

EIAC Meeting

Equity & Inclusion Advisory Committee

Date | Time 7/17/2025 1:00 PM | **Location** Microsoft Teams

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

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).

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

Agenda Items

Call to Order	Shel'rie	2 minutes
Roll Call	Kari	3 minutes
Ice Breaker	Shel'rie	5 minutes
Strategic Plan	Melissa	20 minutes
Focus and Function Statements	All	25 minutes
Quarterly Report	All	20 minutes
Resolution	Tifene	15 minutes

Notes:

Call to Order	Shel'rie called meeting to order at 1:00 pm
Ice Breaker	If you could have any job for a week, what would you do?
Strategic Plan	<p>Assessment & Evaluation ad-hoc: Discussed ways this ad-hoc could assist other committees with data and surveys in the following areas:</p> <ul style="list-style-type: none">• Recruitment• Retention• ERG(s)• Culture & climate <p>Please use the email for the research team to place a request to assist with potential survey or data.</p>

Focus and Function Statements	<p>Reviewed the focus & function statement from each ad-hoc. The committee agreed to revise first drafts based on suggested edits. Each statement should be a high-level focus statement listed as a short paragraph. The function should consist of bullet points describing specific tasks.</p> <p>The committee agreed to have each ad-hoc statement formatted as stated above.</p> <p>EIAC will review the statements at the next all EIAC meeting in August.</p>
Quarterly Report	Reviewed updates from each ad-hoc and EI strategic planning tracking sheet.
Resolution	The leadership team acknowledges the dedication and effort of the Equity & Inclusion Advisory Committee (EIAC) and appreciates the commitment to creating a more equitable and inclusive workplace within the Wisconsin Department of Corrections. However, following leadership review, a few important considerations and procedural corrections need to be shared to strengthen future policy-related recommendations which will be discussed with the Policy & Committee Review ad-hoc during their next meeting.
End of Meeting	2:32 pm

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