



VIRTUAL/TELECONFERENCE
EQUITY AND INCLUSION ADVISORY COMMITTEE
Virtual, 4822 Madison Yards Way, Madison, WI 53705
Contact: Colleen Uhlenkamp, (608) 266-2112
August 21, 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 June 12, 2026 (2-3)**
- C. Introductions, Announcements, and Recognition**
- D. Administrative Matters (4-19)**
 - 1) Mentorship Program Subcommittee Report (Uhlenkamp)
 - 2) Equity and Inclusion Culture and Recruitment Subcommittee Report (Anderson/Sarnosky)
 - 3) Subcommittee Delegations and Scheduling – Discussion and Consideration
- E. DSPPS EIAC Bylaw Review – Discussion and Consideration (20-23)**
- F. 2026 State Council on Affirmative Action Impact Awards – Discussion and Consideration**
- G. Recap: 2026 Summer Diversity Celebration, August 18, 2026**
- H. Equity and Inclusion Officer Update**
- I. Public Comments**

ADJOURNMENT

NEXT MEETING: OCTOBER 16, 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://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
JUNE 12, 2026**

PRESENT: Sofia Anderson, Melinda Boyle-Prior, Quinn Buczakowski, Katrina Cardin, Tracy Drinkwater, Kelly Kirnberger, Katie Petzel (co-chairperson), Ashley Sarnosky (secretary), Monique Spencer, Blake Taylor, Colleen Uhlenkamp (co-chairperson), Charlene Vogt

CALL TO ORDER

Colleen Uhlenkamp, Co-Chairperson, called the meeting to order at 9:02 a.m. A quorum of ten (10) 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 APRIL 17, 2026

MOTION: Charlene Vogt moved, seconded by Colleen Uhlenkamp, to approve the Minutes of April 17, 2026 meeting, as published. Motion carried unanimously.

Quinn Buczakowski arrived at 9:05 a.m.

Melinda Boyle Prior arrived at 9:05 a.m.

ADMINISTRATIVE MATTERS

Election of Officers

Co-Chairperson

NOMINATION: Ashley Sarnosky nominated Colleen Uhlenkamp for the Office of Co-Chairperson. Colleen Uhlenkamp accepted the nomination.

Colleen Uhlenkamp, Co-Chairperson, called for nominations three (3) times.

Colleen Uhlenkamp was elected as Co-Chairperson by unanimous voice vote.

Co-Chairperson

NOMINATION: Melinda Boyle-Prior nominated Sofia Anderson for the Office of Co-Chairperson. Sofia Anderson accepted the nomination.

Colleen Uhlenkamp, Co-Chairperson, called for nominations three (3) times.

Sofia Anderson was elected as Co-Chairperson by unanimous voice vote.

Secretary

NOMINATION: Katrina Cardin nominated Ashley Sarnosky for the Office of Secretary.
Ashley Sarnosky accepted the nomination.

Colleen Uhlenkamp, Co-Chairperson, called for nominations three (3) times.

Ashley Sarnosky was elected as Secretary by unanimous voice vote.

ELECTION RESULTS	
Co-Chairpersons	Colleen Uhlenkamp Sofia Anderson
Vice Chairperson	
Secretary	Ashley Sarnosky

ADJOURNMENT

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

The meeting adjourned at 9:26 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

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 Forms (Microsoft Forms)

- DSPS_Team_EIAC
- Mentee Interest Application: DSPS Mentorship Program
 - Full Name
 - Are you submitting this Mentorship Program Interest Application on behalf of yourself?
 - If you are submitting this Mentorship Interest Application on behalf of someone else, who are you submitting it for? (Please answer the rest of the Application questions for this individual and not yourself.)
 - What is your DSPS email address?
 - What is your job title?
 - Who is your supervisor? Please make sure you have had a conversation with your supervisor about participating in the Mentorship program prior to submitting this form.
 - What division do you work for? (Checkboxes)
 - DIS
 - DLSC
 - DPCP
 - DPD
 - DPM
 - OOS
 - How long have you been in your current role? Are you still on probation?
 - Do you want a mentor from:
 - Your division
 - A different division
 - It doesn't matter
 - How much time will you be able to commit to the mentor-mentee relationship?
 - Once a week
 - Once a month
 - Once a quarter

- Other. Please specify below.
- If you selected "Other" in Question 10 above, please specify below.
- Why would you like to be a mentee? What are you hoping to gain or accomplish as a mentee?
- Describe experiences you have with encouraging and promoting the ideas and work of diversity, equity, and inclusion.
- What would you say are your three greatest strengths?
- Mentor Interest Application: DSPS Mentorship Program
 - Full Name
 - What is your DSPS email address?
 - What is your job title?
 - Who is your supervisor? Please make sure you have had a conversation with your supervisor about participating in the Mentorship program prior to submitting this form.
 - What division do you work for? (Checkboxes)
 - DIS
 - DLSC
 - DPCP
 - DPD
 - DPM
 - OOS
 - How long have you worked for the state of Wisconsin?
 - What experience do you have mentoring another person, formally or informally.
 - Do you want a mentor from:
 - Your division
 - A different division
 - It doesn't matter
 - How much time will you be able to commit to the mentor-mentee relationship?
 - Once a week
 - Once a month
 - Once a quarter
 - Other. Please specify below.
 - If you selected "Other" in Question 9 above, please specify below.
 - Describe experiences you have with encouraging and promoting the ideas and work of diversity, equity, and inclusion. Describe experiences you have

with encouraging and promoting the ideas and work of diversity, equity, and inclusion.

- What would you say are your three greatest strengths?
- Why would you like to be a mentor? What are your goals as a mentor?
- Automated Email Acknowledgement of Interest Application Submission
 - Mentee:
 - Thank you for submitting your mentee interest application in the DSPS Mentorship Program. The EIAC Committee – Mentorship Program Subgroup will reach out with next steps and any questions.
 - Mentor:
 - Thank you for submitting your mentor interest application in the DSPS Mentorship Program. The EIAC Committee – Mentorship Program Subgroup will reach out with next steps and any questions.
- Supervisor Follow-Up to be sent by EIAC Mentorship Subcommittee
 - We are writing to let you know that <name> has submitted an interest application to participate as a (mentor/mentee) in the DSPS Mentorship Program. They have indicated that they are able to commit (once a week/ once a month/ once a quarter/ other time) to participate in the mentorship program. Please confirm within 7 business days if you approve <name>'s participation in the DSPS Mentorship Program.

Post Application Steps

- Pre-mentorship program orientation and/or learning development: Cornerstone Learning
 - a. Mentors and Mentees pick 2 training videos from the below list and send confirmation email to EIAC of the training video's completion:
 - i. Mentor a High-Potential Employee (2 min)
 - ii. How do you Prepare for Mentoring Relationships? (7 min)
 - iii. Make Mentoring Count - The Benefits of Mentoring (6:46 min)
 - iv. Make Mentoring Count - What is Mentoring? (7:15 min)
 - v. Make Mentoring Count - Mentoring and Conversation Models (7:16 min)
 - vi. Make Mentoring Count - Preparing for Mentoring (8:40 min)
 - vii. Make Mentoring Count - Preparing the Relationship (6:54 min)
 - viii. Make Mentoring Count - The Context of Mentoring (9:46 min)

DSPS EQUITY AND INCLUSION ADVISORY COMMITTEE

Recruitment & Retention Workgroup

Join our EIAC workgroup dedicated to shaping strategic hiring practices, empowering supervisors, and fostering veteran engagement across the Department of Safety and Professional Services.

Recruitment & Retention Workgroup

Operating under EIAC, this workgroup will help execute the DSPS Recruitment and Retention Action plan. Specifically, these two goals:

- **Goal 1 Recruitment**
- **Goal 4 Veteran Engagement**

Purpose of the Workgroup



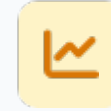
Shape Strategic Hiring

Drive DSPS-wide recruitment policies. Help ensure our agency attracts diverse, high-caliber candidates who support our public safety and licensing mission.



Empower EIAC Initiatives

Collaborate with fellow committee members to establish sustainable veteran engagement activities and improve supervisor readiness state-wide.



Reduce Agency Turnover

Address root causes of staff departure by building an inclusive environment where every employee feels valued and supported from day one.

Workforce Context & Need

5.9%

Annual DSPS Turnover Rate

ElAC Workforce Priorities

Because DSPS hiring supervisors regularly conduct recruitments to fill operational vacancies, standardized supervisor training is essential.

Through our workgroup, ElAC ensures hiring managers receive modern recruitment tools while simultaneously expanding recognition for our veteran workforce.

Goal 1: Recruitment

Ensuring every DSPS hiring supervisor completes annual best-practice training to foster high-quality, fair, and equitable recruitments.

Supervisor Training Mandate

Annual Best-Practice Training

To enhance recruitment quality, all hiring supervisors must complete at least one annual training course covering hiring, recruitment, or interviewing best practices.

The initial requirement centers on assigned Unconscious Bias training via Cornerstone, giving supervisors practical tools for equitable hiring across Wisconsin.

Recruitment Action Plan



Cornerstone Tracking

Training completion is tracked in Cornerstone with support from the Bureau of Training and Development for seamless reporting.



EIAC & Leadership Oversight

Regular progress updates are reported directly to EIAC and agency executive leadership during scheduled Operations Meetings.



Dedicated Time Support

Leadership backing ensures supervisors are given dedicated work time to fulfill annual recruitment training coursework.

Goal 4: Veteran Engagement

Strengthening connection and visibility for veteran employees through annual celebratory activities and peer recognition.

Supporting Veteran Employees

Annual Veteran Activities

EIAC workforce analysis highlighted a strong presence of veteran personnel across DSPS. Our workgroup leads at least one dedicated annual activity to celebrate their service.

-  **Celebratory Events:** Agency-wide appreciation gatherings & potlucks
-  **Lunch & Learn Sessions:** Spotlighting veteran insights & careers
-  **Peer Connections:** Building supportive inter-divisional networks

Workgroup Member Roles



Recruitment & Training Advisory

Collaborate with EIAC to review training recommendations, promote Cornerstone participation, and gather feedback from hiring supervisors in your division.



Veteran Outreach & Event Planning

Help plan, coordinate, and host annual veteran appreciation events, webinars, and networking opportunities in partnership with the full EIAC committee.

Monthly Articles

Promoting an Agency Culture that is free of bias, that is respectful, values diversity, promotes equity and inclusion.

Monthly Newsletter E&I Updates

Agency Culture

Provide ongoing diversity, equity and inclusion updates and opportunities to staff using the available agency communication tools.

Department of Safety and Professional Services
Equity and Inclusion Advisory Committee
Bylaws
Adopted TBD

Article I - Purpose

The purpose of the Department of Safety and Professional Services (DSPS)'s Equity and Inclusion Advisory Committee is as follows:

1. Support, track, and advance the goals outlined in the action plan or any recruitment and retention strategies established by the Governor's office or the Department of Administration.
2. Communicate concerns and recommend positive solutions to the Bureau of Equity and Inclusion Officer and the Secretary's Office to ensure equitable and inclusive opportunities that value diversity, encourage personal growth, and support an inclusive environment for diversity for current and future staff.
3. Serve as agency role models by promoting self-education and championing the importance of diversity and inclusive behavior.
4. Communicate, collaborate on, and promote the action plan's goals, ongoing and upcoming initiatives, and activities to department staff ensuring they align with the agency's goals for advancing equity, diversity, and inclusion.
5. Annually evaluate and report the effectiveness of the Equity and Inclusion Plan Committee and activities to the agency head.

Article II - Membership

Section 1. Representation

The Committee will consist of the department Bureau of Equity and Inclusion Officer (a non-voting member) and a broad spectrum of department representation, which includes the following:

- a) each division
- b) management
- c) racial/ethnic minorities, women, veterans, and people with disabilities
- d) non-management

Section 2. Number of Members

At least one and not more than three voting members will be appointed to the Committee by each Division Administrator. The DSPS Secretary may choose to designate an additional non-voting member to serve on the committee as their designee. Maximum of 15 members on the Committee, not including the Secretary's designee or the department Bureau of Equity and Inclusion Officer.

Section 3. Staggered Terms of Appointment

It is the intent of the agency head that Committee members will be appointed to three-year staggered terms. New voting members will be appointed to a three-year term by each Division Administrator in May of each year, or as needed to replace a vacancy.

Article III - Meeting Schedule

Committee meetings will be held at least four times annually with times and location to be determined by the Committee. Special meetings may be called by either of the Co-Chairs with a minimum of two weeks notice.

Article IV - Distribution of Minutes

The minutes will be made available electronically to all Committee members prior to the next scheduled meeting once approved. They will be made available to the agency staff.

Article V - Conduct of Meetings

Section 1. Quorum

A quorum shall be present to conduct a meeting, which is at least one-third of the total voting membership.

Section 3. Voting

1. The Bureau of Equity and Inclusion Officer is a non-voting member of the Committee.
2. All other members of the Committee shall be voting members.
3. Quorum shall be required to perform any duties that require a vote by the Committee.
4. A vote by a simple majority of quorum shall be necessary to pass any motion requiring a vote except for business identified as requiring full voting membership.
5. Full voting membership is required when voting on motions which affect the structure or purpose of the Committee.

Article VI - Officers

Section 1. Titles and Terms

1. The officer positions shall consist of two Co-Chairs and a Secretary, elected at the June meeting for a one-year term, and at least one unelected Past-Chair(s), as applicable.

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 Bureau of 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. Assist the Bureau of Equity and Inclusion Officer in the implementation of action plan activities and lead in the implementation of any additional Committee activities deemed necessary and provide regular and timely updates of said actions when necessary.
9. Assist in the evaluation of the agency's action plan.
10. Serve for one additional year, after the term as Co-Chair, on the Committee as Past-Chair.

Section 3. Responsibilities of Secretary/Co-Secretary

1. With the assistance of the Co-Chairs and Past-Chair, 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-Chairs 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 Co-Chairs.

Section 4. Responsibilities of Past-Chairs

1. Provide guidance, leadership continuity, and advisory support to the Co-Chairs, as requested, in the carrying out of their duties.

Section 5. Responsibilities of Committee Members

1. Attend all scheduled Committee meetings. 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 and the secretary's designee, shall conduct business between regular meetings. In addition, the department Bureau of Equity and Inclusion Officer will serve as a member of this team.

Section 7. Fulfillment of Officer Responsibilities

1. 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 or has more than three unexcused absences in one year, the officer should evaluate time commitments, and discuss options with Co-Chairs.
2. If there is a vacancy in an officer role, an election may be held outside of the election meeting to serve until the following election meeting.
3. 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.

Section 1. Proposed amendments to these bylaws may be introduced by any Committee member.

Section 2. Proposed amendments shall be in writing and submitted to the Co-Chairs.

Section 3. Proposed amendments shall not exceed the authority of the Committee.

Section 4. Proposed amendments shall not be voted upon during the same meeting at which they are introduced.

Section 5. Proposed amendments shall require a majority vote of the full voting membership of the Committee.

Section 6. Amendments shall become effective upon approval of the minutes.

Article VIII - Ratification

Ratification of these bylaws shall be by a majority vote of the full voting membership of the Committee.