



# 2024-2026 EQUITY AND INCLUSION - MENTORING PROGRAM

Subcommittee

# RETENTION GOAL

The Agency will actively promote leadership opportunities and flexible work arrangements to retain employees.

## Develop a mentorship program that matches employees with mentors at various levels of their desired career path.

### **PSC Peer Mentoring Program**

- Mission: To foster the value of diversity, equity, and inclusion in the workplace, that allows all employees to fully develop, and to enhance employees' experience while also enhancing and supporting staff knowledge sharing.
- Goal: A mentor is a resource, who isn't the mentee's direct supervisor and is available to answer a wide range of questions that the mentee may have. These questions may include but are not limited to topics such as work-specific tasks, general agency culture and operations, and state employment. A mentor should also serve as an additional networking point to provide avenues for increased relationship-building across divisions.

### **DATCP Mentorship Program**

- Strategy: Mentors would assist new employees as they become familiar with their workplace environment, share guidance about department expectations, answer questions, and ultimately, help the new employee to feel more included as a member of the DATCP team. These mentors would not be direct supervisors, but rather someone with applicable experience and skills that would be beneficial to the new employee's development.

# RETENTION STRATEGY 1



	Define the program's purpose/objective	Research other Agency's mentoring programs.	Create an online survey to match interests and to gauge employee enthusiasm about the program.	Identify the benefits of participation.	Determine how Mentees will be selected (volunteer or assigned). Recruit participants.	Define Mentor target audience
Colleen Uhlenkamp						
Audra Cohen-Plata						

KPI:  
Number of mentor/mentee volunteer participants

Number of meetings/ interactions

Outcome Metrics:  
Create a survey of all participants to determine employee engagement.

Identify milestones to indicate progress/success.

Improved retention.

Meredith Eichelberger, Jeremy Kloss, and Cassidy Oberreuter from DOT are contact from the Young Professionals CEN and may have some resources that we could borrow.



# 2024-2026 RECRUITMENT AND CULTURE PLAN

Subcommittee



# RECRUITMENT GOALS

## GOAL -

Expand department recruitment geography to attract greater numbers of women, minorities, persons with disabilities, and veterans.

## Recruitment Goal Strategies -

- Expand the geography of DSPS recruitment efforts to include cities and counties that have larger populations of diverse candidates in their available workforce than found in the Central and Western regions.
- Expand the department's annual participation in the SWSDIP Internship Program.
- Actively seek out and participate in Job Fairs (in-person and/or virtual) and other hiring events that focus on diversity hiring.
- Expand diversity-positive recruitment efforts by leveraging communication channels formed by the State Council on Affirmative Action and others with:
  - Racial and ethnic minority, veteran's, and women's groups,
  - Building community partnerships and establishing communication with colleges, universities, and technical colleges, as well as nontraditional local and regional recruitment networks.
  - Develop relationships with CBO's (community-based organizations)

# RECRUITMENT STRATEGY 1



Implement diversity positive recruitment plans.

Due 12/26/2026	Review DSPS 2022/2023 Applicant Data	Verify the population diversity (racial/ethnic/disabilities) in counties within the targeted Southern & Eastern regions.	Identify specific business, education institutions and CBO's that may attract high numbers of potential applicants.	Expand recruitment geography: Collaborate with HR to develop a recruitment plan targeting diverse audiences in the selected regions that have the potential to generate greater numbers of diverse, qualified candidates.
	Due 09/30/2024			
Katie Petzel				
Audra Cohen-Plata				

# RECRUITMENT STRATEGY 2

Implement quarterly mandatory DEI training(s) that promote the benefit of a diverse workforce for all managers and supervisors.



	Review of available DEI Cornerstone Training. Assign Cornerstone training to all hiring managers and supervisors that meets this goal. Training must be completed prior to receiving permission to hire.
Katie Petzel	
Audra Cohen-Plata	

**KPI:**

- Develop a list of relevant/appropriate DEI training
- Training assigned to 100% or hiring managers

**Outcome/Metric:**

- All assigned training completed by 100% of hiring mangers
- Training reports are reviewed on a monthly basis

UPDATES: 06/21/2024 waiting on clarification from DOA/Deputy regarding separate supervisor training.

# RECRUITMENT STRATEGY 3

Increase the department’s annual participation in the SWSDIP Internship Program. 2024 data.



	2024 - Strongly encourage each division administrator to have their program management teams develop real- world, division specific internships students in the SWSDIP internship program.	2025 - Strongly encourage each division administrator to have their program management teams develop real- world, division specific internships students in the SWSDIP internship program.
Emily Latham	1 Intern for DPCP in 2024.	
Mary Richards	1 Intern for DLSC in 2024.	
Monique Spencer	1 Intern for DPM in 2024.	
Melinda Boyle-Prior	1 Intern for DPCP in 2024.	
Katie Petzel	1 Intern for DIS in 2024.	
Audra Cohen-Plata	1 Intern for DPM in 2024.	
Total Interns	4 total interns in 2024.	

**KPI:**

- Internship position descriptions developed and submitted prior to the deadline.
- Increase the number of internships available in DSPS (over 2021-2023 which was 3)

**Outcome/Metric:**

- Successful hiring of student interns into each available position.

**UPDATES:**

- Held Intro Lunch for interns to network



# RECRUITMENT STRATEGY 3

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Katie Petzel		1 Intern for DIS in 2025.
Audra Cohen-Plata		
Total Interns		

**KPI:**

- Internship position descriptions developed and submitted prior to the deadline.
- Increase the number of internships available in DSPS (over 2021-2023 which was 3)

**Outcome/Metric:**

- Successful hiring of student interns into each available position.

**UPDATES:**

- Held Intro Lunch for interns to network

# RECRUITMENT STRATEGY 4

Integrate Diversity Job Fairs into the Department's recruiting efforts throughout Wisconsin



Actively seek out and participate in Job Fairs (in-person and/or virtual) and other hiring events that focus on diversity hiring.	March 31st 2024	June 30th 2024	September 30th 2024	December 31st 2024
Katie Petzel				
Audra Cohen-Plata				

QUESTION: If we have a table at the Hill Farms diversity celebration, could that count for this recruiting goal?

# RECRUITMENT STRATEGY 5

Develop a list of position posting locations in Southern and Eastern Wisconsin.



	Review location list of DSPS position postings. Initial locations may include UW Milwaukee, UW Parkside, Milwaukee Urban League, and other colleges and CBOs.
Katie Petzel	Completed
Audra Cohen-Plata	Completed
	Completed
	Completed
	Completed
	Completed

# AGENCY CULTURE

## GOAL -

Expand department recruitment geography to attract greater numbers of women, minorities, persons with disabilities, and veterans.

## Agency Culture Goal Strategies -

- Include an Equity and Inclusion progress update report at all upcoming annual departmentwide meetings.
- Identify, and assign mandatory training opportunities that promote diversity, equity, and inclusion to all managers and employees.
- Foster a culture of open communication and transparency, and promote opportunities (forums, etc.) for discussion of diversity, equity, and inclusion topics.
  - Develop and promote a series diversity, equity, and inclusion-focused Ted Talk “Lunch & Learns” with “Talkbacks” led by E&I committee members.
  - Provide ongoing diversity, equity and inclusion updates and opportunities for staff using SharePoint “Connect Us.”
- Use the available agency communication tools to promote E&I opportunities and events.
  - Monthly Newsletter “E&I” Updates
  - SharePoint “Connect Us” site E&I

# EI CULTURE STRATEGY 1

Agency Annual meetings. Include an Equity and Inclusion progress update report at all upcoming annual department-wide meetings.



	On an annual basis, Agency leadership will report to the entire department our progress relating to equity and inclusion. This would include recruitment, retention, and other hard measures. Focus: Diversity hiring and retention
Katie Petzel	
Audra Cohen-Plata	

KPI: Report prepared

Outcome/Metrics: Report delivered by Senior Leadership

# EI CULTURE STRATEGY 2

Foster a culture of open communication and transparency, and promote opportunities (forums, etc.) for discussion of diversity, equity, and inclusion topics.



<b>Completion Date 12/31/2026</b>	Establish a series of Ted Talk Lunch and Learns with talkbacks that focus on a host of topics including diversity and inclusion. Establish a series of Ted Talk Lunch and Learns with talkbacks that focus on a host of topics including diversity and inclusion.
Katie Petzel	
Audra Cohen-Plata	

KPI: Identifying a series schedule that is promoted on Connect Us as well as the department’s newsletter. Following each discussion survey the participants.

- Outcome/Metrics:
- Count the number of participating staff
  - Number follow-up survey participants

# TED TALKS

Foster a culture of open communication and transparency, and promote opportunities (forums, etc.) for discussion of diversity, equity, and inclusion topics.

Not Started	In Progress	Completed	Overdue

July 1 – 12: Talkback (Staff Discussion)

**Topic Recommendation:**

**Belonging, A Critical Piece of Diversity, Equity & Inclusion | Carin Taylor | TedxSonomaCounty**

We've all heard presentations about the importance of DEI. In this powerful talk, Carin Taylor shares why belonging is the focus of her DEI strategy and the most important piece of the DEI discussion. She outlines the key ingredients needed to belong and how to create them.

[https://www.ted.com/talks/carin\\_taylor\\_belonging\\_a\\_critical\\_piece\\_of\\_diversity\\_equity\\_inclusion](https://www.ted.com/talks/carin_taylor_belonging_a_critical_piece_of_diversity_equity_inclusion)

July 12 – Talkback (Staff Discussion)

***Other Ted Talk recommendations – to be determined.***

August 5 – 16: Ted Talk

August 16: Talkback (Staff Discussion)

September 2 – 13: Ted Talk

September 13: Talkback (Staff Discussion)

October 1-11: Ted Talk

October 11: Talkback (Staff Discussion)

November 1-15 Ted Talk

November 15: Talkback (Staff Discussion)

December 2-13 Ted Talk

December 13: Talkback (Staff Discussion)

# EI CULTURE STRATEGY 3



Develop and post a Diversity Recognition Calendar on Connect Us

Using the SharePoint "Connect Us" EAC site to post information that highlights diversity efforts, individuals, or history. <b>Due Monthly on the 1st</b>	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Katie Petzel												
Other												

[Signup Spreadsheet](#)