

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](mailto: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