

VILLAGE OF MCFARLAND

Diversity, Equity, and Inclusion Committee Minutes

Monday, November 20, 2023 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Stephanie Brassington called the regular meeting of the Diversity, Equity, and Inclusion Committee to order at 6:05 PM in the Community Room.

Members present: Stephanie Brassington, Edward Wreh (arrived at 6:07 pm), Angela Bazan, Monica Bruce, Mona Nelson, and Miguel Pena.

Members not present: Ryli Brown.

Staff Present: Village Administrator Matt Schuenke and HR Generalist Andrea Anderson.

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 17, 2023 meeting.*
A motion was made by Brassington, seconded by Bazan, for the Diversity, Equity, and Inclusion Committee to approve the minutes of the July 17, 2023 meeting. Motion approved 5 - 0 - 0 by acclamation.
- b. *Motion to approve the minutes of the September 18, 2023 meeting.*
A motion was made by Brassington, seconded by Bazan, for the Diversity, Equity, and Inclusion Committee to approve the minutes of the July 17, 2023 meeting. Motion approved 5 - 0 - 0 by acclamation.

4. BUSINESS.

- a. *Discussion regarding recruitment process for the Diversity, Equity, and Inclusion (DEI) Strategist.*
The Village Administrator presented an update on the recruitment process for the DEI

Strategist and next steps to consider possible candidates. The initial interviews will be virtual with the Administrator, Deputy Administrator/Clerk, and HR Generalist. The second round of interviews will be with the first group plus Trustee Brassington and two members of the DEI Committee. Final interviews then would take place with the Administrator and HR Generalist. The timeline to finalize the hiring process was forecasted prior to the end of the year to begin in 2024. Nelson and Pena volunteered to participate in the second round interviews. No further action was taken.

b. Introduction and discussion on making a recommendation to the Village Board to begin board, commission, and committee meetings with a land acknowledgement.

It was requested to delay this item until additional information could be provided. A motion was made by Wreh, seconded by Nelson, for the Diversity, Equity, and Inclusion Committee to defer this item to the next meeting when its scheduled. Motion carried 6 - 0 - 0 by acclamation.

c. Discussion and action regarding a joint purchase order with McFarland School District for Land Acknowledgement Plaques in the 2024 budget.

The purchase of the signs was supported but it was requested additional education accompany the signs once installed. Following discussion, a motion was made by Brassington, seconded by Nelson, for the Diversity, Equity, and Inclusion Committee to recommend to the Village Board the joint purchase with the McFarland School District for Land Acknowledgment Plaques in the 2024 Budget within the same size and style to match building. Motion carried 6 - 0 - 0 by acclamation.

d. Discussion and action to make a recommendation to the Village Board regarding scheduling for the 2024 McFarland Observed Holidays.

Annually the Village reviews possible conflicts with holidays and meetings/events as direction to Staff to reschedule during recommended times. We have previously followed the same list put forth by Dane County along with the holidays we recognize by policy. Following discussion, a motion was made by Brassington, seconded by Pena, for the Diversity, Equity, and Inclusion Committee to recommend approval to the Village Board regarding scheduling for the 2024 McFarland Observed Holidays. Motion carried 6 - 0 - 0 by acclamation.

e. Discussion regarding planned events for 2024.

This item was presented to begin a discussion on events for 2024. There were no decisions yet and it was meant to be an area for people to provide input on. What is it the group would like to do for events? Things to repeat? Currently, the following priorities were discussed:

- Pride Fest
- Juneteenth
- Community Festival
- Indigenous People's Day
- What else did we want to include or build from?

Continued discussion and talking point on Community outreach and engagement as an ongoing agenda item. Thinking of opportunities for educational booth, speaker/programs within event, community engagement, partnership with school

district. This is aligned with Section 2-461(e) of the essential duties for the Committee and will continue to be discussed at future meetings.

5. SCHEDULE NEXT MEETING DATE.

a. Monday, December 18, 2023 at 6:00 pm.

6. ADJOURNMENT.

A motion was made by Wreh, seconded by Nelson, for the Diversity, Equity, and Inclusion Committee to adjourn at 7:05 pm. Motion carried 6 - 0 - 0 by acclimation.

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,
Matthew G. Schuenke
Village Administrator