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, November 16, 2021 from 7:00-9:00 P.M. in **Room 113** 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: 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/88029631372, or call (312) 626-6799 and use meeting ID 880 2963 1372. If you would like to participate online or over the phone, please email lscheiner@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 October 19, 2021 DEI Advisory Group Meeting

III. Public Comment

IV. Small group discussion

V. Unfinished Business

    a. DEI Education

    b. Continued Discussion & Direction Regarding Execution of DEI Goals and Responsibilities

VI. New Business

VII. Confirmation of Next Meeting Dates

VIII. Adjournment

DIVERSITY, EQUITY AND INCLUSION ADVISORY GROUP MEETING MINUTES
OCTOBER 19, 2021

A meeting of the River Forest Diversity, Equity and Inclusion Advisory Group (DEIAG) was held on Monday, October 19, 2021 from 7:00-9:00 P.M. in the Room 113 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: Addy (arrived 7:11 p.m.), Austin, Bachner, Baird, Bonner, Credi, Duba-Clancy, Economos (arrived 8:20 p.m.), Foster, Grant, Herrman, Johnson, Johnson, Keskitalo, Kirk, McAdams, Navarro, Nicholas, Papirnik, Rogers, Scheiner, Schumacher, Shea, Simon (arrived 7:49 p.m.), Szerszenowicz-Olweny, Weissenberger, Yoon

Absent: Arauz, Brandhorst, Burkett, Desorbo-Quinn, Graham, Hartshorn, Iverson, Kang, Khaledan, Kreisman, Macaulay, Norman, Oates, Peavy, Riley,

II.   AUGUST 17, 2021 MINUTES

A MOTION was made by Navarro and SECONDED by Nicholas to approve the October 4, 2021 minutes of the DEI Advisory Group. On voice vote, motion passed.

III.   PUBLIC COMMENT

Chairperson Bachner read a land acknowledgement statement.

Credi and Foster stated the Pledge of Allegiance.

IV.   SMALL GROUP DISCUSSION

None.

V.   UNFINISHED BUSINESS

Discussion regarding Execution of DEI Goals and Responsibilities

Chairperson Johnson distributed a summary he prepared of the Advisory Group's discussion at its previous meeting regarding the following items:

1.   What do we want to do to accomplish our purpose, mission and goals?
2.   What do we want to work on?
3.   What topics do we want to dig deeper on?

Chairperson Bachner asked whether the Advisory Group had any comments on the notes that were distributed.

In response to a question from Member Weissenberger regarding what the Advisory Group is working on, Chairperson Johnson said the Advisory Group is circling back on its last discussion to determine how they can move forward based on the group's input.

In response to a request from Credi, Scheiner emailed photos that were taken of the notes that Chairperson Bachner took at the previous meeting.

Weissenberger stated the group should be focused on its initial goals, the first of which is to engage a 3rd party consultant who will design a comprehensive work plan on how to approach DEI, and will

also assess the Village its departments to create a plan. The documents provided at the meeting suggest the Advisory Group will do the work that was to be completed by the consultant. Weissenberger said it's important that the Advisory Group follows the enabling legislation because it's good process and because it's the role of the consultant to provide them with education.

Chairperson Bachner said the main priority is to bring on a consultant to review the Village and determine where we can be more equitable and provide recommendations to that. To put together an RFP the Advisory Group needs to understand what it's asking for and what will be asked of the consultant. In order to do this, the Advisory Group has been provided information on how the Village works. It's also to understand what the world of DEI looks like, what those terms mean, and how they will be useful. The consultant will not necessarily educate the group but will review the Village itself. The Advisory Group needs to educate itself on those ideas.

In response to a follow-up question from Weissenberger, Chairperson Bachner confirmed that the purpose of the education is to put together the RFP.

Chairperson Bachner said the RFP isn't the Advisory Group's sole function and that they have also been tasked with other things.

Weissenberger said as a group it's hard for them to see the road map and the sequence. He is concerned it could get lost or confused.

Chairperson Bachner said no one here is going to let the RFP get lost. She thinks the point about a roadmap is valid and that's going to be an outgrowth from the summary of the Advisory Group's last discussion.

Chairperson Johnson said everyone in the group is in different places, which may require education to get the group moving together. Members of the group have requested education.

Austin said in addition to the goals the Advisory Group has a number of responsibilities they need to ensure are satisfied.

Shea said she has a bias to action. She reviewed the actions that have occurred to date and stated that she thinks the group may be able to start dividing and conquering based on their interest and expertise. She understands the need for an educational piece and would like to start moving forward.

Foster said he agreed with Weissenberger and asked for the Advisory Group to be clearer about what it's doing.

Navarro suggested ways to approach DEI work: top down or bottom up to let the concerns and ideas help move the group's work forward. He said he would like the group to start with itself. He asked the Advisory Group members to reflect on what they know, what education means to this group, and what educational resources are needed.

Chairperson Bachner asked everyone to take a few minutes to read through the documents that were provided by Chairperson Johnson.

Credi asked why they didn't get a copy of the comments before they were given the summary and said she thinks they are getting manipulated into topics without having a chance to digest what they think are the general themes.

Chairperson Bachner encouraged members of the DEI Advisory Group to also take photos of information they put on the board.

Chairperson Johnson said he thinks they are moving in the right direction and that the group identified several areas they would like to address going forward.

In response to a question from the Advisory Group, Chairpersons clarified the meaning of the term "RFP" and its use and distribution in the Village's procurement process.

An Advisory Group member asked that documents be distributed in advance of the meeting.

Herrman asked that documents be written in plain language, described how plain language is used for and by people who have intellectual disabilities, and offered plainlanguage.gov as a resource to be used. Papirnik also suggested a tool that can be used in Microsoft to assess how a document has been written.

McAdams emphasized the need for education before a RFP is written and reviewed areas of education that she thinks are needed such as how to work better as a group, understanding how to move forward without procedure becoming a barrier, understanding River Forest and other communities, and what people think of River Forest from the inside and outside the community.

Rogers said there are consultants doing work in this area that may be generic and given to all communities. The Advisory Group needs to tell the consultant what they will be expected to do for the community rather than for the consultant to bring concepts that River Forest must conform to and cannot apply. Understanding the issues in River Forest and where the outside expertise can really help the Village achieve measurable outcomes is a worthwhile endeavor and is critical to the effective expenditure of money.

Grant said he agrees with Rogers and McAdams. He said he thinks of education more as information and data gathering.

Chairperson Bachner reinforced that the Village is looking for a consultant who won't just pull a plan off the shelf; they want it to apply to River Forest.

Grant thinks the information that has been provided to-date has been helpful.

Szerszenowicz said the presentation regarding the Village has been helpful and asked whether the Advisory Group will self-educate and use tools such as a survey of the community's priorities.

Chairperson Bachner agrees that surveys can be one tool, having other people come and speak to the Advisory Group is another, using subject matter experts from the Village and who are familiar with DEI, can all be utilized.

Shea asked if other RFPs will be gathered and distributed. Chairperson Bachner said yes and suggested that the Advisory Group should look at examples of other communities that did well with DEI and examine what their RFP looked like.

Keskitalo agreed the work is building to the RFP.

The Advisory Group took a brief recess to resolve a technical issue with the Zoom call.

Schumacher asked how the Advisory Group will collect specific data.

Weissenberger said he reads the enabling legislation to mean the consultant will collect data. Before the Advisory Group selects a consultant it needs to educate itself about what type of consultant is needed, but he does not think it is up to the group to do a lot of the heavy lifting to gather and analyze data.

Chairperson Bachner said the consultant will do a lot of that work, but the Advisory Group needs to have a general knowledge so that they can speak with the consultant and be able to reflect intelligently on it.

McAdams said the Advisory Group can brainstorm ways to get more data. As a consultant, she said she thinks the Advisory Group as a client needs to know what they're talking about, know what the issues are, and what they're trying to achieve. Right now the group is in the scoping and planning phase of the project.

Chairperson Johnson said he wants this group to not be divisive and to learn to accept each other's opinions. He said each meeting we'll have some portion devoted to education, whether it's provided internally or by someone outside the organization. He said he thinks the group needs to work on its group dynamics and having some education around that would be worthwhile.

Brandhorst asked that someone such as the Village Attorney provide the Advisory Group with an idea of the authorities and power of the Village of River Forest due to its non-home rule status. What are the things that the Village can do as a Village commission?

A member of the group encouraged members to keep coming back and working through the tension DEI generates.

Chairperson Bachner said that some of this work is uncomfortable at times. She encouraged people to look back at the exercise from the first committee meeting regarding why they're here and what they hope to accomplish.

Credi said she thinks that this group has been divisive and would like to do more to come together.

Weissenberger said he entrusts the three chairs to come up with education but said he does not think that education includes finding out about oneself and doesn't think it's done in small groups.

Chairperson Bachner said she thinks small groups help form connection and relationships between members but it isn't the only way it will occur.

Weissenberger said he thinks small groups are good for brainstorming ideas but not good for getting to know each other.

Austin said she finds the small groups to be worthwhile. She said large group work will require parameters to ensure everyone is heard. She said she does not think the education shouldn't all be put on the chairpersons.

A MOTION was made by Weissenberger and SECONDED by Foster that the executive committee of the three chairs construct a series of educational programs that would likely involve speakers, not to exclude small group discussions perhaps afterwards.

Chairperson Bachner said she thinks an education subcommittee would be appropriate.

A MOTION was made by Credi to amend the main motion to suggest that we have a subcommittee to provide speakers to the Advisory Group.

Weissenberger declined to amend his motion.

Credi withdrew her motion.

Ayes: Credi, Economos, Foster, Kirk, Johnson, Scheiner, Simon, Weissenberger, Yoon

Nays: Austin, Bachner, Baird, Bonner, Duba-Clancy, Grant, Herrman, Johnson, Keskitalo, McAdams, Navarro, Nicholas, Papirnik, Rogers, Schumacher, Shea

Motion Failed.

VI.   NEW BUSINESS

No action taken.

VII.   CONFIRMATION OF MEETING DATES

The next regularly scheduled meeting dates were confirmed as noted on the agenda.

VIII.   ADJOURNMENT

A MOTION was made by Schumacher and SECONDED by Economos to adjourn the meeting at 9:06 p.m. On voice vote, the motion passed.

_____   _____

Erika Bachner   Date
Chairperson

_____   _____

Ken Johnson   Date
Chairperson

_____   _____

Lisa Scheiner   Date
Chairperson

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** DEl 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.

Robert's Rules Cheat Sheet

To:	Say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Decided by:
Adjourn	"I move to adjourn."	No	Yes	No	No	Majority vote
Recess	"I move to recess for/until…"	No	Yes	No	Yes	Majority vote
Complain about hearing, comfort, etc.	"Point of privilege…"	Yes	No	No	No	Chair
End debate and vote on question	"I move the previous question."	No	Yes	No	No	Majority vote
Suspend further consideration of something	"I move to table this matter."	No	Yes	No	No	2/3 vote
Postpone deciding the question	"I move to postpone this matter until…	No	Yes	Yes	Yes	Majority vote
Amend a motion	"I move to amend this motion by…"	No	Yes	Yes	Yes	Majority vote
Introduce business (a **main motion**)	"I move that…"	No	Yes	Yes	Yes	Majority vote

The motions and points listed above are in order of preference. When a motion or point of inquiry is pending, only those listed *above* the pending point may be raised.

To:	Say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Decided by:
Redress any violation of the body's Rules	"Point of order…"	Yes	No	No	No	Chair
Request information	"Point of inquiry…"	Yes	No	No	No	N/A
Verify a recent voice vote by actual count (before next motion only)	"I call for division."	Yes	No	No	No	Majority vote
Prevent body from considering a matter	"I object to considering this question."	Yes	No	No	No	2/3
Consider a suspended matter	"I move to take from the table…"	Yes	Yes	No	No	Majority
Reconsider a previous motion	"I move to reconsider…"	Yes	Yes	No	No	2/3
Consider something out of schedule	"I move to suspend the rules to consider…"	No	Yes	No	No	2/3
Vote on the Chair's decision	"I appeal the Chair's decision."	Yes	Yes	Yes	No	Majority

The motions and points above have no precedence. Any of them may be raised in response to any motion or question, with the exception of the **three items in gray** (motion to adjourn, motion to recess, and point of privilege

MAIN MOTIONS
To Introduce New Business

Obtaining and assigning the floor

- A member raises their hand (or rises, depending on your rules) and waits to be acknowledged
- The chair recognizes the member by name

Note. It is never proper to raise your hand or rise to be acknowledged while another is speaking. If your point or motion is one of the kind that can interrupt the speaker, make your point or motion without waiting for recognition.

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to")* ... and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

- Members can debate main motions before the question is voted on or otherwise decided.
- Before speaking in debate, members must obtain the floor.
- The maker of the motion has first right to the floor.
- Debate must be confined to the merits of the motion.
- Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

- The chair asks: *Are you ready for the question?*
- If no one rises to claim the floor, the chair proceeds to take the vote.
- The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'.* (Pause for response.) *Those opposed, say 'Nay'.* (Pause for response.) *Those abstained please say 'Aye'.*
- Depending on your rules, some kinds of business may call for a vote by show of hands.

The chair announces the result of the vote.

- *The ayes have it, the motion carries, and* ... (indicating the effect of the vote) or
- *The nays have it and the motion fails*

If the count may be incorrect, a member calls for division

- If any member feels that the tally of voice votes is incorrect, they may call for division.
- Any call for division, unless the result of the previous vote was obvious (e.g. a unanimous or nearly-unanimous vote) must be honored.
- The chair will instruct the body on how to vote (e.g. by show of hands or by standing), and the body will vote accordingly.

WHEN DEBATING YOUR MOTIONS

- Listen to the other side
- Be polite
- Focus on issues, not personalities
- Avoid questioning motives

MOTIONS, GENERALLY

MAIN MOTION
You want to propose a new idea or action for the group.
- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION
You want to change some of the wording that is being discussed.
- After recognition, "Mister Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Mister Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Mister Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE
You feel that an idea or proposal being discussed needs more study and investigation.
- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY
You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.
- After recognition, "Mister Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION
You think discussion has gone on for too long and you want to stop discussion and vote.
- After recognition, "Madam Chairman, I move the previous question."

LIMIT DEBATE
You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.After recognition, "Mister President, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY
You want to kill a motion that is being discussed.
- After recognition, "Mister Chairman, I move to postpone the question indefinitely."

RECESS
You want to take a break for a while.
- After recognition, "Mister Chairman, I move to recess for ten minutes."

ADJOURNMENT
You want the meeting to end.

MOTIONS, GENERALLY

- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION
You have made a motion and after discussion, are sorry you made it.
- After recognition, "Mister Chairman, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY
At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.
- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES
The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.
- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE
The noise outside the meeting has become so great that you are having trouble hearing, or the temperature in the room is uncomfortable, or some other concern.
- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

COMMITTEE OF THE WHOLE
You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.
- After recognition, "Mister Chairman, I move that we go into a committee of the whole."

POINT OF ORDER
It is obvious that the meeting is not following proper rules. E.g. a motion is passed without the right kind of vote, or a member is breaking the rules of debate.
- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INQUIRY
You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.
- Without recognition, "point of inquiry."

POINT OF PARLIAMENTARY INQUIRY
You are confused about some of the parliamentary rules.
- Without recognition, "Point of parliamentary inquiry."

MOTIONS, GENERALLY

APPEAL FROM THE DECISION OF THE CHAIR
The Chair has made a decision that you wish the body to vote on.
- Without recognition, "I appeal from the decision of the Chair."