

# EIAC Meeting

Equity & Inclusion Advisory Committee

Date | Time 4/17/2025 1:00 PM | Location Microsoft Teams

<b>Meeting called by:</b>	Tracie Ruether
<b>Type of Meeting:</b>	Virtual
<b>Co-Chairs:</b>	Tracie Ruether
	Shel'rie Wilson
<b>Resource Sponsors:</b>	Tonja Hesselberg
	Jessica Spangler
<b>Subject Matter Expert (SME)</b>	Benson, Katie HR Recruitment
<b>Executive Liaison:</b>	Tifene Brown
<b>Time Keeper:</b>	Kari Ives

<b>Members:</b>	<b>Attendance:</b>	
	Present	Excused
Baumgart, Zachary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Benson, Katie	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Blechinger, Kellie	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bowen, Varnisha	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carr, Sarah	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ives, Kari	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kragness, Amanda	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marek, Jennifer	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Richards, Jason	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ross, Camille	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ruether, Tracie	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Svitavsky, Jim	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wilson, Shel'rie	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Additional Attendees:</b>		
Brown, Tifene	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hesselberg, Tonja	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Spangler, Jessica	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Wisconsin's open meetings law provides that “the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of governmental business.”  
Wis. Stat. § 19.81(1).

## Agenda Items

Call to Order	Tracie	5 Minutes
Roll Call	Kari	5 Minutes
Ice Breaker	Tracie	5 Minutes
Quarterly Reports	Tracie	15 minutes
Checking in with DAI, DCC, DJC	Tifene and Tracie	10 minutes
Continue discussion regarding Strategic Plan	All	30 minutes
Report form review	Tracie	20 minutes

## Notes:

Ice Breaker	Tracie did the ice breaker today and Amanda will do it in May.
Quarterly Reports	Reviewed the quarterly report and were the information is gathered from. No one had questions and think the form works well.

<p>Checking in with DAI (Department of Adult Institutions), DCC (Department of Community Corrections, and DJC (Department of Juvenile Corrections)</p>	<p>Tifene spoke the DJC administration to find someone to be on EIAC as there is not representation from this division at this time.</p> <p>Tifene will also look into the number of people in each division that is needed for the committee.</p>
<p>Continue discussion regarding Strategic Plan</p>	<p>Reviewed the section on Retention.</p> <p>Policy &amp; Review Committee is working on getting feedback on top 5 policies they should work on, looking at ERG (Employee Resource Groups) at Waupun and creating a manual on how to start one up in other areas.</p> <p>Assessment and Evaluation – working on analyzing the focus study and asked EIAC member to look at the hiring and applicant data that was emailed earlier this week for input.</p> <p>Engagement discussed exit interviews, process of how they are done, where to get the information, and that BTM (Bureau of Technology Management) is working on a way that employees that don't have access to the DOC website after leaving can access the exit interview. Also, they will be having a Lunch and Learn in May on Psychological Safety.</p> <p>Education and Training – researched diversity training and working with Peer Support program to come up with something.</p> <p>Next month will review culture section</p>
<p>Report form review</p>	<p>This was discussed earlier under quarterly reports</p>
<p>Adjournment</p>	<p>Motion made by Zach and second by Jim. All were in favor and ended at 2:06 pm.</p>

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