



VIRTUAL/TELECONFERENCE
EQUITY AND INCLUSION ADVISORY COMMITTEE
Virtual, 4822 Madison Yards Way, Madison, WI 53705
Contact: Colleen Uhlenkamp, (608) 266-2112
October 29, 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 August 20, 2025 (3)**
- C. Introductions, Announcements, and Recognition**
 - 1) Recognition
 - a. Jon Bechard – DPD Member (Resigned 8/8/2025)
- D. Administrative Matters**
 - 1) Subcommittee Delegations and Scheduling – Discussion and Consideration
 - 2) Elections Update – Discussion and Consideration
- E. Strategic Plan – Discussion and Consideration (4-5)**
 - 1) Mentorship Program Subcommittee Report (Uhlenkamp)
 - 2) Equity and Inclusion Culture and Recruitment Subcommittee Report (Petzel)
- F. Equity and Inclusion Officer Update**
- G. Roles and Responsibilities of an Effective EIAC Training – Presentation Recap (6-20)**
- H. Catastrophic Leave Donation Request for Fellow Committee Member**
- I. Public Comments**

ADJOURNMENT

NEXT MEETING: DECEMBER 17, 2025

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://dsps.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
AUGUST 20, 2025**

PRESENT: Melinda Boyle-Prior, Quinn Buczakowski, Kelly Kirnberger, Katie Petzel (co-chairperson), Ashley Sarnosky (secretary), Monique Spencer, Charlene Vogt

Also Present: Regina Howard, Jessica Catlin

ABSENT: Jon Bechard, Katrina Cardin, Colleen Uhlenkamp (co-chairperson)

CALL TO ORDER

Katie Petzel, Co-Chairperson, called the meeting to order at 11:02 a.m. A quorum of eight (8) members was confirmed.

ADOPTION OF AGENDA

MOTION: Kelly Kirnberger moved, seconded by Monique Spencer, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF JUNE 18, 2025

MOTION: Charlene Vogt moved, seconded by Quinn Buczakowski, to approve the Minutes of June 18, 2025 meeting, as published. Motion carried unanimously.

ADJOURNMENT

MOTION: Quinn Buczakowski moved, seconded by Katie Petzel, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:19 a.m.

DSPS Mentorship Program

Goals

1. Increase interpersonal engagement amongst employees
2. Promote diversity and inclusion
3. Attracting and retaining top talent
4. Building up future leaders and high potential employees

Mission Statement:

To foster the value of diversity, equity, and inclusion in the workplace that allows all employees to facilitate knowledge sharing, skill development, and career advancement for the purpose of pursuing and retaining careers in state service through mentoring and continued support for advancement and growth in Wisconsin.

Design Roadmap:

Who are our target mentees?

1. Probationary employees – include with agency onboarding
2. Self/Supervisor nominations

Who are our target mentors?

1. Self/Supervisor nominations
2. Post-Probationary employees
3. Employees with strong communication skills
4. Employees who have the willingness and availability to help

Process for matching mentors and mentees?

1. Self/Supervisor nominations
2. Similar to parking stall share process
3. Division and cross division match-ups

EQUITY AND INCLUSION ADVISORY COMMITTEE

Equity and Inclusion Culture and Recruitment Subcommittee Report

- Meeting months opposite of Committee meetings
- Tasks accomplished so far:
 - Continued monthly Awareness Posting
 - Reviewed training in Cornerstone (Recruitment Strategy 2)
 - Reviewed videos on TEDTalk Lunch and Learn short list (EI Culture Strategy 2)
- Tasks to be accomplished prior to the next subcommittee meeting:
 - Fill out the schedule for Monthly Awareness Posting for 2026
 - Training in Cornerstone (Recruitment Strategy 2)
 - Discuss list and assign appropriate training
 - Ted Talk Lunch and Learns (EI Culture Strategy 2)
 - Select 2 appropriate and interesting TEDTalks to schedule for Q4 2025 and Q1 2026

● ROLE AND RESPONSIBILITIES
OF AN EFFECTIVE

AGENCY EQUITY AND INCLUSION ADVISORY COMMITTEE

BUREAU OF EQUITY AND INCLUSION
OCTOBER 2025
PRESENTED BY: Bree Padrutt



AGENDA

- Objectives
- Statutory Authority
- Equity and Inclusion Advisory Committee Overview
- Roles and Responsibilities of Agency, EI Officer, EIAC and BEI
- EIAC Operations
- Ideas for Engagement
- EEO/AA Programs and Functions
- Bylaws Template
- Open Meetings Law



ROLE AND RESPONSIBILITIES OF AN EFFECTIVE EIAC

OBJECTIVES

The objectives of today’s training are to clarify and review the following:

Purpose

Clarify statutory authority, purpose, and responsibility of the Equity and Inclusion Advisory Committee

Bylaws

Review bylaws template and elements of effective bylaws for the committee

Roles

Clarify how the committee interacts with the agency, BEI, and EI Officer

Open Meetings Law

Review open meeting law requirements

EEO/ AA Programing

Review EEO/ AA Programming that exists



STATUTORY AUTHORITY

State Stat 230.06

“If his or her agency employs 50 or more employees, create an affirmative action advisory committee which shall advise the appointing authority concerning programs designed to ensure equal opportunity to all employees, applicants for employment and clients of the agency”



ROLE AND RESPONSIBILITIES OF AN EFFECTIVE EIAC

EQUITY AND INCLUSION ADVISORY COMMITTEE OVERVIEW

The EIAC provides advice and direction to the appointing authority on department EEO/AA programs and goals; to identify problems and barriers to affirmative action target groups in recruitment, selection, and retention; identify EEO/AA training needs of department managers and supervisors; and heighten the awareness of EEO/AA issues throughout the Agency. This includes assisting with identifying goals for the AA Plan and having input on policy and procedure development related to equity and inclusion.

- Organized structure
- Meets on a regular basis and advises the appointing authority on equal employment opportunity and affirmative action issues impacting the agency.
- Advised by the Equity and Inclusion Officer (EIO), who will serve as a non-voting member.
- Membership should reflect a cross section of the agency, such as: entry and mid-level staff; section chiefs; supervisors; bureau directors; people of different genders; people with disabilities; various ethnicities; various generations; etc.
- Committee can vary



ROLE AND RESPONSIBILITIES OF AN EFFECTIVE EIAC



ROLES AND RESPONSIBILITIES

Agency	Equity and Inclusion Advisory Committee	Equity and Inclusion Officer	Bureau of Equity and Inclusion
• Maintain an active EIAC, if applicable (50 or more classified permanent employees) • Secretary or designee conducts periodic meetings with EIAC annually • Support and Assist to ensure EIAC compliance and progress • Include EIAC to achieve workforce goals, and strategic planning regarding workforce analysis, exit interview data, surveys or assessments (Engagement, Culture, or Climate), barriers to inclusion, or a respectful workplace.	• Maintain a committee with a Chair, Co -Chair, Secretary, and members of the Agency including agency level EEO Professionals • Maintains relationship with Agency Leadership for recommendations related to EI/AA/EEO work • Maintains relationship with EI Officer • EIAC reaches out to BEI and/or agency EI Officer if questions, need assistance or training.	• Nonvoting member of the EIAC • Advises EIAC on current initiatives and progress to the EI Plan • Works with EIAC for EI Planning • Collaborates with EIAC for EI Progress reporting • Assists in implementation of EIAC EI/EEO/AA efforts at the agency level.	• Meet periodically with EIAC Chairs and members to share current information and provide guidance. • Meets with agency EIAC Chair or members with defunct committees and sets up a plan to move forward. • Monitor EIACs and agencies compliance • Provides Resources and Support



EIAC OPERATIONS MAY LOOK LIKE ...



- Regular Meetings
- Assisting with equity and inclusion planning and implementation
- Researching training resources
- Participating in employee survey development processes and workforce analysis interpretation
- Reviewing policies and procedures using an equitable lens
- Increasing awareness of the EI plan and progress of the work for the agency
- Forming subcommittees to provide focused feedback on equity issues and policies/procedures
- Responding to questions and sharing information



IDEAS FOR ENGAGEMENT

We encourage EIAC's to provide advice and direction to the Agency on department EEO/AA programs and goals, identify barriers in the recruitment and selection processes, and to identify agency EEO/AA training opportunities. The overall goal is to heighten the awareness of EEO/AA issues throughout the Agency.

Ways to do this can include things like:

- Participate in the development of questions for climate or engagement surveys.
- Participate in development of formal structure for exit and stay interviews by providing feedback on workplace climate.
- Use available reports generated by BEI or request other data from agency EI Officer to develop and analyze the effectiveness of current EI Plan goals.
- Participate in periodic agency assessments to identify additional EI Plan goals.



EEO/AA PROGRAMS & FUNCTIONS

EEO/ AA Program	DESCRIPTION	WHERE TO FIND IT
Enterprise Recruiting Program	BEI and the Bureau of Merit, Recruitment, and Selection (BMRS) staff coordinate participation in job fairs and engage in strategies to recruit a diverse, highly qualified group of applicants (racial and ethnic minorities, women, veterans, and persons with disabilities) for all positions.	EEO-AA-Resources
Equity and Inclusion Program Certification	All Wisconsin state agencies must meet eligibility criteria to attain and maintain EI Program Certification. It is the agency’s responsibility to always remain at the certified level. EI Program Certification requirements vary based on the employee count of the agency and are verified during the monitoring process, including onsite visits and self assessments conducted by BEI.	EI Strategic Planning Manual
Noncompetitive Appointment for Certain Disabled Veterans	A qualified veteran with a 30 % or more service-connected disability is eligible for noncompetitive appointment to permanent positions in classified civil service under s. 230.275, Wis. Stats.	s. 230.275 Wis. Stats.

POLICY	DESCRIPTION	WHERE TO FIND IT
Veteran Employment Plan of Action	Appointing authorities for each agency are required to create and implement a plan to employ veterans, and veterans with service -connected disabilities, at a ratio equal to or greater than the state civilian labor force, as determined by the Wisconsin Council on Veterans Employment.	Veteran EPA Bulletin
Wisconsin Student Development Internship Program	The Student Development Internship Program places qualified students in intern positions within state agencies. This program assists state agencies in promoting equal employment opportunities by providing them with a pool of racial and ethnic minorities, women, veterans, and students with disabilities. The program provides students with practical, on -the -job experience, training, and exposure to employment with the State of Wisconsin	SWSDIP
Wisconsin Works (W - 2) Program	Each agency with more than 100 authorized permanent full -time equivalent positions must prepare and implement an annual plan of action to employ persons who receive aid or benefits from the state at the time of certification.	Wisconsin Works (W -2)



BYLAWS

Bylaws are crucial for each EIAC as they provide a foundational legal framework for its operations, ensuring clarity, consistency, and accountability in decision-making and governance. They define the committee's purpose, membership, roles, responsibilities, and operating procedures, preventing ambiguity and potential conflicts.



ROLE AND RESPONSIBILITIES OF AN EFFECTIVE EIAC

BYLAWS TEMPLATE

Purpose	Membership	Meeting Schedule	Distribution of Minutes	Conduct of Meetings	Officers	Amendments	Ratification
Clearly States the purpose of the Agency Equity and Inclusion Advisory Committee	- Representation - Number of Members - Staggered Terms of Appointment	Indicates how often the committee will be meeting	Indicates when and how the minutes from previous meetings will be distributed	- Quorum - Absences - Voting	- Titles and terms - Responsibilities of Chair - Responsibilities of Vice Chair - Responsibilities of Secretary/ Co-Secretary - Responsibilities of Committee Members - Executive Committees - Fulfillment of Officer Responsibilities	How Amendments to the bylaws and rules regarding them will be handled	Rules for Ratification of the Bylaws



OPEN MEETINGS LAW

EIAC's must follow Open Meeting Law requirements ensuring that all meetings of all state and local governmental bodies are always publicly held in places reasonable and accessible to members of the public and open to all citizens. Two Basic requirements of the Open Meetings Law include:

1. Advance Public Meeting Notice

2. Open Session Requirements



QUESTIONS?

THANK YOU!

BEI Contact Information:

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ROLE AND RESPONSIBILITIES OF AN EFFECTIVE EIAC