

AD HOC DIVERSITY, EQUITY AND INCLUSION COMMITTEE

Wednesday, July 28, 2021
P.M.

5:30

Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. Please join the meeting from your computer, tablet or smartphone by visiting

<https://us06web.zoom.us/j/87829437782?pwd=Nm9JRxpTV3grODVGNnRNaEM5Q2tLdz09>

You can also participate via phone by dialing 1 312 626 6799 and use Meeting ID: 878 2943 7782#. 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

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 June 23, 2021 Meeting.

Documents:

[6-23-21 DEI MINUTES.PDF](#)

5. Monona Grove High School Gender Sexuality Alliance
 - a. Presentation by Daniel Ratcliff, President
6. Policy Review: Discuss And Consider Recommendation On Holiday Observance For Village Non-Unionized Staff And Public Meetings.

Documents:

[MEMO JULY 2021 HOLIDAY DISCUSSION.PDF](#)

7. Discuss And Consider Raising Flags At Village Hall In Support Of Holidays.
8. Discuss And Consider Committee Vision
 - a. Draft: Village of Cottage Grove be a safe, friendly, and attractive community for businesses, neighbors and families to live, learn, work, play and enjoy the richness and opportunities and ensuring that this vision is a reality for all persons regardless of their race, ethnicity, culture, religion, beliefs, background, gender or orientation.
9. Discuss And Consider Website Resources To Post On Village Website.

a. [HTTP://WWW.IMAGINEFOXCITIES.COM/](http://www.imaginefoxcities.com/)

10. Future Agenda Items.

a. Continued spotlight on Local DEI Efforts

11. 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

Wednesday, June 23, 2021

5:30 P.M.

Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. Please join the meeting from your computer, tablet or smartphone by visiting

<https://zoom.us/j/91531418276?pwd=ZDNNGSjFveW5ibGtHajhGLzd1b0NtZz09>

You can also participate via phone by dialing 1 312 626 6799 and use Meeting ID: 915 3141 8276#.

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1. Call To Order. Meeting called to order at 5:31 p.m. Members present were Chair Sarah Valencia, Melissa Ratcliff, Andrew Litt, Justin Neal, Trista Taylor, and Matt Giese.
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. **None.**
4. Discuss And Consider Minutes From The May 26, 2021 Meeting. **Motion to approve the Minutes by Ratcliff, second by Litt. Motion approved 6-0-0.**
5. DEI Efforts At Monona Grove School District. **Presentation by Justin Neal regarding the Monona Grove School District's Parent Equity Council which is in its 3rd year and is the Chair of the Council. www.mononagrove.org/family/equity.cfm The Council includes parents with a student of color in the district or of a marginalized student such as from the LGBTQ community. The Council also includes Shelby Steele, the Equity Coordinator, and Superintendent Dan Olson. There is an email address, equity@mgschools.net, that allows anyone to send the Parent Equity Council an email to look into possible concerns or ideas regarding equity at the school. Lastly, the Parent Equity Council and Forever Friends are looking at outreach opportunities and activities for students and others both in Cottage Grove, Monona, and the Monona Grove School District schools.**
6. Review Of Holiday Observance For Village Staff And Public Meetings. **Discussion regarding the Village's current holiday observance policy that includes the following holidays: New Year's Day, Friday before Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, Two Personal Days**
There was discussion regarding removing the Friday before Easter and instead including Martin Luther King Jr. Day and/or Juneteenth, changing "Personal days" to "floating holidays", or not specifying holidays and just providing 10 floating holidays and providing a list to employees of the days the Village is closed for holidays.
Further discussion will occur at the next DEI committee.
7. Discuss Additional Work On A Vision Statement. **This was not discussed and would be included at the next DEI committee meeting.**

8. Discuss And Consider Website Resources To Post On Village Website. Motion by Taylor to post the article "A Guide to Gender Identity Terms" to the Village's DEI webpage, second by Valencia. Motion approved 6-0-0.
9. Future Agenda Items. Continued discussion on holiday observance for village staff and public meetings, Vision Statement, presentations as discussed at the first meeting.
10. Adjournment. Motion to adjourn by Valencia, second by Litt. Motion passed 6-0-0. Meeting adjourned at 6:32 p.m.



VILLAGE TRUSTEE MEMO

MEMO DATE: July 8, 2021
TO: DEI Committee
FROM: Sarah Valencia
RE: Continued discussion of Holiday Observance

The DEI Committee reviewed the Village's Holiday policy at the June meeting. The Committee tabled discussion and potential recommendation until this month's meeting.

The current policy reads as follows:

"HOLIDAYS

Employees in regular full-time positions shall be entitled to paid time off for recognized holidays which occur after their first full day on the job. No employee shall be eligible for holiday pay for a holiday which occurs after their last day on the job.

The following holidays are granted to full-time employees in classified positions at eight (8) hours wages and prorated for permanent part-time employees:

- New Year's Day
- Friday before Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- Two Personal Days

Each employee shall qualify for the above. If an exempt employee works on a holiday, he/she shall be compensated for the time worked using compensatory time. If a holiday falls on a Saturday, it will be observed on the Friday before. If a holiday falls on a Sunday, it will be observed on Monday following the holiday. In the event Christmas Eve and Christmas Day fall on a Sunday and Monday, the Sunday holiday will be observed on Tuesday.



If a non-exempt employee works on a holiday, he/she shall receive time and one-half for all hours worked plus a compensatory day.”

The ideas discussed at the June meeting by the committee include:

- Changing “personal days” to “floating holidays”
- Removing “Friday before Easter” as a Holiday and adding MLK Day (the idea being that a floating holiday could be used for the religious based holiday)
- Potential to also add Juneteenth as a holiday (either one floating holiday would be eliminated or a different holiday would be removed)
- Removing the specified days and just having 10 floating holidays and then employees are given the list of days village hall is closed, so employees can choose their holiday days.

The discussion also includes the scheduling of public meetings on holiday observances. For example, Dane County will not schedule board, commission or committee meetings on the following holidays in 2021:

- Ash Wednesday: Wednesday, February 17th
- Maundy Thursday: Thursday, April 1st
- Good Friday: Friday, April 2nd
- Passover: Sunday, March 28th to Sunday, April 4th. It should be noted that Passover begins at sunset on March 27th. Morning meetings are okay to schedule except on the first and last two days.
- Eid-al-Fitr (End of Ramadan): Wednesday, May 12th to Thursday, May 13th. Begins at sunset on Wednesday, May 12rd.
- Eid-al-Adha (10th Zul-Hijjah): Monday, July 19th to Tuesday, July 20th. Begins at sunset on Monday, July 19th.
- Rosh Hashanah: Tuesday, September 7th to Wednesday, September 8th . Begins at sunset on Tuesday, September 6th.
- Yom Kippur: Thursday, September 16th. Begins at sunset on Wednesday, September 15th.
- Sukkot: Tuesday, September 21st to Wednesday, September 22nd. Begins at sunset on Monday, September 20th .
- Hanukkah: Sunday, November 29th to Monday, December 6th. It should be noted that meetings can be scheduled during this time.

My understanding is that Christmas is not on this list because it occurs on a Saturday this year.

I look forward to our continued discussion on this important DEI topic.