

NO. 21-05

**A RESOLUTION ESTABLISHING A DIVERSITY, EQUITY
AND INCLUSION AD HOC ADVISORY GROUP**

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of River Forest, Cook County, Illinois, in the exercise of their authority pursuant to Section 1-6-6 of the Village of River Forest Village Code, as follows:

SECTION 1: Ad Hoc Advisory Group Created. That there is hereby established an *ad hoc* advisory group, to be known as the Diversity, Equity and Inclusion *Ad Hoc* Advisory Group (“Advisory Group”), which is charged with the duty to develop a diversity, equity and inclusion initiative for the Village of River Forest (“Initiative”) to be presented to the Village President and Board of Trustees.

The following criteria shall apply to the Advisory Group:

- A. **Membership:** The Advisory Group shall consist of not more than forty-three (43) members who shall be appointed by the Village President with the advice and consent of the Board of Trustees. Members shall include two (2) members of the Board of Trustees and the Village Administrator. Members shall serve on the Advisory Group until the Advisory Group is dissolved. If a member is unable to remain on the Advisory Group until it is dissolved, the Village President may appoint a replacement with the advice and consent of the Board of Trustees. All members shall be residents of the Village, other than the Village Administrator. Members shall receive no additional compensation for their work on the Advisory Group, either for their attendance at meetings of the Advisory Group or their performance of any duty or thing connected with the Advisory Group.
- B. **Chair:** The Advisory Group shall have three (3) co-Chairs, the Board of Trustee members and the Village Administrator.
- C. **Charge:** The charge and mission of the Advisory Group is to explore ways to remove barriers that prevent the participation, engagement and an equitable and welcoming environment for all Village residents, business members, visitors, employees in municipal services community and civic engagement, and, in doing so, build trust amongst all parties, through development of the Initiative. The goals and responsibilities of the Advisory Group are set forth in **EXHIBIT A** attached hereto, which is made a part hereof.
- D. **Meetings:** The Advisory Group shall meet as often as it deems necessary in order to carry out its assigned tasks. All meetings of the Advisory Group shall comply with the Illinois Open Meetings Act, as amended, 5 ILCS 120/1, *et seq.* Advisory Group members shall complete training on the Illinois Open

Meetings Act within ninety (90) days of being appointed to the Advisory Group, as required by 5 ILCS 120/1.05(b).

- E. **Statement of Economic Interest:** Advisory Group members shall file statements of economic interest with the Cook County Clerk, as required by Section 1-23-3-1.C.12. of the Village of River Forest Village Code.
- F. **Report:** The Advisory Group shall submit reports on the Initiative to the Village President and Board of Trustees for their review and consideration from time to time. The Advisory Group shall submit an initial report and updates on the Initiative to the Village President and Board of Trustees.

SECTION 2: Severability. That if any Section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such Section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

SECTION 3: Repeal. That all resolutions, motions or parts thereof in conflict with this Resolution shall be and the same are hereby repealed.

SECTION 4: Effectiveness. That this Resolution shall be in full force and effect upon its passage and approval according to law.

ADOPTED this 26th day of April, 2021 by the Village President and Board of Trustees pursuant to a roll call vote as follows:

AYES: TRUSTEES BRENNAN, CARGIE, HENEK, O'CONNELL, VAZQUEZ

NAYS: NONE

ABSENT: TRUSTEE HENEK

ABSTAIN: NONE

APPROVED by me this 26th day of April, 2021


Catherine Adduci, Village President

ATTEST:

Kathleen Brand-White, Village Clerk

EXHIBIT A

MISSION, PURPOSE, GOALS AND RESPONSIBILITIES

(attached)

Village of River Forest Diversity, Equity and Inclusion Advisory Group

Purpose

The purpose of the Diversity, Equity and Inclusion (DEI) Advisory Group is to develop a diversity, equity and inclusion initiative for the Village of River Forest.

Mission

The mission of the Diversity, Equity and Inclusion Advisory Group is to remove barriers that prevent the participation, engagement and an equitable and welcoming environment for all our residents, business members, visitors, employees in municipal services community and civic engagement; and, in doing so, build trust amongst all parties.

Initial Goals

The mission of the Diversity, Equity and Inclusion Advisory Group are:

- Engage a third party consultant with experience in diversity, equity and inclusion, matters.
- The consultant will design a comprehensive work plan to inform how the Village can best approach diversity, equity and inclusion (including implicit bias) in the Village's internal policies and practices.
- The review will **assess** the Village, its departments, and their practices, policies, systems, and structures to provide an equity analysis and to identify potential unintended consequences.
- Create a plan that **builds** DEI knowledge, awareness and skills among the Village employees and stakeholders.
- Partner with the Village of Maywood (Twin Villages Covenant) and Dominican University TRHT Campus Center.
- Create a working group to advise the Village Administrator and the Village Board. The working group will provide feedback for the creation of a RFP as well as review of responses. The responsibility for ultimate oversight of the program would remain with the Village Administrator.
- Develop relationships with community members, working group members, and other stakeholders to foster mutual respect and trust.

Responsibilities

The responsibilities of the River Forest Equity Advisory Group are:

- Assess the Village as a municipal organization to provide an equity analysis of its practices, policies, systems, and structures to identify potential unintended consequences, which includes the following:
 - Draft an RFP, select and engage a consultant to conduct the assessment
 - The scope of services for this assessment may include, but is not limited to, Review of current and future ordinances and resolutions to assess equity implications and find opportunities to minimize systemic disadvantages.
 - Review of vendor relationships, hiring and firing policies, and budgets to assess equity implications and impact.
- Based on the assessment, the Advisory Group will work with the consultant to:
 - Review the items that have been identified through this assessment and develop a short and long term plan and process for reviewing and making recommendations to reform to current Village practices, policies, systems, and structures.
 - Review and develop tools, including racial equity impact assessment tools, that Village staff, departments, boards, commissions, and working groups can use to assist their efforts to ensure equitable administration of functions within their purview.

- Act as an advisory group to carry out Village partnerships and priorities related to equity, including but not limited to:
 - Partnering with the Village of Maywood on the Twin Village Covenant.
 - Partnering with Dominican University's Truth, Racial Healing and Transformation (TRHT) Campus Center.
 - Other partnerships as identified by the group, Village, and community.

- Act as a community resource with respect to issues of equity, including but not limited to:
 - Be a source for residents and community members to communicate comments and concerns at advisory group meetings, or in other ways, regarding equity issues in our Village and assist in the Village's efforts to educate the public about how their comments and concerns can be addressed.
 - Support the Village in the compilation, documentation, and identification of information and data relating to equity within the Village.
 - Promote and celebrate equitable relationships and opportunities and foster mutual respect and trust in the community.

- Commitments common to all River Forest working groups, boards, and commissions:
 - Operate with clarity and transparency.
 - Make recommendations to the Village President and Village Board of Trustees for adoption of policies, programs, and/or goals which would improve or sustain equity.
 - To perform such other duties and functions as may be requested of it by the Village board of trustees as aligned with the mission.