



## **RIVER FOREST DIVERSITY, EQUITY AND INCLUSION ADVISORY GROUP AND SUBCOMMITTEES MEETING AGENDA**

A meeting of the River Forest Diversity, Equity and Inclusion Advisory Group and Subcommittees will be held on Tuesday, April 19, 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](mailto:deiagchair@vrf.us). You may view or listen to the meeting by participating online or via telephone. Join the meeting at*

MONDAY MEETINGS: <https://us02web.zoom.us/j/83702949946>

TUESDAY MEETINGS: <https://us02web.zoom.us/j/82696406447>

or call (312) 626-6799 and use meeting ID

MONDAY MEETINGS: 837 0294 9946.

TUESDAY MEETINGS: 826 9640 6447.

If you would like to participate online or over the phone, please email [deiagchair@vrf.us](mailto: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 April 4, 2022 DEI Advisory Group Meeting
- III. Public Comment
- IV. Unfinished Business
  - a. Continued Discussion & Direction Regarding Execution of DEI Goals and Responsibilities through Subcommittees
    - i. Request for Proposal, Community Outreach, Employment/Human Resources, Intergovernmental Relationships, Purchasing/Suppliers, Housing, Intergovernmental Relationships, and Governance/DEI Framework Subcommittees Breakout Meetings: <sup>1</sup>
      1. Call to Order/Roll Call
      2. Approval of Subcommittee Meeting Minutes

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<sup>1</sup> The Subcommittees will hold breakout meetings during the Advisory Group meeting with the following agendas for each breakout meeting.

3. Public Comment
4. Unfinished Business
5. New Business
6. Confirmation of Next Meeting Date
7. Adjournment of Subcommittee Meeting

- V. New Business
- VI. Confirmation of Next Meeting Dates
- 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**  
**APRIL 4, 2022**

The River Forest Diversity, Equity, and Inclusion Advisory Group (DEIAG) meeting was held on Monday, April 4, 2022, from 7:00–9:00 PM in Room 107 in Parmer Hall at Dominican University, 7900 W. Division Street, River Forest, Illinois.

**I. CALL TO ORDER**

The meeting was called to order at 7:10 PM. Upon roll call, the following persons were:

Present: Austin, Bachner, Baird, Brandhorst, Credi, DeSorbo-Quinn, Duba-Clancy, Grant, Johnson, Johnson, Johnston, Keskitalo, Khaledan, Kreisman, Navarro, Oates, Petrov, Rogers, Schumacher, Shea, Szerszenowicz-Olweny, Weissenberger.

Absent: Arauz, Bonner, Burkett, Foster, Economos, Graham, Hartshorn, Herrman, Humbert, Iverson, Kang, Kirk, Macaulay, McAdams, Murphy, Nicholas, Oliver, Papirnik, Peavy, Riley, Simon, Yoon.

Also Present: Elijah Bebor, Management Analyst/Deputy Village Clerk.

**II. PUBLIC COMMENT**

Chairperson Bachner read a land acknowledgment statement.

Member Credi stated the Pledge of Allegiance.

**III. MARCH 22, 2022 MEETING MINUTES**

A MOTION was made by Member Khaledan and SECONDED by Member Grant to approve the March 22, 2022 minutes of the DEI Advisory Group. On voice vote, motion passed.

**V. UNFINISHED BUSINESS**

**A. DEI Education**

**i. Presentation: Reesheda Graham Washington and Dot Lambshead Roche**

Reesheda Graham Washington, CEO of RGW Consulting and Dot Lambshead Roche of Race Conscious Dialogues spoke to the DEI Advisory Group. The speakers conducted a writing group exercise where the entire group was handed a note card and ask to write the positives of the groups DEI journey on one side of the notecard and the challenges of the DEI journey on the other side of the notecard. Ms. Washington stated that she will be facilitating a series of sessions that are meant to help the group achieve the mandate of the Advisory Group.

**B. RFP Subcommittee Discussion and Feedback**

The request for proposal/consultant Subcommittee asked the entire group which priorities and topics they would like to see in a request for proposal that will further it. The Subcommittee stated that they encourage other members to communicate their suggestions at the next meeting.

### **C. Subcommittee Updates**

*Employment/ Human Resources* - The group stated that they reached a consensus to schedule a meeting with Assistant Village Administrator Lisa Scheiner to discuss the Village's hiring practices and policies so they can begin to gather data.

*Purchasing/Suppliers* - The group stated that they discussed the diversification of suppliers specifically women owned and minority owned businesses. There was discussion on how the Village can coordinate with the Village of Maywood in the diverse procurement process. The group stated that they would like to look at how other Villages have diversified their suppliers. The group agreed stated that they will schedule a meeting with Ms. Scheiner soon.

*Housing* - The group reported that they are establishing a focused scope and will use the Village comprehensive plan as a foundation. Chair Bachner encouraged the housing group to look into the Village affordable housing plan.

*Community Outreach* - The group discussed ways to inform the community on what the Diversity, Equity, and Inclusion Advisory Group is doing, its progress, and goals. The group stated that they have questions for their Liaison, Chair Ken Johnson and will arrange a meeting.

*Intergovernmental Relationships* - Stated they will update the group at the next meeting.

*Governance/DEI Review Framework* - The group stated that they had a discussion on what a model from the group could be going forward. They stated they hope to be in a position in the near future to bring discussion and engage the entire group with some of their ideas.

*Request for Proposal/Consultant Subcommittee* - The group discussed obtaining examples of request for proposals from different communities. There was a discussion on the benefits of a request of proposal versus a request for qualification, and their respective processes. The group discussed how to reach out to a diverse audience of respondents. There was discussion of what priorities should be included in the request for proposal. The group reached a consensus that the request for proposal should be targeted towards an assessment as outlined in the guiding document.

### **VI. NEW BUSINESS**

None.

### **VII. CONFIRMATION OF MEETING DATES**

The next meeting will take place on Tuesday, April 19, 2022.

### **VIII. ADJOURNMENT**

A MOTION was made by Member Austin and SECONDED by Member Schumacher to adjourn the meeting at 8:51 PM. On voice vote, the motion passed.

**DIVERSITY, EQUITY, AND INCLUSION ADVISORY GROUP  
COMMUNITY OUTREACH SUBCOMMITTEE MEETING MINUTES  
MARCH 22, 2022**

The River Forest Diversity, Equity, and Inclusion Advisory Group Community Outreach Subcommittee meeting was held on March 22 at 7:30 PM via Zoom.

**I. CALL TO ORDER**

The meeting was called to order at 7:30 PM. Upon roll call, attendance was as follows:

<i>PRESENT</i>	<i>ABSENT</i>	<i>NAME</i>
	A	Alexandra Desorbo - Quinn
P		Anja Herrman
P		Dorota Szerszenowicz
P		Rosey McAdams
P		Tina Baird

Also Present: \_\_\_\_\_

**II. PUBLIC COMMENT**

- Introductions of members
- Group decided to rotate a minutes' taker. Minutes' taker will report to the DEI in our next general meeting.
- Anja Herrman will assume the chair role for now. Anja will not be taking notes from the meetings.
- The group will meet in person on the third Tuesday each month at 7:30pm at the university campus. The next meetings will be held on: April 19, May 17, June 21. Due to maternity leave, Dorota and Rosey may miss May and June meetings or will join via Zoom.
- The group reviewed notes from the last meeting between Rosey and Dorota. Discussion points:
  - *What do we want to accomplish?* Our goal is to make sure that the community is aware of the DEI's work and overall goals and steps. The community needs to be assured that we listen, and we will address their concerns in a professional manner. The group will focus on best communication channels, so the message reaches as many River Foresters as possible (social media, newsletter, direct mail, etc.).
  - *How do we go about getting needed info?* The group will assess best ways to communicate DEI's progress. We will explore what channels work best for the community based on its demographics.

**III. APPROVAL OF SUBCOMMITTEE MEETING MINUTES**

None

#### **IV. UNFINISHED BUSINESS**

- Completion of all discussion points assigned to the community outreach committee.
- The group needs additional guidance from the Committee Chairs on subcommittee's primary task and next steps for the community outreach group.
- The group agreed that they need some clarification on how to meet once in-person meetings resume per the governor. There was agreement to meet in-person, but occasionally via zoom.
- Introductions of members
- Anja Herrman will assume the chair role for future meetings and will no longer be recording notes. The group agreed to rotate a minute's taker and will report to the group at large at the next meeting.
- Due to maternity leave, Member McAdams may miss May and June meetings or will join via Zoom.
- The group reviewed notes from the last meeting between Rosey and Dorota. The following were the discussion points:
  - *What do we want to accomplish?* Our goal is to make sure that the community is aware of the DEI's work and overall goals and steps. The community needs to be assured that we listen, and we will address their concerns in a professional manner. The group will focus on best communication channels, so the message reaches as many River Foresters as possible (social media, newsletter, direct mail, etc.).
  - *How do we go about getting needed info?* The group will assess best ways to communicate DEI's progress. We will explore what channels work best for the community based on its demographics.

#### **V. NEW BUSINESS**

None

#### **VI. CONFIRMATION OF NEXT MEETING DATE**

The group will meet in person on the third Tuesday of each month at 7:30pm at the Dominican University campus. The next Community Outreach Subcommittee meeting will take place on April 19 at 7:30pm.

#### **VII. ADJOURNMENT**

A MOTION was made by Committee Member Dorota Szerszenowicz and SECONDED by Committee Member Rosey McAdams to adjourn the Subcommittee meeting at 9PM.

AYES: Herrman, Szerszenowicz, McAdams, Baird

NAYS: None

ABSENT: Desorbo - Quinn

Motion Passed

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Subcommittee Chair

**DIVERSITY, EQUITY, AND INCLUSION ADVISORY GROUP  
GOVERNANCE/DEI FRAMEWORK SUBCOMMITTEE MEETING MINUTES  
MARCH 22, 2022**

The River Forest Diversity, Equity, and Inclusion Advisory Group Governance/DEI Framework Subcommittee meeting was held on 3/22/2022 at 7:00 PM in at Room 107 in Parmer Hall at Dominican University, 7900 W. Division Street, River Forest, Illinois and via Zoom breakout room.

**I. CALL TO ORDER**

The meeting was called to order at 7:00 PM. Upon roll call, attendance was as follows:

<i>PRESENT</i>	<i>ABSENT</i>	<i>NAME</i>
x		David Bonner
x		Tim Brandhorst
x		Mindi Credi
x		Abigail Rogers

Also Present: \_\_\_\_\_

**II. PUBLIC COMMENT**

No public comment.

**III. APPROVAL OF SUBCOMMITTEE MEETING MINUTES**

No previous minutes had been taken.

**IV. UNFINISHED BUSINESS**

The members of the subcommittee continued discussion of the short and long term goals of the subcommittee. The group reached a consensus that it should focus on three general actionable goals:

Consideration of the structure of the DEIAG itself, with the goal of making recommendations to the leadership of the DEIAG and the Trustees as to long-term structure, size, composition, etc and Discussion of the inappropriateness of such a committee.

Development of a DEI rubric for village leaders and other taxing entities to use in decision making. The focus was on probative questions not filtering questions.

Survey of other communities in the region to glean best practices with regard to developing a rubric.

The further consensus of the group was that these action areas should be reported out to the larger DEIAG, and then the subcommittee's focus will be to identify specific activities toward developing a rubric.

**V. NEW BUSINESS**

None

**VI. CONFIRMATION OF NEXT MEETING DATE**

The Governance subcommittee will meet next at the next regularly scheduled meeting of the DEIAG, April 19<sup>th</sup>, 2022 at 7:00 pm.

**VII. ADJOURNMENT**

By consensus the meeting was adjourned.

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Subcommittee Chair

Minutes prepared by Tim Brandhorst, and Mindy Credi members of the subcommittee.



**DIVERSITY, EQUITY, AND INCLUSION (DEI) ADVISORY GROUP**  
**EMPLOYMENT/HUMAN RESOURCES SUBCOMMITTEE MEETING NOTES**

**March 22, 2022**

The River Forest DEI Advisory Group Employment/HR Subcommittee meeting was held on March 22, 2022 at 7PM in Room 107 of Palmer Hall at Dominican University, 7900 W Division Street, River Forest, Illinois.

**I. CALL TO ORDER**

The meeting was called to order at 7:30PM.

In attendance: Richard Schumacher, Renee Duba-Clancy

Not present: Dwetri Addy, Guillermo Arauz

**II. PUBLIC COMMENT**

None

**III. APPROVAL OF MINUTES**

None

**IV. UNFINISHED BUSINESS**

None

**V. NEW BUSINESS**

The group discussed what they hope to accomplish and the information the group will need to acquire. The subcommittee agreed that employment is a valuable resource that could be allocated to members of marginalized communities to promote equity. The group hopes the committee will provide insight into current hiring practices and procedures to identify areas of opportunity to make more intentional hiring decisions when practical to promote equity. The committee determined that a meeting with Lisa Scheiner to get her insights and determine what information we will need to gather as our next step. Member Renee Duba-Clancy agreed to arrange a convenient meeting time for the subcommittee members and Lisa to occur before our next DEI Advisory Committee meeting.

**VI. CONFIRMATION OF NEXT MEETING**

The next meeting will take place on Tuesday, April 19, 2022.

**VII. ADJOURNMENT**

Motion by Richard Schumacher, SECOND by Renee Duba-Clancy at 8:50PM

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Subcommittee Leader

**DIVERSITY, EQUITY, AND INCLUSION ADVISORY GROUP  
HOUSING SUBCOMMITTEE MEETING MINUTES  
MARCH 22, 2022**

The River Forest Diversity, Equity, and Inclusion Advisory Group HOUSING Subcommittee meeting was held on MARCH 22, 2022 at 7:00 PM in Room 107 in Parmer Hall at Dominican University, 7900 W. Division Street, River Forest, Illinois.

**I. CALL TO ORDER**

The meeting was called to order at 7:00 PM. Upon roll call, attendance was as follows:

<i>PRESENT</i>	<i>ABSENT</i>	<i>NAME</i>
	X	GERRI HUMBERT
X		KIRK JOHNSON
X		KENT KIRK
X		ROBERT NAVARRO
X		MARY JANE OLIVER

Also Present: \_\_\_\_\_

**II. PUBLIC COMMENT**

None

**III. APPROVAL OF SUBCOMMITTEE MEETING MINUTES**

None

**IV. UNFINISHED BUSINESS**

The group discussed the scope and the goals of the Housing Committee. The group discussed the types of information that maybe available from the village in terms of demographics. A question was raised regarding the Village's involvement in the purchasing and selling of residential properties. The group also discussed comparing demographics and statistics with state, county and neighboring communities (ie: Oak Park, Maywood). The group also raised the question of affordable housing in the village and if the Village has a plan.

Member Navarro recommended that we establish a structure for the group to assign task and responsibilities.

**V. NEW BUSINESS**

None

**VI. CONFIRMATION OF NEXT MEETING DATE**

The Housing Subcommittee will meet again on Tuesday, April 19, 2022 at 7:00 PM.

**VII. ADJOURNMENT**

A MOTION was made by Committee Member JOHNSON and SECONDED by Committee Member NAVARRO to adjourn the Subcommittee meeting at 8:45 PM. On voice vote, the motion PASSED

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Subcommittee Chair

## **Diversity, Equity, and Inclusion Advisory Group**

### **Intergovernmental Relations subcommittee Meeting Minutes**

**March 22, 2022**

The River Forest Diversity, Equity, and Inclusion Advisory Group Intergovernmental Relations Subcommittee meeting was held on March 22, 2022 at 7:00 PM in Room 107 in Parmer Hall at Dominican University, 7900 W. Division Street, River Forest, Illinois.

#### **I. Call to order**

The meeting was called to order at 7:15 PM. Upon roll call, attendance was as follows:

<i>PRESENT</i>	<i>ABSENT</i>	<i>NAME</i>
x		Jessica Iverson
	x	Nancy Nicholas
	x	Christina Papirnik
x		Teresa Peavy
	x	Lisa Petrov
	x	Glen Weissenberger (Glen was at the DEI meeting, but was unable to join the subcommittee discussion)

Also Present: DEI Committee Chair Liaison Erica Bachner

#### **II. PUBLIC COMMENT**

None

### **III. UNFINISHED BUSINESS**

Reviewed notes from 3-7-22 Subcommittee Meeting:

#### **Questions for the Subcommittee:**

What do we want to accomplish?

How do we get the information we need?

What are our priorities? How do we decide what to tackle first?

Are there roles that each member can play?

How will we present monthly updates?

How/when do we get together/connect?

What dolls do we initially need ? What do you need from the chairs?

#### **To do:**

1. Draft an email to find out what other entities DEI initiatives are
2. Determine who those other entities are (inside and outside the village)
3. Make sure we work w/ community outreach
4. Review the Twin Village Covenant - what is being implemented from it? What can we do? Build economic ties?
5. Get everyone's cell phone so we can connect if not everyone is here.
6. Break it down into internal governing bodies and external groups and see what they have.

#### **Determine Groups to connect with:**

- Dominican
- Maywood
- Research to see what other villages have in terms of DEI

#### **Documents to look at:**

- Dominican University TRHT (Lisa will do this - she is our liaison to this group)
- Twin Village Covenant

#### **What we need:**

- Covenant
- Names and contact information of people to connect with (internal and external)

No votes were taken.

## **V. NEW BUSINESS**

Our subcommittee will be reaching out to taxing bodies, find out what DEI initiatives these groups have and find out what they would like to have and see if we can the RF DEI Committee help develop that?

### **Other governmental entities to reach out to:**

- Schools
  - Dist. 90 - Amy McFarland (Chair, D90 DEI Committee)
  - Dist. 200 - Greg Johnson
  - Dominican - Precious Porras / Lisa Petrov
  - Triton - check online
  - Concordia - Erick to check notes
- RF Library - check w/Library Board President
- RF Park District - check w/Dennis Healy
- RF Township - Deana Herrman
- RF Police/Fire - check w/Chief O'Shea & new Fire Chief
- Village of Oak Park - check w/Vicki Scaman
- Village of Maywood - Trustee Miguel Jones
- Village of Elmwood Park - check w/Village Administrator
- Village of Forest Park - check w/Rory Hoskins
- Oak Park & River Forest Chamber of Commerce - Marion Burton

*Erika will check to see if there are others and who to reach out to.*

### **Who within each entity do we reach out to?**

### **What do we want to ask them?**

### **Next Steps:**

- 1) Get everyone's cell phones
- 2) Send everyone the list of entities to reach out to
  - a) Are there others?
  - b) Does anyone have contacts with any of these groups
- 3) All subcommittee members review the Tri-Village Covenant.
- 4) At the next meeting:
  - a) Vote on entities to reach out to
  - b) Connect with the Community Outreach group to make sure we don't have any overlap
  - c) Determine what the outreach to these entities should be (what do want to ask them? How do we want to ask - email? Phone call? Meeting? Etc.)
  - d) Determine who the subcommittee wants to meet going forward (keeping in mind the open meetings act).

No votes were taken.

**VI. CONFIRMATION OF NEXT MEETING DATE**

The Intergovernmental Relations Subcommittee will meet again on Monday, April 4, 2022 at 7:00 p.m.

**VII. Adjournment**

A MOTION was made by Committee Member Jessica Iverson and SECONDED by Committee Member Teresa Peavy to adjourn the Subcommittee meeting at 8:10 PM. On voice vote, the motion PASSED.

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Subcommittee Chair

**DIVERSITY, EQUITY, AND INCLUSION ADVISORY GROUP  
PURCHASING AND SUPPLIERS SUBCOMMITTEE MEETING MINUTES  
MARCH 22, 2022**

The River Forest Diversity, Equity, and Inclusion Advisory Group Purchasing and Suppliers Subcommittee meeting was held on March 22, 2022 at 7PM 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 PM. Upon roll call, attendance was as follows:

<i>PRESENT</i>	<i>ABSENT</i>	<i>NAME</i>
x		Farzad Khaledan
x		Sharon Oats
x		Chuck Foster
x		John Grant

Also Present: \_\_\_\_\_

**II. PUBLIC COMMENT**

None

**III. APPROVAL OF SUBCOMMITTEE MEETING MINUTES**

No prior minutes.

**IV. UNFINISHED BUSINESS**

The group discussed on how to improve our procurement processes to include diverse suppliers and potentially save money by going through a competitive bid process for major spend areas (marketing, facility maintenance, indirect supplies, grounds keeping, etc.) and ensure our expenditures and budgets go through a defined process where Diverse suppliers are included. Diverse Suppliers can be ethnically diverse, veteran owned or women owned. Goal of having 5% of our spending be awarded to this grouping.

The group discussed arranging a meeting with Assistant Village Administrator Lisa Scheiner to understand current practices.

**V. NEW BUSINESS**

None.

**VI. CONFIRMATION OF NEXT MEETING DATE**

The Procurement and Supplier Diversity Subcommittee will meet again on April 19, 2022 at 7 P.M.

**VII. ADJOURNMENT**

A MOTION was made by Committee Member Khaledan and SECONDED by Committee Member Grant to adjourn the Subcommittee meeting at 8:10 PM. On voice vote, the motion PASSED



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Subcommittee Chair

**DIVERSITY, EQUITY, AND INCLUSION ADVISORY GROUP  
REQUEST FOR PROPOSAL/CONSULTANT SUBCOMMITTEE MEETING MINUTES  
MARCH 22, 2022**

The River Forest Diversity, Equity, and Inclusion Advisory Group Request for Proposal/Consultant Subcommittee meeting was held on March 22, 2022 at 7 PM in Room 107 in Parmer Hall at Dominican University, 7900 W. Division Street, River Forest, Illinois.

**I. CALL TO ORDER**

The meeting was called to order at 7:00 PM. Upon roll call, attendance was as follows:

<i>PRESENT</i>	<i>ABSENT</i>	<i>NAME</i>
X		Stacey Austin
X		Chris Johnston
X		Megan Keskitalo
X		Cindy Shea
X		Liz Simon

Also Present: Brian Murphy, River Forest Village Administrator

**II. PUBLIC COMMENT**

None.

**III. APPROVAL OF SUBCOMMITTEE MEETING MINUTES**

No prior minutes.

**IV. UNFINISHED BUSINESS**

The RFP subcommittee discussed obtaining the following: Village of River Forest RFP examples and examples of substantively similar DEI RFPs from Brian Murphy, Village Administrator. The benefits of the RFP and RFQ/QBS process were discussed. How to reach a diverse audience of potential respondents was discussed. The characteristics of successful RFPs were discussed.

The RFP subcommittee discussed the priorities for the RFP. The initial RFP is proposed to be targeted towards the assessment outlined in our guiding document. The subcommittee will reach out to the chairs in advance of the next meeting to include a discussion on assessment priorities and seeking recommendations from the other subgroups at or before the next meeting.

**V. NEW BUSINESS**

None

**VI. CONFIRMATION OF NEXT MEETING DATE**

The RFP Subcommittee will meet again on Tuesday, April 19, 2022 at 7 pm.

**VII. ADJOURNMENT**

A MOTION was made by Committee Member Keskitalo and SECONDED by Committee Member Shea to adjourn the Subcommittee meeting at 8:45 PM. On voice vote, the motion PASSED

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Subcommittee Chair

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.	Examining housing inventory, access to housing across all groups including barriers to entry, and what it means to live in River Forest	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
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.	<u>Examining housing inventory, access to housing across all groups including barriers to entry, and what it means to live in River Forest</u>	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.
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 <u>housing inventory and occupancy</u> , what, if any, are the <u>paths to entry and barriers for entry for those that want to live in River Forest; what it means to live in River Forest (cost of services, utilities, taxes, permitting, zoning, etc.); include all marginalized groups</u>	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	<u>Examine red light cameras and police stops</u>		
			<u>Examine perceptions of how geographic location in the community determines how residents are treated and represented.</u>	<u>Outreach to new community members, bringing them into and welcoming them into the community</u>		

## DEI Advisory Group Subcommittee Groupings

### RFP/Consultant

Stacey Austin  
Chris Johnston  
Megan Keskitalo  
Cynthia Shea  
Liz Simon

### Community Outreach

Tina Baird  
Alexandra DeSorbo-Quinn  
Anja Herrman  
Rosey McAdams  
Dorota Szerszenowicz

### Employment/Human Resources

Dwetri Addy  
Guillermo Arauz  
Renee Duba-Clancy  
Anthony Riley  
Richard W. Schumacher

### Intergovernmental Relationships

Jessica Iverson  
Nancy Nicholas  
Christina Papirnik  
Teresa Peavy  
Lisa Petrov  
Glen Weissenberger

### Purchasing/Suppliers

John Grant  
Farzad Khaledan  
Sharon Oates  
Chuck Foster

### Governance/DEI Framework

David Bonner  
Tim Brandhorst  
Mindy Credi  
Susan Macaulay  
Abigail Rogers

### Housing

Gerri Humbert  
Kirk Johnson  
Kent Kirk  
Robert Navarro  
Mary Jane Oliver



# Village of River Forest Diversity, Equity and Inclusion Advisory Group

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## 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.

## 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 <b>main motion</b> )	"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."