Update on Land Acknowledgement initiatives for McFarland.

Stephanie Miller gave a brief update on the next steps in working toward a Land Acknowledgement for the Village. She will be acting as a liaison between the Village and the Indigenous Working Group (members: Aaron Tarnutzer, Samantha Zeilenga, Tamie Klumpyan, and Brian Ward) in McFarland. They will meet soon to discuss the goals and planning for an event that will take place next year, most likely during the McFarland Community Festival, as it brings many community members together for inclusion and awareness.

No action was taken.

5. SCHEDULE NEXT MEETING DATE.

- a. Joint meeting with Personnel Committee – Monday, November 21st at 6 p.m. in the McFarland Municipal Center Community Room.

6. ADJOURNMENT.

Motion by Member Angela Bazan, seconded by Member Monica Bruce, to adjourn at 6:55 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: Monday, December 19, 2022

SECTION: Business

DEPARTMENT: Communications & Technology

CONTACT:

AGENDA ITEM: Discussion of "Event Development - Guest Speaker/Program Development" within the DEI S.M.A.R.T. goals.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. DEI SMART Goals

S.M.A.R.T. Goals to be Achieved by the McFarland DEI Committee

S

SPECIFIC

What goal do you want to accomplish?

M

MEASUREABLE

What are the milestones to accomplish the goal?

A

ATTAINABLE

How can this goal be accomplished?

R

RELEVANT

Does this goal align with the company objective?

T

TIME-BASED

When is the deadline for this goal?



Event Development

- Guest Speaker/Program Development (2)
- Community Space (3)
- Land Acknowledgement (4)

Improve Staff Support

- Explore Resource Allocation (5)
- Develop Data Collection on Applicable Demographics (6)
- Recruitment/Staffing (7)
- Training Program (8)

Initial Goal: Event Development – Guest Speaker/Program Development

S SPECIFIC What goal do you want to accomplish?	M MEASUREABLE What are the milestones to accomplish the goal?	A ATTAINABLE How can this goal be accomplished?	R RELEVANT Does this goal to align with the company objective?	T TIME-BASED When is the deadline for this goal?
The DEI Committee will work with the Village Board to develop and implement programs that celebrate diversity within the Community. The DEI Committee will collaborate with the Library, School District, and applicable community groups on program development within the for Village.	Community events that acknowledge and celebrate events such as but not limited to Juneteenth, Latino Heritage Month, Black History Month, Women’s History Month, etc...	DEI Committee will review opportunities for guest speakers and program development through the quarterly review of planned recognition within the Community Calendar.	The DEI Committee already works to provide recognition throughout the year to various groups, issues, causes, etc. that can become part of the educational of the group.	Community events will be developed and implemented by June of 2023 and will be ongoing.

Additional discussion notes from DEI Committee meeting 8/15/22

Working with school district to connect; McFarland Equity Project (MEP); supplement with budget; space-school district offers the largest space; library programming; figuring out what's already here, though implementing new; celebrating EVERYONE within the community; participating in parades to show we are an inclusive community; who's already within the McFarland Community that we can work with? How can we move away from the "McFarland stereotype?"

Initial Goal: Event Development – Community Space

S

SPECIFIC

What goal do you want to accomplish?

The DEI Committee will create opportunities for community dialogue and discussion.

The DEI Committee will collaborate with the Library, School District, and applicable Community partners to develop and implement community roundtables.

M

MEASUREABLE

What are the milestones to accomplish the goal?

In person and virtual community roundtables.

Annual schedules, topics for discussion and agendas for in person and virtual roundtable.

Goal is to hold one Community Space roundtable event per year.

A

ATTAINABLE

How can this goal be accomplished?

DEI Committee in partnership with the Village Board and Staff will work through existing events or consider new events.

Opportunities for inclusion within existing events include Community Service Day, Winter Wonderland in the Village, and/or McFarland Community Festival.

R

RELEVANT

Does this goal align with the company objective?

Provides opportunity to bring people together in a social setting to talk about what is important to them within the community.

T

TIME-BASED

When is the deadline for this goal?

Community Roundtables will be developed and implemented by the fall of 2022.

Additional discussion notes from DEI Committee meeting 8/15/22

Generational roundtable; Involving MEP, School leaders for canvassing folks to get involved; "speed dating"; Human library; church monthly meals/Shared Table; food and music brings people together!; take advantage of the gazebo; make sure that we get to the root of the conversation (policy; how people are impacted by these); trying various neighborhoods/parks.

Initial Goal: Event Development – Land Acknowledgement

S SPECIFIC What goal do you want to accomplish?	M MEASUREABLE What are the milestones to accomplish the goal?	A ATTAINABLE How can this goal be accomplished?	R RELEVANT Does this goal to align with the company objective?	T TIME-BASED When is the deadline for this goal?
The Village of McFarland will complete a land acknowledgement by Indigenous Peoples’ Day (Monday, October 9, 2023).	The land acknowledgement is annual. Community members become increasingly aware of Indigenous Persons Day in October.	Village Staff in partnership with Community Partners and the DEI Committee have had preliminary discussions on this action with planning ongoing.	Request originated from within the community. Has purpose and respect within the Native American community.	October of 2023 will be the launch and annual recognition thereafter.

Additional discussion notes from DEI Committee meeting 8/15/22

Policy/procedure versus educational; Sustainability & Natural Resources Committee conjunction; historical society?; recognition at Village/public buildings (ex: MKE Public Museum) of the land and how it was occupied; acknowledge before meetings? Have Village provide information on what has already been done.

Initial Goal: Improve Staff Support – Explore Resource Allocation

S SPECIFIC What goal do you want to accomplish?	M MEASUREABLE What are the milestones to accomplish the goal?	A ATTAINABLE How can this goal be accomplished?	R RELEVANT Does this goal align with the company objective?	T TIME-BASED When is the deadline for this goal?
Continue resource allocations to support DEI work in the Village.	Village Staff is able to track allocations within the budget process in line with the goals and objectives of this plan. Resources allocated will be used in alignment with the Mission and Vision of the Village as well as these goals and objectives for diversity, equity, and inclusion.	Recommendations regarding the allocation of resources to support diversity, equity, and inclusion may be made to the Village Board by the DEI Committee and/or Village Staff as is applicable and appropriate.	Resource allocation for diversity, equity, and inclusion supports the action steps of this plan for our goals and objectives.	Six to twelve months to develop and implement protocols that support equitable decision making in the budget process.

Additional discussion notes from DEI Committee meeting 8/15/22

Line item(s) for budget (DEI Committee/staff)? Trainings.

Initial Goal: Improve Staff Support – Develop Data Collection on Applicable Demographics

S SPECIFIC What goal do you want to accomplish?	M MEASUREABLE What are the milestones to accomplish the goal?	A ATTAINABLE How can this goal be accomplished?	R RELEVANT Does this goal to align with the company objective?	T TIME-BASED When is the deadline for this goal?
The DEI Committee will utilize the equity audit to maintain and update demographic data in the Village.	Village departments will use equity audit data to inform areas of growth and track impact of diversity, equity, and inclusion initiatives.	Maintain and update equity audit, review at least annually. Community partnerships (YWCA, Anesis, etc...)	Continuing to review key data points in the community can help to guide Village services and our efforts to enhance diversity, equity, and inclusion.	Fall of 2022 and annually thereafter.

Additional discussion notes from DEI Committee meeting 8/15/22

Staff reports.

Initial Goal: Improve Staff Support – Recruitment/Staffing

S SPECIFIC What goal do you want to accomplish?	M MEASUREABLE What are the milestones to accomplish the goal?	A ATTAINABLE How can this goal be accomplished?	R RELEVANT Does this goal to align with the company objective?	T TIME-BASED When is the deadline for this goal?
The Village of McFarland will review its employment policies to ensure plans for recruitment, hiring, and retention reflect values of diversity, equity, and inclusion. Consider collection of demographic data in recruitment/staffing to measure effectiveness of policy changes related to diversity, equity, and inclusion.	Conduct revisions to employment policies to take into consideration applicable elements of diversity, equity, and inclusion. Build partnerships within the Community to provide open position networks.	Process overseen by Village Staff in line with policies and recruitments led by applicable Village departments.	Actions within recruitment to reflect diversity, equity, and inclusion align with the Mission and Vision of the Village. Helps to build a diverse work force that is knowledgeable regarding equity and inclusion within the organization/community.	Completion of policy updates scheduled by December of 2022 for implementation in 2023.

Additional discussion notes from DEI Committee meeting 8/15/22

Performative versus actual; job descriptions versus interview.

Initial Goal: Improve Staff Support – Training Program

S SPECIFIC What goal do you want to accomplish?	M MEASUREABLE What are the milestones to accomplish the goal?	A ATTAINABLE How can this goal be accomplished?	R RELEVANT Does this goal to align with the company objective?	T TIME-BASED When is the deadline for this goal?
The Village of McFarland will develop and implement a DEI professional learning plan to support the growth of Village staff.	The Village will commit resources to support DEI professional learning for Village staff. Village will schedule DEI professional learning for staff at least annually.	Village Staff will be working to prepare a training program for the Village that is system wide and includes aspects of diversity, equity, and inclusion.	Topics of diversity, equity, and inclusion are important to the continued growth and development of staff to fulfill the Mission and Vision of the Village. Core development within these skill sets help broaden and improve outreach within the community.	Work on developing the training program by December of 2022 for implementation in 2023.

Additional discussion notes from DEI Committee meeting 8/15/22

Credible sources for free are out there; GARE resources; trickle down effect.

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, December 19, 2022

SECTION: Business

DEPARTMENT: Communications & Technology

CONTACT:

AGENDA ITEM: Discussion of "Event Development - Land Acknowledgement" within the DEI S.M.A.R.T. Goals.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None