

VILLAGE OF MCFARLAND

Diversity, Equity, and Inclusion Committee Minutes

Monday, November 17, 2025 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Chairperson Miguel Peña called the regular meeting of the Diversity, Equity, and Inclusion Committee to order at 6:00 PM in Community Room.

Members present: Miguel Peña, Kathy Annen, Monica Bruce (arrived at 6:15 pm), Mona Nelson, Kelly Thompson, Cyndi Jaye, Meghan Kelling-Shanks

Members not present: None.

Staff Present: Administrator Matt Schuenke and Communications Manager Melanie Camellia.

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. BUSINESS.

a. Discussion and Action on Planning Education and Awareness Campaigns for January 2026–June 2026.

Village Staff presented an updated memorandum to plan for education and awareness campaigns in January through June of 2026. The Committee reviewed this at its previous meeting as well looking at campaigns from 2025, discussing options for recognition, and considering what opportunities exist in the next year. Staff walked through the recommendation to help provide context and support around making selections within the various days, weeks, and months that were being considered. The Committee discussed each month helping to highlight different areas as noted. Village Staff will update the memo and bring to the meeting in December for acceptance in order for implementation to begin thereafter. No action was taken on this item.

b. Discussion and Action to make a recommendation to the Village Board regarding the Proposed Religious Holidays for 2026 Calendar.

Annually the Village chooses to recognize various religious holidays by aligning when they are recognized against when the Village schedules its public meetings. The Administrator presented a list from Dane County that is used as a resource to reconcile against our calendar to identify potential meeting conflicts and plan for their rescheduling. The Committee reviewed these dates and discussed the effect of enacting this plan. Following discussion, a motion was made by Peña, second by Annen, and carried by the DEI Committee to recommend approval of the proposed religious holidays for 2026 calendar. Motion carried 7 - 0 - 0.

c. Discussion and action to make a recommendation to the Village Board regarding an inventory of gender neutral public restrooms available through Village facilities.

The Village Board set a goal to inventory all of the public restrooms offered through our facilities that offer gender neutral restrooms. Staff reviewed our main facilities as well as what is provided in the park system to detail what they include. Where gender neutral was lacking, this is identified as well as general recommendations on how to add this amenity. The Parks and Recreation Committee will also review this report. Following discussion, a motion was made by Peña, seconded by Annen, to make a recommendation of approval to the Village Board regarding the inventory of gender neutral public restrooms available through Village facilities. Motion carried 7 - 0 - 0.

d. 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)

None.

4. SCHEDULE NEXT MEETING DATE.

a. Monday, December 15, 2025 at 6:00 pm.

5. ADJOURNMENT.

Motion by Peña, second by Annen, to adjourn at 7:10 pm.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin board in accordance with Open Meetings Law.

Respectfully submitted,
Matthew G. Schuenke
Village Administrator