

1 268-012022

2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29

**RESOLUTION: Approve Diversity Affairs By-laws and Strategic Plan**

**TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

**WHEREAS**, the Diversity Affairs Commission was established by Resolution 107-122020; and

**WHEREAS**, the Diversity Affairs Commissions Committee of Jurisdiction is the UW Education, Extension, and Agriculture Committee; and

**WHEREAS**, the Diversity Affairs Commission is mandated to have a set of by-laws and strategic plan adopted by the Winnebago County Board of Supervisors; and

**WHEREAS**, the Diversity Affairs Commission has completed the strategic planning process and developed proposed by-laws, copies of which are attached.

**NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that it hereby approves the by-laws and strategic plan forwarded by the Diversity Affairs Commission.

Respectfully submitted by:

**UW EDUCATION, EXTENSION AND AGRICULTURE  
COMMITTEE**

Committee Vote: **4 - 0**

Vote Required for Passage: **Majority of Those Present**

Approved by the Winnebago County Executive this \_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
Jonathan D. Doemel  
Winnebago County Executive

## **Winnebago County Diversity Affairs Commission Bylaws**

### **Article I**

#### **Name**

The name of this organization shall be the Winnebago County Diversity Affairs Commission.

### **Article II**

#### **Section I: Mission Statement**

"The Winnebago County Diversity Affairs Commission embraces diversity, inclusion, and belonging by bringing the community together to listen to one another, learn together, and encourage our community to act in ways that help people thrive." "We support justice, equity and compassion in human relations. We affirm the inherent worth and dignity of every person."

#### **Section II: Purpose of Organization**

The purpose of the Winnebago County Diversity Affairs Commission is to create an equitable and inclusive Winnebago County that fosters thriving communities for all who reside and work in Winnebago County. "We will make a greater effort to treat all people with the same respect we expect to receive."

### **Article III**

#### **Representation**

##### **Section I: Membership**

There are two engagement opportunities for the Winnebago County Diversity Affairs Commission. These two opportunities are a steering committee representative or community members are invited to provide input by means of regular, scheduled public engagement opportunities. Interested community members will serve to provide information, outreach, engagement, direction, and support to the steering committee in order to execute the strategic plan. Steering committee members will make final decisions and are responsible for the general oversight of the commission.

##### **Section II: Steering Committee Membership**

By February 15 of an odd year, a new steering committee interest form will be available on Winnebago County Board website and by sharing with the public through email and

social media. Additionally, committee members will be directly emailed and asked to share the form with anyone they feel might be interested. There will be a plan for widespread sharing of the recruitment designed to ensure the widest reach; this plan will be formed by community input and approved by the steering committee in January of each year. All members are responsible for sharing the recruitment documents. After a minimum of two weeks the steering committee shall review interest forms and recommend the number of candidates that corresponds with the number of needed candidates based upon terms that are completed. The Winnebago County Executive may appoint these recommended members or others to the steering committee subject to the confirmation of the Winnebago County board. The steering committee shall comprise of five members of the public who live in Winnebago County, a Winnebago county board supervisor selected at large, and a Winnebago county board supervisor who serves on the UW Education, Extension and Agriculture Committee. Vacancies shall be filled in a similar fashion to complete the vacant term.

### **Section III: Terms of Steering Committee Members**

All officer terms will be 2 years (after the founding steering committee board) with a two-term limit. After the two-year term limit, interested parties may take one year off and reapply for a steering committee position. During this year's hiatus, they may be active members of the larger commission.

### **Section IV: Training**

Training (REMOVE ONBOARDING) of all steering committee members shall be arranged with consultation amongst the membership, steering committee, and Extension professional engaged as a technical advisor to the commission.

## **Article IV**

### **Duties of Officers**

#### **Chair**

The chair shall be responsible for coordinating the oversight of the entire commission. This includes the direct oversight or delegation of meeting scheduling and coordination, ensuring all county rules are followed. Additionally, the chair shall work with the steering committee membership to create and publish agendas and minutes, assign committee work, and manage the overall function of the commission.

#### **Vice Chair (if chosen)**

The vice chair shall work with the chair and other steering committee members to

support the overall function of the commission.

### **Secretary**

The secretary shall ensure that all meetings have minutes and agendas and they are all on the calendar as deemed necessary by county rules and regulations."The Secretary shall ensure that all meetings and agendas are noticed and posted as required by law and Winnebago County Board Rules and Regulations. The Secretary shall ensure that minutes are taken of all meetings and promptly posted."

### **Membership Steward**

The membership steward shall reach out to all interested parties and provide them access to the meeting agendas, records, and documents. Additionally, they will make sure that all interested members have the meeting invitations and details.

### **Extension Liaison**

The Extension liaison shall attend meetings and provide connection to University resources, serve as a facilitator when requested, and work to coordinate all educational and outreach efforts of the commission. This position is not elected and shall serve as needed in partnership with the steering committee. The Extension liaison shall be responsible for reporting to the overseeing University of Wisconsin Education, Extension and Agriculture Committee three times per calendar year.

### **The Community Liaison**

This position shall serve the larger commission by identifying potential educational, outreach, and collaboration opportunities. This is a non-elected position that will engage on an "as-needed" basis.

## **Article V**

### **Meetings**

All meetings of the Diversity Affairs Commission shall be held at a location designated by the steering committee. A majority of steering committee members need to be present to hold a meeting. The commission will also host no less than six public engagement and educational opportunities per calendar year. Additionally, the steering committee should schedule regular and published planning meetings in order to fulfill their roles as designated above. This yearly calendar shall be determined and posted no later than the January meeting of each year. Commission meetings are open to the public. Anyone showing an

interest in the commission and its activities will be encouraged to attend. Persons interested in presenting at a commission meeting may request to be put on the agenda by contacting the steering committee chair at least one week prior to the scheduled commission meeting.

**Annual Meetings:** The annual meeting of the commission shall take place in June of each year in order to assess progress and welcome new commission steering committee members. This is when new steering committee members will assume their duties and roles shall be determined within the steering committee.

## **Article VI**

### **Decision Making**

Each steering committee member has one vote, which is indicated by saying aye. A simple majority of the commission steering committee members entitled to vote shall be necessary and sufficient to constitute a quorum for the transaction of any business. The chair and vice chair of the commission may vote on all actions placed before the committee. A tie vote will be tabled to the next scheduled meeting.

## **Article VII**

### **Amendments**

To take effect, this document must be ratified by a two-thirds vote of the Winnebago County Diversity Affairs Commission. These bylaws may be amended at any regular meeting of the commission by a majority vote of those present, provided that the specific amendments have been introduced at a prior meeting, included in the minutes of that meeting, and are listed on the agenda for the current meeting.

These bylaws and any amendments thereto, shall become effective immediately upon their adoption.

**Approved:**

**DATE: 12/15/2021**

**Mission Statement** (Our cause, actions, impact)

Winnebago County's Diversity Affairs Commission embraces diversity, inclusion, and belonging by bringing the community together to listen to one another, learn together, and encourage our community to act in ways that help people thrive. (Winnebago County Diversity Affairs Commission Aug. 5, 2021)

See Process in [Appendix A](#)

Environmental Scan: April 1, 2021 Winnebago County Data Presentation by Niki Euhardy, MPH  
 Policy & Equity Coordinator,  
 Winnebago County Health Department

**Purpose Statement**

Create an equitable and inclusive Winnebago County that fosters thriving communities for all who reside and work in Winnebago County (Winnebago County Diversity Affairs Commission Bylaws)

**Goals and Strategies**

Strategic Goal	Prioritized Objectives
<p><b>Strategic Goal 1: Develop bylaws and strategic plan</b></p>	<p><i>List, in order of priority, two to four objectives per goal.</i>                      1.1 Draft and approve bylaws for Diversity Affairs Commission by Dec. 2021</p>
<p><b>Desired Outcome: Finalized bylaws and strategic plan, approved by Winnebago County Board of Supervisors</b></p>	<p>1.2 Draft and approve 2-year strategic plan by Dec. 2021                      1.3 Identify strategic initiatives and action plan</p>
<p><b>Rationale:</b> Resolution to form Diversity Affairs Commission was approved by Winnebago County Board in December 2020</p> <p><b>Goal Sponsor:</b></p>	<p><b>Metrics:</b> Identify metrics to measure and monitor progress toward goal.</p> <ul style="list-style-type: none"> <li>• Progress on plans; % complete</li> <li>• Approved by County Board</li> </ul>

WINNEBAGO COUNTY DIVERSITY AFFAIRS COMMISSION STRATEGIC PLAN 2021-2022

Tasks/Action Steps <small>(Implementation team will develop action steps.)</small>	Responsible Persons	Dates		Status	Comments
		Start	End		
<b>1. Draft bylaws</b>	Mandi Dornfeld County Executive Steering Committee	Jan 2021 April 2021 Sept 2021	Oct 2021 Dec 2021	complete 70%	Ready for approval
<b>2. Draft 2-year Strategic Plan</b>	Steering Committee & Heidi Keating DA Commission	Jul 2021 May 2021	Oct 2021 Aug 2021	Draft complete complete	Ready for approval Heidi Keating will facilitate
<b>A. Develop mission statement</b>	Steering Committee with input from DA Commission	Aug 2021	Dec 2021	complete	Marketing, Education & Outreach
<b>B. Develop strategic initiatives</b>	Steering Committee	Sept 2021	Dec 2021	30%	Identify speakers and plan events
<b>C. Create action plan</b>	Steering Committee	Sept 2021	Dec 2021		

**Strategic Goal**

**Prioritized Objectives**

List, in order of priority, two to four objectives per goal.

1.1 Increase awareness of the purpose of the Diversity Affairs Commission

1.2 Promote diversity forums, festivals and events in Winnebago County and around the region

1.3 Organize no less than 6 educational events around diversity & inclusion per year

**Metrics:** Identify metrics to measure and monitor progress toward goal.

**Strategic Goal 2: Promote purpose of Diversity Affairs Commission and inclusivity among county residents through marketing and educational events**

**Desired Outcome: Increase awareness & understanding about diversity & inclusion in Winnebago County**

**Rationale: Prior to formal Diversity Affairs Commission Resolution, an ad**

WINNEBAGO COUNTY DIVERSITY AFFAIRS COMMISSION STRATEGIC PLAN 2021-2022

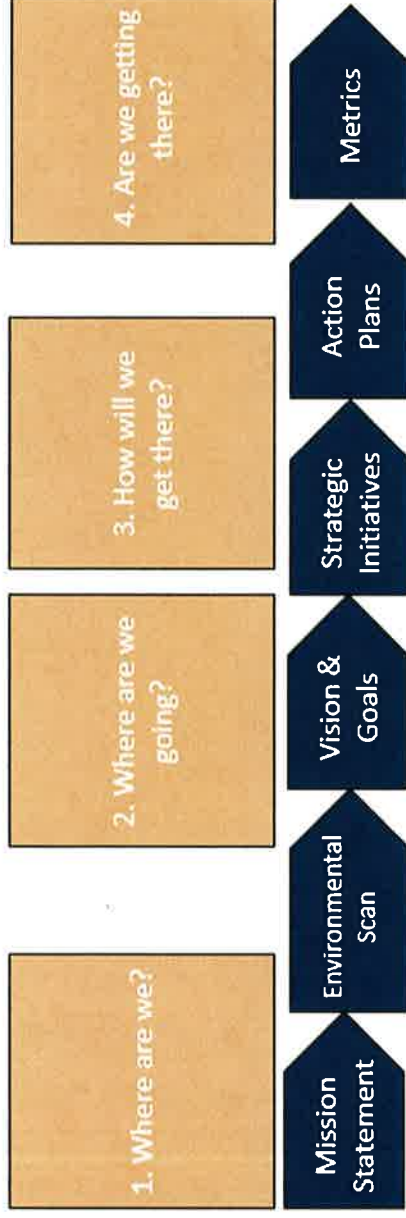
<p><i>hoc Diversity Affairs group organized educational events and group discussions.</i></p> <p><b>Goal Sponsor:</b></p>	<ul style="list-style-type: none"> <li>• Number of educational events promoted by DA Commission</li> <li>• Number of educational events organized by DA Commission</li> <li>• Evaluation results</li> </ul>
---	---

Tasks/Action Steps (Implementation team will develop action steps.)	Responsible Persons	Dates		Status	Comments
		Start	End		
<b>1. Promote Winnebago County DA Commission</b>					
A. Create brochure for DA Commission for print and social media	Beth Roberts	Aug 2021	Dec 2021	90%	Approved, waiting on email to add to brochure
B. Print brochures, limited amount until Steering Committee is full.	Beth Roberts	Oct 2021	On-going		
C. Distribute brochure throughout county and on social media sites	Beth Roberts and Steering Committee	Oct 2021	On-going	Not started	
<b>2. Host no less than 6 public engagement and educational opportunities per calendar year</b>					
A. Develop list of speakers	Steering Committee and input from DA Commission	April 2021	ongoing		
B. Organize public engagement and educational events with speakers	Steering Committee	April 2021	ongoing		
C. Conduct evaluations after events	Steering Committee	April 2021			



Appendix A

Strategic Planning Process



Developing a Mission Statement exercise June 3, 2021

*Purpose of Organization is to create an equitable and inclusive Winnebago County that fosters thriving communities for all who reside and work in Winnebago County. (from bylaws)*

**Mission:** Provide actionable opportunities for members of the community with an emphasis on equitable learning and growth (draft statement 5-6-2021)

Diversity-inclusive of age, sexual orientation, disabilities, gender, race, minority populations, under-represented, not in the majority population

People, Places, Organization Our Cause (Who, What, Where)	Making a difference Our Action (What we do)	Results Our Impact (Change for the better)
<ul style="list-style-type: none"> <li>• All Winnebago County</li> <li>• Youth</li> <li>• WC residents</li> <li>• A diverse county</li> <li>• Members of the community</li> </ul>	<ul style="list-style-type: none"> <li>• Provide Education and information</li> <li>• Opportunity for elders to engage with youth</li> <li>• Focus on youth</li> <li>• Education, webinars around diversity</li> </ul>	<ul style="list-style-type: none"> <li>• to create a more equitable community</li> <li>• more equality,</li> <li>• more visibility around diversity,</li> <li>• a welcoming community around diversity for economic growth,</li> </ul>

<ul style="list-style-type: none"> <li>• Elders</li> <li>• Winnebago County</li> <li>• Winnebago Co residents who live and work here</li> <li>• Winnebago County as a workplace</li> <li>• All who reside and work in Winnebago County</li> <li>• Government agency</li> <li>• Community</li> <li>• Diversity Affairs Commission</li> </ul>	<ul style="list-style-type: none"> <li>• Providing information</li> <li>• Education</li> <li>• Equitable learning and growth</li> <li>• Provide actionable opportunities</li> <li>• Awareness of disparities</li> <li>• Addressing inequities in Winnebago Co</li> <li>• action towards equity,</li> <li>• voice for the voiceless</li> <li>• accountability</li> <li>• Addressing inequities</li> <li>• Model actions</li> <li>• Implement culturally friendly systems</li> <li>• Statistics showing we are not an equitable community</li> <li>• Create equity and inclusion</li> <li>• Opportunities to thrive</li> <li>• Provide education &amp; information on website, in brochures</li> </ul>	<ul style="list-style-type: none"> <li>• Success for youth</li> <li>• recognize diversity is a strength, benefit, asset to our county</li> <li>• Inclusion</li> <li>• Sense of belonging</li> <li>• Culturally friendly</li> <li>• Inclusive culture</li> <li>• Transparency – Same opportunities for everyone</li> <li>• Equity</li> <li>• Equitable learning and growth</li> <li>• Fairness</li> <li>• Accountability</li> <li>• Thriving communities (good education, good job, college, opportunities-home ownership)</li> <li>• Equitable and inclusive Winnebago County</li> <li>• Diverse county</li> <li>• Winnebago County to grow</li> </ul>
---	--	--

**May Mission Statement:**

“Provide actionable opportunities for members of the community with an emphasis on equitable learning and growth” .

Doesn't pass the "grandma test" (easy to understand)

**June Mission Statement**

“To create experiences for all residents and employees in Winnebago County to engage in celebrating our diversity and create, promote, and support a more equitable community.”

**July Discussion**

Additional suggestions and ideas:

- Suggestion: "A community that is committed to accepting and celebrating our differences in Winnebago County".
- Suggestion: "Embracing diversity in Winnebago County." Do we need to include the next level of engagement in addition to this? It's one thing to embrace/appreciate diversity but another to provide equity.
- First goal is to inform/educate on how diverse this community is and then work on making things more equitable.
- "Provide educational opportunities to Winnebago County residents to encourage belonging, equitability and to see diversity as an asset."
- Suggestion: "To create experiences for all residents and employees in Winnebago County to engage in celebrating our diversity and creating a more equitable and inclusive community."
- Maybe "create" is wrong word...maybe enhancing? Or promoting? Support? Drive engagement?

The mission of Winnebago County is to economically and efficiently provide and manage delivery systems for diverse programs and services to meet basic human needs.

To carry out this mission, the following roles are required:

- To serve as an agent for the Federal and State Government to fulfill mandated programs.
- To provide optional community services as determined by the County Board.
- To provide programs and services in the most cost-effective manner.
- To encourage citizens awareness, participation, and involvement in county government.
- To encourage cooperation among business, government, labor, and education to solve common problems.
- To utilize community resources as a vehicle for good government.

Diversity Affairs Commission (DAC) formed as a commission within the Winnebago County Board organization.

*Winnebago County's Diversity Affairs Commission embraces diversity and inclusion by coming together to listen to one another, learn together, and act in ways so that all people to feel like they belong here.*

OR

*Winnebago County's Diversity Affairs Commission embraces diversity, inclusion, and belonging by bringing the community together to listen to one another, learn together and act in way that helps people thrive.*

# Agenda Item Report



**Winnebago County**  
*The Wave of the Future*

DATE: 12/17/2021

TO: Winnebago County Executive

FROM: Chris Viau, Director-Extension Winnebago County

RE: Diversity Affairs Bylaws and Strategic Plan for County Board Approval

## **Background:**

The Diversity Affairs Commission was established by resolution 107-122020. The resolution states that the commission is accountable to the UW (University of Wisconsin) Extension Education and Agriculture committee and is to have a set of bylaws and strategic plan adopted by the county board of supervisors.

The Winnebago County Diversity Affairs Commission has completed the strategic planning process for a one-year plan to frame and organize the work of the group and proposed by-laws have been developed. The bylaws have been reviewed by Winnebago County Corporation Counsel and the amended version attached has been approved by the Diversity Affairs Commission on 12/15/2021 and The UW Extension Education and Agriculture committee on 12/16/2021.

## **Policy Discussion:**

The requested action below completes the actions set in the enabling resolution noted above for review and approval by the County Board of Supervisors.

## **Requested Action:**

The board of supervisors move to approve the bylaws and the strategic plan of the Diversity Affairs Commission.

## **Committee Action:**

During their October 21, 2021, meeting of the UW Education, Extension and Agriculture committee the committee voted 4-0 to recommend the adoption of the by-laws and strategic plan by the county board. The amended bylaws were reviewed and approved by the same committee on December 16, 2021.

## **Attachments:**

*Proposed by-laws and draft strategic plan.*