

# EIAC Meeting

Date | Time 09/03/2020 12:30 PM | Location Zoom

Meeting called by	Bradley Everson	Attendees:		
Type of meeting	EIAC Meeting	<u>Members</u>	<u>Present</u>	<u>Excused</u>
Facilitators	Bradley Everson	Adams, Kelsey	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Tonja Hesselberg	Baumgart, Zachary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Note taker	Demi Abbott-Wiemann	Butcher, Shannon	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Timekeeper	Beverly Pickering-Reyna	Chase, Daisy	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Clemmons, Dionna	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Everson, Bradley	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Hesselberg, Tonja	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Ives, Kati	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Krombos, Paul	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Morris, Brandon	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Pickering-Reyna, Beverly	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Ruether, Tracie	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Schoormann, Rebecca	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Thao, Melina	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Zingsheim, Angela	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Agenda Items

Topic	Presenter	Time allotted
<input type="checkbox"/> Welcome	Bradley Everson	5 Minute
<input type="checkbox"/> EIAC Plan	Bradley Everson Tonja Hesselberg	1 Hour 20 Minutes
<input type="checkbox"/> Wrap Up	All Participants	5 Minute

## Notes

**Welcome:** Welcome to Jennifer Marek, new committee member. Daisy and Tracie not present today. Demi Abbott-Wiemann taking notes today.

**EIAC Plan:** All state agencies have a similar format. Not all the goals and strategies are the same but the formatting matches what other agencies have. Transferred everything into the plan document. We changed the training subcommittee that had their own sheet formed had to be incorporated into culture. Goals and strategies were not changed.

Made sure everyone got a copy of the document. Going through each page to make recommendations or review. Shannon: Not everything in the table of contents is in the content. Last three things I didn't see either. The last three. Tonja to get clarification on that. Monique stated her page is not on page 3 of the document. Tonja updating the titles and names. Tonja asked if all Ad hoc members are listed. Is Communication Office the correct terminology? It's the Office of Public Affairs.

Commitment letter tweaks. Sex includes not just gender but also gender identity and sexual orientation. Most the things in here, we have to keep in here because DPM has given us this. That particular area we cannot change. Shannon stated she can't make sense of the Appendix 1 because it doesn't link back to the page of contents. There are quite a few opportunities to link back to the acronyms. Make sure Equity and Inclusion Acronym is consistent. Zach prefers E&I. Adding contractor language. ED5 definition of "employee" includes contracted workers. Tonja to copy and paste that definition into the plan.

Adding Jared Hoy to the meeting. Vote on preferred terms or create and share our definitions of those terms - Define Equity and Inclusion. Not sure if the group has come up with definitions for those terms, maybe if it's not done this is helpful. Response needed by September 8<sup>th</sup>, 2020. Response to DPM needed by Tuesday. Maybe this can be done via email by the committee or look at it on this call now to go over the definitions and vote on one. Going to incorporate the current definitions and then ask the group what they recommend. Tonja to schedule a quick meeting next Tuesday.

Tonja updating the employment opportunity section. Tonja is using the two signatures that are standard with each agency. The footer says Bureau of Equity and Inclusion but should it be Department of Corrections? Any other suggestions through page 5? They are labeled as appendix at the top but are now labeled as part of the document so the appendix page can go away.

Brandon left the meeting because he had another obligation. Tonja stated she will be sending the plan next Tuesday at the earliest by the end of the day if he has anything else to add.

Fixing acronyms on pages 6, 7 and 8. Tonja stated this will be reviewed numerous times and then come back to us. Shannon asked if we need a full header every time. Shannon point out the second bullet under recruitment goals and suggested updating a definition of "underutilized". Beverly clarified the term has taken over the term "underrepresented" within employment. Tonja to leave it in there for now and but will be reviewed. Angie mentioned trans persons not being counted/measured in underrepresented groups. Shannon stated are we creating self-imposed limitations in not including all underrepresented groups in this goal. Shannon stated we don't need to decide "how" now, they are not immediate goals. Rebecca states it is an attainable goal but we don't have control over the definitions, DOA holds the keys to tracking it. Rebecca states PeopleSoft doesn't have a field for sexual orientation or gender orientation? Shannon asks why we aren't leaving that as an option. Tonja suggested we include other marginalized groups in the wording. It might take an advocate who is part of the software to add those fields. Use of "social majority groups" wording. Page 8 retention goal, separate into two separate goals. Discussion on how to word the goals in the retention section.

Tonja inquired if anyone can stick around longer or not for the meeting as it is going over.

Agency culture, discussion about training. Rewording of the goal to reflect a respectful culture. Discussing a training goal, as they had strategies written up but no goal. Jacob stated the goal is promoting a respectful culture. Empower the EIAC to act as an organizing body for all EIAC efforts. You get to the goal through training – training doesn't have to be a second goal per Shannon. Culture is incredibly broad – it's not something you can touch or feel you just know it.

Tonja stated we need to make sure we have an inclusive representation on committee. Need to make sure we have diversity on our committees, if we don't we should be reaching out to recruit committee members. Reorganize when necessary.

Increase applicant data annually, the goal to increase applicants from a diverse background by 2%. Tonja to change the goal date to 2023.

Shannon asked if we should we change staffing section to BHR? Tonja stated keep staffing section as they attend the recruitment fairs.

Request to shade the recruitment work plan headers differently.

Shannon asked whether the training center would be doing the resume training. Tonja stated that BHR Staffing would. Rebecca stated most of it would be online training.

**Wrap Up:**

Tonja to schedule the next meeting on Tuesday to continue the review of the plan. Tonja to schedule two meetings in total before the plan is submitted. Rebecca to schedule a recruitment subcommittee meeting next Tuesday for one hour. Everyone was thanked for their hard work.

Special notes: **Thank you for your great dedication and hard work to this worthwhile effort!**

“Every human has the instinct and capacity for leadership, but most do not have the courage or will to cultivate it.”

-Myles Munroe

**Meeting Contact Info:**

TONJA HESSELBERG is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android: <https://doc-wi.zoom.us/j/3619661806?pwd=SGUzd3VoZmVESjNTTnlydlFhd00zZz09>

Password: 4gtoJ6

Or Telephone:

Dial:

+1 206 337 9723

+1 213 338 8477

USA 8883634734 (US Toll Free)

Conference code: 549662

Find local AT&T Numbers:

<https://www.teleconference.att.com/servlet/glbAccess?process=1&accessNumber=2063379723&accessCode=549662>

Or an H.323/SIP room system:

H.323:

162.255.37.11 (US West)

162.255.36.11 (US East)

115.114.131.7 (India Mumbai)

115.114.115.7 (India Hyderabad)

213.19.144.110 (Amsterdam Netherlands)

213.244.140.110 (Germany)

103.122.166.55 (Australia)

149.137.40.110 (Singapore)

64.211.144.160 (Brazil)

69.174.57.160 (Canada)

207.226.132.110 (Japan)

Meeting ID: 361 966 1806

Password: 829543

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