

Monday, July 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 June 16th 2025 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. Presentation and Review of Committee Charge/Mission Drafts
 - c. Presentation, discussion and recommendation on implementing the Equity in Events: Decision-Making Guide
 - d. Discussion on the Joint Village Board and DEI committee meeting

5. SCHEDULE NEXT MEETING DATE

- a. Next meeting scheduled for August 18th, 2025 at 6:00pm

6. ADJOURNMENT.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or village.clerk@mcfarland.wi.us 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
SUMMARY SHEET

MEETING DATE: Monday, July 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.

1. **Chair and Board Trustee** - Share any initiatives/updates to discuss with the DEI Committee
2. **Other Village Committee members** - Provide any committee (Village of McFarland) updates or initiatives from other Village committees that you may serve on
3. **Community** - Share any community updates that are relevant to the committee, Village, Boards, Committees or Commissions
4. **Departments & Staff** - Share any updates or recommendations
 1. Vision and Mission Statement
 2. Gender neutral bathroom report

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Ordinance 2-461



2-461 Diversity, Equity, And Inclusion Committee

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

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

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

HISTORY

Repealed & Reenacted by Ord. [2022-02](#) §§ 41, 42 on 2/28/2022


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, July 21, 2025

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Presentation and Review of Committee Charge/Mission Drafts

PREVIOUS ACTION:

ISSUE SUMMARY:

Purpose:

The committee will be presented four (4) draft charge/mission recommendations. The charge/mission is coming as a recommendation to have language that supports the work of the Village and the committee.

This charge/mission will serve as the foundation for explaining the committee's focus and shaping the committee's work both current and future.

All drafts will have two options of readability: Readability - 5th - 8th grade

Background:

- DEI committee participated in an exercise using the GARE framework. The committee was asked to think of 1-2 words based on the following questions.

1. Visualize: What do you see this committee doing?
2. Normalize: What can this committee do to normalize the urgency of problems and prioritize diversity, equity and inclusion?
3. Organize: What can this committee do to organize internally and externally?
4. Operationalize: What tools or resources are needed to push the work of the committee forward?

Objective:

- Present draft recommendations for committee feedback

Attachments:

- Attached will be charge drafts

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:



ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Committee Charge_Mission_Drafts

Village of McFarland

Presentation and Review of the Committee Charge/Mission Drafts

Presentation and review of Diversity, Equity & Inclusion committee charge/mission drafts

Purpose: This charge/mission will serve as the foundation for explaining the committee's focus and shaping the committee's work both current and future. This charge/mission is a recommendation to have language that supports the work of the Village and the Committee

Background:

DEI committee participated in an exercise using the GARE framework. The committee was asked to think of 1-2 words based on the following questions.

1. Visualize: What do you see this committee doing?
2. Normalize: What can this committee do to normalize the urgency of problems and prioritize diversity, equity and inclusion?
3. Organize: What can this committee do to organize internally and externally?
4. Operationalize: What tools or resources are needed to push the work of the committee forward?



Draft- A

We ask important questions, have honest conversations, and help people trust their government. (RL – 5)

We reflect on current practices, identify gaps, and recommend bold, lasting improvements. (RL-8)



Draft B

We ask important questions, have honest conversations, and help people trust their government. (RL-5)

We ask tough questions, encourage honest dialogue, and help build trust between government and the people it serves. (RL – 8)



Draft C

We work with people and groups in the community to help the government listen and be more fair to everyone. (RL – 5)

We build partnerships with community members and organizations to make government more responsive and fair.
(RL-8)



Draft D

We do what's right, listen closely to others, and work quickly to help the government serve all people, not just a few. (RL-5)

We lead with integrity, listen with care, and act with urgency to make government truly serve everyone. (RL-8)

DRAFT ELIMINATION



Draft A

We ask important questions, have honest conversations, and help people trust their government. (RL – 5)

We reflect on current practices, identify gaps, and recommend bold, lasting improvements. (RL-8)

Draft B

We ask important questions, have honest conversations, and help people trust their government. (RL-5)

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We work with people and groups in the community to help the government listen and be more fair to everyone. (RL – 5)

We build partnerships with community members and organizations to make government more responsive and fair. (RL-8)

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We do what's right, listen closely to others, and work quickly to help the government serve all people, not just a few. (RL-5)

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VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, July 21, 2025

SECTION: Business

DEPARTMENT: Administration

CONTACT: Krystal Johnson, DEI Strategist

AGENDA ITEM: Presentation, discussion and recommendation on implementing the Equity in Events: Decision-Making Guide

PREVIOUS ACTION:

ISSUE SUMMARY:

The purpose of this agenda item is to walk the committee through an Equity in Events framework. This framework supports equitable and uniformed decision-making process for events.

The guide acts as a support to uniformity for events that the DEI committee either:

- Plan (Village event planned by the DE committee or staff)
- Volunteer (Any Village or community event that committee members are participating in)
- Support (Any Village or community event that the requires funding from the DEI committee or DEI committee's recommendation.

With this guide, committee members are able to include multiple stakeholders in the process including but not limited to:

- Elected Village of McFarland Official
- Community Organizations
- Community members
- Committees and Commission
- Staff
- Businesses

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:



ATTACHMENTS:

1. Equity in Events: Decision-Guide Reference Sheet
2. Equity in Events: Supporting Graphics

Equity in Events: Decision Making Guide Reference Sheet

Purpose of the Guide

This guide is designed to support the committee's goals of promoting education and awareness around diversity, equity, and inclusion, as well as thoughtful event planning. By providing a consistent toolkit, it helps ensure that decisions are made with equity in mind and that all events supported by the Village are welcoming and inclusive. It also serves as a foundation for future committees to build upon, supporting long-term alignment with Village goals.

How to Use This Guide

Use this document as a practical tool to help you navigate the guide and apply its principles. It will walk you through each section and show you how to put the framework into action.

Pework: Mindset Reset

This guide encourages a mindset shift that helps us use methods and best practices to support equitable decision-making in event planning and selection. The best five-step practices outlined here are designed to prepare participants to approach their research, questions, and decisions with clarity and consistency, ensuring fairness and inclusion throughout the process.

Mindset Reset

- a) DEIAB Pillars
 - a. Each pillar focuses on an area on DEIA that fosters belonging, which is the end results of application of DEIA principles. By applying theme filters to each pillar participants are resetting their mindset from event to event.
- b) Belonging in application
 - a. Belonging is a result of applied principles of DEIA, and it requires components of application to support mindset shifts.
- c) Equity to the Forefront
 - a. When planning, designing or organizing an event, it requires using multiple forms of communication to ensure equitable decision making. Using questions, feedback, intentionality and ensuring buy in is bringing equity to the forefront for event decision making.
- d) Universal Design and Resources
 - a. Using an universal design that is centered in equitable decision-making supports

participants with decision making. Universal design encompasses several facets of equity that is often shifted during the even planning phase.

- e) Using Equity tools throughout planning
 - a. Decision making through an equitable lens requires using tools and resources. Tools and checklist answer various questions that centered equity.

Equity in Events: Decision Making Guide

Checklist

There are 9 checklists that can be utilized when deciding whether to plan, support or fund an event. These checklists are designed to condense questions, processes and or support planning/decision making. Each checklist is designed to address components of diversity, equity, inclusion, accessibility and belonging.

Scoring Tool

The scoring tool offers a metric-based approach to decision-making, with a maximum score of 20 points. It serves as a collaborative resource, giving participants clear, quantitative support for their decisions.

Definitions: (will discuss any additional definitions staff missed)

Theme filter - allows users to filter options based on specific criteria within a process or application.

Universal Design - universal design (UD), according to the Center for Universal Design, “is the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design”

DEIA – Diversity, Equity, Inclusion, Accessibility.

- Diversity: Diversity means having different kinds of people in a group. One person isn't diverse, but they are special. Diversity is about the whole group and how people are different from each other. A team, a company, a family, a neighborhood, and a community can all be diverse. A person can bring different ideas, experiences, and qualities to a team, but they are still their own person.
- Equity: Equity means making sure everyone gets what they need to be successful. It's different from equality, which means treating everyone the same. Equity is about being fair and giving people the help they need based on their unique situations. It focuses on removing obstacles that have stopped some groups of people from fully participating.
- Inclusion: Inclusion means making sure everyone has a chance to join in and be part of

a group. It's not something that just happens because there are different kinds of people. We have to work hard and keep trying to make sure everyone feels welcome and important. Inclusion is about showing that everyone is a valued member of the team, organization, or community. We do this by always trying to include and share with others.

- **Accessibility**: Accessibility means being able to use things easily and effectively, no matter what your abilities are. It's about making sure everyone can interact with products, services, and information in a meaningful way.
 - o Here are some examples:
 - **Access**: You can find the building. **Accessibility**: There is a ramp to get into the building.
 - **Access**: You can visit the website. **Accessibility**: The website works well with screen readers.
 - **Access**: You can find a person to talk to. **Accessibility**: You can communicate with the person using an interpreter

Toolkit – a personal set of resources, abilities or skills. Used for making, repairing or managing something.

Mindset – An equity mindset is a balance between being assertive and helpful. When you have an equity mindset, you tend to assert your needs while responding to others' needs.

Think Universal Design –

Adopt the following Universal Design principles established by the Center for Universal Design to guide your design, planning, and organizing:

- ***Equitable use***. The design is useful and marketable to people with diverse abilities. For example, an event footprint designed so that it is accessible to everyone, including people who are blind or with limited vision.
- ***Flexibility in use***. The design accommodates a wide range of individual preferences and abilities. For example, an event that allows an audience member to choose to read or listen to a description of the contents.
- ***Simple and intuitive***. Use of the design is easy to understand, regardless of the individual's experience, knowledge, language, skills, or current concentration level. For example, equipment with control buttons with universal symbols or language.
- ***Perceptible information***. The design communicates necessary information effectively to the individual, regardless of ambient conditions or the individual's sensory abilities. For example, ensuring interpreter or translation services are available in addition to video captioning.

- *Tolerance for error.* The design minimizes hazards and the adverse consequences of accidental or unintended actions. For example, emergency management services are readily available in one easy-to-access or multiple locations.
- *Low physical effort.* The design can be used efficiently and comfortably, and with a minimum fatigue. For example, doors that automatically open or accessible ramps.
- *Size and space for approach and use.* The design provides size and space for approach, reach, manipulation, and use, regardless of the individual's body size, posture, or mobility. For example, accessible seating.

Application of Universal Design

- Making a product or an environment accessible to people with disabilities often benefits others.
- The process of UD requires a macro view of the application being considered as well as a micro view of subparts of the application.
- UD can be used in many different applications

Process of application:

1. Identify the application. Specify the product or environment to which you wish to apply universal design.
2. Define the universe. Describe the overall population (e.g., users of service), and then describe the diverse characteristics of potential members of the population for which the application is designed (e.g., students, faculty, and staff with diverse characteristics with respect to gender; age; size; ethnicity and race; native language; learning style; and abilities to see, hear, manipulate objects, read, and communicate).
3. Involve consumers. Consider and involve people with diverse characteristics (as identified in Step 2) in all phases of the development, implementation, and evaluation of the application. Also gain perspectives through diversity programs, such as the campus disability services office.
4. Adopt guidelines or standards. Create or select existing universal design guidelines/standards. Integrate them with other best practices within the field of specific application.
5. Apply guidelines or standards. Apply universal design in concert with best practices within the field, as identified in Step 4, to the overall design of the application, all subcomponents of the application, and all ongoing operations (e.g., procurement

processes, staff training) to maximize the benefit of the application to individuals with the wide variety of characteristics identified in Step.

6. Plan for accommodations. Develop processes to address accommodation requests (e.g., purchase of assistive technology, arrangement for sign language interpreters) from individuals for whom the design of the application does not automatically provide access.
7. Train and support. Tailor and deliver ongoing training and support to stakeholders (e.g., instructors, computer support staff, procurement officers, volunteers). Share institutional goals with respect to diversity and inclusion and practices for ensuring welcoming, accessible, and inclusive experiences for everyone.
8. Evaluate. Include universal design measures in periodic evaluations of the application, evaluate the application with a diverse group of users, and make modification.

Principles of Universal Design

1. Equitable use. The design is useful and marketable to people with diverse abilities. For example, a website that is designed to be accessible to everyone, including people who are blind, employs this principle.
2. Flexibility in use. The design accommodates a wide range of individual preferences and abilities. An example is a museum that allows visitors to choose to read or listen to the description of the contents of a display case.
3. Simple and intuitive. Use of the design is easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level. Science lab equipment with clear and intuitive control buttons is an example of an application of this principle.
4. Perceptible information. The design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities. An example of this principle is captioned television programming projected in noisy restaurants.
5. Tolerance for error. The design minimizes hazards and the adverse consequences of accidental or unintended actions. An example of a product applying this principle is

software applications that provide guidance when the user makes an inappropriate selection.

6. Low physical effort. The design can be used efficiently, comfortably, and with a minimum of fatigue. Doors that open automatically for people with a wide variety of physical characteristics demonstrate the application of this principle.

7. Size and space for approach and use. Appropriate size and space is provided for approach, reach, manipulation, and use regardless of the user's body size, posture, or mobility. A flexible work area designed for use by employees with a variety of physical characteristics and abilities is an example of applying this principle

Village of McFarland

Presentation, discussion and recommendation on implementing the Equity in Events: Decision-Making Guide

Equity in Events: Decision Making Guide

(official name undetermined)

Purpose: This guide is designed to support the committee goals of promoting education and awareness around diversity, equity, and inclusion, as well as thoughtful event planning.

Toolkit promotes:

- Consistency in decision making - aligning with the Village goal of welcoming and inclusive spaces
- resources that support evaluating events
- Foundation for future committee's

Background:

The guide acts as a support to uniformity for events that the DEI committee either:

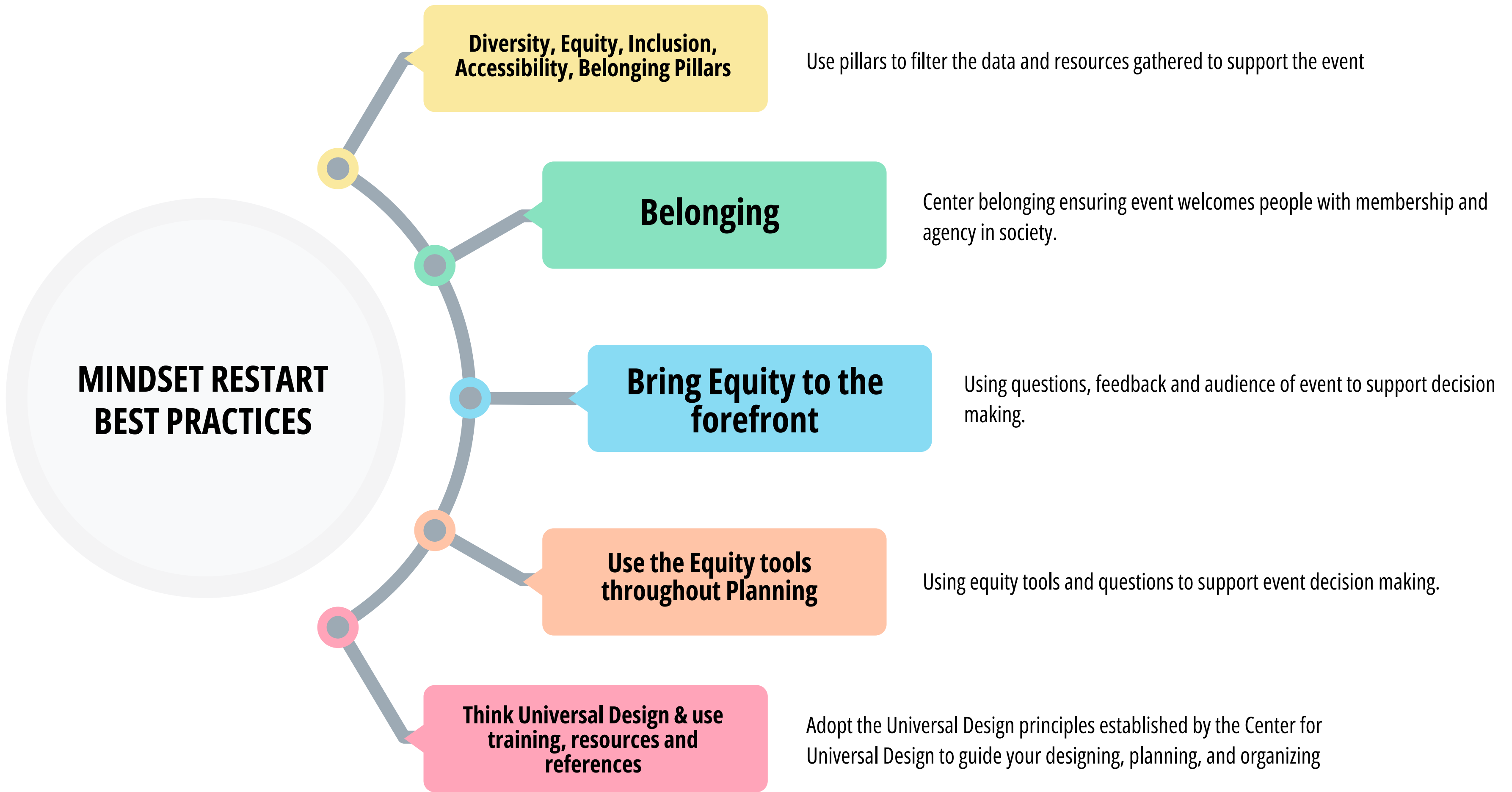
- Plan (Village event planned by the DE committee or staff)
- Volunteer (Any Village or community event that committee members are participating in)
- Support (Any Village or community event that the requires funding from the DEI committee or DEI committee's recommendation.

Equity in Events: Decision Making Guide

(official name undetermined)

Steps for the application of the guide:

1. Use reference sheet to support going through the Equity in Events: Decision Making Guide
2. Prework
 - a. Mindset Restart
 - i. Purpose: Approaching research, questions and decisions with clarity and consistency ensuring fairness and inclusion throughout the process
3. Select you preferred guide
 - a. Inclusive Planning Guide
 - b. Events Decision Making Scoring Tool
4. Utilize research and resources gained from the Mindset Reset to support decision making



MINDSET RESTART

BEST PRACTICES

Diversity, Equity, Inclusion, Accessibility, Belonging Pillars

Diversity

Acknowledgement and recognition of differences in identity and identity-based needs.

Equity

Fairness for all; bridging service gaps; providing equitable outcomes.

Inclusion

promoting belonging for everyone; all are welcome, supported, invited, and respected.

Access

Universal and inclusive design in infrastructure; transparency; equitable communication for everyone; dismantling the able-bodied framework.

Apply theme filters to each of these pillars before, after and during the event decision making process.

Example: Have I identified, researched and presented information that allows you to apply these pillars

MINDSET RESTART

BEST PRACTICES

Belonging in application is...



MINDSET RESTART

BEST PRACTICES

Equity to the forefront when designing, planning and organizing an event

Ask Questions

Communicate with stakeholders on equity within their event

Ask for feedback

Inquire members of group or audience of event as needed

Intentional lens

Using equity lens when discussing and making decision on event

Leadership

Leadership/stakeholder buy in

MINDSET RESTART

BEST PRACTICES

Think Universal Design & resources

Equitable Use

Design that is useful and marketable to people with diverse abilities

Flexibility in Use

Design accommodates a wide range of individual preferences and abilities.

Simple & Intuitive

Use of the design is easy to understand, regardless of the individual's experience, knowledge, language, skills, or current concentration level

Perceptible Information

The design communicates necessary information effectively to the individual, regardless of ambient conditions or the individual's sensory abilities

Tolerance for error

The design minimizes hazards and the adverse consequences of accidental or unintended actions.

Low physical effort

The design can be used efficiently and comfortably, and with a minimum of fatigue

Size & Space for approach & use

The design provides size and space for approach, reach, manipulation, and use, regardless of the individual's body size, posture, or mobility.

Resources

Utilize resources to support universal design

MINDSET RESTART

BEST PRACTICES

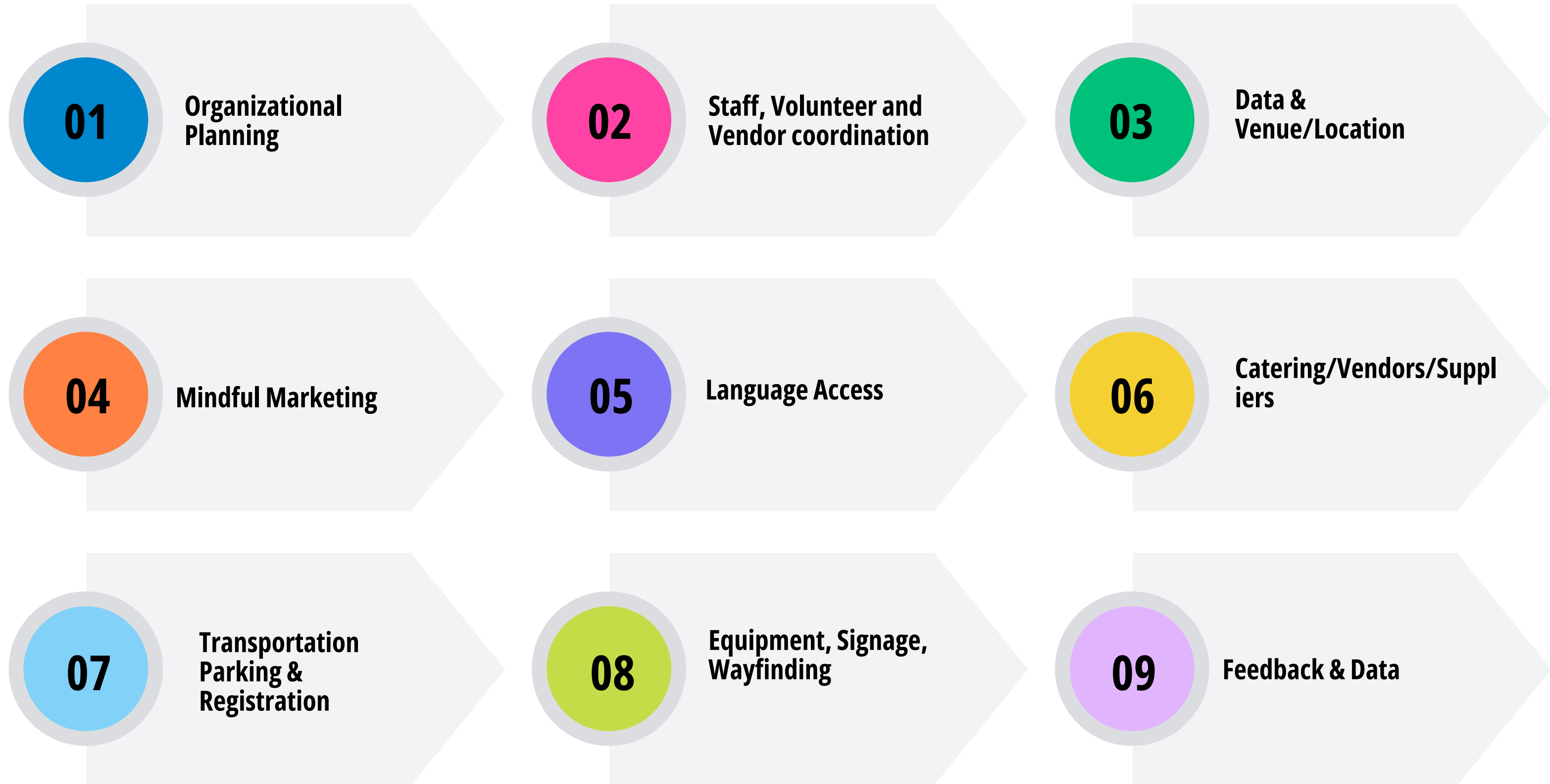
Using Equity tools throughout planning

Tools and checklist support the necessary questions

- Who is the key audience member of the event and what historically or routinely underrepresented populations will be present?
- How will the event directly impact their well-being?
- What gaps do those key audience members currently face?
- How will the event provide service to those underrepresented populations?
- What gaps or barriers does the event intend to address or close during its planning efforts?
- How will the event impact non-targeted populations and what measures will be used to mitigate those impacts?

Equity in Events: Decision making guide

Inclusive Planning Guide



Examples of Inclusive Planning Guide

EQUITY IN EVENTS CHECKLIST

ORGANIZATIONAL PLANNING

- Event organizing team - including board members, staff, and volunteers - reflects the community.
- Team forms a workgroup/committee to establish equity goals using data.
- Formal statement surrounding commitment to DEIA is established and shared.
- Funding opportunities are explored. Budget is allocated for language access services.

STAFF, VOLUNTEER, AND VENDOR COORDINATION

- Staff and vendors are trained on DEIA principles.
- Event schedule considers diverse needs (prayer times, breaks) of staff.
- Multiple channels are used to communicate schedule updates (announcements, screens, printed materials).
- Establish speakers available for language translation.

Examples of Inclusive Planning Guide

DATE & VENUE/LOCATION

- Time and date of event are set with attention to not impact religious or cultural days of observance.
- Venue has access accommodations or uses Universal Design practices.
- Venue staff represent diverse cultures.
- Location has adequate lighting and safety considerations. Decor is welcoming and non-intrusive.
- ADA and all gender restrooms are available or provided.
- Access includes clear sidewalks and aisleways.
- Location for quiet rooms, prayer spaces, and areas for nursing are identified.

MINDFUL MARKETING

- Event promotion and invitations target a diverse range of attendees and are distributed in multiple languages.
- Posters, flyers, and digital communications are made with attention to fonts and color contrast.
- Registration forms provide open opportunity to request accommodations for language, dietary, and accessibility needs.
- Access to language services is in all marketing materials.
- Website meets accessibility requirements.

VILLAGE OF MCFARLAND EVENTS DECISION-MAKING SCORING TOOL

The Village of McFarland strives to ensure equitable decision making in all processes. This tool supports request and creation of internal and external events. The events included are either planned, organized or hosted by the Village of McFarland. The use of Village resources to support such events for free or reduced price must be in alignment with the Villages mission, vision, goals, values and strategic priorities as approved by the Village board Trustee's.

The event decision-making tool below is designed to help the Village of McFarland boards, committees, commissions and staff evaluate request to determine when to support external and internal events and how to prioritize limited resources. The key factors within request have been divided into four interrelated sections: Accessibility and Residents First, Equity alignment with Values and Priorities, and internal capacity.

Results: If any area of the event request scores a one (1), meaning it does not meet any factors under consideration, the request yields a denied result. If scores are higher than two (2) but less than five (5) the criteria of the event should be evaluated with the event decision making guide best practices.

Add up the scores from each of the four areas of the request. Out of 20 possible points, the total score must be above (75%). Any score under 75% requires additional information from the organizer or staff. The information can be used to adjust the initial score.

Scoring

To use this event decision-making tool, score each area of the request on a scale from one to five.

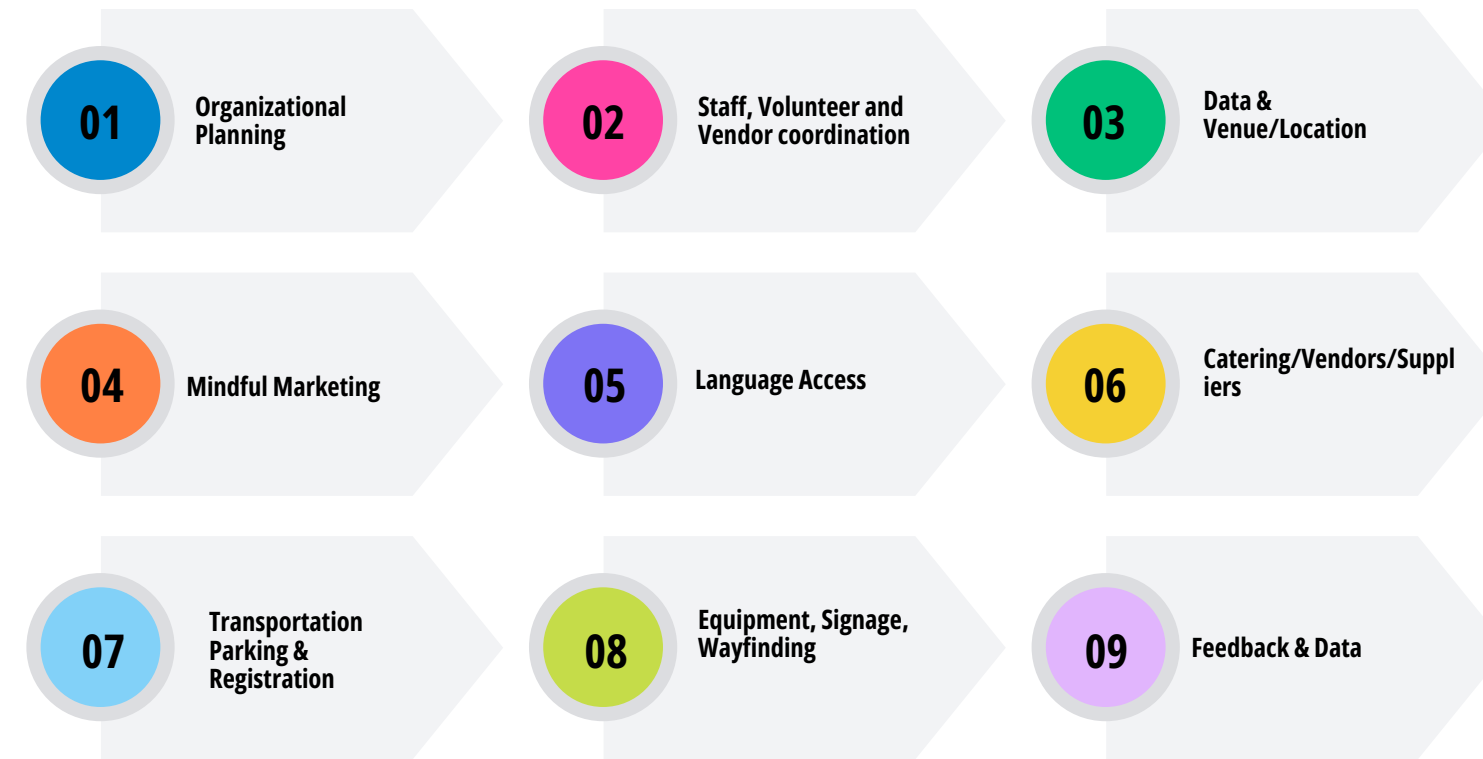
- 1 = Area of request does not meet any factors under consideration
- 2 = Area of request a few (less than half) of the factors of consideration.
- 3 = Area of request meets about half of the factors under consideration.
- 4 = Area of request meets most (more than half) of the factors under consideration
- 5 = Area of request meets all the factors under consideration

Area of Request	Factors Under Consideration	Score (From 1-5)
Accessibility & Residents First	<ul style="list-style-type: none"> • The extent to which the request: <ul style="list-style-type: none"> ◦ Is Free or low cost to attend - relative to event or services offered. ◦ Is open to the public or serve the public benefit. ◦ Has clear expectations and roles for the Village, host, sponsor(s) and others. ◦ Puts residents first: located in Village of McFarland or serves village residents 	
Equity	<ul style="list-style-type: none"> • The extent to which the request: <ul style="list-style-type: none"> ◦ Focuses on underserved residents and/or groups experiencing disparities. ◦ Promotes civic engagement, community engagement, sharing power with community and/or upward mobility of residents. ◦ Meets an identified gap or fulfills an existing need in department or the Village. 	
Alignment with Values & Priorities	<ul style="list-style-type: none"> • The extent to which the request <ul style="list-style-type: none"> ◦ Is aligned with the department's goals and priorities. ◦ Is aligned with Villages mission, vision, goals and values. ◦ Proposes innovative ideas or offers an opportunity to foster a meaningful relationship with new organizations or community members impacted by Village services (not required in the criteria but encouraged.) ◦ Confirms that it will NOT solely use partnership for donation or fundraising purposes. ◦ Confirms that it will NOT include campaign activities or serve political purposes. 	
Internal Capacity	<ul style="list-style-type: none"> • The extent to which the Village or team receiving the request: <ul style="list-style-type: none"> ◦ Has adequate staffing levels to meet the request. ◦ Has taken (or will take) necessary precautions to account for staff safety. ◦ Has available resources and/or funding for request (and is not duplicating funds/resources from other areas within the village). 	
Rational for Score		Total:

Equity in Events: Decision making guide Inclusive Planning Guide

When to use the Inclusive Planning Guide?

- Planning events
- Supporting an event



When to use the Scoring Tool?

- Volunteer
- Supporting

Area of Request	Factors Under Consideration	Score (From 1-5)
Accessibility & Residents First	<ul style="list-style-type: none"> • The extent to which the request: <ul style="list-style-type: none"> ◦ Is Free or low cost to attend - relative to event or services offered. ◦ Is open to the public or serve the public benefit. ◦ Has clear expectations and roles for the Village, host, sponsor(s) and others. ◦ Puts residents first: located in Village of McFarland or serves village residents 	
Equity	<ul style="list-style-type: none"> • The extent to which the request: <ul style="list-style-type: none"> ◦ Focuses on underserved residents and/or groups experiencing disparities. ◦ Promotes civic engagement, community engagement, sharing power with community and/or upward mobility of residents. ◦ Meets an identified gap or fulfills an existing need in department or the Village. 	
Alignment with Values & Priorities	<ul style="list-style-type: none"> • The extent to which the request: <ul style="list-style-type: none"> ◦ Is aligned with the department's goals and priorities. ◦ Is aligned with Villages mission, vision, goals and values. ◦ Proposes innovative ideas or offers an opportunity to foster a meaningful relationship with new organizations or community members impacted by Village services (not required in the criteria but encouraged.) ◦ Confirms that it will NOT solely use partnership for donation or fundraising purposes. ◦ Confirms that it will NOT include campaign activities or serve political purposes. 	
Internal Capacity	<ul style="list-style-type: none"> • The extent to which the Village or team receiving the request: <ul style="list-style-type: none"> ◦ Has adequate staffing levels to meet the request. ◦ Has taken (or will take) necessary precautions to account for staff safety. ◦ Has available resources and/or funding for request (and is not duplicating funds/resources from other areas within the village. 	
Rational for Score		Total:


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, July 21, 2025

SECTION: Business

DEPARTMENT: Administration

CONTACT: Krystal Johnson, DEI Strategist

AGENDA ITEM: Discussion on the Joint Village Board and DEI committee meeting

PREVIOUS ACTION:

ISSUE SUMMARY:

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

This meeting will help guide the Village Board in respect to DEI, during their strategic planning meetings.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None