



RIVER FOREST DIVERSITY, EQUITY AND INCLUSION ADVISORY GROUP MEETING AGENDA

A meeting of the River Forest Diversity, Equity and Inclusion Advisory Group will be held on Tuesday, February 7, 2022 from 7:00-9:00 P.M. in **Room 107*** in Parmer Hall at Dominican University, 7900 W. Division Street, River Forest, Illinois.

Physical attendance at this public meeting may be limited, with DEI Advisory Group officials, staff and consultants having priority over members of the public. Public comments and any responses will be read into the public meeting record. You may submit your public comments via email in advance of the meeting to the DEI Advisory Group Chairpersons at deiagchair@vrf.us. You may view or listen to the meeting by participating online or via telephone. Join the meeting at <https://us02web.zoom.us/j/83702949946> or call (312) 626-6799 and use meeting ID 837 0294 9946. If you would like to participate online or over the phone, please email deiagchair@vrf.us by 4:00 PM on the day prior to the meeting with your name and the last four digits of the phone number you will be using to call in.

- I. Call to Order/Roll Call
- II. Approval of Minutes of the January 18, 2022 DEI Advisory Group Meeting
- III. Public Comment
- IV. Unfinished Business
 - a. DEI Education & Small Group Discussion
 - i. Presentation re: Village of Flossmoor DEI Initiative
 - b. Continued Discussion & Direction Regarding Execution of DEI Goals and Responsibilities through Subcommittees
- V. New Business
- VI. Confirmation of Next Meeting Dates
 - a. Possible Revisions to 2022 Meeting Schedule
- VII. Adjournment

**Due to the needs of Dominican University, the room assignment may change. Signage will be posted to direct participants to the correct room if there is a change.*

DIVERSITY, EQUITY, AND INCLUSION ADVISORY GROUP MEETING MINUTES JANUARY 18, 2022

The River Forest Diversity, Equity, and Inclusion Advisory Group (DEIAG) meeting was held on Tuesday, January 18, 2022, from 7:00–9:00 P.M. in Room _ in Parmer Hall at Dominican University, 7900 W. Division Street, River Forest, Illinois.

I. CALL TO ORDER

The meeting was called to order at 7:06 P.M. Upon roll call, the following persons were:

Present: Austin, Baird, Bonner, Brandhorst, Credi, Duba-Clancy, Iverson, Johnson, Johnson, Johnston, Keskitalo, Khaledan, Kirk, Murphy, Navarro, Nicholas, Oates, Oliver, Peavy, Petrov, Rogers, Shea, Simon, Szerszenowicz-Olweny, Weissenberger, Yoon

Absent: Addy, Arauz, Bachner, Burkett, DeSorbo-Quinn, Economos, Foster, Graham, Grant, Hartshorn, Herrman, Humbert, Kang, Kreisman, Macaulay, McAdams, Papirnik, Riley, Schumacher

Also Present: Lisa Scheiner, Assistant Village Administrator, Elijah Bebora, Management Analyst/Deputy Village Clerk

II. MONTH DATE, YEAR MEETING MINUTES

A MOTION was made by Nicholas and SECONDED by Credi to approve the December 7, 2021 minutes of the DEI Advisory Group as amended. On voice vote, motion passed.

III. PUBLIC COMMENT

Member Weissenberger objected to Chair Bachner's statement at the December 13, 2021 Village Board of Trustees Meeting regarding the progress the DEI Advisory Group is making regarding an RFP for a consultant. Chair Johnson clarified what he thought was the intent of Trustee Bachner's statement. Member Weissenberger asked that Chair Bachner clarify it and restated his concerns that the Village Board of Trustees doesn't know where the Advisory Group is in relation to this matter. Chair Johnson offered to clarify this matter with the Village Board of Trustees.

Brian Murphy, Village Administrator, introduced himself. Chair Johnson thanked Assistant Village Administrator Scheiner for her efforts.

Chair Johnson congratulated the DEI Advisory Group on receiving the Villager of the Year award from the Wednesday Journal. Member Credi encouraged the Advisory Group to move forward in achieving its goals to be deserving of the award.

IV. UNFINISHED BUSINESS

DEI Education: Chair Johnson said the Chairs are working to bring in a speaker at an upcoming meeting to discuss the Village of Flossmoor's DEI initiative. Chair Johnson encouraged members of the Advisory Group to email the Chairpersons regarding educational topics they would like covered.

Continued Discussion and Direction Regarding Execution of DEI Goals and Responsibilities: The DEI Advisory Group members continued their discussion regarding the goals and responsibilities of the group and the creation of subcommittees that would explore each category. A summary of the main points of discussion for each category is attached.

V. NEW BUSINESS

None.

VI. CONFIRMATION OF MEETING DATES

The next meetings of the DEI Advisory Group are scheduled on February 7 and 15, 2022, at 7 P.M. There was a discussion regarding revisions to the meeting schedule in February, March and November as the proposed 2022 schedule included meetings on the fourth Tuesday of those months instead of the third Tuesday.

VII. ADJOURNMENT

A MOTION was made by Member Rogers and SECONDED by Member Credi to adjourn the meeting at 9:02 P.M. On voice vote, the motion passed.

Erika Bachner
Chairperson

Date

Ken Johnson
Chairperson

Date

Brian Murphy
Chairperson

Date



Village of River Forest

Village Administrator's Office

400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

MEMORANDUM

Date: February 2, 2022

To: Diversity, Equity, and Inclusion Advisory Group

From: Lisa Scheiner, Assistant Village Administrator

Subj: February 7, 2022 Meeting Information

Guest Speaker

The DEI Advisory Group will welcome a guest speaker to discuss the Village of Flossmoor's DEI initiative.

Matrix

The DEI Advisory Group has discussed how they will carry out the purpose, mission, goals, and responsibilities adopted by the Village Board of Trustees. Those discussions led to the development of seven main focus areas to create a subcommittee dedicated to each area of focus:

1. RFP/Consultant
2. Employment/HR
3. Purchasing/Suppliers
4. Housing
5. Community Outreach
6. Intergovernmental Relationships
7. Governance/DEI Review Framework

On January 18, 2022, the DEI Advisory Group revisited each focus area. It was asked to identify the thoughts, ideas, goals, and objectives that come to mind under each area and the subcommittee's role in examining those areas. The discussion has been summarized in the attached matrix. Items that appear to require data gathering and education have been highlighted in blue, while items regarding metrics have been highlighted in yellow. Some things may not fit perfectly within a specific focus area, while others may have some overlap with other focus areas.

At its February 7th meeting, the DEI Advisory Group will be asked to review this matrix to determine:

- if it accurately reflects the discussion at the January 18 meeting
- whether any items were raised that were not included in the matrix
- whether the matrix materially misstates any of the points raised on January 18.

DEI Advisory Group members will also be asked to consider where they might like to volunteer their efforts. Following the meeting, Staff plans to send a questionnaire to DEI Advisory Group members regarding subcommittee preferences.

2022 Meeting Calendar

The dates for the second meetings of the months of February, March, and November were previously misidentified. Attached, please find a revised meeting calendar.

Attachment(s):

- Discussion Matrix
- Revised 2022 Meeting Calendar

DEI Advisory Group - Subcommittee Discussion Notes - January 18, 2022

The DEI Advisory Group has discussed how they will carry out the purpose, mission, goals, and responsibilities adopted by the Village Board of Trustees. Those discussions led to the development of seven main focus areas to create a subcommittee dedicated to each area. On January 18, 2022, the DEI Advisory Group revisited each focus area and identified the thoughts, ideas, goals, and objectives that came to mind under each area and the subcommittee's role in examining those areas. DEI Advisory Group members were also asked to consider where they might like to volunteer their efforts. For discussion, items that appear to require **data gathering and education have been highlighted in blue**, while items regarding **metrics have been highlighted in yellow**. Some items may not fit perfectly within a specific focus area, while others may have some overlap with other focus areas.

1. RFP/Consultant	2. Employment/HR	3. Purchasing/Suppliers	4. Housing	5. Community Outreach	6. Intergovernmental Relationships	7. Governance/DEI Review Framework
Create a timeline, review other Requests for Proposals, and draft an RFP to select a consultant that will perform the work identified by the DEI Advisory Group in accordance with its goals and responsibilities.	Examine these matters as it relates to the Village as a municipal employer.	Examining the vendors that provide services, vendor relationships, and opportunities for supplier diversity.		Community education regarding the work of the Advisory Group, including two-way communication with the community; examines what it's like to live, shop, and work in River Forest.	Relationships with other agencies in and outside the Village, particularly those with DEI processes and initiatives; includes exploration of the Twin-Village Covenant with Maywood and connection with the Dominican University Truth, Racial Healing, and Transformation (TRHT) framework.	Governance and creation of a DEI review framework for matters before the Village.
The subcommittee should be Inclusive and representative of different ages, races, etc., and be comprised of people who understand barriers.	The scope of the subcommittee and the questions they seek to answer should be clearly defined.	Identify who the Village uses as suppliers.	Demographic deep dive including characteristics of people living and multi- and single-family housing	Why do people come to River Forest to do business and/or start a business? Who do people come, or not come, to River Forest to do business (e.g., shop) and patronize businesses?	Relationships, including purchasing cooperation, with neighboring communities, including Maywood, Oak Park, Forest Park, Elmwood Park, and Berwyn	Ongoing review and advisory work of the DEI Advisory Group; how do we keep the changes alive?
Creating the RFP should be a top priority.	Review of hiring, onboarding, management, motivation, discipline practices, patterns of evaluation and performance assessment, as well as employee compensation (salaries and benefits)	Identify who is on the approved list of who can work in River Forest.	What are the barriers to obtaining housing in River Forest? What barriers exist for elders, minorities, etc., that could prevent more diverse occupancy in housing for River Forest (including, for example, dementia-friendly and older adult needs)?	What is it like to live in River Forest? Why do people want to live in River Forest? Why do they stay?	Outreach to other taxing bodies (e.g., school districts, park district, township, etc.) regarding their DEI initiatives and possible sharing of information and resources	It is the Village Board's responsibility to decide the role of the Advisory Group and whether the Advisory Group will exist Ad Hoc or in perpetuity.
The subcommittee should be provided guidance on how to create an RFP.	Review of recruitment processes, who the Village uses to source talent, and how employee work life is structured to be able to hire different groups of people (e.g., workday); innovative recruitment practices; assemble data regarding the applicant pool (e.g., flow, hiring ratios, available applicant pool)	Education regarding the Village procurement process, including where bids are posted, RFP/RFQ language used by the Village, reauthorization/extension of contracts and purchases, and contract length	Permit processes, zoning regulations (including the public hearing process and public input	Qualitative and quantitative data regarding service access and service users (e.g., who's going to the library, schools, parks); demographic deep dive. Clarify goals – who lives here? Who partakes in Village life?	County/Township/State roles and relationships (e.g., Township – taxes; County – mandates/ roles/ responsibilities)	The DEI Advisory Group can continue to act as an advisory body to the Village Board of Trustees.
The subcommittee should review other RFPs for DEI consulting work.	Identify barriers that prevent more diversity.	What are the Village's expectations regarding the diversity initiatives of the suppliers' own businesses to enhance the Village's portfolio; DBE (minority & women-owned businesses)? Identify what vendors are doing to diversify and incentivize	Balance of commercial & residential development – areas designated as more suitable for commercial property, how are neighboring property owners engaged in the decision-making process? Understanding the public hearing process, how decisions are made, whether and how these decisions may displace people	What's it like for student-residents to study at the universities in River Forest?	Twin Village's Covenant with Maywood; what defines it. What is that partnership supposed to be? Is it something in name, or is it something tangible?	How will the work of the DEI Advisory Group be kept alive – what are the guardrails?
The RFP should include a clear statement of the problem and definition of the project.	Metrics	Identify the geographic locations of Village vendors	Metrics regarding the composition of housing stock and development; what's in the pipeline	Barriers to interaction on an individual and community level	Metrics	Clear definition and guiding principles of diversity, equity, and inclusion

1. RFP/Consultant	2. Employment/HR	3. Purchasing/Suppliers	4. Housing	5. Community Outreach	6. Intergovernmental Relationships	7. Governance/DEI Review Framework
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A structure/framework is needed to clearly define what the Village is asking of the consultant in addition to what's in the adopted goals and responsibilities to make use of Village dollars judiciously.	Identify programs such as internships and work-study to offer different ways for people to become part of the Village's workforce.	Metrics	Education regarding the Village's Comprehensive Plan, what were the inputs into the plan, how recommendations were created regarding zoning and other topics	Police engagement	Gap assessment of services provided – what needs engagement?	Recommendation process/ framework for moving things through the pipeline
The consultant will help develop metrics.	Act as a resource and assist Village Staff with research and gathering information about topics that don't rise to the level of hiring a consultant	What kind of businesses are allowed in River Forest (zoning regulations re: permitted, special, and prohibited uses)?	Understanding what the tax base is in River Forest to support other housing options	Identify the DEI goals for this area – is the diversity of who lives here? Who owns property? Who partakes in Village life?	Role of schools – impact	
The Committee should receive education about the Village's RFP process and requirements.	Examine how work is structured to expand applicant pools (e.g., how we traditionally look to hire is around a model that doesn't fit certain work/life preferences that may limit employment opportunities for some)	The scope should be limited to the Village as purchasers.	Impact of development on Village infrastructure; limitations created by utility impacts	Continue the partnership between the Village and Dominican University and connect the TRHT framework to the Village's DEI initiatives		
	Understand and identify gaps in employee knowledge and training that is/can be provided to close those gaps	Expectations of disadvantaged business enterprises to enhance portfolio	Implementation and operationalization of the Village's Affordable Housing Plan	Sharing of resources and understanding of the DEI initiatives of other non-taxing body entities (e.g., houses of worship)		
			Deep dive into what, if any, are the barriers for	Identify other stakeholder groups and connect with them.		
			Education regarding alternative housing options (e.g., accessory dwelling units)	Education regarding the services provided by other entities; identify community needs and how resources can be met.		
			What is the strategy to achieve Village-wide comprehensive diversity? Is there a strategy?	Inclusivity outreach/community events		
			Education regarding development history			

REVISED 2022 DEI ADVISORY GROUP MEETING SCHEDULE

1st Monday & 3rd Tuesday of every month

January 18 (no meeting January 3 due to holiday)

February 7, ~~15~~22

March 7, ~~22~~15

April 4, 19

May 2, 17

June 6, 21

July 19 (no meeting July 4 due to Village Hall closure)

August 1, 16

September 20 (no meeting September 5 due to Village Hall closure)

October 3, 18

November 7, ~~22~~15

December 5, 20