

**Wednesday, June 26, 2024****6:00 PM****McFarland Municipal Center**  
5915 Milwaukee St, McFarland  
*Community Room*

## AGENDA

The public may attend in-person or remotely through the Zoom webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/84977763376>

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

Webinar ID: 849 7776 3376

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 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](mailto: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.

**3. APPROVAL OF MINUTES.**

- a. Motion to approve the minutes of the May 20th, 2024 meeting.

**4. BUSINESS.**

- a. Recap of World Day for Cultural Diversity for Development and Dialogue. Discussion on highlighted successful engagement and suggested areas for improvement. Discussion and action on recommending to the Village board establishing it as a standing village event.
- b. Discussion on the DEI committee's deliberation on fostering community visibility during the Pride and Juneteenth events as part of their broader goal of promoting community visibility.
- c. Review of Code 2-461 concerning the Diversity, Equity, and Inclusion Committee's responsibilities, including serving as a resource, recommending goals, and advising the Village Board on initiatives aimed at promoting diversity, equity, and inclusion, followed by discussions on its execution.
- d. Board/Committee Updates allow trustees and committee members to propose and update on items for discussion or involvement by the Diversity, Equity, and Inclusion Committee.

- e. DEI Strategist update providing the necessity of maintaining transparency and communication with the committee and the public regarding the establishment of key focus areas.
- f. Discussion and action on changing the DEI committee's SMART goal from Event Development to Education and Awareness Development, aiming to align with the code and deliver specific, measurable, attainable, relevant, and time-based results across various facets of the Village Government, Staff, and the Community.
- g. Discussion on items to discuss during the Joint Village Board and DEI committee meeting

5. SCHEDULE NEXT MEETING DATE.

- a. July 8th, 2024, at 6:00pm  
July 15, 2024, at 6:00pm

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](mailto: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, May 20, 2024 - 6:00 PM*

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

Present - Stephanie Brassington, Ed Wreh, Mona Nelson, Hillary Brandt, Angie Bazan, Muhammadi Mahmood  
Absent - Monica Bruce

**2. PUBLIC APPEARANCES.**

- 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.*

Christine Pribbenow was present to discuss the Juneteenth Celebration being held on June 16th 2024

**3. APPROVAL OF MINUTES.**

- a. *Motion to approve the minutes of the 04/15/2024 meeting.*  
Motion to approve meeting minutes by Chair Stephanie Brassington and a second by trustee Hilary Brandt

**4. BUSINESS.**

- a. *Review of Municipal Code - 2-461 (a) regarding the essential duties of the DEI Committee.*  
The Diversity, Equity, and Inclusion (DEI) committee engaged in a thorough discussion regarding the municipal code during their recent meeting. The intricacies of the code were meticulously explained, highlighting its provisions and offering comprehensive guidance on fostering collaboration with the village board. Throughout the session, members of the committee actively acknowledged their comprehension of the code, demonstrating a keen awareness of its implications and applications in their future endeavors.

- b. *Discussion on the DEI committee's potential involvement with the Juneteenth Celebration at Larson Park*

Christine Pribbenow led a detailed discussion on the upcoming Juneteenth event during the committee meeting. The committee expressed a strong desire to actively support and

participate in the event. Grateful for MEP's organizational efforts, the committee extended heartfelt thanks and offered their assistance in ensuring the event's success. Their commitment was underscored by a genuine willingness to contribute and collaborate effectively in making the Juneteenth celebration a memorable and impactful occasion.

c. Update and discussion of World Day of Cultural Diversity Dialogue and Development.

Discussed finalization of the event. Committee members were provided assignments to assist with food, welcoming guest and participating in community conversations.

d. Discussion and action to make a recommendation to Village Board regarding the creation of a Flag Raising Policy.

The committee engaged in an extensive discussion regarding a draft of a flag raising policy aimed at regulating the raising of commemorative flags within the village. Members meticulously reviewed the draft policy, considering its implications and scope. After deliberation, the committee made the decision to table the draft, opting to revisit the matter at a future date. This decision reflects their commitment to thorough consideration and ensures that the policy aligns effectively with the village's needs and values before its recommendation to the board

e. Update regarding the Pride flag raising event at the Municipal Center.

The committee delved into the intricate logistics surrounding the flag raising event, engaging in detailed discussions regarding the optimal time and date for the event. Various considerations were weighed and discussed thoroughly to ensure that the chosen schedule aligns seamlessly with logistical needs, community participation, and the overall significance of the event. This meticulous planning underscores the committee's dedication to organizing a successful and meaningful flag raising ceremony.

**5. SCHEDULE NEXT MEETING DATE**

June 26th 2024 at 7:00 pm

a. Wednesday, June 26, 2024 at 6:00 pm.

**6. ADJOURNMENT.**

Motion to adjourn by Trustee Brassington second by trustee Brandt



**VILLAGE OF  
McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Wednesday, June 26, 2024

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Krystal Johnson, DEI Strategist

**AGENDA ITEM:** Recap of World Day for Cultural Diversity for Development and Dialogue. Discussion on highlighted successful engagement and suggested areas for improvement. Discussion and action on recommending to the Village board establishing it as a standing village event.

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

The agenda item reviews the recent World Day for Cultural Diversity for Development and Dialogue, focusing on successful engagement and identifying areas for improvement. Discussion and action items include recommending to the Village Board the establishment of this event as a staple in the village's calendar, aiming to promote cultural diversity, development, and dialogue within the community.

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

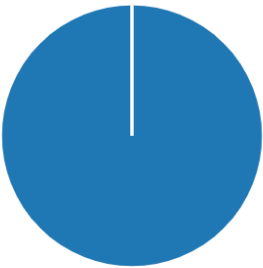
**ATTACHMENTS:**

1. WDCDDD Survey results

1. How important do you think equity and inclusion are for building a cohesive community?

[More Details](#)

|                     |   |
|---------------------|---|
| Extremely important | 2 |
| Somewhat important  | 0 |
| Neutral             | 0 |
| Not important       | 0 |



2. What barriers do you think exist in our community that hinder equitable access and participation for all members?

2 Responses

| ID ↑ | Name      | Responses                                                                               | Language                |
|------|-----------|-----------------------------------------------------------------------------------------|-------------------------|
| 1    | anonymous | stereotypes, closed-mindedness, housing                                                 | English (United States) |
| 2    | anonymous | Event barriers are to improve visibility; more visibility on when events are happening. | English (United States) |

3. Which of the following strategies do you believe would be most effective in promoting cohesive conversations and understanding among diverse community members?

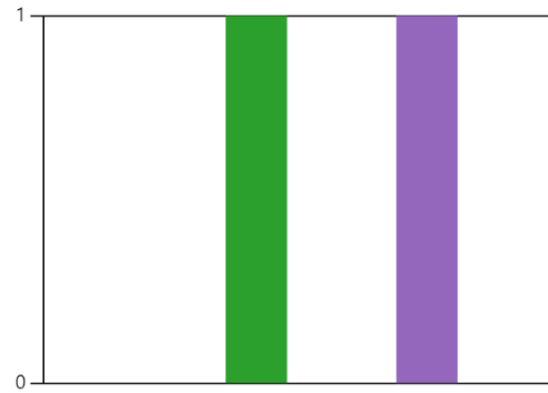
2 Responses

| ID ↑ | Name      | Responses                                         | Language                |
|------|-----------|---------------------------------------------------|-------------------------|
| 1    | anonymous | All of the above                                  | English (United States) |
| 2    | anonymous | Organizing cultural exchange events and dialogues | English (United States) |

4. How can we work together as a community to build a sense of belonging and unity for all residents?

[More Details](#)

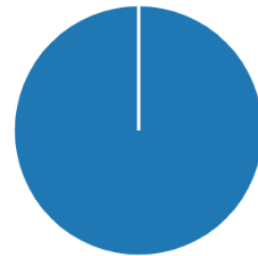
|                                       |   |
|---------------------------------------|---|
| Encouraging cross-cultural inter...   | 0 |
| Ensuring equitable access to res...   | 0 |
| Celebrating cultural diversity thr... | 1 |
| Addressing systemic barriers an...    | 0 |
| All of the Above                      | 1 |
| Other                                 | 0 |



5. Did you enjoy today's event?

[More Details](#)

|       |   |
|-------|---|
| Yes   | 2 |
| No    | 0 |
| Maybe | 0 |





**VILLAGE OF  
McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Wednesday, June 26, 2024

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Krystal Johnson, DEI Strategist

**AGENDA ITEM:** Discussion on the DEI committee's deliberation on fostering community visibility during the Pride and Juneteenth events as part of their broader goal of promoting community visibility.

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

The agenda item pertains to the DEI committee's strategies to enhance Village/Committee community visibility during community events. Using Pride and Juneteenth events, the committee will discuss the goal and how it is to be executed. This discussion is part of their overarching objective to promote diversity, equity, and inclusion within the community by ensuring these events reflect the values of visibility and representation.

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

None



**VILLAGE OF  
McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Wednesday, June 26, 2024

**SECTION:** Staff Reports

**DEPARTMENT:** Administration

**CONTACT:** Krystal Johnson, DEI Strategist

**AGENDA ITEM:** Review of Code 2-461 concerning the Diversity, Equity, and Inclusion Committee's responsibilities, including serving as a resource, recommending goals, and advising the Village Board on initiatives aimed at promoting diversity, equity, and inclusion, followed by discussions on its execution.

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

The agenda item involves the review of Code 2-461, which outlines the responsibilities of the Diversity, Equity, and Inclusion Committee. These responsibilities include serving as a resource, recommending goals, and advising the Village Board on initiatives aimed at promoting diversity, equity, and inclusion within the community. Following the review, discussions will focus on the execution of these responsibilities to ensure effective implementation of DEI initiatives.

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

1. 2-461 b

## **2-461 Diversity, Equity, And Inclusion Committee**

The Diversity, Equity, and Inclusion Committee is responsible for the following functions:

- (a) Making recommendations to the Village Board on diversity, equity, and inclusion planning, auditing, and related projects;
- (b) Serving as a resource, recommending goals, and advising the Village Board on existing and/or proposed ordinances, programs, actions, mission statements, vision statements, long-term Village-wide goals/objectives, and other best practices that promote diversity, equity, and inclusion within the community;
- (c) Serving as a resource to Village departments and staff on the development of racially and culturally inclusive structures, programs, and training with equity-sensitive leadership through the Village;
- (d) Promoting the Village's efforts to involve residents from underrepresented communities on Village boards, commissions, and committees as well as seeking employment with the Village;
- (e) Promoting the Committee to the public in order to help implement outreach and engagement strategies recommended for diversity, equity, and inclusion and assisting in informational opportunities, presentations, open houses, and other public initiatives providing information about the Committee to the public.
- (f) Making recommendations to the Village Board for widespread and ongoing diverse public involvement and assisting the Village Board by advising on methods by which the public can better participate in the decision-making process.
- (g) Holding joint meetings with the Village Board at least annually to align goals and objectives.

**Editor's note(s)**—Ord. No. 2022-02, §§ 41, 42, adopted Feb. 28, 2022, repealed the former § 2-461 and enacted a new § 2-461 as set out herein. The former § 2-461 pertained to jurisdiction and derived from Ord. No. 2013-08, § 2, adopted Sept. 9, 2013.

### **HISTORY**

*Repealed & Reenacted by Ord. 2022-02 §§ 41, 42 on 2/28/2022*



**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Wednesday, June 26, 2024

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Krystal Johnson, DEI Strategist

**AGENDA ITEM:** Board/Committee Updates allow trustees and committee members to propose and update on items for discussion or involvement by the Diversity, Equity, and Inclusion Committee.

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

The agenda item Board/Committee Updates provides an opportunity for trustees and committee members to propose and provide updates on items relevant to the Diversity, Equity, and Inclusion Committee's discussion or involvement. This allows for cross-collaboration and ensures that DEI initiatives are aligned with broader organizational goals and initiatives.

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

None



**VILLAGE OF  
McFarland  
SUMMARY SHEET**

**MEETING DATE:** Wednesday, June 26, 2024

**SECTION:** Staff Reports

**DEPARTMENT:** Administration

**CONTACT:** Krystal Johnson, DEI Strategist

**AGENDA ITEM:** DEI Strategist update providing the necessity of maintaining transparency and communication with the committee and the public regarding the establishment of key focus areas.

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

The DEI Strategist Update agenda item underscores the importance of transparency and communication in establishing key focus areas for the Diversity, Equity, and Inclusion (DEI) initiatives. It highlights the need to keep both the committee and the public informed about the progress and direction of DEI efforts within the organization.

Strategic Village wide Equity Goals, in addition to work plan

- Equity and Inclusion integration
  - Integrating equity and inclusion training, education and implementation within Village government and departments
  - Village government Language Access Plan/Policy
  - Community Survey's/Data collection
  - DEI committee foundation (forming)

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

1. DEI Strategist Work Plan

## Work Plan – DEI Strategist

- Staff Support for DEI Committee \*
- Land Acknowledgement Plaques
- Flag Commemoration
- Inclusive Park at WIS
- Update to Historical Signage at Flower Corner
- Interpreter/Linguistic Services -
- Impact Fee Assessment
- Audit Request
- Gender Neutral Bathroom Assessment
- DEI Funding
- Community Recreation
- Large Capital Project Fundraising
- Department Experiences
- Community Survey

## Additional Focus

- Equity, Inclusion and Diversity integration - Departments, committees, and Board
- Village wide Language Access Plan
- Community Survey's and Data collection
- DEI committee foundation (forming)



**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Wednesday, June 26, 2024

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Krystal Johnson, DEI Strategist

**AGENDA ITEM:** Discussion and action on changing the DEI committee's SMART goal from Event Development to Education and Awareness Development, aiming to align with the code and deliver specific, measurable, attainable, relevant, and time-based results across various facets of the Village Government, Staff, and the Community.

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

The agenda item involves a discussion and subsequent action on revising the SMART goal of the Diversity, Equity, and Inclusion (DEI) committee from Event Development to Education and Awareness Development. This change aims to ensure alignment with organizational objectives and to achieve specific, measurable, attainable, relevant, and time-bound outcomes across different sectors of the Village, including the government, staff, and community.

**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

|                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                    |                                                                                                                                                                                  |                                                                                                                                                                                     |                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <div>S</div> <div>SPECIFIC</div> <div>What goal do you want to accomplish?</div>                                                                                                                                                                                                                                         | <div>M</div> <div>MEASUREABLE</div> <div>What are the milestones to accomplish the goal?</div>                                                                                     | <div>A</div> <div>ATTAINABLE</div> <div>How can this goal be accomplished?</div>                                                                                                 | <div>R</div> <div>RELEVANT</div> <div>Does this goal to align with the company objective?</div>                                                                                     | <div>T</div> <div>TIME-BASED</div> <div>When is the deadline for this goal?</div>                  |
| <div><div>The DEI Committee will work with the Village Board to develop and implement programs that celebrate diversity within the Community.</div><div>The DEI Committee will collaborate with the Library, School District, and applicable community groups on program development within the for Village.</div></div> | <div>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...</div> | <div>DEI Committee will review opportunities for guest speakers and program development through the quarterly review of planned recognition within the Community Calendar.</div> | <div>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.</div> | <div>Community events will be developed and implemented by June of 2023 and will be ongoing.</div> |

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

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

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

Staff reports.

# Initial Goal: Improve Staff Support – Recruitment/Staffing

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

## 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?

The Village of McFarland will develop and implement a DEI professional learning plan to support the growth of Village staff.

**M**

## MEASUREABLE

What are the milestones to accomplish the goal?

The Village will commit resources to support DEI professional learning for Village staff.

Village will schedule DEI professional learning for staff at least annually.

**A**

## ATTAINABLE

How can this goal be accomplished?

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.

**R**

## RELEVANT

Does this goal align with the company objective?

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.

**T**

## TIME-BASED

When is the deadline for this goal?

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:** Wednesday, June 26, 2024

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Krystal Johnson, DEI Strategist

**AGENDA ITEM:** Discussion on items to discuss during the Joint Village Board and DEI committee meeting

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

The agenda item proposes a discussion on the joint meeting between the Village Board and the Diversity, Equity, and Inclusion (DEI) committee. This meeting aims to facilitate collaboration and dialogue between both entities to address pertinent issues and items related to the community, fostering a more cohesive and inclusive decision-making process. This meeting will help the guide the Village Board in respects to DEI, during their strategic planning meetings.

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

None