

Tuesday, January 21, 2025**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/83289668615>

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

Webinar ID: 832 8966 8615

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 November 18th, 2024 meeting.
4. BUSINESS.
 - a. DEI Committee Updates: Committee members will have the opportunity to share community updates and updates from other village committees, commissions, and boards to assist in implementing ordinance 2-461 (a)(b)(c)
 - b. Discussion on the Revision of Village of McFarland DEI Smart Goals 1 and 2
5. SCHEDULE NEXT MEETING DATE.
 - a. February 17th, 2025 - 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, November 18, 2024 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

DEI Committee Chair Trustee Stephanie Brassington called the regular meeting of the Diversity, Equity and Inclusion Committee to order at 6:08 pm in the Community Room of the McFarland Municipal Center.

Village Board members present: Village Trustee Stephanie Brassington; Village Trustee Hilary Brandt

Committee members present: Monica Bruce; Mona Nelson

Absent: None

Staff Present: DEI Strategist Krystal Johnson

2. PUBLIC APPEARANCES.

No 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.

No Public appearances

3. APPROVAL OF MINUTES.

- a. *Motion to approve the minutes of the October 21st, 2024 meeting.*
Approval of Minutes motion by Stephanie Brassington, Second by Mona Nelson -
Motion Carried 4-0

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*

Committee members discussed the recommendation to the Village board to adopt the

Proposed Religious Holiday Public Meeting calendar with language added to make exceptions for organizational operational needs.

Motion to recommend the Proposed Religious Holiday Days for Public Meetings with added language to the Village of McFarland made by Mona Nelson, and a Second by Monica Bruce.

Motion Carried 4-0

Staff presented the Paradigm calendar to the committee, discussed getting the Calendar printed for the public as well -

Staff stated they'd discuss the option with the Village Administrator.

- b. Review of Mock Design for Board and Committee Equity Framework
Committee reviewed the mock design and provided feedback to staff.

Next steps are for staff to work with the communications manager on developing a document to present to the Committee.

- c. Review Village of McFarland Vision, Mission and Values Statement Project
Staff presented the Vision and Mission statement timeline and project to the Committee.

Committee members discussed the goal of community participation -

- d. Presentation of DEI SMART Goals revision for 2024 – 2026
Committee provided feedback to staff on SMART goals.
Staff will present a revised SMART goal with committee feedback.

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

6. ADJOURNMENT.

Motion to adjourn made by Mona Nelson second by Trustee Brassington, motion carried 4-0

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, January 21, 2025

SECTION: Business

DEPARTMENT: Administration

CONTACT: Krystal Johnson, DEI Strategist

AGENDA ITEM: DEI Committee Updates: Committee members will have the opportunity to share community updates and updates from other village committees, commissions, and boards to assist in implementing ordinance 2-461 (a)(b)(c)

PREVIOUS ACTION:

ISSUE SUMMARY:

The Diversity, Equity, and Inclusion Committee, as outlined in ordinance 2-461 (a)(b)(c), is responsible, among other facets of the code, to make recommendations to the Village Board, serving as a resource, setting goals, and advising the Board, committees, and staff on various aspects of diversity, equity, and inclusion within the Village.

Allocating dedicated time during the meeting for committee members to discuss promotes the effective implementation of this ordinance.

Chair and Board Trustee

- Share any initiatives/updates to discuss with the DEI Committee

Other Village Committee members

- Provide any committee updates or initiatives from other Village committee's that you may serve on

Departments & Staff

- Share any updates or recommendations

Community

- Share any community updates that are relevant to the committee, Village, Boards, Committee's or Commissions

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:



None

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, January 21, 2025

SECTION: Business

DEPARTMENT: Administration

CONTACT: Krystal Johnson, DEI Strategist

AGENDA ITEM: Discussion on the Revision of Village of McFarland DEI Smart Goals 1 and 2

PREVIOUS ACTION:

ISSUE SUMMARY:

The DEI Committee will review and discuss the proposed SMART Goals 1 and 2. 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. DEI SMART Goals 1-2

The SMART goals are 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 and 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, departments and Staff.**

1. Education and Awareness

Goal: Increase community awareness and understanding of diversity, equity, and inclusion by providing ongoing educational initiatives. Village wide goal is to engage at **minimum x%** of the community annually by **202x**.

- **Specific:** Implement educational initiatives focused on equity, social impact, inclusivity and culture.
 - **Measurable:** Engage at **minimum x%** of the community through, example: workshops, informational sessions, online resources, various media outlets, community events, trainings, 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 **202x**.
-

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.