

VILLAGE OF MCFARLAND

Diversity, Equity, and Inclusion Committee Minutes

Monday, July 17, 2023 - 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 6:02 PM in Conference Room A.

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

Members not present: Miguel Pena, Maya Thompson.

Staff Present: Village Director of the Communication and Technology Department Stephanie Miller, Village Deputy Administrator/Clerk Cassandra Suettinger and Village Human Resources Generalist Andrea Anderson. Ms. Suettinger and Ms. Anderson left the meeting at 7:20 PM.

2. PUBLIC APPEARANCES.

None.

- a. *This is an opportunity for members of the public to address the Diversity, Equity, and Inclusion Committee for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. 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. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. 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.*

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.

None.

3. APPROVAL OF MINUTES.

- a. *Motion to approve the minutes from the March 20, 2023 meeting.*

Motion by Village Trustee Stephanie Brassington, seconded by Village Trustee Edward Wreh, to approve the minutes from the March 20, 2023 meeting. Motion carries 5 - 0 - 0 by acclamation.

4. BUSINESS.

- a. *Discussion and recommendation on the creation of a Diversity, Equity, and Inclusion position.*

The DEI Committee discussed the essential job functions and the proposed timeline for creation of the position. The committee provided feedback on the essential job functions provided. Overall, the Committee was supportive of the essential job functions as

outlined. The Committee provided concerns potentially about how this position would intersect with Communications. Committee members were concerned with some of the specifics of the position that may provide obstacles for some candidates for the position. The Committee directed staff to continue to work on the position description based on feedback, and filling in the remaining parts of the position description including name, title, knowledge, skills and ability.

b. Discussion and recommendation on revisiting the approved "Religious Holidays and Government Meetings for 2023" document.

The Committee discussed revisiting and updating the "Religious Holidays and Government Meetings for 2023" document. Overall the committee was supportive of broadening the scope of the document to include Village events as well.

Motion by Member Angela Bazan, seconded by Member Monica Bruce, to recommend to the Village Board approval of the language change as follows: "...it is recommended that Village meetings and events be considered for rescheduling on the following religious holiday". Motion carries 5 - 0 - 0 by acclamation.

c. Discussion of event development topics with the DEI S.M.A.R.T. goals.

The DEI Committee discussed ideas for event development topics that included: Community Grant, Land Acknowledgement, sponsor Community Fair or Winter Wonderland Event Day for community groups to gather and share information, Library event 09/19 - Lewis Clark III (Two Shoes) shares American Indian story and staff implicit bias training Fall 2023.

5. SCHEDULE NEXT MEETING DATE.

a. Monday, August 21, 2023 at 6 p.m. in the Municipal Center Community Room.

6. ADJOURNMENT.

Motion by Village Trustee Edward Wreh, second by Village Trustee Stephanie Brassington, to adjourn at 7:46 p.m.

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

Respectfully submitted,
Teresa Brommer
Administrative Assistant