

**VIRTUAL/TELECONFERENCE
EQUITY AND INCLUSION ADVISORY COMMITTEE
MEETING MINUTES
DECEMBER 18, 2024**

PRESENT: Jon Bechard, Quinn Buczakowski, Katrina Cardin, James Horton, Kelly Kirnberger, Emily Latham, Katie Petzel (co-chairperson), Ashley Sarnosky (secretary), Monique Spencer, Colleen Uhlenkamp (co-chairperson), Charlene Vogt

Also Present: Audra Cohen-Plata, Regina Howard, Donna Moreland

CALL TO ORDER

Colleen Uhlenkamp, Co-Chairperson, called the meeting to order at 11:02 a.m. A quorum of eleven (11) members was confirmed.

APPROVAL OF MINUTES OF NOVEMBER 15, 2024

MOTION: Ashley Sarnosky moved, seconded by Colleen Uhlenkamp, to approve the Minutes of November 15, 2024, meeting, be deferred for approval at the January 15, 2025, meeting. Motion carried unanimously.

BYLAW AMMENDMENT INTRODUCTION

- Audra Cohen-Plata presented the opportunity to draft amendments to the bylaws to create a past-chairperson officer position.

INTRODUCTIONS, ANNOUNCEMENTS AND RECOGNITION

Change in Membership

- Emily Latham is stepping down from the committee; she has accepted a position with a different department. Emily is available to assist the Co-Chairpersons during transition.

SUB-COMMITTEE GOALS/MISSIONS

Mentorship Program Presentation: Colleen Uhlenkamp

- Sub-committee may meet as needed.
- Colleen will lead mentorship program under the retentional goal of EIAC Strategic Plan.
- PSC has well established peer mentoring program to reference.
- Overall goal: large positive impact on department that will be highly utilized.

E.I. Culture and Recruitment Presentation: Katie Petzel

- Implement diversity positive recruitment plans. This committee will work closely with HR.
- Implement quarterly mandatory DEI trainings for managers and supervisors.
- Increase participation SWSDIP internship program. Per Audra Cohen- Plata, 3 intern positions have been added for 2025.
- Promote a culture of open communication and transparency via TedTalks and Lunch and Learns.
- Develop Diversity Recognition Calendar for committee members to create monthly newsletters for department staff.

A poll soliciting EIAC Committee member interest to join a subcommittee will be routed.

STRATEGIC PLAN UPDATE**2025 Monthly Awareness**

- Katie Petzel will write the January awareness post (Poverty in America Awareness Month and Mentoring Month).

OFFICER UPDATE

EI Officer Regina Howard provided an update on the DSPPS Equity and Inclusion Advisory Plan.

- EI Officer Howard has been working with PSC to note their Equity and Inclusion Advisory Plan and will present her findings at a future meeting.
- EI Officer Howard will take notes on the DOT mentoring program to share benefits at a future meeting.
- EI Officer Howard inquired about a growing contact list of potential agencies with specialties that DSPPS would engage with or send job postings to.

Audra Cohen-Plata reported that the DSPPS Equity and Inclusion Advisory Committee's Annual Report has been submitted.

Katrina Kardin left at 11:31 a.m.

ADJOURNMENT

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

The meeting adjourned at 11:33 a.m.