



VIRTUAL/TELECONFERENCE
EQUITY AND INCLUSION ADVISORY COMMITTEE
Virtual, 4822 Madison Yards Way, Madison, WI 53705
Contact: Colleen Uhlenkamp, (608) 266-2112
February 20, 2026

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

9:00 AM

CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1)**
- B. Approval of Minutes of December 17, 2025 (2)**
- C. Introductions, Announcements, and Recognition**
- D. Administrative Matters**
 - 1) **2026 Meeting Dates (3)**
 - 2) Subcommittee Delegations and Scheduling – Discussion and Consideration
- E. Strategic Plan – Discussion and Consideration**
 - 1) Mentorship Program Subcommittee Report (Uhlenkamp) **(4-6)**
 - 2) Equity and Inclusion Culture and Recruitment Subcommittee Report (Petzel) **(7)**
- F. Equity and Inclusion Officer Update**
- G. Public Comments**

ADJOURNMENT

NEXT MEETING: APRIL 17, 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.

**VIRTUAL/TELECONFERENCE
EQUITY AND INCLUSION ADVISORY COMMITTEE
MEETING MINUTES
DECEMBER 17, 2025**

PRESENT: Sofia Anderson, Melinda Boyle-Prior, Quinn Buczakowski, Katrina Cardin (*arrived at 11:01 a.m.*), Kelly Kimberger, Katie Petzel (co-chairperson), Ashley Sarnosky (secretary), Monique Spencer, Colleen Uhlenkamp (co-chairperson), Charlene Vogt

Also Present: Jessica Catlin (*arrived at 11:02 a.m.*)

ABSENT: Regina Howard

CALL TO ORDER

Katie Petzel, Co-Chairperson, called the meeting to order at 11:00 a.m. A quorum of nine (9) members was confirmed.

Katrina Cardin arrived at 11:01 a.m.

ADOPTION OF AGENDA

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

Jessica Catlin arrived at 9:02 a.m.

APPROVAL OF MINUTES OF OCTOBER 29, 2025

MOTION: Colleen Uhlenkamp moved, seconded by Kelly Kimberger, to approve the Minutes of October 29, 2025 meeting, as published. Motion carried unanimously.

ADJOURNMENT

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

The meeting adjourned at 11:20 a.m.

**EQUITY AND INCLUSION
ADVISORY COMMITTEE
2026 Meeting Dates**

Meeting Date	Start time	Location	Agenda Item Deadline
Friday, February 20, 2026	9:00 AM	Virtual	2/10/2026
Friday, April 17, 2026	9:00 AM	Virtual	4/7/2026
Friday, June 12, 2026	9:00 AM	Virtual	6/2/2026
Friday, August 21, 2026	9:00 AM	Virtual	8/11/2026
Friday, October 16, 2026	9:00 AM	Virtual	10/6/2026
Friday, December 11, 2026	9:00 AM	Virtual	12/1/2026

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

Key Motivators and Developmental Goals

1. Guidance through probationary period
2. Roadmap to state employment
3. Leadership guidance

Mentor/Mentee Check-ins

1. Cornerstone learning center trainings with application process
2. Encourage regular mentor/mentee check-ins
3. Regular DSPS follow-up check-ins with mentor/mentees

Mentorship Program Application

- Run through a Team's Team with Google Forms (accessible to committee and not specific individuals)
- Application Form Questions
 1. Name
 - Are you submitting this Mentorship Program Application on behalf of yourself or someone else?
 2. Job title
 3. Who is your supervisor?
 4. What division do you work for? (Checkboxes)
 - DPD
 - DIS
 - DLSC
 - DPCP
 - DPM
 - OOS
 5. Employment duration.
 - Mentor: How long have you been with the State?
 - Mentee: How long have you been in your current role? Are you still on probation?
 6. Do you want to be a mentor or mentee? (Checkboxes)
 - Mentor
 - Mentee
 7. Why would you like to be a mentor/ mentee?
 - Mentor: Briefly describe any experience you have mentoring another person, formally or informally.
 - Mentee: Why would you like to be a mentee?
 8. Do you want a mentor/mentee in: (Checkboxes)
 - Your division
 - A different division
 - It doesn't matter

9. Describe experiences you have with encouraging and promoting the ideas and work of diversity, equity, and inclusion.
10. What would you say are your three greatest strengths?
11. What are you hoping to gain or accomplish as a mentor or mentee?
12. Frequency of commitment (Checkboxes)
 - Once a week
 - Once a month
 - Once a quarter
 - Other. Please specify.

EQUITY AND INCLUSION ADVISORY COMMITTEE

Equity and Inclusion Culture and Recruitment Advisory Subcommittee Report

- Meeting months opposite of Committee meetings
 - o Subcommittee did not meet during this period due to scheduling conflicts (holidays, workload, vacation, illness)
- Tasks accomplished so far:
 - o Continued monthly Awareness Posting
 - o Assigned first quarterly training (Recruitment Strategy 2)
- Tasks to be accomplished prior to the next committee meeting:
 - o Continue Monthly Awareness Posting for 2026
 - o Plan additional quarterly training (Recruitment Strategy 2)