

Monday, November 18, 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 Note: Virtual attendance is offered as a convenience, but technical difficulties beyond the Village's control may prevent or limit its availability at any meeting. The public is encouraged to attend the meeting in person to assure full access to the proceedings.

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 October 21st, 2024 meeting.

4. BUSINESS.

- a. Discussion and Action to make a recommendation to the Village Board regarding the Proposed Religious Holidays for 2025 Calendar and Preview of Paradigms 2025 Inclusion Calendar
- b. Review of Mock Design for Board and Committee Equity Framework
- c. Review Village of McFarland Vision, Mission and Values Statement Project
- d. Presentation of DEI SMART Goals revision for 2024 – 2026

5. SCHEDULE NEXT MEETING DATE - January 22nd, 2025 @ 6pm

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.

McFarland
SUMMARY SHEET

MEETING DATE: Monday, November 18, 2024

SECTION: Business

DEPARTMENT: Administration

CONTACT: Krystal Johnson, DEI Strategist

AGENDA ITEM: Discussion and Action to make a recommendation to the Village Board regarding the Proposed Religious Holidays for 2025 Calendar and Preview of Paradigms 2025 Inclusion Calendar

PREVIOUS ACTION:

In 2024, the Village Board approved a process to avoid holding meetings on dates that are observed for holidays

ISSUE SUMMARY:

Please find enclosed the updated schedule for 2025 based upon recommended observed holidays for the coming year. This reconciles with the recommendations from Dane County which are included and also now includes holidays observed by policy within the Village. Meetings and possible conflicts are listed within the memo which will help Staff identify areas where rescheduling needs to occur throughout the year.

The committee will review a list of proposed holidays for the 2025 calendar and make a recommendation to the Village Board for approval.

A preview of the Paradigms 2025 Inclusion Calendar will also be presented, which will guide the selection of heritage and awareness focuses for 2025.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Amended 2024 McFarland Observed Holidays 02222024 kj
2. 2025 McFarland Observed Holiday's - Revised Draft
3. 2025 Observed Holidays - Dane County
4. 2025 Inclusion Calendar_Paradigm

Memorandum

To: Village Board
From: Matthew G. Schuenke, Village Administrator
Krystal Johnson, DEI Strategist

Cc: Diversity, Equity, and Inclusion (DEI) Committee
Department Heads
Village Staff

Date: February 22, 2024

Re: 2024 McFarland Observed Holidays

Executive Summary

In 2023, the Village approved a process to avoid holding meetings on dates that are observed for holidays. Later in the year we added Village events to that schedule. This memorandum is provided to note which holidays are observed, provide direction on scheduling, and identify possible conflicts during the year to be resolved.

Observed Holidays

To facilitate public and employee participation and inclusion, it is recommended that the Village meetings and events be considered for rescheduling in accordance with the following holidays in 2024:

New Year's Day (Work Restricted Holiday) – Monday, January 1st

- Library Board on January 1st at 5:15 pm
- Public Safety Committee on January 1st at 6:30 pm

Martin Luther King Jr. Day (Work Restricted Holiday) – Monday, January 15th

- DEI Committee on January 15th at 6:00 pm

Ash Wednesday (Christian) * – Wednesday, February 14th

- Community Development Authority on February 14th at 7:00 pm

Purim (Jewish) * – Begins at sunset of Saturday, March 23rd to nightfall of Sunday, March 24th. Avoid scheduling on March 23rd.

- No known conflicts.

Maundy Thursday (Christian) * – Thursday, March 28th

- No known conflicts.

Good Friday (Christian) * – Friday, March 29th

- No known conflicts.

Eid-al-Fitr (Muslim) – Begins at sunset of Tuesday, April 9th to Wednesday, April 10th. Avoid scheduling on both days.

- Village Board on April 9th at 7:00 pm
- Community Development Authority on April 10th at 7:00 pm

Passover (Jewish) – Begins at sunset of Monday, April 22nd to nightfall of Tuesday, April 30th. Avoid scheduling on April 22-24 and April 27-30. Meetings are acceptable April 25-26.

- Public Works and Utilities Committee on April 22nd at 6:00 pm
- Village Board on April 23rd at 7:00 pm

Memorial Day (Work Restricted Holiday) – Monday, May 27th

- Public Works and Utilities Committee on May 27th at 6:00 pm

Shavuot (Jewish) – Begins at sunset of Tuesday, June 11th to nightfall of Thursday, June 13th. Avoid scheduling on all days.

- Village Board on June 11th at 7:00 pm
- Community Development Authority on June 12th at 7:00 pm

Eid-al-Adha (Muslim) – Begins at sunset of Sunday, June 16th to Monday, June 17th. Avoid scheduling on both days.

- DEI Committee on June 17th at 6:00 pm

Juneteenth (Work Restricted Holiday) – Wednesday, June 19th

- Senior Outreach Committee on June 19th at 8:30 am

Independence Day (Work Restricted Holiday) – Thursday, July 4th

- No known conflicts.

Labor Day (Work Restricted Holiday) – Monday, September 2nd

- Library Board on September 2nd at 5:15 pm
- Public Safety Committee on September 2nd at 6:30 pm

Rosh Hashanah (Jewish) – Begins at sunset of Wednesday, October 2nd to nightfall of Friday, October 4th. Avoid scheduling on all days.

- No known conflicts.

Yom Kippur (Jewish) – Begins at sunset of Friday, October 11th to nightfall of Saturday, October 12th. Avoid scheduling on both days.

- No known conflicts.

Indigenous Peoples' Day (Work Restricted Holiday) – Monday, October 14, 2024

- Sustainability and Natural Resources Committee on October 14th at 6:00 pm

Sukkot (Jewish) – Begins at sunset of Wednesday, October 16th to nightfall of Wednesday, October 23rd. Avoid scheduling on October 16-19. Meetings are acceptable October 20-22.

- Senior Outreach Committee on October 16 at 8:30 am (Conflict)
- DEI Committee on October 21st at 6:00 pm (No Conflict)
- Village Board on October 22nd at 7:00 pm (No Conflict)

Shemini Atzeret & Simchat Torah (Jewish) – Begins at sunset of Wednesday, October 23rd to nightfall of Friday, October 25th. Avoid scheduling on all days.

- No known conflicts.

Diwali (Hinduism) * – Thursday, October 31st

- No known conflicts.

Thanksgiving (Work Restricted Holiday) – Thursday, November 28th and Friday, November 29th.

- No known conflicts.

Christmas Eve/Day (Work Restricted Holiday) – Tuesday, December 24th and Wednesday, December 25th.

- Village Board on December 24th at 7:00 pm

Hanukkah (Jewish) – Begins at sunset of Wednesday, December 25th to nightfall of Thursday, January 2, 2025. Avoid scheduling on December 28th. Meetings are acceptable all other days.

- No known conflicts.

* This is not a work-restricted holiday. Meetings and operational programs are not permissible unless otherwise specified. Social programs and events organized by village government are permissible unless otherwise specified.

The following definitions are provided:

Programs: A planned series of events or activities that are designed to achieve a specific goal.

Operational Programs: An operational program is defined as any voting/action or decision making meeting within government.

Social Programs: An informal or formal social gathering or event organized by village government.

The above schedule was derived from the recommendations of the Dane County Office for Equity and Inclusion regarding a memorandum dated October 16, 2023 (Appendix A). The schedule was also reconciled with the [Village Personnel Policy Manual](#) to ensure consistency with scheduling and work restricted holidays by policy.

Closing

If the public or employees believe there are other religious observances that need to be addressed, please feel free to contact Village Staff for additional inclusions or clarifications. We are aiming to be cautious and not put anyone in an uncompromising position with meeting responsibilities at work and their most serious religious responsibilities. Please note the Village may still be open and conducting other business on some dates indicated to avoid scheduling.

Village Recognized Holidays & Religion observance days
Calendar Year 2025

At the bottom of this document there will be information and resources for supporting staff during observance days. (This will be provided to department heads)

January

New Year's Day (Work Restricted Holiday) –

Monday, Wednesday, January 1st

- ☐ No meeting Conflicts

Martin Luther King Jr. Day (Work Restricted Holiday) –

Monday, January 20th

- ☐ ***Diversity, Equity & Inclusion Meeting***
 - ***January 20th 2025 @ 6:00 pm***

March

Ash Wednesday (Christian Recognized)

Wednesday, March 5th

Avoid scheduling

- ☐ No Conflicts

Purim (Jewish)

Beginning at sundown on Thursday, March 13th to sundown on Friday, March 14th. Avoid scheduling on March 13th – 14th

- ☐ No Conflicts

Eid-al-Fitr (Muslim)

Beginning at sundown on Saturday, March 29th to sundown on Sunday, March 30th.

Avoid scheduling on both days.

- ☐ No Conflicts

April

Maundy Thursday (Christian)

Thursday, April 17th

Avoid scheduling

- ☐ ***Finance Committee***
 - ***April 17th 2025 @ 11am***

Good Friday (Christian)

Friday, April 18th

Avoid scheduling

- ☐ No Conflicts

Passover (Pesach) (Jewish)

Beginning at sundown on Saturday, April 12th, to sundown on Sunday, April 20th.

Avoid scheduling on April 12th and 13th and April 19th-20th.

- ☐ No Conflicts

May

Memorial Day (Work Restricted Holiday)

Monday, May 26th

- ☐ ***Public Works Committee***
 - ***May 26th 2025 @6pm***

June

Shavuot (Jewish)

Beginning at sundown on Sunday, June 1st to nightfall on Tuesday, June 3rd

Avoid scheduling on all days.

- ☐ ***Library Board Meeting***
 - ***June 2nd 2025 @ 5:15pm***
- ☐ ***Public Safety Committee***
 - ***June 2nd, 2025 @6:30pm***

Eid-al-Adha (Muslim)

Beginning at sundown on Friday, June 6th to sundown on Saturday, June 7th

Avoid scheduling on both days.

- ☐ No Conflicts

Juneteenth (Work Restricted Holiday)

Thursday, June 19th

- ☐ No Conflicts

July

Independence Day (Work Restricted Holiday)

Friday, July 5th

- ☒ No Conflicts

September

Labor Day (Work Restricted Holiday)

Monday, September 1st

- ☒ ***Library Board Meeting***
 - ***September 1st, 2025 @ 5:15pm***
- ☒ ***Public Safety Committee***
 - ***September 1st, 2025 @6:30pm***
 -

Rosh Hashanah (Jewish)

Beginning at sundown on Monday, September 22nd to sundown on Wednesday, September 24th.

Avoid scheduling on all days.

- ☒ ***Public Works and Utilities Committee***
 - ***September 22nd @6pm***

October

Yom Kippur (Jewish) –

Beginning at sundown on Wednesday, October 1st to sundown on Thursday, October 2nd.

Avoid scheduling on both days.

- ☒ No Conflicts

Sukkot (Jewish) –

Beginning at sundown on Monday, October 6th to Sundown on Wednesday, October 15th.

Avoid scheduling on October 6th – 8th and October 14th – 15th

- ☒ ***Library Board Meeting***
 - ***October 6th, 2025 @ 5:15pm***
- ☒ ***Public Safety Committee***
 - ***October 6th, 2025 @6:30pm***
- ☒ ***Community Development Authority***
 - ***October 8th, 2025 @7:00pm***
- ☒ ***Village Board***
 - ***October 14th, 2025 @7:00pm***
- ☒ ***Senior Outreach Committee***
 - ***October 15th, 2025 @8:30am***

Indigenous Peoples' Day (Work Restricted Holiday)

Monday, October 13th, 2024

- ☐ *Sustainability Committee*
 - *October 13th, 2025 @6:00pm*

Shemini Atzeret & Simchat Torah (Jewish)

Beginning at sundown on Monday, October 13th to sunset on Wednesday October 15th.

Avoid scheduling on all days.

- ☐ *Sustainability Committee*
 - *October 13th, 2025 @6:00pm*
- ☐ *Village Board*
 - *October 14th, 2025 @7:00pm*
- ☐ *Senior Outreach Committee*
 - *October 15th, 2025 @8:30am*

Diwali (Hinduism)

Monday, October 20th

- ☐ *Diversity, Equity and Inclusion Committee*
 - *October 20th 2025 @6:00pm*

November

○

Thanksgiving (Work Restricted Holiday)

Thursday, November 27th and Friday, November 28th.

- ☐ No Conflicts

December

Christmas Eve/Day (Work Restricted Holiday)

Wednesday, December 24th and Wednesday, December 25th.

- ☐ No Conflicts

Hanukkah (Jewish)

Beginning at sundown on Sunday, December 14th to sundown on Monday, December 22nd

Work permitted – Avoid meetings on December 20th

- ☐ No Conflicts

DATE: October 10, 2024
TO: Department Heads, Managers and Supervisors, Elected Officials, County Board
FROM: Wesley Sparkman
The Tamara D. Grigsby Office for Equity and Inclusion
RE: Observance of Religious Holidays

In order to facilitate public participation, we recommend that you avoid scheduling board, commission, or committee meetings in the executive branch on the following religious holidays in 2025:

Ash Wednesday*: Wednesday, March 5th

Purim*: Begins at sunset of Thursday, March 13th to nightfall of Friday, March 14th

Eid-al-Fitr: Begins at sunset of Saturday March 29th to Sunday, March 30th. Avoid meetings March 29th-30th

Passover: Begins at sunset of Saturday, April 12th to nightfall Sunday, April 20th. Avoid meetings April 12th-14th and April 18th-20th. Meetings are acceptable April 15th-17th

Maundy Thursday*: Thursday, April 17th

Good Friday*: Friday, April 18th

Shavuot: Begins at sunset of Sunday, June 1st to nightfall Tuesday, June 3rd. Avoid meetings June 1st-3rd

Eid-al-Adha: Begins at sunset of Friday, June 6th-Saturday, June 7th. Avoid meetings June 6th-7th

Rosh Hashanah: Begins at sunset of Monday, September 22nd to nightfall Wednesday, September 24th. Avoid meetings September 22nd-24th

Yom Kippur: Begins at sunset of Wednesday, October 1st to nightfall Thursday, October 2nd.
Avoid meetings October 1st-2nd

Sukkot: Begins at sunset of Monday, October 6th to nightfall of Monday, October 13th. Avoid meetings October 6th-8th and October 11th. Meetings are acceptable October 9th, 10th, 12th

Shemini Atzeret & Simchat Torah: Begins at sunset of Monday, October 13th to nightfall Wednesday, October 15th.
Avoid meetings October 13th -15th.

Diwali*: Monday, October 20th

Hanukkah*: Begins at sunset Sunday, December 14th to nightfall Monday, December 22nd. Avoid meetings December 20th

If you or your employees believe there are other religious observances that need to be addressed, please feel free to let me know. We are aiming to be cautious and not put anyone in an uncompromising position with meeting responsibilities at work and their most serious religious responsibilities. Please note these are dates where the county may be open for business. Thank you for your cooperation.

**This is not a work-restricted holiday; meetings are permissible unless otherwise specified.*

2025 Inclusion Calendar

Heritage, Religious, and Identity Dates

Celebrate the beauty of diversity with our calendar highlighting key heritage, religious, and identity dates throughout the year! From cultural celebrations to important religious observances to months that honor marginalized groups, this calendar is your go-to guide for commemorating the many communities that make up your workforce.

Need help recognizing these moments in your organization? We've also included resources available in our learning platform **Paradigm Reach** for each date. We hope this helps you build a more inclusive workplace for employees from all backgrounds in 2025!

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Heritage and Identity Calendar

January	February	March	April	May	June	July	August	September	October	November	December
4 World Braille Day 20 MLK Day (U.S.)* 27 International Holocaust Remembrance Day 29 Lunar New Year	Black History Month (U.S. & Canada)* 16-22 Aromantic Spectrum Awareness Week	Women's History Month (U.S., U.K., Australia)* Greek American Heritage Month (U.S.) 1 Zero Discrimination Day 3 World Hearing Day 8 International Women's Day 12 Women's Equal Pay Day (U.S.)** 20 Nowruz 21 World Down Syndrome Day 21 Human Rights Day (South Africa) 21 International Day for the Elimination of Racial Discrimination 31 International Transgender Day of Visibility* 31 Cesar Chavez Day	Autism Acceptance Month (U.S.)* Arab American Heritage Month (U.S.)* Mar 27 World Autism - Apr 2 Acceptance Week* 2 World Autism Acceptance Day* 3 Asian American, Native Hawaiian, and Pacific Islander Women's Equal Pay Day (U.S.)** 4 Qingming/Ching Ming Festival 14 Ambedkar Jayanti (India) 22 Earth Day 25 ANZAC Day (Australia and New Zealand) Apr 28 Lesbian Visibility - May 4 Week (26 - Lesbian Visibility Day)	Mental Health Awareness Month* Asian Heritage Month (Canada)* Asian American, Native Hawaiian, and Pacific Islander Heritage Month (U.S.)* European Diversity Month (European Union) Jewish American Heritage Month (U.S.)* 1 International Workers' Day/Labour Day/ May Day 15 Global Accessibility Awareness Day 17 International Day Against Homophobia, Transphobia, & Biphobia 19 Agender Pride Day* 21 World Day of Cultural Diversity for Dialogue & Development* 24 Pansexual & Panromantic Awareness and Visibility Day 26 National Day of Healing (Australia) 31 Dragon Boat Festival (Tuen Ng Festival - Hong Kong)	LGBTQ+ Pride Month* Caribbean American Heritage Month (U.S.) 13 LGBTQIA+ Equal Pay Awareness Day (U.S.)** 19 Juneteenth (U.S.)* 20 World Refugee Day 21 National Indigenous Peoples Day (Canada)*	Disability Pride Month* BIPOC Mental Health Month (U.S.) 9 Black Women's Equal Pay Day (U.S.)** 14 Non-Binary People's Day*	2 Day of the Bolivian Indian (Día del Indio Boliviano - Bolivia) 7 Mother's Equal Pay Day (U.S.)** 9 International Day of the World's Indigenous People* 26 Women's Equality Day (U.S.)*	National Hispanic Heritage Month (Sept 15 - Oct 15 - U.S.)* 18 International Equal Pay Day 23 Celebrate Bisexuality Day 30 National Day of Truth & Reconciliation (Canada)	ADHD Awareness Month* LGBTQ+ History Month Latin American Heritage Month (Canada)* Women's History Month (Canada)* Black History Month (U.K. and Ireland)* Down Syndrome Awareness Month (U.S.) Filipino American History Month (U.S.)* National Disability Employment Awareness Month (U.S.)* 2 Gandhi Jayanti (India) 3 Latina Equal Pay Day (U.S.)** 8 International Lesbian Day 9 World Sight Day 10 World Mental Health Day* 11 National Coming Out Day (U.S., U.K., Ireland, Switzerland, & The Netherlands)* 12 Day Of Respect For Cultural Diversity (Día del Respeto a la Diversidad Cultural - Argentina) 13 National Indigenous People Day (U.S.)* 15 International Pronouns Day* 26 Intersex Awareness Day	Trans Awareness Month* Native American Indian/Alaska Native Heritage Month (U.S.)* 1 Day of the Dead (Día de los Muertos - Mexico) 8 Intersex Day of Solidarity 11 Veterans Day (U.S.)* / Remembrance Day (Canada & U.K.) 20 Transgender Day of Remembrance* 20 Black Awareness Day (Día da Consciência Negra - Brazil) 21 Native Women's Equal Pay Day**	3 International Day for People with Disabilities*

Lunar New Year
Jan 29

International Women's Day
March 8

LGBTQ+ Pride Month
June

World Mental Health Day*
Oct 10

International Day for People with Disabilities*
Dec 3

Religious Calendar

January	February	March	April	May	June	July	August	September	October	November	December
6 Feast of Epiphany (Christianity) 7 Orthodox Christmas (Christianity) 13 Lohri (Hinduism) 14 Maghi (Sikhism) and Makar Sankranti (Hinduism)	1 Imbolc (Wicca) 15 Parinirvana Day (Buddhism) 28 First day of Ramadan (Islam)	5 Ash Wednesday (Christianity) 20 Ostara (Wicca) and Spring Equinox 13-14 Purim (Judaism) 14 Holi (Hinduism) 14-16 Holi Mohalla (Sikhism) 30 Eid al-Fitr (Last day of Ramadan celebration - Islam)	12-20 Passover (Judaism) 14 Vaisakhi (Hinduism and Sikhism) 18 Good Friday (Christianity) 20 Easter and Orthodox Easter (Christianity)	1 Beltane (Wicca) 12 Wesak (Buddhism)	1-3 Shavuot (Judaism) 5-6 Day of Arafah (Islam) 6-7 Eid al-Adha (Islam) 16 Shaheed (Sikhism) 20 Litha (Wicca) 24 Midsummer	10 Asalha Puja Day (Buddhism) and Guru Purnima (Hinduism) 26-27 Islamic New Year (Islam)	1 Lughnassadh (Wicca)	1 First Parkash (Sikhism) 4-5 Mawlid (Islam) 6 Ullambana (Buddhism) 22 Mabon (Wicca) and Fall Equinox 24 Midsummer (Judaism) 22-24 Rosh Hashanah (Judaism) Sept 22 - Oct 1 Navrati (Hinduism)	1-2 Yom Kippur (Judaism) 5-7 Chuseok 6 Mid-Autumn Festival and Tsukimi 6-13 Sukkot (Judaism) 14-15 Simchat Torah (Judaism) 17-21 Diwali (Hinduism, Sikhism, Jainism) 20 Bandi Chhor Divas (Sikhism) Oct 31 - Nov 1 Samhain (Wicca)	1 All Saints Day (Christianity) 2 All Souls Day (Christianity) 5 Guru Nanak Jayanti (Sikhism)	8 Bodhi Day (Buddhism) 14-22 Chanukah (Judaism) Dec 21 - Jan 1 Yule (Wicca) 25 Christmas Day (Christianity) Dec 26 - Jan 1 Kwanzaa



Eid al-Fitr
March 30



Easter and
Orthodox Easter
(Christianity)
April 20



Rosh Hashanah
(Judaism)
Sept 22-24



Diwali (Hinduism,
Sikhism, Jainism)
Oct 17-21

Heritage, Religious, and Identity Dates



January 2025

- 4 World Braille Day
- 6 Feast of Epiphany (Christianity)
- 7 Orthodox Christmas (Christianity)
- 13 Lohri (Hinduism)
- 14 Maghi (Sikhism) and Makar Sankranti (Hinduism)
- 20 MLK Day (U.S.)*
- 27 International Holocaust Remembrance Day
- 29 Lunar New Year

Reach Content

- 20 MLK Day
 - Reading List: Anti-Racism and Racial Justice
- 29 Lunar New Year
 - Lunar New Year Celebrations Around the World

Key

- Resource
- Microlearning
- Heritage and Identity Dates
- Religious Dates



Lunar New Year
Jan 29

* Resources available for Paradigm Reach subscribers.

Heritage, Religious, and Identity Dates



February 2025

Black History Month (U.S. and Canada)*

- 1 Imbolc (Wicca)
- 15 Parinirvana Day (Buddhism)
- 16-22 Aromantic Spectrum Awareness Week
- 28 First day of Ramadan (Islam)

Reach Content

- Black History Month (U.S. and Canada)**
- Celebrating Black History Month in North America: Five Facts About Workforce Equity
 - How Allies Can Recommit to Racial Justice this Black History Month
 - How to Advance Racial Equity This Black History Month
 - Reading List: Celebrating Black History Month

Key

- Resource
- Microlearning
- Heritage and Identity Dates
- Religious Dates



* Resources available for Paradigm Reach subscribers.

Heritage, Religious, and Identity Dates

March 2025

Women's History Month (U.S., U.K., & Australia)*

Greek American Heritage Month (U.S.)

- 1 Zero Discrimination Day
- 3 World Hearing Day
- 5 Ash Wednesday (Christianity)
- 8 International Women's Day
- 12 Women's Equal Pay Day (U.S.)**
- 13-14 Purim (Judaism)
- 14 Holi (Hinduism)
- 14-16 Hola Mohalla (Sikhism)
- 20 Nowruz
- 20 Ostara (Wicca) and Spring Equinox
- 21 World Down Syndrome Day
- 21 Human Rights Day (South Africa)
- 21 International Day for the Elimination of Racial Discrimination
- 30 Eid al-Fitr (Last day of Ramadan celebration - Islam)
- 31 International Transgender Day of Visibility*
- 31 Cesar Chavez Day

Reach Content

- Women's History Month (U.S., U.K., Australia) and International Women's Day**
- Women's History Month: Fifty Years of Progress at Work
 - How to Practice Meaningful Allyship Toward Women
 - Reading List: Women's History Month
- 31 International Transgender Day of Visibility**
- An Introduction to Transgender Identity
 - Transgender Inclusion in the Workplace



Key

- Resource
- Microlearning
- Heritage and Identity Dates
- Religious Dates



Eid al-Fitr
March 30



International Women's Day
March 8

* Resources available for Paradigm Reach subscribers.
** Equal pay dates change every year based on pay data from the preceding year. We will update the 2025 dates as soon as the 2024 data is available.

Heritage, Religious, and Identity Dates



April 2025

Autism Acceptance Month (U.S.)*

Arab American Heritage Month (U.S.)*

Mar 27 - Apr 2	World Autism Acceptance Week*
2	World Autism Acceptance Day*
3	Asian American, Native Hawaiian, and Pacific Islander Women's Equal Pay Day (U.S.)**
4	Qingming/Ching Ming Festival
12-20	Passover (Judaism)
14	Ambedkar Jayanti (India)
14	Vaisakhi (Hinduism and Sikhism)
18	Good Friday (Christianity)
20	Easter and Orthodox Easter (Christianity)
22	Earth Day
25	ANZAC Day (Australia and New Zealand)
Apr 28 - May 4	Lesbian Visibility Week (26 - Lesbian Visibility Day)

Reach Content

Autism Acceptance Month, World Autism Acceptance Week, and World Autism Acceptance Day

- Neurodiversity in the Workplace
- Actions You Can Take to Advance Autism Acceptance
- Neuro-inclusive Workplace Checklist

Arab American Heritage Month (U.S.)

- Reading List: Arab American Heritage Month

Key

- Resource
- Microlearning
- Heritage and Identity Dates
- Religious Dates

World Autism Acceptance Week*
Mar 27 - Apr 2

Easter and Orthodox Easter (Christianity)
April 20

* Resources available for Paradigm Reach subscribers.

** Equal pay dates change every year based on pay data from the preceding year. We will update the 2025 dates as soon as the 2024 data is available.

Heritage, Religious, and Identity Dates

May 2025

Mental Health Awareness Month*	
Asian Heritage Month (Canada)*	
Asian American, Native Hawaiian, and Pacific Islander Heritage Month (U.S.)*	
European Diversity Month (European Union)	
Jewish American Heritage Month (U.S.)*	
1	International Workers' Day/ Labour Day/May Day
1	Beltane (Wicca)
12	Wesak (Buddhism)
15	Global Accessibility Awareness Day
17	International Day Against Homophobia, Transphobia, and Biphobia
19	Agender Pride Day*
21	World Day of Cultural Diversity for Dialogue and Development*
24	Pansexual & Panromantic Awareness and Visibility Day
26	National Day of Healing (Australia)
26	Memorial Day (U.S.)
31	Dragon Boat Festival (Tuen Ng Festival - Hong Kong)

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Reach Content

- Mental Health Awareness Month**
- Destigmatizing Mental Health
 - Reading List: Mental Health Awareness Month
- Asian Heritage Month (Canada)* / Asian American, Native Hawaiian, and Pacific Islander Heritage Month (U.S.)**
- Supporting AAPI Advancement at Work
 - Honoring the AAPI Community
 - Unpacking the Model Minority Myth
 - Reading List: Asian American and Pacific Islander Heritage Month
- Jewish American Heritage Month (U.S.)**
- Reading List: Jewish American Heritage Month
- 17 International Day Against Homophobia, Transphobia, and Biphobia**
- Transgender Inclusion in the Workplace
- 19 Agender Pride Day**
- A Pronoun Primer
- 21 World Day of Cultural Diversity for Dialogue and Development***
- Cross-Cultural Communication

Key

- Resource
- Microlearning
- Heritage and Identity Dates
- Religious Dates

Mental Health Awareness Month*



* Resources available for Paradigm Reach subscribers.

Heritage, Religious, and Identity Dates

June 2025

LGBTQ+ Pride Month*	
Caribbean American Heritage Month (U.S.)	
1-3	Shavuot (Judaism)
5-6	Day of Arafah (Islam)
6-7	Eid al-Adha (Islam)
13	LGBTQIA+ Equal Pay Awareness Day (U.S.)**
16	Shaheedi (Sikhism)
19	Juneteenth (U.S.)*
20	World Refugee Day
20	Litha (Wicca)
21	National Indigenous Peoples Day (Canada)*
24	Midsummer

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Reach Content

- LGBTQ+ Pride Month**
- An Introduction to Transgender Identity
 - Inclusive Language
 - Pride Month: Continuing the Fight for Equal Rights
 - A Pronoun Primer
 - How Employee Benefits Can Promote LGBTQ+ Inclusion
 - Reading List: Pride Month
 - Transgender Inclusion in the Workplace
- 19 Juneteenth (U.S.)**
- Reading List: Anti-Racism and Racial Justice
 - How Companies and Individuals Can Use Juneteenth to Practice Active Allyship
 - Understanding and Honoring Juneteenth
- 21 National Indigenous Peoples Day (Canada)**
- Honoring Indigenous Peoples Around the World

Key

- Resource
- Microlearning
- Heritage and Identity Dates
- Religious Dates



* Resources available for Paradigm Reach subscribers.
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Heritage, Religious, and Identity Dates

July 2025

Disability Pride Month*

BIPOC Mental Health Month (U.S.)

- 9 Black Women's Equal Pay Day (U.S.)**
- 10 Asalha Puja Day (Buddhism) and
Guru Purnima (Hinduism)
- 14 Non-Binary People's Day*
- 26-27 Islamic New Year (Islam)

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Reach Content

Disability Pride Month

- Disability Inclusion
- Embracing the Diversity of the Disability Community
- Reading List: Disability Inclusion

14 Non-Binary People's Day

- An Introduction to Transgender Identity
- A Pronoun Primer

Key

- Resource
- Microlearning
- Heritage and Identity Dates
- Religious Dates



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Heritage, Religious, and Identity Dates



August 2025

- 1 Lughnasadh (Wicca)
- 2 Day of the Bolivian Indian (Día del Indio Boliviano - Bolivia)
- 7 Mother's Equal Pay Day (U.S.)**
- 9 International Day of the World's Indigenous People*
- 26 Women's Equality Day (U.S.)*

Reach Content

- 9 International Day of the World's Indigenous People
 - Honoring Indigenous Peoples Around the World
- 26 Women's Equality Day
 - How to Practice Meaningful Allyship Toward Women
 - Reading List: Women's History Month

Key

- Resource
- Microlearning
- Heritage and Identity Dates
- Religious Dates



International
Day of the World's
Indigenous People*
Aug 9

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Heritage, Religious, and Identity Dates



September 2025

National Hispanic Heritage Month begins (Sept 15 - Oct 15 - U.S.)*

1	First Parkash (Sikhism)
4-5	Mawlid (Islam)
6	Ullambana (Buddhism)
18	International Equal Pay Day**
22	Mabon (Wicca) and Fall Equinox
22-24	Rosh Hashanah (Judaism)
Sept 22 - Oct 1	Navrati (Hinduism)
23	Celebrate Bisexuality Day
30	National Day of Truth and Reconciliation (Canada)

Rosh Hashanah (Judaism)
Sept 22-24



Reach Content

National Hispanic Heritage Month (Sept 15 - Oct 15, U.S.)

- Five Things You Might Not Know About the Latine Workforce
- Inclusive Terminology Within the Hispanic, Latino, and Latine Community
- Reading List: Hispanic Heritage Month

30 National Day of Truth and Reconciliation (Canada)

- Honoring Indigenous Peoples Around the World

Key

- Resource
- Microlearning
- Heritage and Identity Dates
- Religious Dates

National Hispanic Heritage Month begins (Sept 15 - Oct 15 - U.S.)*



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Heritage, Religious, and Identity Dates

October 2025

ADHD Awareness Month*	1-2	Yom Kippur (Judaism)
LGBTQ+ History Month	2	Gandhi Jayanti (India)
Latin-American Heritage Month (Canada)*	3	Latina Equal Pay Day (U.S.)**
Women's History Month (Canada)*	5-7	Chuseok
Black History Month (U.K. and Ireland)*	6	Mid-Autumn Festival and Tsukimi
Down Syndrome Awareness Month (U.S.)	6-13	Sukkot (Judaism)
Filipino American History Month (U.S.)*	8	International Lesbian Day
National Disability Employment Awareness Month (U.S.)*	9	World Sight Day
National Hispanic Heritage Month ends (Sept 15 - Oct 15 - U.S.)*	10	World Mental Health Day*
	11	National Coming Out Day (U.S., U.K., Ireland, Switzerland, and the Netherlands)*
	12	Day Of Respect For Cultural Diversity (Día del Respeto a la Diversidad Cultural - Argentina)
	13	National Indigenous People Day (U.S.)*
	14-15	Simchat Torah (Judaism)
	15	International Pronouns Day*
	17-21	Diwali (Hinduism, Sikhism, Jainism)
	20	Bandi Chhor Divas (Sikhism)
	26	Intersex Awareness Day
	Oct 31 - Nov 1	Samhain (Wicca)

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Reach Content

ADHD Awareness Month

- Resource
- Embracing ADHD in the Workplace

Latin-American Heritage Month (Canada)

- Microlearning
- Inclusive Terminology Within the Hispanic, Latino, and Latine Community

Women's History Month (Canada)

- How to Practice Meaningful Allyship Toward Women
- Reading List: Women's History Month

Black History Month (U.K. and Ireland)

- How Allies Can Recommit to Racial Justice this Black History Month
- How to Advance Racial Equity this Black History Month
- Reading List: Celebrating Black History Month

Filipino American History Month (U.S.)

- Reading List: Filipino American History Month

National Disability Employment Awareness Month (U.S.)

- Disability Inclusion
- Neurodiversity in the Workplace
- Embracing the Diversity of the Disability Community
- Neuro-inclusive Workplace Checklist
- Reading List: Disability Inclusion

10 World Mental Health Day

- Destigmatizing Mental Health
- Reading List: Mental Health Awareness Month

11 National Coming Out Day (U.S., U.K., Ireland, Switzerland, and the Netherlands)*

- How Employee Benefits Can Promote LGBTQ+ Inclusion

13 National Indigenous People Day (U.S.)

- Honoring Indigenous Peoples Around the World

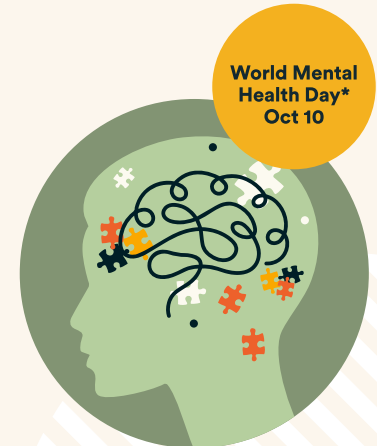
15 International Pronouns Day

- Inclusive Language
- A Pronoun Primer

Key

- Resource
- Microlearning
- Heritage and Identity Dates
- Religious Dates

World Mental Health Day*
Oct 10



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Heritage, Religious, and Identity Dates

November 2025

Trans Awareness Month*

Native American Indian/Alaska
Native Heritage Month (U.S.)*

- 1 Day of the Dead (Día de los Muertos - Mexico)
- 1 All Saints Day (Christianity)
- 2 All Souls Day (Christianity)
- 5 Guru Nanak Jayanti (Sikhism)
- 8 Intersex Day of Solidarity
- 11 Veterans Day (U.S.)* / Remembrance Day (Canada & U.K.)
- 20 Transgender Day of Remembrance*
- 20 Black Awareness Day (Dia da Consciência Negra - Brazil)
- 21 Native Women's Equal Pay Day**

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Reach Content

Trans Awareness Month and Transgender Day of Remembrance

- Inclusive Language
- An Introduction to Transgender Identity
- A Pronoun Primer
- Transgender Inclusion in the Workplace

Native American Indian/Alaska Native Heritage Month (U.S.)

- Reading List: Native American Heritage Month

11 Veterans Day (U.S.)*

- Honoring Veterans Day

Key

- Resource
- Microlearning
- Heritage and Identity Dates
- Religious Dates

Trans
Awareness
Month*



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2025 dates as soon as the 2024 data is available.

Heritage, Religious, and Identity Dates



December 2025

3	International Day for People with Disabilities*
8	Bodhi Day (Buddhism)
14-22	Chanukah (Judaism)
Dec 21 - Jan 1	Yule (Wicca)
25	Christmas Day (Christianity)
Dec 26 - Jan 1	Kwanzaa

Reach Content

- Happy Holidays**
- Religious Inclusion
- 3 International Day for People with Disabilities**
- Disability Inclusion

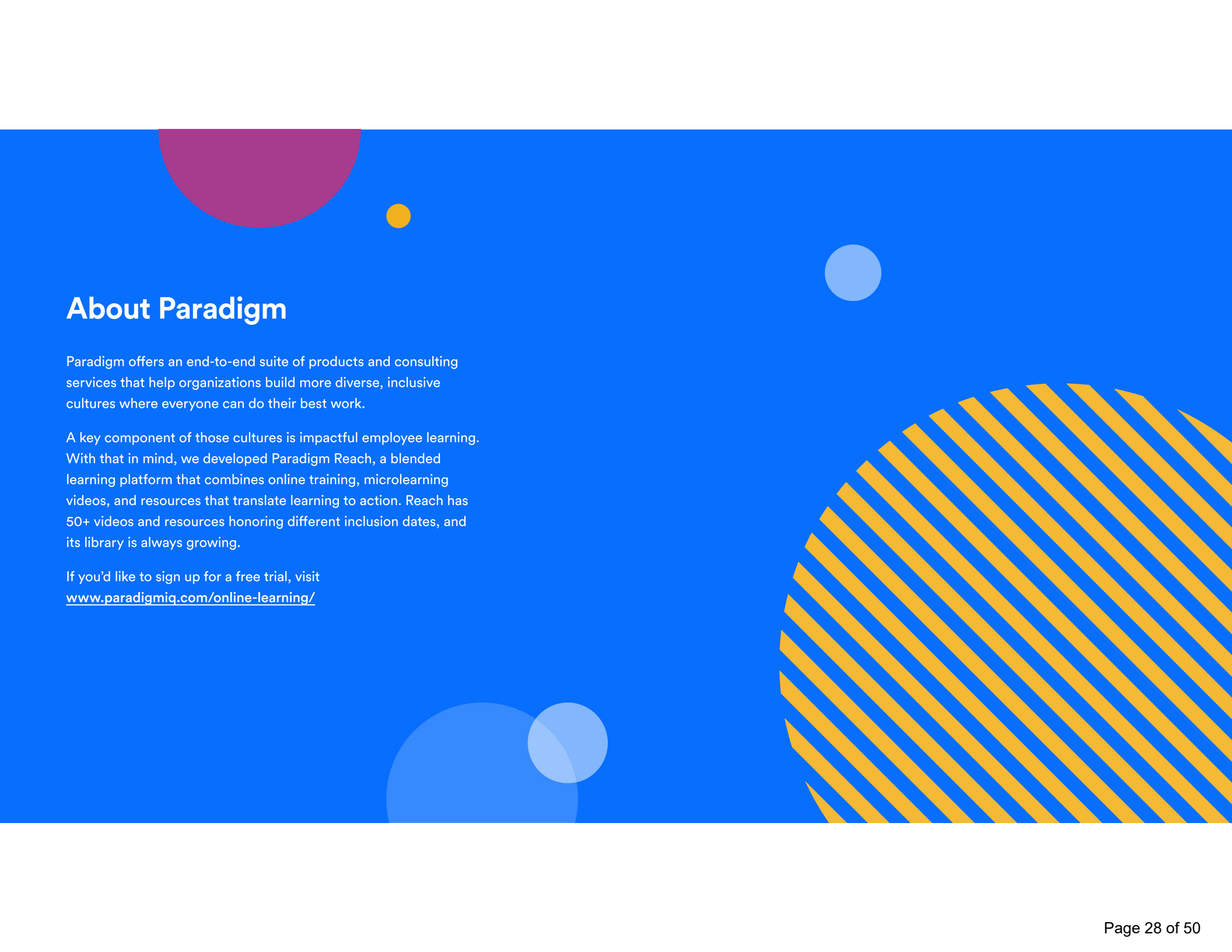
Key

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Happy Holidays!

* Resources available for Paradigm Reach subscribers.



About Paradigm

Paradigm offers an end-to-end suite of products and consulting services that help organizations build more diverse, inclusive cultures where everyone can do their best work.

A key component of those cultures is impactful employee learning. With that in mind, we developed Paradigm Reach, a blended learning platform that combines online training, microlearning videos, and resources that translate learning to action. Reach has 50+ videos and resources honoring different inclusion dates, and its library is always growing.

If you'd like to sign up for a free trial, visit www.paradigmiq.com/online-learning/

McFarland
SUMMARY SHEET

MEETING DATE: Monday, November 18, 2024

SECTION: Business

DEPARTMENT: Administration

CONTACT: Krystal Johnson, DEI Strategist

AGENDA ITEM: Review of Mock Design for Board and Committee Equity Framework

PREVIOUS ACTION:

ISSUE SUMMARY:

The committee will review a mock design for the "Guide for Purposeful Decision Making" - For Village of McFarland, Boards, Committee's and Commissions. No action is required at this time, but the next steps will include collaborating with the communications team on the design, followed by a presentation to the DEI Committee. The committee will then vote on whether to forward the design to the Village Board for discussion and approval.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Mock Guide for Purposeful Decision Making (1)



GUIDE FOR PURPOSEFUL DECISION MAKING

Designed for the Village Board of
Trustees, Committee's and Commissions

START HERE

Read the definitions that support the guide.

Definitions to support the guide:

Framework:

A structured approach that outlines strategies and practices aimed to assist in making and contributing to decision-making. Serving as a guide for assessing, setting goals and implementing initiatives.

Best Practices

Proven methods that help achieve the best results in a way that works well and utilizes resources in an efficient way.

Quantitative

Refers to data that can be measured in numbers, like statistics or amounts

Qualitative

Refers to descriptive data that focuses on people's experiences, opinions, or qualities.

Inclusion

Making sure that everyone, regardless of their background or differences, feels and knows they're welcomed, valued, and has the opportunity to participate fully.

Equity

Practice of ensuring everyone has an opportunity of success. Understanding that their abilities to succeed may require different means.

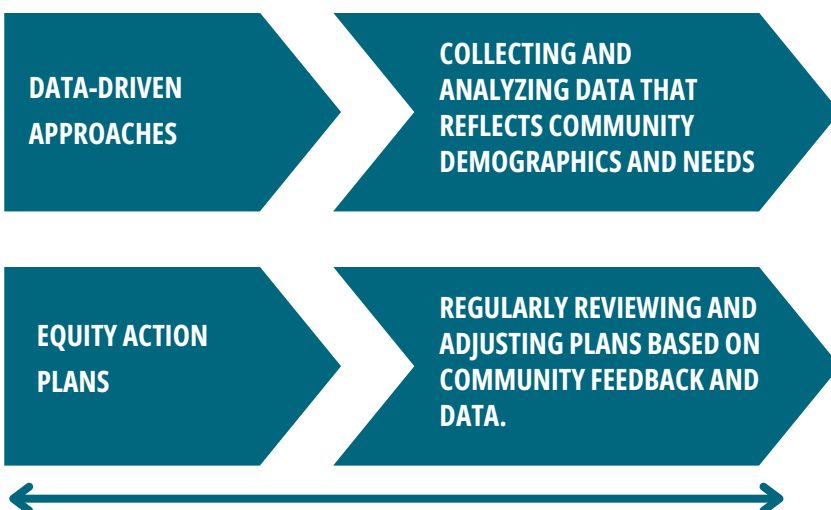
RECOMMENDATION:

Utilize framework and best practices to support a purposeful decision-making process. Support your process with data-driven approaches (both qualitative and quantitative) and consider options from a county-wide perspective.

WHY A COUNTY-WIDE PERSPECTIVE?

Data derived from the Village both quantitative and qualitative can have limitations. Considering options from a county-wide perspective helps broaden the information available, supporting more informed and purposeful decision-making. This approach encourages reaching outside of the county for research.

FRAMEWORK EXAMPLES:





GUIDE FOR PURPOSEFUL DECISION MAKING

Designed for the Village Board of
Trustees, Committee's and Commissions

PREWORK:

Before starting ask yourself the following:

1. Do I have identified all data needed or necessary?
2. Do I have a clear understanding of the definitions of this guide?
3. Do I have the resources to use this guide?

BEST PRACTICES

Adapting these best practices will assist you through the W-H-O System

Visualize

- Picture the impact of your decisions on various community groups. Use visual aids, like maps or graphs, to illustrate potential outcomes.

Normalize

- Integrate equity considerations into all aspects of your work. This means:
 - Regularly discussing equity in meetings and establishing it as a core value within decision-making processes.

Organize

- Incorporate/Create a structured approach to incorporate equity. This could involve:
 - Assigning roles to ensure equity is considered in all projects.
 - Developing a checklist to assess equity implications for each decision.

Operationalize

- Implement your plans effectively by:
 - Setting clear timelines and responsibilities for action items related to equity within the decision-making process.
 - Monitoring progress and adjusting strategies as needed.

W-H-O SYSTEM

While in your decision-making process use each part of the W-H-O System to identify any areas of opportunity, discussion or research.

W(WHO, WHAT, WHEN WHERE, WHY):

- Identify communities affected by your recommendations.
 - Understanding the historical context of these communities to inform your approach.
- Ensure you authentically engage and inform these communities.
- Recognize marginalized groups locally and nationally.
- Understand historical relationships with these communities.
- Assess whether your decisions will build or harm trust.

H(HOW AND HAVE):

- Analyze how issues within affected communities develop and their impact.
- Identify factors (policies, practices) that create or worsen inequities.
- Evaluate potential impacts and unintended consequences of your decisions.

O(OPTIONS, OPPORTUNITIES AND OPPOSITIONS):

- Explore different options and assess potential opposition.
- Listing possible actions and their anticipated effects on different community groups.
- Engaging with stakeholders to discuss potential concerns and gather diverse perspectives.

CONCLUSION

Utilize this guide to ensure that your decision-making process is grounded in equity and effectively addresses the needs of all community members. Regularly revisit and revise your approach based on feedback and evolving community dynamics. Centering equity, fosters the results of an inclusive and diverse community.

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, November 18, 2024

SECTION: Business

DEPARTMENT: Administration

CONTACT: Krystal Johnson, DEI Strategist

AGENDA ITEM: Review Village of McFarland Vision, Mission and Values Statement Project

PREVIOUS ACTION:

ISSUE SUMMARY:

The committee will review the VOM Vision, Mission and Values project, provide staff with any feedback about Collaborative Think Tanks and be debriefed on efforts for community engagement.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

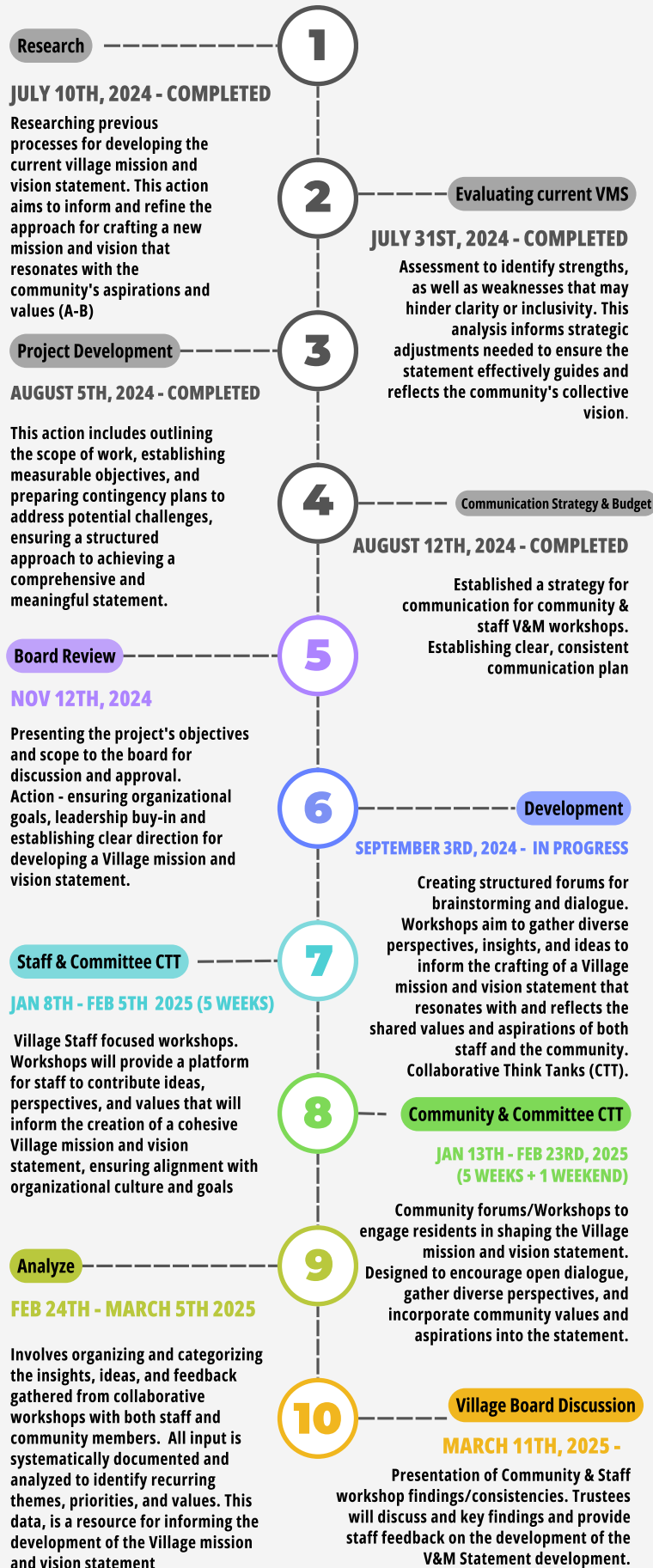
BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

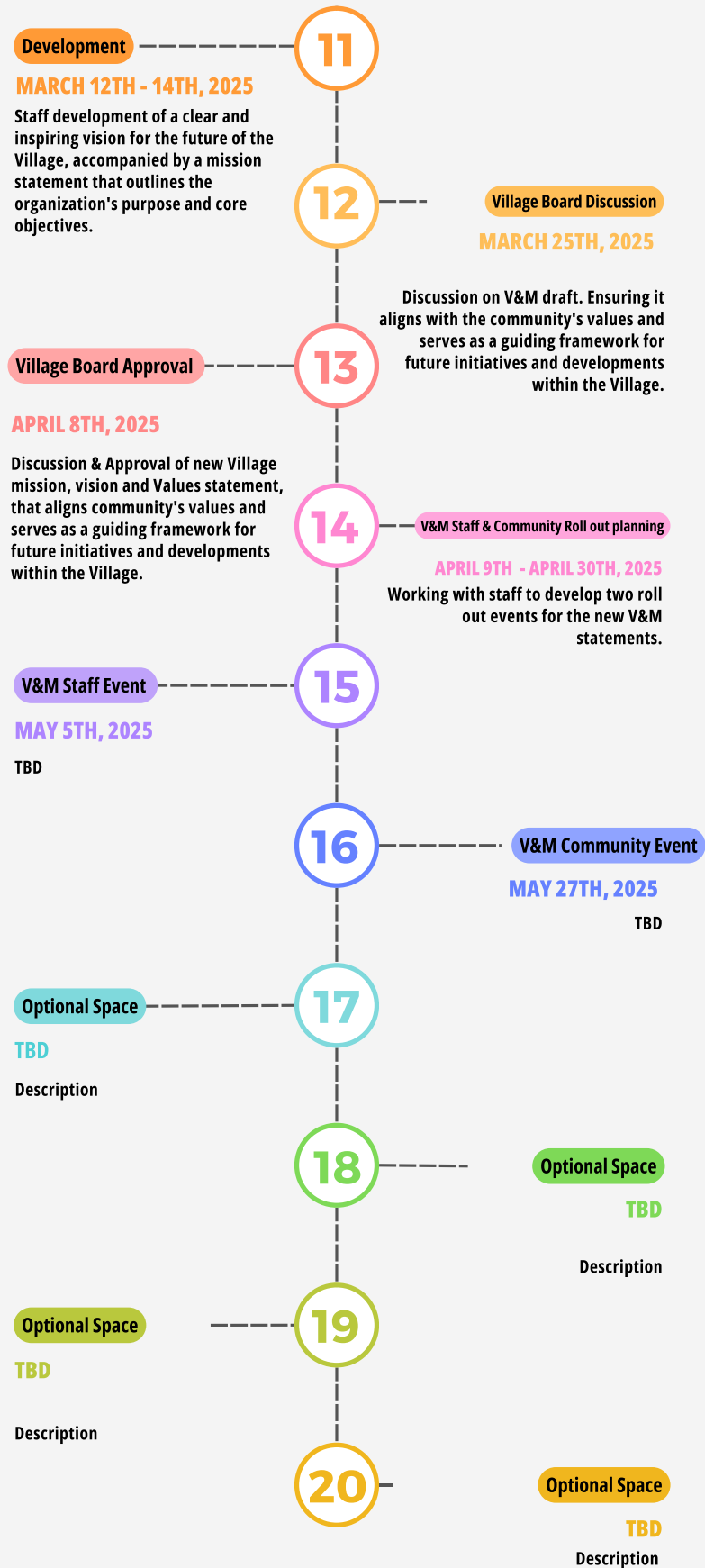
1. Revised Vision and Mission Timeline (2)
2. Village Board V&M Project Overview

VILLAGE OF MCFARLAND VISION AND MISSION STATEMENT PROJECT

BY: KRYSTAL JOHNSON



VILLAGE OF MCFARLAND VISION AND MISSION STATEMENT PROJECT



Current Vision & Mission Statement

Vision Statement

The vision of the Village of McFarland is to create an inviting, dynamic, diverse community that offers a high quality of life and a supportive environment in which all citizens may practice their individual value choices. The community actively seeks to preserve its proud heritage, protect its abundant natural resources, plan for responsible and balanced residential and commercial growth, promote a viable economic base, support educational excellence, provide diverse leisure options, and foster a healthy social fabric.

Mission Statement

With direction encouraged from an engaged citizenry, Village elected officials and employees will maintain and enhance the quality of life of the community by delivering quality services in an efficient and accountable manner and by providing an orderly, unbiased system of government that is transparent and accessible. To create and sustain a high level of confidence in Village government, we pledge to function with:

- Environmental sustainability
- Fiscal responsibility
- Full cooperation in achieving the priority goals determined by the community
- Open communications
- Professional integrity
- Sensitivity to the values of each individual

Strengths, Weaknesses and Opportunities

Vision Statement

Strengths -

- Supportive Environment
- Natural Resources
- Heritage
- Educational excellence

Weakness -

- Create
- Dynamic
- Proud
- Abundant
- Provide diverse leisure options
- Foster healthy social fabric

Opportunities -

- Inviting
- Diverse community
- High quality of life

Mission Statement -

(assuming we'd like to keep the mission statement specific to Village elected officials and employee's)

Strengths - (These are strengths but can still be flushed out)

- Maintain and enhance the quality of life of the community by delivering quality services in an efficient and accountable manner.
- To create and sustain a high level of confidence in Village government

Weaknesses/Opportunity -

- We pledge to function with professional integrity; fiscal responsibility; open communications; environmental sustainability; sensitivity to the values of each individual; full cooperation in achieving the priority goals determined by the community

Analysis:

The Vision and Mission statement analysis recommendation:

Obtainable

- Having a clear and achievable vision and mission statement helps avoid confusion or misunderstanding
 - *Example: create an inviting, dynamic, diverse community that offers a high quality of life -*
 - *The notion of this goal within the vision statement is admirable but it is not obtainable because it is subjective.*

Realistic

- Having a V&M statement that is clear and readers can envision things as they really are.
 - *Example: within the statement several words are used such as; proud, abundant, provide diverse leisure options, and foster a healthy social fabric.*
 - *Vision statements that limit imaginative words or phrases allow for flexibility*

Tangible

- The current V&M statement has hints of tangible actions that can be identified. Tangible actions are things that can be perceived by the sense of touch.
 - Example: Open communication, delivering quality services; not physical but can be obtained through multiple ways of tangible outputs.
 - Adding tangible phrases or words, adds personal connection to the V&M statement

Supportive

- The theme between both the Vision and the mission statement is support. This is a theme that can be interchangeable between the Vision and the mission statement

Directive

- Specifically for the mission statement, if it is keeping its same theme of being a guiding statement for Village Elected officials and staff, it should be a directive statement/have directive component.

Vision and Mission Statement Development Scope –

Description - To create a revitalized vision and mission statement for the Village of McFarland that reflects the values of the community, staff and elected officials, ensuring alignment with the Village's strategic goals, branding and future goals.

Stakeholders (Target outreach)

- Residents
 - Ages:
 - 12 – 25
 - 26 – 35
 - 36 – 45
 - 56 – 65
 - 66+
 - Renters
 - Homeowners
 - Small Business owners (That live within the Village)
 - Families
 - Seniors
 - Committee members
 - Community Organizations
- Elected Officials
- Staff

Measurable objectives -

- Attendance of strategic think tanks (workshops)
- Engagement across all stakeholders
- Feedback Surveys
- 3-5 consistencies with phrases or words
- Active engagement at Workshops

Potential Challenges with Contingency plans

- Low participation
 - Community
 - Providing multiple ways for engagement
 - In person
 - Virtual
 - Surveys
 - Staff
 - In person
 - Virtual
 - Surveys
 - Email

- Board/Committee's
 - In person
 - Virtual
 - Surveys
- Inconsistencies with Values from diverse perspectives
 - Identifying if the inconsistencies are due to communication of exercises
 - Changing exercises based on audience

Project Requirements

- Must be a resident or staff of the Village of McFarland

Project Assumptions

- Low participation

Project Deliverables

- Data to draft a Village Mission and Vision statement
- Real time community, staff and elected official data

Vision and Mission Think Tanks (Workshops)

Objectives: Find consistency amongst exercise, survey's, interview etc

- Vision: What the Village (as a whole) is and wants to be in the future and why?
- Mission – Primary goals, purposes and values for living out the Vision through actional, attainable and realistic steps

Goals:

- Encourage participants to think about their overall community goals
- Consider the needs and wants of different groups, like residents, leaders, staff, marginalized groups, community development etc
- Encourage the use of “This is the Best” or “Best case scenario” mindset
- Think authentically, open and honest

Workshop Overview:

Description: Frame an aspirational purpose to guide the organization

- **Values exercise (interactive)**
 - o Participants will be asked to determine values as a collective
- **Co-exploration (interactive)**
 - o Participants will be challenged to create their own broad community vision
- **Community/Village Components (independent)**
 - o Participants will use 3 assigned components and think of the many aspects of the Village and how they fit into the 3 components
 - Audiences (Who the Village Serves)
 - Contributions (What the Village Provides)
 - Distinctions (What sets the Village Apart)
- **Survey (independent)**
 - o Survey's will ask broad questions that encompass the same aspects of the interactive options
- **Interviews (Independent)**
 - o Specifically for Department heads, Trustee's or residents that need accommodations

Staff only Vision and Mission Think Tanks (Workshops)

Staff will be asked to participate in an additional independent exercise –

- **Core Behaviors:**

- Score the strength of core behaviors (the Village does not have adopted core behaviors or values) –
 - Commit to learning and growth
 - Be a Good Neighbor
 - Genuinely Care for Everyone
 - Embrace Creativity and Innovation
 - Have Fun
 - See the Good in Others
 - Wow the Community
 - Communicate Clearly
 - Have the Hard Conversations
 - Be Inclusive
 - Own your mistakes
 - Take responsibility to build trust

Data Collection

Attributes:

- Obtainable:
 - A clear and achievable vision and mission statement helps avoid misunderstandings and false ideas.
- Realistic:
 - clear and readers can envision
- Tangible:
 - Tangible actions that can be identified
- Supportive:
 - Consistency of support-related language and themes
- Directive:
 - Provides guidance for Village Staff

Phase 1 -

- Consistency of words/phrases will be placed within one of the attributes.
 - 01 – 15 times – Score of 1
 - 16 – 25 times – Score of 2
 - 26 – 35 times – Score of 3
 - 36 – 45 times – Score of 4
 - 46 – 55+ times – Score of 5

Phase 2 -

- From there the words/phrases will be placed within the 3 components
 - Audiences (Who the Village Serves)
 - Contributions (What the Village Provides)
 - Distinctions (What sets the Village Apart)

Phase 3 -

- SWOT Analysis
 - Strength
 - Weaknesses
 - Opportunities
 - Threats

Phase 4 -

- Develop recommendations based on all data received

McFarland
SUMMARY SHEET

MEETING DATE: Monday, November 18, 2024

SECTION: Business

DEPARTMENT: Administration

CONTACT: Krystal Johnson, DEI Strategist

AGENDA ITEM: Presentation of DEI SMART Goals revision for 2024 – 2026

PREVIOUS ACTION:

ISSUE SUMMARY:

The DEI Committee will review, discuss, and take action on the proposed SMART Goals. These goals are aligned with the 2024-2025 Strategic Plan and the DEI Committee Ordinance, incorporating elements from previous years' DEI efforts. The SMART goals will ensure that the committee's work in the coming year is focused, aligned with key priorities, and provides a solid foundation for ongoing DEI initiatives.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2024 - 2025 Strategic Plan
2. Goals 2025 - 2026 - Full Doc

2024/2025 - McFarland Strategic Implementation Plan

Village Board Goals, Objectives, and Action Plan

H. Diversity, Equity, and Inclusion				
<i>Create opportunities to advance initiatives that support the growth of diversity, equity, and inclusion within the Community and organization.</i>				
Objectives				
(1) Provide support for the ongoing development and utilization of the Diversity, Equity, and Inclusion Committee.				
Action Steps:		<u>Cost</u>	<u>Timeline</u>	<u>Assignment</u>
i. Develop a Language Access Plan, Policy and/or Program to set standards, resources, and training for enhanced accessibility, aligning with equity goals through plain language.		TBD	May 25	All Departments DEI Strategist
ii. Developing a comprehensive data collection policy to delineate parameters, limitations, and objectives to determine ongoing utilization.		N/A	Jul 25	Administration Administrator DEI Strategist Departments
iii. Forming community engagement groups to enhance community buy-in through fostering togetherness, diversity, equity and inclusion.		N/A	Duration	Administration DEI Strategist
iv. Implementing education, awareness, and action across the Village Board, committees, departments, and staff using a comprehensive Village-wide equity framework and guidance.		TBD	Duration	Administration DEI Strategist
(2) Continued implementation of the Diversity, Equity, and Inclusion (DEI) Report.				
Action Steps:		<u>Cost</u>	<u>Timeline</u>	<u>Assignment</u>
i. Creating the VOM DEI Annual Report to transparently showcase progress to the community, departments, Board, committees, and staff.		TBD	Aug 25	DEI Strategist
ii. Establishing a comprehensive framework and definition for event planning and execution led by the Village in collaboration with community organizations.		N/A	Duration	DEI Strategist
iii. Leveraging the DEI report to integrate climate, culture, diversity, equity, and inclusion into departments, projects, and programs that align with specific departmental/organizational goals.		N/A	Duration	All Departments DEI Strategist
iv. Aide Library as needed with establishment of DEI criteria for collections, programs, services, displays, and book rec.		N/A	Duration	DEI Strategist

2024/2025 - McFarland Strategic Implementation Plan

Village Board Goals, Objectives, and Action Plan

H. Diversity, Equity, and Inclusion (CONTINUED)

Create opportunities to advance initiatives that support the growth of diversity, equity, and inclusion within the Community and organization.

Objectives

- (3) Work with Community Partners on the creation of a lasting land acknowledgement.

Action Steps:	Cost	Timeline	Assignment
i. Continuing collaboration with the school district on the land acknowledgement plaque initiative.	\$6,000	Jan 25	Community Development DEI Strategist
ii. Researching and analyzing the feasibility of implementing land acknowledgements during meetings to determine their potential inclusion.	N/A	Jun 25	DEI Strategist

- (4) Continue discussions with School District on partnerships with the Village for the advancement of diversity, equity, and inclusion within the Community.

Action Steps:	Cost	Timeline	Assignment
i. Engage and network with School District via DEIB Coordinator position.	None.	Duration	DEI Strategist
ii. Continued network development on inclusion of students within boards, commissions, and committees.	None.	Duration	DEI Strategist

The SMART goals derived from the Village of McFarland 2024-2025 Strategic Plan, responsibilities of the Diversity, Equity, and Inclusion Committee in the village ordinance code and overall Village Goal of creating an equitable and inclusive community. These goals focus on key areas such as education, program development, community space, language access, land acknowledgement, resource allocation, data collection, recruitment, staffing, and training, while not including specific action steps. These SMART goals are not limited to the Diversity, Equity and Inclusion Committee and should include Village Trustee Board, Committee's, Commissions and Staff.

1. Education and Awareness

Goal: Increase community awareness and understanding of diversity, equity, and inclusion by providing ongoing educational initiatives that engage at least 30% of the community annually by 2025.

- **Specific:** Implement educational initiatives focused on equity, social impact, inclusivity and culture.
 - **Measurable:** Engage at least 30% of the community through workshops, informational sessions, online resources, various media outlets, community events, village events and programs.
 - **Achievable:** Leverage existing village resources and partnerships to provide accessible DEI education and awareness.
 - **Relevant:** A well-informed community is essential for fostering inclusivity and understanding.
 - **Time-bound:** Achieve a 30% engagement rate by the end of 2025.
-

2. Program Development

Goal: Develop and implement at least two new equity and social impact-related programs or initiatives annually that address gaps in equity and inclusion across the community by 2026, internally or externally

- **Specific:** Introduce two equity and social impact -focused programs or initiatives each year.
 - **Measurable:** Track the development and participation in each program annually.
 - **Achievable:** Utilize the committee's resources and collaborate with community stakeholders to develop programs.
 - **Relevant:** Programs addressing community needs directly impact diversity and inclusion within the village.
 - **Time-bound:** Implement two new initiatives annually, with the first two introduced by 2025.
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3. Community Space

Goal: Promote Village community spaces in a way that encourages usage and participation by residents and supports inclusive events, fostering cultural exchange, by 2026.

- **Specific:** Create a community space to host events promoting diversity and cultural awareness.
 - **Measurable:** Track the number of events held in Village facilities and the diversity of participants.
 - **Achievable:** Leverage partnerships with local organizations to identify and create the space.
 - **Relevant:** A designated community space enhances ongoing cultural competence, equity efforts and community engagement.
 - **Time-bound:** Identify and secure space by 2025 and begin hosting events by 2026.
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4. Language Access Plan Development

Goal: Develop and implement a comprehensive **Language Access Plan** for the Village that ensures all non-English-speaking residents can access key services, information, and public meetings by 2026.

- **Specific:** Create a Language Access Plan that outlines strategies for providing language assistance and executing language access. Ensuring compliance and equity in village government.
 - **Measurable:** Complete the plan, policy and or program for Village Board discussion and approval, and implement language access services in key departments.
 - **Achievable:** Leverage community input, departments, committee's and resources from organizations specializing in language access, along with Village departments..
 - **Relevant:** Language barriers can prevent full participation in community life; compliance with federal guidelines for funding and aligns with overall Village goals of equitable and inclusive community. A clear plan ensures services are accessible to all residents.
 - **Time-bound:** Complete the plan by mid-2025, with full implementation by the end of 2026.
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5. Land Acknowledgement

Goal: Integrate a formal land acknowledgment statement into all Village Board meetings and public events to honor indigenous communities, with full implementation by the end of 2025.

- **Specific:** Establish a land acknowledgment statement for use at official village events.

- **Measurable:** Track the inclusion of the land acknowledgment in all Village Board meetings and public events.
- **Achievable:** Collaborate with local indigenous communities for guidance and ensure cultural sensitivity.
- **Relevant:** Recognizing indigenous lands fosters inclusivity and respect for native communities.
- **Time-bound:** Implement the land acknowledgment in all Village Board meetings and public events by the end of 2025.

6. Explore Resource Allocation

Goal: Utilize appropriate funding for initiatives surrounding social impact, inclusive growth and cultural awareness, ensuring that at least 10% of the allocated budget is to support programs and projects aligned with goals by 2026.

- **Specific:** Advocate for resource allocation for DEI programs and projects.
- **Measurable:** Secure allocated funds for DEI-related initiatives.
- **Achievable:** Work with village officials and the finance department for continued support of funding.
- **Relevant:** Adequate resource allocation is necessary to implement and sustain DEI initiatives.
- **Time-bound:** Secure the funding allocation by the 2026 budget cycle.

7. Develop Data Collection on Applicable Demographics

Goal: Establish a comprehensive demographic data collection system within 12 months, capturing key diversity metrics to inform strategies, initiatives projects and programs.

- **Specific:** Develop and implement a demographic data collection system for the community.
- **Measurable:** Collect and analyze demographic data for at least 50% of the village's population.
- **Achievable:** Partner with local organizations and utilize available technology to gather data.
- **Relevant:** Data is essential for identifying disparities and directing focused initiatives that are essential to providing services and programs to the entire Village of McFarland.
- **Time-bound:** Implement the data collection system within 12 months.

8. Recruitment and Staffing

Goal: Increase the diversity of Village staff, boards, and commissions by 10 - 15% within the next two years through targeted recruitment efforts.

- **Specific:** Implement recruitment strategies aimed at increasing diversity within village staff and leadership.
 - **Measurable:** Achieve a 15% increase in the diversity of staff and board members.
 - **Achievable:** Collaborate with local community organizations and schools to reach underrepresented populations.
 - **Relevant:** A more diverse workforce and leadership better reflects the community and fosters inclusivity.
 - **Time-bound:** Achieve the 10 -15% increase within two years.
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9. Training Program

Goal: Develop and implement various training programs centered around social impact, diverse employee experiences, cultural competence and equity for all village employees and board members, with full participation expected by mid-2026.

- **Specific:** Develop and implement various training programs for all village staff and board members.
 - **Measurable:** Ensure 100% participation from village employees and board members.
 - **Achievable:** Collaborate with HR, and Department Heads for participation and development. Utilize virtual or in-person platforms for training delivery.
 - **Relevant:** Training ensures that village employees and leadership are equipped with the knowledge and skills to embed diversity, equity and inclusion into their work.
 - **Time-bound:** Complete the training program for all village employees and board members by mid-2025.
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These goals are crafted to be specific, measurable, achievable, relevant, and time-bound (SMART) in line with the Village of McFarland 2024 – 2025 Strategic Plan, DEI Committee’s responsibilities and established smart goals of 2022. They focus on impactful outcomes without outlining the specific action steps required to achieve them, allowing for flexibility in implementation.