

VILLAGE OF COTTAGE GROVE
MEETING

NOTICE OF PUBLIC

AD HOC DIVERSITY, EQUITY AND INCLUSION COMMITTEE

Wednesday, February 23, 2022

5:30 p.m.

Due to the COVID-19 pandemic, this meeting will take place as a virtual meeting via Zoom. Please join the meeting from your computer, tablet or smartphone by visiting <https://us06web.zoom.us/j/86192099260?pwd=YzJ5eFF1UFpJU1krYW52dDUrU2pjQT09>. You can also participate via phone by dialing 1 312 626 6799 and use [Meeting ID](#) 861 9209 9260# When asked for your Participant ID, just press #, when asked for the [Passcode](#) enter 221. You may also choose to participate by providing public comment prior to the meeting via email to Village Clerk Lisa Kalata: lkalata@village.cottage-grove.wi.us. If this is a teleconference, virtual or hybrid meeting, please review the Village of Cottage Grove's [policy](#).

1. Call To Order
2. Determination Of Quorum And That The Agenda Was Properly Posted
3. PUBLIC APPEARANCES-Public's Opportunity To Speak About Any Subject That Is Not A Specific Agenda Item
4. Discuss And Consider Minutes From The November 22, 2021 Meeting.

Documents:

[11-22-21 DEI MINUTES.PDF](#)

5. Discuss And Consider DEI Next Steps Regarding Consultant.

Documents:

[MEMO ON DEI.PDF](#)

6. Upcoming Events
7. Future Agenda Items
8. Set Next Meeting Date
9. Adjournment

This agenda has been prepared by Staff and approved by the Chair of the Ad Hoc Diversity, Equity and Inclusion Committee for use at the meeting as listed above. Any item on the agenda is subject to final action. Notice: Persons needing special accommodations should call 608-839-4704 at least 24 hours prior to the meeting. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

AD HOC DIVERSITY, EQUITY AND INCLUSION COMMITTEE

Monday, November 22, 2021

Draft Minutes

5:30 P.M.

1. Call To Order. Meeting called to order at 5:42 p.m. Members present were Chair Sarah Valencia, Melissa Ratcliff, Trista Taylor, Mikayla Krueger, and Matthew Wagner. JJ Larson and Matthew Giese, were also present.
2. Determination Of Quorum And That The Agenda Was Properly Posted. None.
3. PUBLIC APPEARANCES-Public's Opportunity To Speak About Any Subject That Is Not A Specific Agenda Item. None.
4. Welcome New Members. Mikayla Krueger
5. Discuss And Consider Minutes From The October 27, 2021 Meeting. Motion to approve the minutes from 10/27/21 by Ratcliff, second by Taylor. Motion passed 5-0-0.
6. Discuss Survey Results. Discussion re: survey results on avoiding religious holidays with meeting dates. Taylor will do research regarding other communities.
7. Discuss Transient Merchant Form.
8. Discuss and Consider Student Representative on DEI Committee. Discussion on including student representation on the committee and hearing a different viewpoint. Figure out the process – application by end of December to be on the committee in January? How to determine number of students per committee? How know if pilot works – input after year end – what determines if effective? Age – only under 18 so no senior high school students? Academic year or calendar year? Have a village trustee or committee member as a mentor/trainee? Application – open freshmen to juniors – due end of December. Work with school – reach out to Voting members? Supportive of student reps – recommendation on how to roll it out. Motion by Valencia that DEI committee supports student representative, Taylor second. Motion passed 5-0-0.
9. Upcoming Events. None.
10. Future Agenda Items. Holiday meetings discussion; Forms to translate; Tribal Lands acknowledgement; Transient Merchant ordinance, student representatives?
11. Set Future Meeting Date. December 22, 2021, 5:30 p.m.
12. Adjournment. Motion to adjourn by Wagner, second by Taylor. Motion passed 5-0-0. Meeting adjourned at 6:31 p.m.

REPORT

MEMO DATE:**TO:** Village Board of Trustees**FROM:****RE:** Next step for Diversity, Equity & Inclusion work**BACKGROUND**

The Diversity, Equity & Inclusion Committee was formed in early 2021 with the following objectives:

- Review and providing feedback on Village practices, policies, procedures and goals related to diversity, equity and inclusion.
- Identify ways in which elected officials, citizen appointees, staff and community members could be educated on diversity, equity and inclusion.
- Promote engagement of all voices in the community
- Identify initiatives the Village could work towards demonstrating these values in the community.

OVERVIEW

Since its creation the Committee has made a lot of progress and accomplished a great deal over a very short period of time.

- A mission statement was adopted guiding the Committee to "...provide insight, feedback, and actionable next steps that promote access and opportunity for all people in order to achieve a prosperous community."
- The Committee drafted and adopted an Equity & Inclusion Lens to guide Village decision-making, policy creation and program & process design moving forward. Utilizing an Equity Lens helps explore and address systemic barriers and inequities, by strengthening awareness of different viewpoints and incorporating those differences into decisions, processes, and policies. When we consider equity, check assumptions, ask about inclusion, and apply those insights to our work, we create tangible change. This doesn't replace a decision-making process – it adds information and knowledge for consideration.
- The Committee consumed and partook of presentations, studies, literature – all manners of educational materials and discussions around diversity, equity and inclusion particularly specific to how local government leaders can move the needle on the inequities we have in our society today. Much of this information and education was shared throughout our other standing committees and the Village Board, as well as to our citizens through the Village's communication platforms.
- The Committee conducted a survey for Village committee members regarding the scheduling of meetings on religious and other holidays.
- The Committee reviewed holiday designations and added MLK Jr. day as a holiday.

RECENT CHALLENGES & FUTURE

The Diversity, Equity & Inclusion Committee has set a solid foundation on which the Village leaders can continue to build. The Committee has made great strides in a short period and has done much of the 'low hanging fruit'. The most recent meetings have struggled to gain a quorum and finding items to sincerely and productively discuss has proven a challenge as well. The Committee appears to be at a point that requires professional consultation and guidance.

This work is too important to be allowed to stagnate. The DEI Committee has \$5,000 budgeted in 2022 for operating expenses. Given these recent challenges, this money could be used to bring in a professional facilitator/consultant from the with specific knowledge and skill in DEI to help create a road map for the future of continued growth around these issues.

RECOMMENDATION

It is recommended that the Ad Hoc Diversity, Equity & Inclusion Committee seek professional services to create a DEI Road Map for the Village of Cottage Grove. In order to make quorum, it is also recommended that the quorum required be set at 5 committee members.