



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. 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 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: ¹
 1. Call to Order/Roll Call
 2. Approval of Subcommittee Meeting Minutes

¹ 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

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 19th, 2022 at 7:00 pm.

VII. ADJOURNMENT

By consensus the meeting was adjourned.

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

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

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.

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

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

Subcommittee Chair