



**VIRTUAL/TELECONFERENCE
ACTION PLAN COMMITTEE
Virtual, 4822 Madison Yards Way, Madison, WI 53705
Contact: Melinda Boyle-Prior, (608) 266-2112
April 3, 2026**

The following agenda describes the issues that the Committee plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Committee.

AGENDA

11:00 AM

CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1)**
- B. Introductions, Announcements, and Recognition**
- C. Administrative Matters**
 - 1) 2026 Meeting Dates (2)**
- D. Action Plan Creation – Discussion and Consideration (3-20)**
- E. Action Plan Officer or Equity and Inclusion Officer Update**
- F. Public Comments**

ADJOURNMENT

NEXT MEETING: APRIL 10, 2026

MEETINGS ARE OPEN TO THE PUBLIC AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held virtually unless otherwise indicated. In-person meetings are typically conducted at 4822 Madison Yards Way, Madison, Wisconsin, unless an alternative location is listed on the meeting notice. In order to confirm a meeting or to request a complete copy of the agenda, please visit the Department website at <https://dps.wi.gov>. The body may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of any agenda item may be changed by the body for the convenience of the parties. Requests for interpreters for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer or reach the Meeting Staff by calling 608-267-7213.

ACTION PLAN COMMITTEE
2026 Meeting Dates

Meeting Date	Start time	Location	Agenda Item Deadline
Friday, April 3, 2026	11:00 AM	Virtual	3/24/2026
Friday, April 10, 2026	11:00 AM	Virtual	3/31/2026
Friday, April 17, 2026	11:00 AM	Virtual	4/8/2026
Friday, April 24, 2026	11:00 AM	Virtual	4/15/2026
Friday, May 1, 2026	11:00 AM	Virtual	4/22/2026

State of Wisconsin
Department of Safety and Professional Resources
Recruitment and Retention Action Plan
July 1, 2026 – June 30, 2028

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Acknowledgement

I have reviewed and I approve this Recruitment and Retention Action Plan. I endorse the goals outlined in the plan and I am committed to supporting implementation of this plan. I affirm Department of Safety and Professional Resources is committed to ensuring equal employment opportunity, freedom from discrimination, and affirmative action in compliance with state laws and policies as well as federal laws.

Appointing Authority

Name: Click to enter Appointing Authority name.

Title: Click to enter Appointing Authority title.

Date:

Signature:

DPM Administrator

Name: Click to enter DPM Administrator name.

Title: Click to enter DPM Administrator title.

Date:

Signature:

DRAFT

Agency Roles and Responsibilities

Agency Appointing Authority

- Communicates direction and vision to agency leadership, encouraging their involvement in and commitment to the agency's action plan.
- Appoints agency action plan advisory committee members and an agency action plan officer.
- Reviews and approves the agency's action plan.
- Seeks advice from the agency's action plan advisory committee on related topics and issues.
- Provides support and resources to facilitate implementation of plan goals and actions.

Name: [Click to enter Appointing Authority name.](#)

Title: [Click to enter Appointing Authority title.](#)

Email: [Click to enter Appointing Authority email.](#)

Agency Action Plan Officer

Agency action plan officers are agency employees designated by the agency appointing authority to serve as a designated point of contact and project manager for the agency's action plan.

Duties may include:

- Guiding action plan development, including engaging stakeholders outside the agency's action plan advisory committee.
- Leading action plan implementation, including ensuring a communications plan is developed and executed.
- Monitoring action plan enactment and progress, including coordinating activities required by the action plan and ensuring action plan goals are met in a timely manner or are updated appropriately if conditions shift.
- Communicating with agency leadership and employees to provide updates on action plan activities and status.

Name: [Click to enter action plan officer names.](#)

Title: [Click to enter action plan officer titles.](#)

Email: [Click to enter action plan officer emails.](#)

Agency Action Plan Advisory Committee

An agency's action plan advisory committee is a group of agency employees selected by the appointing authority to lead the action plan development and implementation process.

Duties may include:

- Creating the agency's action plan, including soliciting feedback from other agency employees to inform the development process.
- Launching the agency's action plan, including a communications plan to ensure all agency employees are made aware of the plan's goals.
- Implementing the agency's action plan, including continued communications with agency employees to share information and solicit participation in goal-related activities.
- Advising agency leadership on programming related to action plan activities.

Names: Click to enter committee member names.

Titles: Click to enter committee member titles.

Emails: Click to enter committee member emails.

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Workforce Analysis

Agency Overview

- Total Employee Count: 284
 - Permanent Classified Employee Count: 223
 - Full-Time Equivalent (FTE) Total: 222.89
- Average Years of State Service: 8
- Average Age: 48
- Average Hourly Pay Rate: \$35.83
- Median Hourly Pay Rate: \$36.55
- Vacancy Rate: 4.3%
- Turnover Rate: 5.9%
- Proportion of Fair Labor and Standards Act (FLSA) Eligible Employees: 56.5%
- Proportion of “Protective” Occupation Employees: 0%
- Proportion of Executive/Management Employees: 4.48%
- Proportion of Supervisory (Non-management/Executive) Employees: 5.83%

Recruitment Data

Table 1: Applicant and Hire Data by Gender

Gender	Applicant Count	Applicant Proportion	Hire Count	Hire Proportion
Male	271	43.15%	7	43.75%
Female	339	53.98%	9	56.25%
Not Indicated	18	2.87%	N/A	N/A

Table 2: Applicant and Hire Data by Race and Ethnicity

Race and Ethnicity	Applicant Count	Applicant Proportion	Hire Count	Hire Proportion
American Indian or Alaskan Native	2	0.32%	0	0%
Asian	44	7.01%	0	0%
Black or African American	39	6.21%	0	0%
Hispanic or Latino	41	6.53%	2	12.5%
Native Hawaiian or Pacific Islander	1	0.16%	0	0%
Two or More Races	17	2.71%	0	0%
White	467	74.36%	13	81.25%
Not Indicated	17	2.71%	1	6.25%

Table 3: Applicant and Hire Data by Disability Status

Disability Status	Applicant Count	Applicant Proportion	Hire Count	Hire Proportion
Disabled	114	18.15%	3	18.75%
Severely Disabled	N/A	N/A	0	0%
Not Indicated	514	81.85%	13	81.25%

Table 4: Applicant and Hire Data by Wisconsin Works (W-2) Status

Wisconsin Works (W-2) Status	Applicant Count	Applicant Proportion	Hire Count	Hire Proportion
Eligible for W-2	17	2.71%	0	0%
Enrolled in W-2	N/A	N/A	0	0%

Table 5: Applicant and Hire Data by Veteran Status

Veteran Status	Applicant Count	Applicant Proportion	Hire Count	Hire Proportion
Veteran	40	6.37%	3	18.75%
Disabled Veteran	19	3.03%	1	6.25%
Not Indicated	588	93.63%	13	81.25%

Employee Data

Table 6: Agency Gender Compared to the Labor Market and State Population

Gender	Agency Count	Agency Proportion	Wisconsin Labor Market	Wisconsin Population
Male	122	53.51%	51.9%	50.1%
Female	106	46.49%	47.5%	49.9%
Not Indicated	N/A	N/A	N/A	N/A

Table 7: Agency Race and Ethnicity Compared to the Labor Market and State Population

Race and Ethnicity	Agency Count	Agency Proportion	Wisconsin Labor Market	Wisconsin Population
American Indian or Alaskan Native	1	0.44%	1.3%	1.2%
Asian	6	2.63%	2.9%	3.5%
Black or African American	3	1.32%	4.8%	6.7%
Hispanic or Latino	10	4.39%	7.0%	8.4%
Native Hawaiian or Pacific Islander	0	0%	0.04%	0.1%

Race and Ethnicity	Agency Count	Agency Proportion	Wisconsin Labor Market	Wisconsin Population
Two or More Races	5	2.19%	5.5%	2.4%
White	197	86.4%	83.3%	86.1%
Not Indicated	6	2.63%	N/A	N/A

Table 8: Agency Disability Status Compared to the Labor Market and State Population

Disability Status	Agency Count	Agency Proportion	Wisconsin Labor Market	Wisconsin Population
Disabled	41	17.98%	5.7%	8.7%
Severely Disabled	2	0.88%	N/A	N/A
Not Indicated	187	82.02%	94.1%	91.3%

Table 9: Agency Veteran Status Compared to the Labor Market and State Population

Veteran Status	Agency Count	Agency Proportion	Wisconsin Labor Market	Wisconsin Population
Veteran	17	7.46%	4.6%	5.0%
Disabled Veteran	8	3.51%	N/A	N/A
Not Indicated	211	92.54%	95.4%	95.0%

Table 4: Agency Employee Age Compared to the Labor Market and State Population

Age	Agency Count	Agency Proportion	Wisconsin Labor Market	Wisconsin Population
Under 20	0	0%	N/A	20.8%
20 – 29 years old	13	5.7%	N/A	13.0%
30 – 39 years old	45	19.74%	N/A	12.9%
40 – 49 years old	57	25%	N/A	12.2%
50 – 59 years old	71	31.14%	N/A	11.8%
60 plus years old	42	18.42%	N/A	29.9%

Table 5: Agency Years of Service Compared to the Labor Market and State Population

Years of Service	Agency Count	Agency Proportion	Wisconsin Labor Market	Wisconsin Population
0 – 4 years	92	40.35%	N/A	N/A
5 – 9 years	67	29.39%	N/A	N/A
10 – 14 years	33	14.47%	N/A	N/A
15 – 19 years	9	3.95%	N/A	N/A
20 – 24 years	4	1.75%	N/A	N/A
25 – 29 years	14	6.14%	N/A	N/A
30 – 35 years	7	3.07%	N/A	N/A
More Than 35 years	2	0.88%	N/A	N/A

Table 6: Agency Separation Status Compared to the Labor Market and State Population

Separation Status	Agency Count	Agency Proportion	Wisconsin Labor Market	Wisconsin Population
Voluntary	8	3.59%	N/A	N/A
Involuntary*	1	0.45%	N/A	N/A
Retirement	4	1.79%	N/A	N/A

*Involuntary separations include employer separations, employee death, and medical separations.

Table 7: Agency Retirement Eligibility Compared to the Labor Market and State Population

Retirement Eligibility	Agency Count	Agency Proportion	Wisconsin Labor Market	Wisconsin Population
Immediate	18	7.89%	N/A	N/A
Within 5 years	52	22.81%	N/A	N/A
Within 10 years	82	35.96%	N/A	N/A
More than 10 years	146	64.04%	N/A	N/A

Geographic Data

Table 8: Agency Employee Work and Home Location by County

County	# of Employees Headquartered in County	Proportion of Employees Headquartered in County	# of Employees Residing in County	Proportion of Employees Residing in County
Adams	0	0%	0	0%
Ashland	0	0%	0	0%

County	# of Employees Headquartered in County	Proportion of Employees Headquartered in County	# of Employees Residing in County	Proportion of Employees Residing in County
Barron	2	0.9%	2	0.9%
Bayfield	2	0.9%	2	0.9%
Brown	17	7.62%	8	3.59%
Buffalo	0	0%	0	0%
Burnett	0	0%	0	0%
Calumet	0	0%	1	0.45%
Chippewa	1	0.45%	1	0.45%
Clark	0	0%	0	0%
Columbia	0	0%	6	2.69%
Crawford	1	0.45%	1	0.45%
Dane	147	65.92%	110	49.33%
Dodge	1	0.45%	2	0.9%
Door	1	0.45%	1	0.45%
Douglas	1	0.45%	1	0.45%
Dunn	0	0%	0	0%
Eau Claire	1	0.45%	1	0.45%
Florence	0	0%	0	0%
Fond du Lac	2	0.9%	2	0.9%
Forest	0	0%	0	0%
Grant	1	0.45%	2	0.9%
Green	0	0%	1	0.45%
Green Lake	0	0%	0	0%
Iowa	0	0%	2	0.9%
Iron	0	0%	0	0%
Jackson	0	0%	1	0.45%
Jefferson	1	0.45%	5	2.24%
Juneau	0	0%	0	0%
Kenosha	0	0%	0	0%
Kewaunee	0	0%	0	0%
La Crosse	11	4.93%	6	2.69%
Lafayette	0	0%	0	0%
Langlade	0	0%	0	0%
Lincoln	0	0%	0	0%
Manitowoc	0	0%	0	0%
Marathon	2	0.9%	2	0.9%
Marinette	0	0%	0	0%
Marquette	1	0.45%	1	0.45%

County	# of Employees Headquartered in County	Proportion of Employees Headquartered in County	# of Employees Residing in County	Proportion of Employees Residing in County
Menominee	0	0%	0	0%
Milwaukee	0	0%	6	2.69%
Monroe	0	0%	0	0%
Oconto	0	0%	2	0.9%
Oneida	0	0%	1	0.45%
Outagamie	0	0%	1	0.45%
Ozaukee	0	0%	0	0%
Pepin	1	0.45%	1	0.45%
Pierce	0	0%	0	0%
Polk	1	0.45%	1	0.45%
Portage	0	0%	0	0%
Price	0	0%	0	0%
Racine	0	0%	0	0%
Richland	0	0%	0	0%
Rock	0	0%	8	3.59%
Rusk	0	0%	0	0%
St. Croix	1	0.45%	1	0.45%
Sauk	0	0%	5	2.24%
Sawyer	2	0.9%	2	0.9%
Shawano	0	0%	4	1.79%
Sheboygan	2	0.9%	2	0.9%
Taylor	1	0.45%	1	0.45%
Trempealeau	0	0%	1	0.45%
Vernon	2	0.9%	3	1.35%
Vilas	1	0.45%	1	0.45%
Walworth	1	0.45%	2	0.9%
Washburn	0	0%	0	0%
Washington	0	0%	2	0.9%
Waukesha	12	5.38%	8	3.59%
Waupaca	0	0%	1	0.45%
Waushara	1	0.45%	1	0.45%
Winnebago	2	0.9%	4	1.79%
Wood	2	0.9%	2	0.9%
Out of State	2	0.9%	5	2.24%

Trends in Employee Data

Table 9: Changes in Gender Over Time

Gender	Count of One-Year Employee Change	Proportion of One-Year Employee Change	Count of Three-Year Employee Change	Proportion of Three-Year Employee Change
Male	(+4)	(+1.3%)	(+13)	(+3.5%)
Female	(-2)	(-1.3%)	(-3)	(-3.5%)
Not Indicated	N/A	N/A	N/A	N/A

Table 10: Changes in Race and Ethnicity Over Time

Race and Ethnicity	Count of One-Year Employee Change	Proportion of One-Year Employee Change	Count of Three-Year Employee Change	Proportion of Three-Year Employee Change
American Indian or Alaskan Native	(0)	(0%)	(0)	(0%)
Asian	(+1)	(+0.4%)	(+4)	(+1.7%)
Black or African American	(0)	(0%)	(-3)	(-1.4%)
Hispanic or Latino	(+2)	(+0.8%)	(+1)	(+0.3%)
Native Hawaiian or Pacific Islander	(0)	(0%)	(0)	(0%)
Two or More Races	(0)	(0%)	(+2)	(+0.8%)
White	(-3)	(-2.1%)	(+3)	(-2.6%)
Not Indicated	(+2)	(+0.9%)	(+3)	(+1.3%)

Table 11: Changes in Disability Status Over Time

Disability Status	Count of One-Year Employee Change	Proportion of One-Year Employee Change	Count of Three-Year Employee Change	Proportion of Three-Year Employee Change
Disabled	(+2)	(+0.7%)	(+5)	(+1.5%)
Severely Disabled	(-1)	(-0.5%)	(-3)	(-1.4%)
Not Indicated	(0)	(-0.7%)	(+5)	(-1.5%)

Table 12: Changes in Veteran Status Over Time

Veteran Status	Count of One-Year Employee Change	Proportion of One-Year Employee Change	Count of Three-Year Employee Change	Proportion of Three-Year Employee Change
Veteran	(+3)	(+1.3%)	(+4)	(+1.5%)
Disabled Veteran	(+1)	(+0.4%)	(+2)	(+0.8%)
Not Indicated	(-1)	(-1.3%)	(+6)	(-1.5%)

Table 19: Changes in Age Over Time

Age	Count of One-Year Employee Change	Proportion of One-Year Employee Change	Count of Three-Year Employee Change	Proportion of Three-Year Employee Change
Under 20	(0)	(0%)	(0)	(0%)
20 – 29 years old	(-4)	(-1.8%)	(-9)	(-4.4%)
30 – 39 years old	(+2)	(+0.7%)	(+7)	(+2.3%)
40 – 49 years old	(+2)	(+0.7%)	(+5)	(+1.1%)
50 – 59 years old	(-2)	(-1.2%)	(-3)	(-2.8%)
60 plus years old	(+4)	(+1.6%)	(+10)	(+3.7%)

Table 13: Changes in Years of Service Over Time

Years of Service	Count of One-Year Employee Change	Proportion of One-Year Employee Change	Count of Three-Year Employee Change	Proportion of Three-Year Employee Change
0 – 4 years	(-3)	(-1.7%)	(-20)	(-11%)
5 – 9 years	(-7)	(-3.4%)	(+10)	(+3.2%)
10 – 14 years	(+11)	(+4.7%)	(+19)	(+8.1%)
15 – 19 years	(-1)	(-0.5%)	(+1)	(+0.3%)
20 – 24 years	(-2)	(-0.9%)	(-6)	(-2.8%)
25 – 29 years	(+2)	(+0.8%)	(+5)	(+2%)
30 – 35 years	(+1)	(+0.4%)	(0)	(-0.1%)
More Than 35 Years	(+1)	(+0.4%)	(+1)	(+0.4%)

Table 14: Changes in Separation Status Over Time

Separation Status	Count of One-Year Employee Change	Proportion of One-Year Employee Change	Count of Three-Year Employee Change	Proportion of Three-Year Employee Change
Voluntary	(-2)	(-1%)	(-14)	(-6.8%)
Involuntary*	(-4)	(-1.9%)	(-3)	(-1.4%)
Retirement	(+2)	(+0.9%)	(-1)	(-0.6%)

*Involuntary separations include employer separations, employee death, and medical separations.

Table 15: Changes in Retirement Eligibility Over Time

Retirement Eligibility	Count of One-Year Employee Change	Proportion of One-Year Employee Change	Count of Three-Year Employee Change	Proportion of Three-Year Employee Change
Immediate	(+3)	(+1.3%)	(+6)	(+2.4%)
Within 5 years	(+7)	(+2.9%)	(+8)	(+2.6%)
Within 10 years	(0)	(-0.3%)	(+7)	(+1.6%)
More than 10 years	(+2)	(+0.3%)	(+3)	(-1.6%)

Goals

Goal 1: Recruitment

This goal must be related to improving agency recruitment strategies.

- What is your concrete and tangible goal?
Click or tap here to enter text.
- How will you track progress?
Click or tap here to enter text.
- How will you know when you have achieved your goal?
Click or tap here to enter text.
- Describe how your goal is challenging, but actionable. Identify Resources you expect to use.
Click or tap here to enter text.
- How does your goal satisfy the recruitment objective?
Click or tap here to enter text.
- What is the target completion date for the goal?
Click or tap to enter a date.
- Can you achieve your goal by the target completion date? What interim markers can you use to ensure you are on track?
Click or tap here to enter text.

Goal 2: Retention

This goal must be related to improving the agency's retention of employees.

- What is your concrete and tangible goal?
Click or tap here to enter text.
- How will you track progress?
Click or tap here to enter text.
- How will you know when you have achieved your goal?
Click or tap here to enter text.
- Describe how your goal is challenging, but actionable. Identify Resources you expect to use.
Click or tap here to enter text.
- How does your goal satisfy the retention objective?
Click or tap here to enter text.
- What is the target completion date for the goal?
Click or tap to enter a date.

- Can you achieve your goal by the target completion date? What interim markers can you use to ensure you are on track?

Click or tap here to enter text.

Goal 3: Culture

This goal must be related to building a work environment in which all employees feel valued and supported.

- What is your concrete and tangible goal?
Click or tap here to enter text.
- How will you track progress?
Click or tap here to enter text.
- How will you know when you have achieved your goal?
Click or tap here to enter text.
- Describe how your goal is challenging, but actionable. Identify Resources you expect to use.
Click or tap here to enter text.
- How does your goal satisfy the culture objective?
Click or tap here to enter text.
- What is the target completion date for the goal?
Click or tap to enter a date.
- Can you achieve your goal by the target completion date? What interim markers can you use to ensure you are on track?
Click or tap here to enter text.

Goal 4: Veteran Hires

This goal must be related to recruiting or retaining veteran employees.

- What is your concrete and tangible goal?
Click or tap here to enter text.
- How will you track progress?
Click or tap here to enter text.
- How will you know when you have achieved your goal?
Click or tap here to enter text.
- Describe how your goal is challenging, but actionable. Identify Resources you expect to use.
Click or tap here to enter text.
- How does your goal satisfy the veteran hiring objective?
Click or tap here to enter text.

- What is the target completion date for the goal?
Click or tap to enter a date.
- Can you achieve your goal by the target completion date? What interim markers can you use to ensure you are on track?
Click or tap here to enter text.

Goal 5: Wisconsin Works Hires

This goal must be related to recruiting and retaining employees who are eligible for or participating in Wisconsin Works programming.

- What is your concrete and tangible goal?
Click or tap here to enter text.
- How will you track progress?
Click or tap here to enter text.
- How will you know when you have achieved your goal?
Click or tap here to enter text.
- Describe how your goal is challenging, but actionable. Identify Resources you expect to use.
Click or tap here to enter text.
- How does your goal satisfy the Wisconsin Works hiring objective?
Click or tap here to enter text.
- What is the target completion date for the goal?
Click or tap to enter a date.
- Can you achieve your goal by the target completion date? What interim markers can you use to ensure you are on track?
Click or tap here to enter text.

Bureau of Equity and Inclusion (BEI) Action Plan Approval Criteria

1. Plan Component – The appointing authority acknowledgement has been signed and dated.

Included or Complete Not Included or Incomplete

Comments:

[Click or tap here to enter comments.](#)

2. Plan Component - The roles and responsibilities section has been completed and includes an agency action plan officer, and agency action plan advisory committee members have been identified.

Included or Complete Not Included or Incomplete

Comments:

[Click or tap here to enter comments.](#)

3. Plan Component - The required workforce analysis has been completed.

Included or Complete Not Included or Incomplete

Comments:

[Click or tap here to enter comments.](#)

4. Plan Component - SMART goals have been developed for each of the five objectives. Measures of success and a path to achieve it are clearly defined.

Included or Complete Not Included or Incomplete

Comments:

[Click or tap here to enter comments.](#)

Reviewed by: [Click or tap here to enter name.](#)

Date: [Click or tap to enter a date.](#)