State Council on Affirmative Action Meeting Minutes – May 16th (9:30-11:30 AM)

Location: DOA bldg., 101 E. Wilson St., Room 4C, 4th Floor

Attendees

*By phone:* Adin Palau, Alenka Dries, and Nia Trammell

*In person:* Corinda Rainey-Moore, Haley Ingersoll, Jennifer Zschernitz, Karen Nelson, Lisa Mortenson, Nicole Guardiola

Agenda Items

* Welcome and Introductions
* Updates on Council Membership
* BEI Updates
* Wrap-up/Next steps/Adjourn
1. Update on Council Membership (Adin)
	1. Housekeeping
		1. Adin has reached out to the state re: Lisa and Alenka’s appointments
		2. Alenka has been contacted by Casey Seneili (Director of Appointments) regarding confirmation but for wrong council… should have update next week
	2. Less Active Members
		1. By-laws indicate that two missed meetings are grounds for dismissal from SCAA – discussion on whether action be taken or by-laws be edited
		2. Outreach to current less-active members
	3. Who else to include in SCAA
		1. Discussion around process for including members
		2. Three names in mind so far; five slots open (all Governor slots)

***Council Membership Action Items***

* **Adin will reach out to Casey to confirm she has all needed materials (re: housekeeping).**
* **Follow up with less active members (E.g. phone calls, emails, letters)**
	+ **Karen or Adin will follow up with Patricia M.**
* **Nicole will send letter on membership inclusion process to the council**
1. BEI Updates (Jennifer and Nicole)
	1. 2019 Monitoring visits
		1. BOALT monitored in April
		2. DMA monitoring in May
		3. No additional monitoring until September (OPD), October (WHS), and November (DOR)
	2. Affirmative Action Advisory Committee
		1. Told agencies about what they’re doing/initiatives
		2. Connected and met with secretaries
		3. Challenges in new Hill Farms building
		4. Quarterly meetings upcoming – August 20th; November
		5. Revamped DAA Livewire – includes articles and current events
			1. April Diversity Livewire ft. BBC article
			2. May article anticipated this week
				1. AA officers welcome to submit content; PDF format
	3. Resources
		1. New Sharepoint – Nicole has access to edit SCAA portion of DPM website
			1. Currently past minutes, diversity award, overview of SCAA
		2. Continue to send training resources to EEO/AA Professionals
		3. Training on harassment available for all employees coming soon
			1. Last tweak by end of May
		4. Other trainings available – Agencies can request!
			1. Reasonable Accommodations
			2. Unconscious Bias
			3. Interview Panel Best Practices
	4. Outreach
		1. Angela to do job fairs at Rock Cty., Dane Cty., and Community Action Hiring Event in Beloit
	5. AA Officers/BEI Roles
		1. Deborah, Paege, Christina, and Nicole added
		2. Unclear if Jennifer will be replaced
		3. Governor wants to be involved with replacement of former director and administrator
			1. No apparent timeline on new director or administrator
			2. Adin – council should have role in interview process to make administration aware of the strategic vision

***BEI Updates Action Items***

* **Continue to send training resources to EEO/AA Professionals**
* **Nicole to check in with council members**
* **Communicate with Stacy re: council presence in interview process**
* **Add 2019 Diversity Awards to SCAA Sharepoint site**
* **Nicole will send link to site**
1. Diversity Awards Promoting and Planning (Corinda and Adin)
	1. Retreat planning – how to move forward as a group
		1. New leadership, opportunity to provide input according to charges in bylaws
		2. Education with other State agencies
		3. Brainstorm dates – 4+ hours in early August
		4. Work with Stacy re: council budget
		5. Location – Senate Parlor may be limited on space
	2. Strategy
		1. Sending reminder emails about award/event
		2. Promote previous winners
		3. Highlight 20th anniversary
		4. Bring awareness to action being taken and show others what to implement
			1. Challenges, what worked well
		5. Elicit media attention
			1. Adin to do interviews a few weeks prior to event
			2. Multiple media sources – Wisconsin State Journal notified
			3. Draft press release

***Diversity Awards Action Items***

* **Lisa to put intern onto marketing Diversity Award/channels for promotion**
* **Have council sit down with Stacy and go over DPM budget, introduce council and its role (ASAP)**
* **Adin and Nicole to get in contact with media – send out a press release**
* **Call AA professionals to see if nomination information was passed along**
* **Nicole will send Doodle Poll with potential retreat dates w/ promotion for attendance (e.g. food)**
* **Nicole will send copy of updated SCAA report**
* **Nicole will look into enterprise trainers**
	+ **Karen mentioned Alonso Kelley**
* **Deliver info to stakeholders at meetings and advertise the council**
* **Lisa will start communication plan**
1. Additional Items
	1. What info is needed for SCAA roster
		1. Patricia’s contact info – Adin will call Patricia
2. Meeting Adjourned