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**VIRTUAL/TELECONFERENCE**  
**EQUITY AND INCLUSION ADVISORY COMMITTEE**  
**Virtual, 4822 Madison Yards Way, Madison, WI 53705**  
**Contact: Colleen Uhlenkamp, (608) 266-2112**  
**January 15, 2025**

*The following agenda describes the issues that the Advisory 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 (1-2)**
- B. Approval of minutes of November 15, 2024, and December 18, 2024 (3-6)**
- C. Introductions, Announcements, and Recognition**
  - 1) Recognition: Emily Latham
- D. Administrative Matters (7-10)**
  - 1) **2025 Meeting Dates (7)**
  - 2) **Annual Policy Review (8-9)**
  - 3) Election of Officers (**10**)
  - 4) **Committee Members**
    - a. Jon Bechard – DPD Member
    - b. Quinn Buczakowski – DPCP Member
    - c. Katrina Cardin – DLSC Member
    - d. James Horton – DPCP Member
    - e. Kelly Kirnberger – DLSC Member
    - f. Katie Petzel – DIS Member
    - g. Ashley Sarnosky – DPD Member
    - h. Monique Spencer – DPM Member
    - i. Colleen Uhlenkamp – DPD Member
    - j. Charlene Vogt – DIS Member
- E. Bylaw Amendment Draft – Discussion and Consideration (11-12)**
- F. Strategic Plan Updates**
  - 1) Mentorship Program Subcommittee Update by Colleen Uhlenkamp – Discussion and Consideration
  - 2) Equity and Inclusion Culture and Recruitment Subcommittee Update by Katie Petzel – Discussion and Consideration
  - 3) 2025 Monthly Awareness – Discussion and Consideration

**G. Equity and Inclusion Officer Update**

**H. Public Comments**

**ADJOURNMENT**

**NEXT MEETING: FEBRUARY 19, 2025**

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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.

**VIRTUAL/TELECONFERENCE  
EQUITY AND INCLUSION ADVISORY COMMITTEE  
MEETING MINUTES  
NOVEMBER 15, 2024**

**PRESENT:** Jon Bechard, Quinn Buczakowski, Katrina Cardin, James Horton, Kelly Kirnberger, Emily Latham (Chair), Katie Petzel, Monique Spencer, Colleen Uhlenkamp, Charlene Vogt

**Absent:** Ashley Sarnosky

**Also Present:** Audra Cohen-Plata, Regina Howard, Ann Schade

**CALL TO ORDER**

Emily Latham, Chairperson, called the meeting to order at 10:03 a.m. A quorum was confirmed with ten (10) members present.

**INTRODUCTIONS**

- All members introduced themselves.

**APPROVAL OF MINUTES OF OCTOBER 18, 2024**

- Minutes were approved.

**BYLAW AMMENDMENT INTRODUCTION**

- Emily Latham presented the opportunity to draft amendments to the bylaws to create a past-chairperson officer position.

**OFFICER ELECTIONS**

*Co-Chairpersons (2)*

- Emily Latham presented officer duties as detailed in Committee Bylaws.

**NOMINATION:** Katie Petzel nominated herself for the Office of Co-Chairperson.

**NOMINATION:** Quinn Buczakowski nominated himself for the Office of Co-Chairperson.

**NOMINATION:** Colleen Uhlenkamp nominated herself for the Office of Co-Chairperson.

Katie Petzel and Colleen Uhlenkamp were elected as co-chairpersons by majority blind ballot vote.

*Secretary*

**NOMINATION:** Emily Latham nominated Ashley Sarnosky (in absentia) for the Office of Secretary.

Ashley Sarnosky was elected as elected by majority voice vote.

<b>ELECTION RESULTS</b>	
<b>Co-Chairperson</b>	Katie Petzel
<b>Co-Chairperson</b>	Colleen Uhlenkamp
<b>Secretary</b>	Ashley Sarnosky

**STRATEGIC PLAN UPDATE**

**January Monthly Awareness**

- Emily Latham directed the Committee to the EIAC Monthly Awareness Post Signup survey.

**OFFICER UPDATE**

- EI Officer Regina Howard provided an update.
- Audra Cohen-Plata provided an update.

*Anne Schade left at 10:29 a.m.*

**ADJOURNMENT**

The meeting adjourned at 10:30 a.m.

**VIRTUAL/TELECONFERENCE  
EQUITY AND INCLUSION ADVISORY COMMITTEE  
MEETING MINUTES  
DECEMBER 18, 2024**

**PRESENT:** Jon Bechard, Quinn Buczakowski, Katrina Cardin, James Horton, Kelly Kirnberger, Emily Latham, Katie Petzel (co-chairperson), Ashley Sarnosky (secretary), Monique Spencer, Colleen Uhlenkamp (co-chairperson), Charlene Vogt

**Also Present:** Audra Cohen-Plata, Regina Howard, Donna Moreland

**CALL TO ORDER**

Colleen Uhlenkamp, Co-Chairperson, called the meeting to order at 11:02 a.m. A quorum of eleven (11) members was confirmed.

**APPROVAL OF MINUTES OF NOVEMBER 15, 2024**

**MOTION:** Ashley Sarnosky moved, seconded by Colleen Uhlenkamp, to approve the Minutes of November 15, 2024, meeting, be deferred for approval at the January 15, 2025, meeting. Motion carried unanimously.

**BYLAW AMMENDMENT INTRODUCTION**

- Audra Cohen-Plata presented the opportunity to draft amendments to the bylaws to create a past-chairperson officer position.

**INTRODUCTIONS, ANNOUNCEMENTS AND RECOGNITION**

**Change in Membership**

- Emily Latham is stepping down from the committee; she has accepted a position with a different department. Emily is available to assist the Co-Chairpersons during transition.

**SUB-COMMITTEE GOALS/MISSIONS**

**Mentorship Program Presentation: Colleen Uhlenkamp**

- Sub-committee may meet as needed.
- Colleen will lead mentorship program under the retentional goal of EIAC Strategic Plan.
- PSC has well established peer mentoring program to reference.
- Overall goal: large positive impact on department that will be highly utilized.

## **E.I. Culture and Recruitment Presentation: Katie Petzel**

- Implement diversity positive recruitment plans. This committee will work closely with HR.
- Implement quarterly mandatory DEI trainings for managers and supervisors.
- Increase participation SWSDIP internship program. Per Audra Cohen- Plata, 3 intern positions have been added for 2025.
- Promote a culture of open communication and transparency via TedTalks and Lunch and Learns.
- Develop Diversity Recognition Calendar for committee members to create monthly newsletters for department staff.

A poll soliciting EIAC Committee member interest to join a subcommittee will be routed.

## **STRATEGIC PLAN UPDATE**

### **2025 Monthly Awareness**

- Katie Petzel will write the January awareness post (Poverty in America Awareness Month and Mentoring Month).

## **OFFICER UPDATE**

EI Officer Regina Howard provided an update on the DSPTS Equity and Inclusion Advisory Plan.

- EI Officer Howard has been working with PSC to note their Equity and Inclusion Advisory Plan and will present her findings at a future meeting.
- EI Officer Howard will take notes on the DOT mentoring program to share benefits at a future meeting.
- EI Officer Howard inquired about a growing contact list of potential agencies with specialties that DSPTS would engage with or send job postings to.

Audra Cohen-Plata reported that the DSPTS Equity and Inclusion Advisory Committee's Annual Report has been submitted.

*Katrina Kardin left at 11:31 a.m.*

## **ADJOURNMENT**

**MOTION:** Emily Latham moved, seconded by Colleen Uhlenkamp, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:33 a.m.

**EQUITY AND INCLUSION ADVISORY COMMITTEE**  
**2025 Meeting Dates**

<b>Meeting Date</b>	<b>Start time</b>	<b>Location</b>	<b>Agenda Item Deadline</b>
Wednesday, January 15, 2025	11:00 AM	Virtual	1/3/2025
Wednesday, February 19, 2025	11:00 AM	Virtual	2/7/2025
Wednesday, March 19, 2025	11:00 AM	Virtual	3/7/2025
Wednesday, April 16, 2025	11:00 AM	Virtual	4/4/2025
Wednesday, May 21, 2025	11:00 AM	Virtual	5/9/2025
Wednesday, June 18, 2025	11:00 AM	Virtual	6/6/2025
Wednesday, July 16, 2025	11:00 AM	Virtual	7/3/2025
Wednesday, August 20, 2025	11:00 AM	Virtual	8/8/2025
Wednesday, September 17, 2025	11:00 AM	Virtual	9/5/2025
Wednesday, October 15, 2025	11:00 AM	Virtual	10/3/2025
Wednesday, November 19, 2025	11:00 AM	Virtual	11/7/2025
Wednesday, December 17, 2025	11:00 AM	Virtual	12/5/2025

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and title of person submitting the request: Brenda Taylor, Board Services Supervisor		2) Date when request submitted: 12/1/2024	
3) Name of Board, Committee, Council, Sections: All Boards			
4) Meeting Date: First Meeting of 2025	5) Attachments: <input checked="" type="checkbox"/> Yes	6) How should the item be titled on the agenda page? Administrative Matters: Annual Policy Review	
7) Place Item in: <input checked="" type="checkbox"/> Open Session	8) Is an appearance before the Board being scheduled? <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if applicable: N/A	
10) Describe the issue and action that should be addressed:  <p><b>Please be advised of the following Policy Items:</b></p> <ol style="list-style-type: none"> <li>1. <b>In-Person and Virtual Meetings:</b> Depending on the frequency of scheduled meetings, discussion topics, and member availability, DSPS may host one or more in-person meetings. Virtual connection options are available for all board meetings.</li> <li>2. <b>Attendance/Quorum:</b> Thank you for your service and commitment to meeting attendance. If you cannot attend a meeting or have scheduling conflicts impacting your attendance, please let us know as soon as possible. A quorum is required for Boards, Sections, and Councils to meet pursuant to Open Meetings Law. Connect to / arrive at meetings 10 minutes before posted start time to allow for audio/connection testing, and timely Call to Order and Roll Call. Virtual meetings include viewable onscreen materials and A/V (speaker/microphone/video) connections.</li> <li>3. <b>Walking Quorum:</b> Board/Section/Council members must not collectively discuss the body's business outside a properly noticed meeting. If several members of a body do so, they could be violating the open meetings law.</li> <li>4. <b>Mandatory Training:</b> All Board Members must complete Public Records and Ethics Training, annually. <a href="#">Register to set up an account</a> in the Cornerstone LearnCenter online portal or <a href="#">Log in</a> to an existing account.</li> <li>5. <b>Agenda Deadlines:</b> Please communicate agenda topics to your Executive Director before the agenda submission deadline at 12:00 p.m., eight business days before a meeting. (Attachment: Timeline of a Meeting)</li> <li>6. <b>Travel Voucher Submissions:</b> Please submit all Mileage Reimbursement claims for in-person meetings to DSPS within 30 days of the close of each month in which expenses are incurred.</li> <li>7. <b>Lodging Accommodations/Hotel Cancellation Policy:</b> Lodging accommodations are available to eligible members for in-person meetings. Standard eligibility: the member must leave home before 6:00 a.m. to attend an in-person meeting by the scheduled start time. <ol style="list-style-type: none"> <li>a. If a member cannot attend a meeting, they must cancel their reservation with the hotel within the applicable cancellation timeframe.</li> <li>b. If a meeting is changed to occur remotely, is canceled, or rescheduled, DSPS staff will cancel or modify reservations as appropriate.</li> </ol> </li> <li>8. <b>Inclement Weather Policy:</b> In inclement weather, the DSPS may change a meeting from an in-person venue to a virtual/teleconference only.</li> </ol>			
11) Authorization		12/02/2024	
<p><b>Directions for including supporting documents:</b></p> <ol style="list-style-type: none"> <li>1. This form should be saved with any other documents submitted to the <a href="#">Agenda Items</a> folders.</li> <li>2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director</li> </ol>			



## Timeline of a Meeting

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**8 business days prior to the meeting:** All agenda materials are due to the Department by 12:00 pm, 8 business days prior to the meeting date.

**7 business days prior to the meeting:** The draft agenda page is due to the Executive Director. The Executive Director transmits to the Chair for review and approval.

**5 business days prior to the meeting:** The approved agenda is returned to the Board Administration Specialist for agenda packet production and compilation.

**4 business days prior to the meeting:** Agenda packets are posted on the DSPS Board SharePoint site and on the Department website.

### Agenda Item Examples:

- Approval of the Agenda and previous meeting Minutes
- Open Session Items
  - Public Hearings (relating to Administrative Rules)
  - Administrative Matters
  - Legislation and Policy Matters
  - Administrative Rules Matters
  - Credentialing Matters
  - Education and Exam Issues
  - Public Agenda Requests
  - Current Issues Affecting the Profession
  - Public Comments
- Closed Session items
  - Deliberations on Proposed Disciplinary Actions
    - Stipulations
    - Administrative Warnings
    - Case Closings
    - Monitoring Matters
    - Professional Assistance Procedure (PAP) Issues
  - Proposed Final Decisions and Orders
  - Orders Fixing Costs/Matters Relating to Costs
  - Credentialing Matters
  - Education and Exam Issues

**Thursday of the Week Prior to the Meeting:** Agendas are published for public notice on the Public Notices and Meeting Minutes website: [publicmeetings.wi.gov](http://publicmeetings.wi.gov).

**1 business day after the Meeting:** "Action" lists are distributed by staff detailing board actions on closed session business.

**5 business days after the Meeting:** "To Do" lists are distributed to staff to ensure that board decisions are acted on and/or implemented within the appropriate divisions in the Department. Minutes approved by the board are published on the the Public Notices and Meeting Minutes website: [publicmeetings.wi.gov](http://publicmeetings.wi.gov).

**EQUITY AND INCLUSION ADVISORY COMMITTEE**  
**2024 Elections and 2025 Sub Committee Assignments**

<b>ELECTION RESULTS</b>	
<b>Co-Chairpersons</b>	Katie Petzel, Colleen Uhlenkamp
<b>Vice Chairperson</b>	
<b>Secretary</b>	Ashley Sarnosky

<b>SUBCOMITTEE ASSIGNMENTS</b>	
<b>Mentorship Program</b>	Colleen Uhlenkamp ( <i>Co-Chairperson</i> ) Quinn Buczakowski Katrina Cardin James Horton* Monique Spencer
<b>Equity and Inclusion Culture and Recruitment</b>	Katie Petzel ( <i>Co-Chairperson</i> ) Jon Bechard James Horton* Kelly Kirnberger Charlene Vogt

\* *Indicates dual assignment*

## Article VI – Officers

### Section 1. Titles and Terms

The officer positions shall consist of two co-chairs and a Secretary elected at the December meeting for a one-year term, and two unelected past chairs.

### Section 2. Responsibilities of Co-Chairs

1. Coordinate the agenda for committee meetings.
2. Call and conduct committee meetings.
3. Appoint members to subcommittees. At various times, the committee may request other department employees to serve on subcommittees to offer expertise and guidance.
4. Delegate various responsibilities to committee members but retain overall responsibility.
5. Notify the equity and inclusion officer of vacancies on the committee and recommend new appointments.
6. Maintain committee records.
7. Prepare and submit to the agency head, an annual summary of committee work.
8. Implement the Plan of Work and update when necessary.
9. Assist in the evaluation of the agency Equity and Inclusion Plan.
10. Serve for one additional year on the Executive Committee as Past-Chairs.

### Section 3. Responsibilities of Secretary/Co-Secretary

1. With the assistance of the Executive Committee, draft and maintain Committee records including the minutes of meetings, the annual summary of Committee work and the Committee Guiding Principles.
2. Distribute agenda and minutes to all Committee members.
3. Assist the Co-Chair as requested to prepare documents, summaries, and correspondence.
4. Maintain the records of all subcommittee work products.
5. Monitor member attendance status and performance of ongoing responsibilities, report any concerns to the Chair.

### Section 4. Responsibilities of Past Chairs

1. Assist the Co-Chairs as requested to advise them in the carrying out of their duties.

### Section 5. Responsibilities of Committee Members

1. Attend all scheduled committee meetings. If unable to attend, notify committee chair or vice-chair as stated in Article V. When more than three unexcused absences occur in one year, evaluate time commitments and discuss with Co-Chairs.
2. Provide service to the committee by participating in subcommittee activities. Be a responsible participant in committee discussions.

### Section 6. Executive Committee

The executive committee, which includes the elected officers, **past chairs** and the secretary's designee, shall conduct business between regular meetings. In addition, the department Equity and Inclusion Officer will serve as a member of this leadership team.

#### Section 7. Fulfillment of Officer Responsibilities

A committee member who is elected to an officer position must be willing to fulfill this responsibility and attend meetings during their term. If any situation arises where this obligation cannot be fulfilled or if an officer misses more than two consecutive meetings, the officer should evaluate time commitments and discuss options with Co-Chairs. If a co-chair resigns from office during their term, a special election will be held at the next scheduled meeting conducted by the remaining co-chair.