

EIAC Meeting

Equity & Inclusion Advisory Committee

Date | Time 8/21/2025 1:00 PM | **Location** Microsoft Teams

Meeting called by:	Kari
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"/>
Blechinger, Kellie	✓	<input type="checkbox"/>
Benson, Katie	✓	<input type="checkbox"/>
Bowen, Varnisha	<input type="checkbox"/>	✓
Carr, Sarah	✓	<input type="checkbox"/>
Ives, Kari	✓	<input type="checkbox"/>
Kragness, Amanda	✓	<input type="checkbox"/>
Marek, Jennifer	<input type="checkbox"/>	✓
Richards, Jason	✓	<input type="checkbox"/>
Ross, Camille	<input type="checkbox"/>	✓
Ruether, Tracie	✓	<input type="checkbox"/>
Svitavsky, Jim	<input type="checkbox"/>	✓
Wilson, Shel'rie	<input type="checkbox"/>	✓
Additional Attendees:		
Brown, Tifene	✓	<input type="checkbox"/>
Hesselberg, Tonja	✓	<input type="checkbox"/>
CTC Director (vacant)	<input type="checkbox"/>	✓

Agenda Items

Call to Order	Kari	2 minutes
Roll Call	Kari	3 minutes
Ice Breaker	Kari	5 minutes
Finalized Focus and Function Statements to be submitted	All	40 minutes
Quarterly Report	All	20 minutes
Ad-hoc Updates	All	20 minutes

Notes:

Call to Order	Meeting called to order at 1:03 pm by Kari
Ice Breaker	What do you utilize at work to keep you focused?
Finalized Focus and Function Statements to be submitted	Each ad-hoc should finalize the focus & function statements by August 29, 2025. Once completed please email the document to Tifene. Tifene will be presenting the statements to the Executive Team September 9, 2025.

Quarterly Report	<p>The quarterly report will be revised to focus on tasks completed towards the Equity & Inclusion (E&I) plan by each ad-hoc to simplify the report. Quarterly report needs to be sent to executive leadership no later than 2 weeks after the end of the quarter.</p> <p>Please continue to update progress on the E&I plan goals utilizing the excel document.</p>
Ad-hoc Updates	<p>Assessment & Evaluation - reviewing the E&I plan to see where they can assist other ad-hoc(s).</p> <p>Education & Training – Reviewing current training offerings for supervisors. Will focus on promoting trainings regarding accountability in the work place.</p> <p>Investigating how to efficiently develop peer coaching focused on E&I.</p> <p>Engagement – Lunch and learn will be held on September 20, 2025 on the family caregiver experience and navigating Alzheimer/dementia resources. This session will be presented by “Badger Talks” presenter, Jody Krainer, MSW, LCSW, MBA.</p> <p>This session will be open to all DOC employees as well as other state agencies.</p> <p>Marketing & Communications – Finalizing the function and focus statement.</p> <p>Will also assist with promoting Lunch and Learn and other upcoming events.</p> <p>Policy & Committee Review – Will continue to have quarterly meetings with HR Director of the Department of Administration to collaborate review of agency policies. Reminder from Tonja regarding HR policies location on the MyDoc page as well as her assistance when needed.</p>
End of Meeting	1:46 pm

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