

AD HOC DIVERSITY, EQUITY AND INCLUSION COMMITTEE

Wednesday, August 25, 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/82303447153?pwd=bEJLSFhWSTF1M1IkdGdLbkROSm0yUT09> You can also participate via phone by dialing 1 312 626 6799 and use Meeting ID: 823 0344 7153#. 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 July 28, 2021 Meeting.

Documents:

[7-28-21 DEI MINUTES.PDF](#)

5. Policy Review: Discuss And Consider Recommendation On Holiday Observance For Village Non-Unionized Staff And Public Meetings.

Documents:

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

6. 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.

Documents:

[WORKING DRAFT DEI WORKPLAN.PDF](#)
[CG DEI DECISION AND POLICY LENS.PDF](#)

7. Discuss And Consider 2022 Committee Budget Requests.

8. Future Agenda Items.

a. Continued spotlight on Local DEI Efforts

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

Wednesday, July 28, 2021

5:30 P.M.

1. Call To Order. Meeting called to order at 5:30 p.m. Members present were Chair Sarah Valencia, Melissa Ratcliff, Justin Neal, Trista Taylor, Brandon Godbolt, Matthew Wagner, JJ Larson 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 June 23, 2021 Meeting. Motion to approve the Minutes by Ratcliff, second by Taylor. Motion approved 6-0-0.
5. Monona Grove High School Gender Sexuality Alliance. Presentation by Daniel Ratcliff, President of Gender Sexuality Alliance (GSA) regarding gender and sexuality terms. GSA is a group at Monona Grove High School for those of the LGBTQ+ community and allies of the LGBTQ+ community.
6. Policy Review: Discuss and Consider Recommendation on holiday observance for village non-unionized staff and Public Meetings. No action taken. Continued discussion regarding observance of holidays and paid time off.
7. Discuss And Consider Raising Flags at Village Hall in Support of Holidays. No action taken. Discussed different ideas and flags. No action taken. Discussion regarding following Governor's actions or county actions, need for village's own process and procedures. Discussion regarding needing to ensure that the village has installed flag poles that support more than one flag also.
8. Discuss and Consider Committee Vision. No action taken. Will continue discussion next meeting.
9. Discuss and Consider Website Resources to Post on Village Website. Motion to approve by Valencia on approve www.imaginefoxcities.com on website. Second by Ratcliff. Motion passed 6-0-0.
10. Future Agenda Items. Continued spotlight on local DEI efforts, presentations, holiday observance, flag discussion, committee vision, Ann Ahearn Commitment to Diversity Equity & Inclusion
11. Adjournment. Motion to adjourn by Valencia, second by Wagner. Motion passed 6-0-0. Meeting adjourned at 6:35 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 11 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.

Objectives:

1. Review and provide feedback on Village practices, policies, procedures, objectives and goals as related to diversity, equity, and inclusion.

Actions:

- Adopt DEI Lens
- Utilize lens to review key Village policies, practices, and procedures. This review may include:
 1. Holiday observances for personnel and public meetings
 2. Personnel practices – including job descriptions, hiring and recruitment, and DEI training.
 3. Select police policies
 4. Select ordinances
 5. Comprehensive Plan – review jointly with Housing Task Force
- Demonstrate use of DEI lens to other committees and the Board.

2. Identify ways to encourage all elected officials, citizen appointees, staff, and community members to learn about diversity, equity and inclusion.

Actions:

- Identify/Create training opportunities
- Create website with DEI resources

3. Promote the engagement of all voices of the community.

Actions:

- Invite speakers to committee meetings over next few months.
 - Lt. Wagner re: Cottage Grove demographics
 - Monona Grove School District Administration re: DEI efforts
 - Monona Grove School District Black Student Union
 - Dane County Office of Equity and Inclusion
 - Monona Grove School District Gender Sexuality Alliance
 - Nehemiah Center
 - Dane County Immigration Affairs Office

4. Identify initiatives for how the Village can work towards demonstrating and reflecting these values within our community.

Actions:

- Incorporate DEI into Mission/Vision
- Provide guidance to the Village Board regarding proposed resolutions as related to DEI

Equity & Inclusion Lens: Guide for Decision Making, Policy Creation, and Program & Process Design

The vision of the Village of Cottage Grove is that the Village 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. As such, the Village of Cottage Grove is committed to acknowledging, confronting and addressing systemic discriminatory practices and biases.

Incorporating an Equity and Inclusion Lens into how we plan and deliver programs, make decisions, and create policies, ensures that we are doing so in a way that thoughtfully engages, includes, and considers individuals and communities who have been historically excluded.

What is an Equity and Inclusion Lens?

An Equity and Inclusion Lens is like a pair of glasses – it helps you see things from a new perspective. It helps us 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.

Demographics for considerations include but are not limited to:

- Race
- Culture
- Ethnicity
- Faith
- Ability (Physical and Cognitive)
- Age
- Gender
- Gender identity and expression
- Language
- Sexuality
- Veteran status
- Socioeconomic status (Income)
- Immigration status
- Education level and Literacy

Using various lens as suggested above, consider the following questions as it relates to the policy, decision, process, or program:

- Who may be **burdened**?
- Who **benefits**?
- What **biases** may be present?
- What are the potential **unintended consequences**?
- What will **be done** to eliminate and/or mitigate the disparate impact or unintended consequence?

Additional considerations

- Use gender-neutral pronouns.
 - they/them/theirs
 - Forperson instead of Forman
- Use people first language.
 - Puts the person before the disability and describes what a person has, not who a person is. Some examples:
 - “Person with a disability” instead of ‘disabled person’;
 - “Bathrooms accessible to people with disabilities” instead of ‘bathrooms for the disabled people’
 - “People with mental health conditions” instead of ‘the mentally ill’;
 - “Person who uses a mobility chair” instead of ‘wheelchair bound’
- Use plain language.
 - Communication an audience can understand the first time they read or hear it. Material is in plain language if the audience can:
 - Find what they need
 - Understand what they find the first time they read or hear it
 - Use what they find to meet their needs