

Monday, September 16, 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 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 July 15th, 2024 meeting.

4. BUSINESS.

- a. Opportunities for trustees and committee members on the DEI committee are also involved in other Village committees or boards. Provides an opportunity for members of the committee to share updates from committees or boards, and to bring forward any relevant topics or issues they'd like to discuss with the DEI committee
- b. Committee discussion on the current progress of a Board and Committee Equity Framework.
- c. Discussion on community language access survey

5. SCHEDULE NEXT MEETING DATE - OCTOBER 24TH, 2024 AT 6:00 PM**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, July 15, 2024 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Trustee Stephanie Brassington called the Diversity, Equity and Inclusion Committee meeting to order at 6:03 pm in the community room of the McFarland Municipal Center.

Members present: Stephanie Brassington, Hilary Brandt, Monica Bruce, Mona Nelson

Members not present: Angie Bazan, Muhammadi Mahmood and Ed Wreh

Staff Present: Krystal Johnson , Melanie Cameilla for the first half of the meeting

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.

Motion by committee Chair Stephanie Brassington, second by trustee Hilary Brand, to approve the minutes of the July 15th, 2024 meeting. Motion carries 5-0

- a. *Motion to approve the minutes of the June 26th, 2024 meeting.*

Motion by Trustee Stephanie Brassington, second by Trustee Brandt, to approve the minutes of the May 20th, 2024 meeting. Motion carries 5 - 0

4. BUSINESS.

- a. *Discussion and staff recommendations on the Village of McFarland's community calendar policy and increasing the community calendars submission through community engagement*

The communications manager was present at the meeting to discuss options for the community calendar and how we are able to engage the community. They also provided the committee with information regarding the current process for how to submit a community calendar submission. Next steps would be to revise and update the

community calendar.

- b. Review of code 2-461 (c) concerning, 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

The committee discussed the code, how it has been effective or in effective. They discussed ways they can incorporate this code into study agenda packets, making suggestions to staff and within the community.

- c. Committee and Trustee updates allows trustees and committee members to propose and update on items for discussion or involvement by the Diversity, Equity, and Inclusion Committee.

Trustee Brandt discussed community WIFI; discussed internet services within the library; Talked about wife access for surrounding communities and how they are able to utilize the library.

- d. Selection of August – December Awareness and Recognition Months: The DEI Committee will convene to choose heritage, cultural, and/or health awareness and recognition months for the period of August to December. This selection process aims to identify meaningful opportunities to acknowledge, highlight, and support various initiatives within the community.

Selected the remaining recognition months for August - December. Made a note that the committee believes all of the options are important but unable to select all.

- e. Discussion on items to discuss during the Joint Village Board and DEI committee meeting

Went through expectations for joint Village Board meeting. Committee recommended that I go through the work plan of the DEI strategist.

5. SCHEDULE NEXT MEETING DATE AUGUST 29TH, 2024 AT 5:30 PM

6. ADJOURNMENT.

Motion to Adjourn by Mona Nelson and a Second by Hilary Brandt

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, September 16, 2024

SECTION: Business

DEPARTMENT: Administration

CONTACT: Krystal Johnson, DEI Strategist

AGENDA ITEM: Opportunities for trustees and committee members on the DEI committee are also involved in other Village committees or boards. Provides an opportunity for members of the committee to share updates from committees or boards, and to bring forward any relevant topics or issues they'd like to discuss with the DEI 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 committees' 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

McFarland
SUMMARY SHEET

MEETING DATE: Monday, September 16, 2024

SECTION: Business

DEPARTMENT: Administration

CONTACT: Krystal Johnson, DEI Strategist

AGENDA ITEM: Committee discussion on the current progress of a Board and Committee Equity Framework.

PREVIOUS ACTION:

ISSUE SUMMARY:

Begin the initial phase of creating an equity framework for boards and committees. This framework aims to promote fairness, inclusivity and comprehensive thought. The framework will address the Village of McFarland's goal of being an equitable and inclusive community. By providing this framework for boards and committees, the continued goal will transcend into current and future boards and committees. The framework needs to go beyond the scope of equity, but to also provide a comprehensive framework that encourages diversity of thought, un-learns systematized processes and ensures we're leading and making recommendations with equity in front of mind.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Equity Insight Framework

Equity Insight Framework

Board/Committee

Prework – aligning the framework with the DEI code ordinance and the Villages commitment to diversity, equity and inclusion.

Definition:

Framework: basic conceptional structure of ideas; a set of beliefs, ideas or ules that are used as the basis for making judgements, decisions, recommendations

- *Example: Government uses the following when assessing its equitable framework (examples)*
 - *Systems-based data-driven approaches*
 - *Used to assess government policies and programs that incorporates equity and human-centered research, design and assessment practices currently used worldwide*
 - *Equity Action Plans*
 - *Designed to align projects, plans and programs with specific equity goals.*

Village of McFarland recommended to use framework that will incorporate system and data-driven approaches, as a collective/ whole county lens and the W-H-O system.

- Best practices when utilizing this framework when incorporating it into work;
 - Visualize, Normalize, Organize and Operationalize equity work.
- Definitions:
 - **As a collective / Whole County lens**
 - To understand/ develop a baseline for data the Village must utilize current data from the County, local municipalities, state and nationwide databases.
 - **W-H-O System**
 - *W – includes Who, What, When, Where, and Why*
 - What communities will be most impacted by our recommendations?
 - Have we authentically engaged and informed impacted communities?
 - Have you or can you identify marginalized communities?
 - Within the Village, Madison, Dane County, Statewide, nationally?
 - What are the historical relationships with impacted communities?
 - Will this recommendation rebuild or perpetuation broken trust

- *H – How and Have*
 - H – examples, How has this happened, how much of an impact? How has this been measured?
 - H – example – can also be described as a how did we get here? How do I understand this? How do we fix this?
 - *Have we identified any internal or external factors (policies, practices, procedures, organizational structures) are perpetuating existing inequities or create new ones?*
 - How will impacts be evaluated?
 - Does the recommendation made ignore or worsen existing disparities or produce other unintended consequences?
 -
- *O – Options, opportunities and oppositions*

Phase one – Eliminate

Utilizing Whole-County Lens, people first language and the WHO Framework

An example of how to use Eliminate within the Framework:

Does this recommendation do the following?

- **Eliminate funding for (positions, programs, projects, contracts, direct services, infrastructures, equipment) for the village of McFarland?**
 - If it is eliminated:
 - Who or what will be impacted?
 - How are they impacted?
 - Will this have a long lasting impact?
- **Eliminate (reduce, freeze etc) funding for (positions, programs, projects, contracts, direct services, infrastructures, equipment, etc) that serve black, indigenous, and people of color in particular?**
 - If it is eliminated:
 - What is impacted for this/these communities?
 - How are they going to be impacted?
 - Will this be a long-lasting effect of this/these impacts?
- **Eliminate (reduce, freeze etc) funding for (positions, programs, projects, contracts, direct services, infrastructures, equipment, etc) that serve people with disabilities and all underserved and historically underserved communities?**
 - If it is eliminated:
 - What is impacted for this/these communities?
 - How are they going to be impacted?
 - Will this be a long lasting effect of this/these impacts?
- **Eliminate (reduce, freeze etc) funding for (positions, programs, projects, contracts, direct services, infrastructures, equipment, etc) that serve seniors and veterans?**
 - If it is eliminated:
 - What is impacted for this/these communities?
 - How are they going to be impacted?
 - Will this be a long lasting effect of this/these impacts?
- **Eliminate (reduce, freeze etc) funding for (positions, programs, projects, contracts, direct services, infrastructures, equipment, etc) that serve (.....) , of all walks of life?**
 - If it is eliminated:
 - What is impacted for this/these communities?
 - How are they going to be impacted?
 - Will this be a long lasting effect of this/these impacts?
- **Will this recommendation, policy etc, widen the funding and fundamental gaps between the underserved and the most served communities.**
 - How has this gap been identified?

- What will be the generational impact?
- **Will this recommendation, policy etc worsen the living conditions (safety, health, housing, accessibility, etc) for historically and traditionally underserved communities?**
 - How will it worsen?
 - What will be the generational impact?

McFarland
SUMMARY SHEET

MEETING DATE: Monday, September 16, 2024

SECTION: Business

DEPARTMENT: Administration

CONTACT: Krystal Johnson, DEI Strategist

AGENDA ITEM: Discussion on community language access survey

PREVIOUS ACTION:

ISSUE SUMMARY:

As the Village of McFarland continues to research language access and its needs within the Village, the community survey will serve as a way to source data, gather feed back and identify unknown areas of opportunity. The survey is designed to understand how well the government meets language needs in our community. The survey will ask people about their experiences with language barriers and what extra support they need. It will help us find out how often people need services in other languages, which languages are most common, and how well current translation services are working. We'll also gather ideas for improving language support.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Community Survey Questions

Community Survey: Language Access in Government Services

Thank you for taking the time to provide your input. This survey aims to understand how well the Village of McFarland meets the language needs of our community. Your feedback is important in helping us improve language access for everyone.

Are you a resident of McFarland?

- Yes
- No

Which language(s) do you primarily speak at home?

- Write in

How often do you need services in a language other than English?

- Never
- Rarely
- Sometimes
- Often
- Always

Have you ever encountered difficulty accessing services offered by the Village of McFarland due to language barriers?

- Yes
- No

If you answered "Yes" to the previous question, please describe the type of difficulty you experienced.

- Write in

Have you ever needed translation or interpretation services?

- Yes
- No

How well do you understand village meetings, public service announcements, similar communications in English

- *Very well* – easily understand and follow these communications without difficulty
- *Somewhat well* – I understand most of the content, but occasionally have trouble with some parts
- *No very well* – I struggle to understand and follow these communications, even if they are in English
- *Not at all* – I find it very difficult to understand these communications in English

Do you have any suggestions for improving language access within government services?

- Write in

Thank you for completing the survey, your responses will help us improve language access and better serve our community.

Three questions we are answering with this survey

- 1) Languages within the Village of McFarland
- 2) Frequency of necessity
- 3) Obstacles related to language access