



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 Monday, June 7, 2021 from 7:00-9:00 P.M. in the Shaffer Silveri Atrium in Parmer Hall at Dominican University, 7900 W. Division Street, River Forest, Illinois.

Physical attendance at this public meeting is limited to 60 individuals, 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: Lisa Scheiner at lscheiner@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/83809521384>, or call (312) 626-6799 and use meeting ID 838 0952 1384. If you would like to participate online or over the phone, please email lscheiner@vrf.us by 4:00 PM on June 7, 2021 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. Welcome and Introductions
- III. Review of Mission, Purpose, Goals and Duties
- IV. Adoption of Guidelines for Dialogue
- V. Introduction of Members/Small Group Discussions
- VI. Discussion of Meeting Schedule and Confirmation of Next Meeting Date
- VII. Public Comment
- VIII. Adjournment



Village of River Forest
Village Administrator's Office
400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

MEMORANDUM

Date: June 3, 2021

To: Diversity, Equity, and Inclusion Advisory Group

From: Lisa Scheiner, Acting Village Administrator

Subj: Kick-off Meeting Information

The first meeting of the Diversity, Equity, and Inclusion Advisory Group will be held Monday, June 7, 2021 from 7:00 to 9:00 p.m. in the atrium of Parmer Hall at Dominican University.

As of this writing, the University will require that guests wear masks regardless of vaccination status during the meeting and it will limit attendance to 60 people, with members of the Advisory Group taking precedence. Advisory Group members are asked to attend in person if possible, however, a Zoom option will be offered for those who cannot. Please contact me at lscheiner@vrf.us or by telephone at 708-714-3520 no later than 12:00 Noon on June 7, 2021 if you plan to attend via Zoom.

In anticipation of the meeting, and to help newly appointed officials understand various requirements, information is being provided regarding scheduling and attendance, the Open Meetings Act, Freedom of Information Act, and Statements of Economic Interest.

Scheduling and Attendance: Appointees to Village's DEIAG are expected to attend meetings. A quorum (the number of members needed to legally conduct business) must be present to begin a meeting and also at the time that any vote is taken on any proposition. In order to have a meeting, a quorum of members of the DEIAG must be physically present at the location of the open meeting, with the exception of electronic meetings during an active gubernatorial disaster declaration.

The Diversity, Equity and Inclusion Advisory Group (DEIAG) is comprised of 46 members including the chairpersons. A quorum of the DEIAG is 24 members.

If you have scheduling conflicts with the meeting times, please contact a chairperson to discuss options. Please also make an effort to respond to requests for availability in a timely manner.

Open and Transparent Government: The Illinois Open Meetings Act (OMA) and Freedom of Information Act (FOIA), known collectively as the "sunshine laws," are designed to ensure that the public has access to information about government and its decision-making process. As a public servant, you have a duty to ensure that Illinois residents can obtain information about their government. Additionally, the Illinois Governmental Ethics Act requires financial disclosures from individuals who serve on Village advisory bodies, as well as certain Village staff members.

Open Meetings Act: The Illinois Open Meetings Act (OMA) is a state law that requires that meetings of the DEIAG be open to the public except in certain specific, limited situations where the law authorizes the public body to close a meeting. OMA also provides that the public must be given advance notice (48 hours) of the time, place and subject matter of the meetings of the DEIAG.

All elected or appointed members of the DEIAG must also complete the electronic training and file a copy of the certificate of completion with the Deputy Village Clerk once during their term of election or appointment. This training takes approximately 45 minutes to complete. Certificates of completion can be emailed to sphyfer@vrf.us. Please visit <http://foia.ilattorneygeneral.net/> and do so as soon as the site becomes functional again.

A "meeting" is any gathering, whether conducted in person or by video or audio conference, telephone call, electronic means (including, email, electronic chat, and instant messaging), or other means of contemporaneous interactive communication of a majority of a quorum of the members of the DEIAG held for the purpose of discussing public business.

DEIAG members should be aware that emails and text messages sent contemporaneously between a sufficient number of members of the DEIAG could constitute a public meeting under OMA, even when those messages are sent from a personal cell phone, personal home computer, or from a personal email accounts. Such events are as much a violation of OMA as a telephone call during which a majority or more of a quorum conduct or discuss public business. When email communications take on the elements of a conference call, the Act is violated.

The best practice and process is for DEIAG members to only use "one-on-one" emails when deliberating Village business by email and avoiding "reply all" and "blind copy" emails. If a DEIAG member wishes to communicate a message to all members of the DEIAG, that individual should contact a Chairperson who will then communicate the message to avoid inadvertent violations of the OMA.

If a majority of a quorum of DEIAG members serving together deliberate about public business via email (or in person or over the phone) outside of a posted meeting, a violation of the OMA may occur if the usage of email constitutes an impermissible deliberations of Village business by Village officials outside of a properly notice meeting that is open to the public. The Illinois Attorney General's OMA training explains that deliberation means: a discussion aimed primarily at reaching a decision on a matter of concern to the public body, regardless of whether the discussion will result in the taking of action, will set policy, or is preliminary to either. The

discussion need not be aimed at reaching an immediate decision to be considered a deliberative discussion of public business.

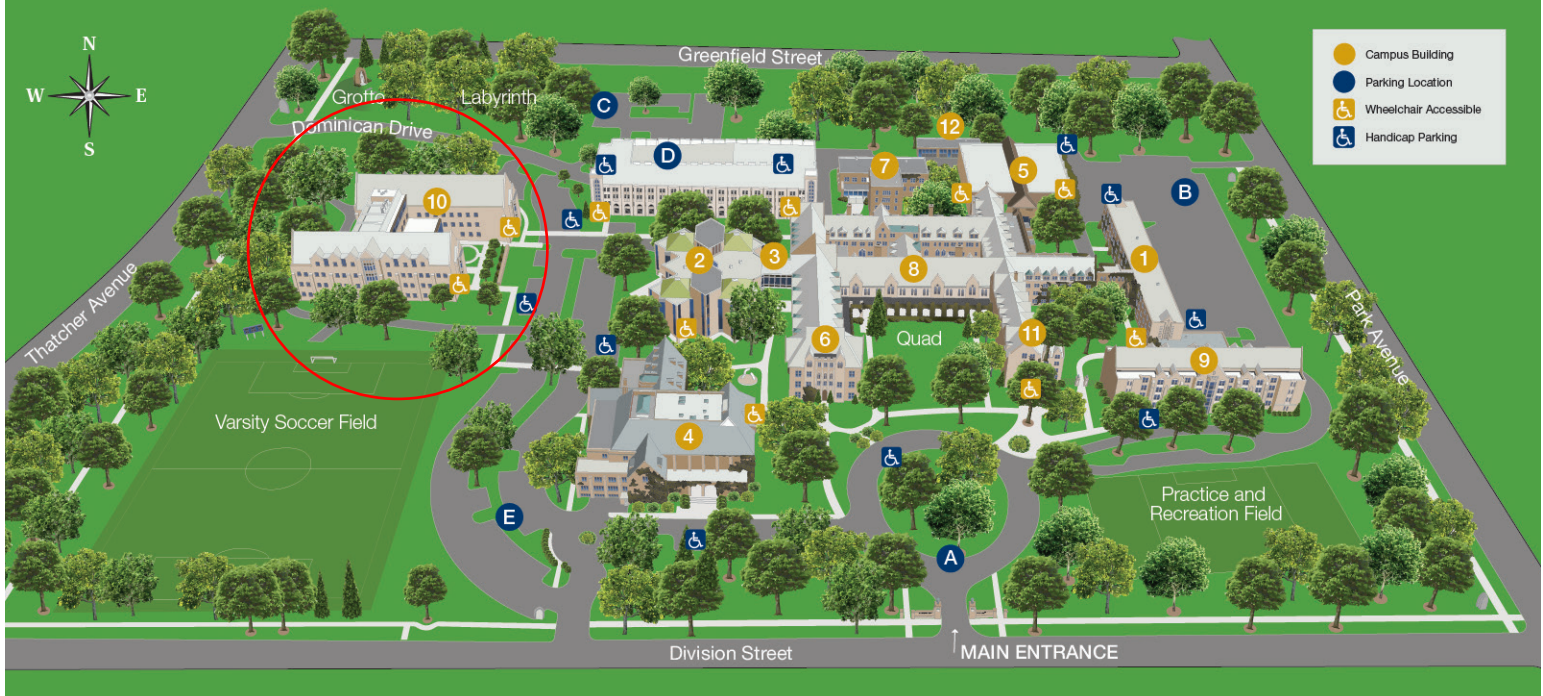
Freedom of Information Act: The Illinois Freedom of Information Act (FOIA) is a state law that establishes the minimum rights of the public to inspect a wide range of documents and records held by the public body. Staff is responsible for fulfilling FOIA requests, however, DEIAG members should be aware that all forms of communication by electronic means (including, email, electronic chat, instant messaging, etc.), as well as all written communications that enter the Village email servers, may be subject to the FOIA, regardless of whether a message is sent from a personal account. The Act contains exemptions that allow certain types of information to be withheld from disclosure; however, generally speaking, it is best to compose messages as though speaking publicly.

Statements of Economic Interests: In accordance with the Illinois Governmental Ethics Act, more than 900 units of government and over 22,000 public officials and employees must submit ethics filings to the Cook County Clerk's office.

Each year the Village provides the County Clerk's office with a list public officials and employees who are required to complete the SEI filing, and the County emails details and instructions on how to file to each individual. The SEI filing is due May 1 of each year, and late submittals are subject to financial penalty. Willfully failing to file a statement is a class A misdemeanor and the individual in question may become ineligible for, or could forfeit, their office.

By Illinois statute, members of certain advisory bodies must complete the filing. In April 2020, the Village Board formalized by Village ordinance its policy of requiring all appointees to Village commissions to complete the filing, though the filings are only required for those currently serving. Staff is unable to advise DEIAG members on how to complete the filing but can assist with computer or login issues.

Dominican University Main Campus



1. Coughlin Hall

Coughlin Commons
Residence Hall
Student Life
Welcome and Information Desk
Wellness Center

2. Rebecca Crown Library

Butler Children's Literature Center
Cyber Café

Learning Commons:

Academic Enrichment Center
Disability Support Services
Innovation Lab
Office Services/Mailroom
Springer Suite
Welcome and Information Desk

3. Rebecca Crown Library Link

Academic Advising
Archives and Special Collections
Career Development
College of Applied Social Sciences
School of Education
School of Information Studies
School of Social Work
Dean of Students
Student Success and Engagement

4. Fine Arts Building

Box Office
Lund Auditorium
Eloise Martin Recital Hall
Performing Arts Center

Siena Center
Slate Lobby

5. Igini Sports Forum

6. **Lewis Memorial Hall**
Admissions
Auxiliary Services
Brennan School of Business
Business Office
Civic Learning
El Centro
Enrollment Management and Marketing
Human Resources
Lewis Lounge
Mulroy Lounge
O'Connor Art Gallery
Office of Diversity, Equity and Inclusion
Office of the President
Rosary College of Arts and Sciences
Stars Connect:
Financial Aid
Registrar
Student Accounts
Study Abroad
Support Center
Title V
Technology Center
Welcome and Information Desk

7. Magnus Arts Center (MAC)

Sr. Nona McGreal Center for Dominican Historical Studies
External Engagement

8. Mazzuchelli Hall

Admission Operations
Center for Cultural Liberation
entrance through Lewis Memorial Hall
Cloister Walk
Dining Hall
Interfaith Prayer Room
Mothers' Room
Noonan Reading Room
Residence Hall
entrance through Coughlin Commons
Rosary Chapel
entrance through Lewis Memorial Hall
Social Hall
The Underground
University Ministry

9. Murray Hall

Residence Hall
entrance through Coughlin Commons

10. Parmer Hall

Bluhm Science Center
Bluhm Lecture Hall
Borra Center for Teaching and Learning Excellence
Borra College of Health Sciences
Christopher Nutrition Sciences Center
Founders' Court
Office of the Provost
MacNeil School of Nursing

Shaffer Silveri Atrium
Welcome and Information Desk

11. Power Hall

Alumnae/i Relations
Athletics
Clock Lobby
Cusack Board Room
Fitness Center
Residence Hall
entrance through Coughlin Commons
Stepan Bookstore
The "L"
University Advancement

12. Office of Marketing and Communications and Enrollment Systems

PARKING

- A. Circle Drive
Visitor Parking
- B. East Parking Lot
- C. Greenfield Parking Lot
- D. Parking Garage
Bike DU
Office of Campus Safety
Physical Plant
- E. West Parking Lot



DOMINICAN UNIVERSITY

7900 W. Division Street, River Forest, Illinois 60305

Dominican University is proud to be a tobacco-free campus

dom.edu | 708.366.2490

updated 08.28.20



DEI Advisory Group Roster of Members

Co-Chairs:

Village Trustee Erika Bachner
Village Trustee Ken Johnson,
Lisa Scheiner, Acting Village Administrator

Members:

Dwetri Addy
Guillermo Arauz
Stacey Austin
Tina Baird
David Bonner
Tim Brandhorst
Laurel Burkett
Mindy Credi
Alexandra DeSorbo-Quinn
Renee Duba-Clancy
James Norman
Holly Economos
Chuck Foster
Doug Garcia-Luce
Cecilia Graham
John Grant
Jessica Hartshorn
Anja Herrman
Jessica Iverson

Kirk Johnson
Stephanie Kang
Megan Keskitalo
Farzad Khaledan
Kent Kirk
Brett Kreisman
Susan Lucci
Susan Macaulay
Rosey McAdams
Claudia Moreno
Robert Navarro
Nancy Nicolas
Sharon Oates
Christina Papirnik
Teresa Peavy
Roshni Ray
Anthony Riley
Abigail Rogers
Cindy Shea
Liz Simon
Dorota Szerszenowicz-Olweny
Richard Schumacher
Glen Weissenberger
Sun-Hee Yoon

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.

GUIDELINES FOR DIALOGUE

1. **Confidentiality.** We want to create an atmosphere for open, honest exchange. What is said in the space stays in the space. What is learned in the space can leave the space.
2. **Our primary commitment is to learn from each other.** We will listen to each other and not talk at each other. We acknowledge differences amongst us in backgrounds, skills, interests, and values. We realize that it is these very differences that will increase our awareness and understanding through this process.
3. **Speak from personal experiences.** Use “I” statements to share thoughts and feelings. You cannot speak for your group; just because you are does not mean you understand.
4. **We will work with awareness of status differences within this workshop.** We recognize that there may be significant differences in professional position and power among the participants in this workshop. So, we will try in our own participation to be open and honest without endangering ourselves. Likewise, as we interact with other participants, we will support their self-exploration, but we will respect whatever limits they themselves set on their self exposure.
5. **We recognize that there may be persons in the workshop who are in “solo status” (or nearly so) in regard to certain identities.** Because of many factors, importantly including historical patterns of exclusion and privilege, some identities (racial, gender, class, sexual, etc.) are underrepresented in this workshop. We will support them in their own decisions about how to participate; we will not expect them to “educate” others of us; and we will be aware of the patterns of over and underrepresentation in this workshop.
6. **Do not demean, devalue, or “put down” people** for their experiences, lack of experiences, or difference in interpretation of those experiences.
7. **Assume best intentions.** Trust that people are doing the best they can and that everyone is attempting to balance being honest, vulnerable, and imperfect with standards of perfection, mastery, and survival.
8. **Take responsibility for your impact.** Our intentions do not negate the negative impact we may have on someone. We will hold ourselves accountable by challenging ourselves to be quick to sincerely apologize and then open to learning when we do not understand.
9. **Challenge the idea and not the person.** If we wish to challenge something that has been said, we will challenge the idea or the practice referred to, not the individual sharing this idea or practice.
10. **Speak your discomfort.** If something is bothering you, please share this with the group. Often our emotional reactions to this process offer the most valuable learning opportunities.
11. **Monitor your airtime.** Be mindful of taking up much more space than others. On the same note, empower yourself to speak up when others are dominating the conversation.

GUIDELINES FOR DIALOGUE

12. **Be fully present.** Our time together is precious and limited. Everyone at the table has significant contributions to make and we need you to fully participate with both your head and your heart.
13. **Redefine the term “Safe Space.”** Conflict and discomfort are often a part of growth. Make sure to differentiate between feelings of discomfort and experiences with conflict and being unsafe.
14. **Trust the process.** The journey to our destinations offer us the chance to gain insights about ourselves and others. These insights help us grow and change and contribute to our cohesion, offering us opportunities for gratitude and appreciation on the way to goal achievement.