

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

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Tony Evers, Governor
Dan Hereth, Secretary

**VIRTUAL/TELECONFERENCE
EQUITY AND INCLUSION ADVISORY COMMITTEE
Virtual, 4822 Madison Yards Way, Madison
Contact: Colleen Uhlenkamp (608) 266-2112
October 16, 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 A.M.

CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-2)**
- B. Approval of Minutes of August 21, 2026 (3)**
- C. Introductions, Announcements and Recognition**
 - 1. Introductions
 - a. Thao Nguyen – DPM Member
 - b. Eileen Young – DPM Member
- D. Administrative Matters**
 - 1. Mentorship Program Subcommittee Report (Uhlenkamp) **(4-7)**
 - 2. Equity and Inclusion Culture and Recruitment Subcommittee Report (Anderson/Sarnosky)
 - 3. Subcommittee Delegations and Scheduling – Discussion and Consideration
- E. DSPS EIAC Bylaw Review – Discussion and Consideration**
- F. 2026 State Council on Affirmative Action Impact Awards – Discussion and Consideration**
Credentialing Matters – Discussion and Consideration
- G. Equity and Inclusion Officer Update**
- H. Public Comments**

ADJOURNMENT

NEXT MEETING: DECEMBER 11, 2026

MEETINGS AND HEARINGS 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. To confirm a meeting or to request a complete copy of the board's agenda, please visit the Department website at <https://dsps.wi.gov>. The board 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 board for the convenience of the parties. The person credentialed by the board has the right to demand that the meeting at which final action may be taken against the credential be held in open session. Requests for interpreters for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer. Alternatively, reach the Meeting Staff by calling 608-267-7213.

**VIRTUAL/TELECONFERENCE
EQUITY AND INCLUSION ADVISORY COMMITTEE
MEETING MINUTES
AUGUST 21, 2026**

PRESENT: Melinda Boyle-Prior, Quinn Buczakowski, Katrina Cardin (*arrived at 9:22 a.m.*), Tracy Drinkwater, Kelly Kirnberger, Ashley Sarnosky, Blake Taylor, Colleen Uhlenkamp

Also Present: Regina Howard

ABSENT: Sofia Anderson, Monique Spencer, Charlene Vogt

CALL TO ORDER

Colleen Uhlenkamp, Co-Chairperson, called the meeting to order at 9:00 a.m. A quorum of six (6) members was confirmed.

ADOPTION OF AGENDA

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

APPROVAL OF MINUTES OF JUNE 12, 2026

MOTION: Colleen Uhlenkamp moved, seconded by Tracy Drinkwater, to approve the Minutes of June 12, 2026 meeting, as published. Motion carried unanimously.

INTRODUCTIONS, ANNOUNCEMENTS AND RECOGNITION

Recognition: Katie Petzel – DIS Member

MOTION: Colleen Uhlenkamp moved, seconded by Ashley Sarnosky, to thank Katie Petzel for the years of dedicated service to the Committee and State of Wisconsin. Motion carried unanimously.

Katrina Cardin arrived at 9:22 a.m.

Regina Howard arrived at 9:27 a.m.

ADJOURNMENT

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

The meeting adjourned at 9:31 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)
- Email re. Onboarding Video Requirement (In Progress)
- Mentorship Pair Tracking (In Progress)
- Mentor and Mentee Assignment Email (In Progress)