



RIVER FOREST DIVERSITY, EQUITY AND INCLUSION ADVISORY GROUP MEETING AGENDA

A meeting of the River Forest Diversity, Equity and Inclusion Advisory Group will be held on Monday, May 2, 2022 from 7:00-9:00 **P.M. in Room 107*** in Parmer Hall at Dominican University, 7900 W. Division Street, River Forest, Illinois.

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

- I. Call to Order/Roll Call
- II. Approval of the April 19, 2022 DEI Advisory Group Meeting Minutes
- III. Public Comment
- IV. Unfinished Business
 - a. DEI Education
 - i. Presentation: Reesheda Graham Washington
 - b. Subcommittee Updates
- 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 19, 2022**

The River Forest Diversity, Equity, and Inclusion Advisory Group (DEIAG) meeting was held on Tuesday, April 19, 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, Bonner, Credi, Grant, Herrman, Johnson, Johnston, Keskitalo, Kirk, Murphy, Navarro, Nicholas, Oliver, Peavy, Petrov, Rogers, Schumacher, Shea, Simon, Szerszenowicz

Absent: Arauz, Brandhorst, Burkett, Desorbo-Quinn, Duba-Clancy, Foster, Graham, Hartshorn, Humbert, Iverson, Johnson, Kang, Khaledan, Kreisman, Macaulay, McAdams, Papirnik, Weissenberg, Yoon.

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

II. PUBLIC COMMENT

Member Johnston stated he does not see exhibit A on the DEI Advisory Group resolution. He stated that he would like a copy of exhibit A so that he can use it in the drafting process of the request for proposal.

Chair Murphy stated that he will follow up and Staff will provide him with exhibit A.

Member Johnston asked about the \$30,000 budget for the Advisory Group for training.

Chair Murphy stated that there is a placeholder, which is a group of dollars that are made available for specific things.

Chairperson Bachner read a land acknowledgment statement.

Member Credi stated the Pledge of Allegiance.

Chair Murphy stated to the group that their Cook County Statement of Economic Interest is required to be filed by May 2, 2022.

III. APRIL 4, 2022 MEETING MINUTES

A MOTION was made by Member Simon and SECONDED by Member Grant to amend and approve the April 4, 2022 minutes of the DEI Advisory Group. On a voice vote, the motion passed.

IV. UNFINISHED BUSINESS

Advisory Group Members broke out into small groups to brainstorm and discuss their respective Sub-Committee goals and objectives.

V. NEW BUSINESS

None.

VI. CONFIRMATION OF MEETING DATES

The next meeting will take place on Monday, May 2, 2022.

VIII. ADJOURNMENT

A MOTION was made by Member Johnston and SECONDED by Member Keskitalo to adjourn the meeting at 8:55 PM. On a voice vote, the motion passed.

DRAFT

**DIVERSITY, EQUITY, AND INCLUSION ADVISORY GROUP
COMMUNITY OUTREACH SUBCOMMITTEE MEETING MINUTES
APRIL 19, 2022**

The River Forest Diversity, Equity, and Inclusion Advisory Group Community Outreach Subcommittee meeting was held on APRIL 19 at 7:30 PM by 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>
P		Alexandra DeSorbo-Quinn
P		Anja Herrman
P		Dorota Szerszenowicz
	A	Rosey McAdams
	A	Tina Baird

Also Present: NONE

PUBLIC COMMENT

None

II. APPROVAL OF MARCH 22 SUBCOMMITTEE MEETING MINUTES

A MOTION was made by Committee Member DESORBO-QUINN and SECONDED by Committee Member SZERSZENOWICZ to approve the MARCH 22 minutes of the DEI Advisory Group COMMUNITY OUTREACH Subcommittee

AYES: DeSorbo-Quinn, Herrman, Szerszenowicz

NAYS:0

Motion PASSED.

III. UNFINISHED BUSINESS

- Introduction of members who did not attend the last meeting.
- Member DeSorbo-Quinn would serve as secretary for the meeting.

IV. NEW BUSINESS

- The Subcommittee decided to start by reviewing the community outreach goals shared by the DEI Advisory Group and organized into categories of: Data, Community Outreach, Creating Community, and Police Engagement.
- There was a discussion about the major goal of the subcommittee being focused on communications, which will be tied to the consulting firm's plans and results.
- The Subcommittee plans to reach out to Trustee Ken Johnson to join the meeting to provide more insight into where the Subcommittee should start.

V. CONFIRMATION OF NEXT MEETING DATE

The COMMUNITY OUTREACH Subcommittee will meet again on MAY 17 at 7:30 PM.

VI. ADJOURNMENT

A MOTION was made by Committee Member DESORBO_QUINN and SECONDED by Committee Member SZERSZENOWICZ to adjourn the Subcommittee meeting at 8:35 PM. On voice vote, the motion PASSED.

ANJA HERMANN
Subcommittee Chair

**DIVERSITY, EQUITY, AND INCLUSION ADVISORY GROUP
GOVERNANCE SUBCOMMITTEE MEETING MINUTES
APRIL 19, 2022**

The River Forest Diversity, Equity, and Inclusion Advisory Group Governance Subcommittee meeting was held on 4/19/2022 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
	X	Susan Macaulay

Also Present: None

II. PUBLIC COMMENT

No public comment.

III. APPROVAL OF 4/19/22 SUBCOMMITTEE MEETING MINUTES

AYES: Credi, Rogers, Bonner

NAYS: NONE

Motion PASSED

IV. UNFINISHED BUSINESS

The group continued to discuss communities we can benchmark DEI governance best practices. The committee will continue to conduct online research of other communities to present at the next meeting. D. Bonner will forward information from Elk Grove Village.

V. NEW BUSINESS

The committee considered whether to set a meeting schedule outside of the DEIAG meeting schedule.

VI. CONFIRMATION OF NEXT MEETING DATE

The Governance subcommittee will meet next at the next regularly scheduled meeting of the DEIAG, May 17, 2022 at 7:00 pm.

VII. ADJOURNMENT

By consensus the meeting was adjourned.

Minutes prepared by Mindy Credi and Abigail Rogers members of the subcommittee.

DIVERSITY, EQUITY, AND INCLUSION (DEI) ADVISORY GROUP
EMPLOYMENT/HR SUBCOMMITTEE MEETING NOTES

April 19, 2022

The River Forest DEI Advisory Group Employment/HR Subcommittee meeting was held on April 19, 2022, at 3 PM at Kribi Coffee, 7324 Madison Street, Forest Park, Illinois.

I. CALL TO ORDER

The meeting was called to order at 3 PM. In attendance: Richard Schumacher, Renee Duba-Clancy

NOT PRESENT: Schumacher, Dwetri Addy, Guillermo Arauz

II. PUBLIC COMMENT: None

III. APPROVAL OF MINUTES:

AYES: Duba-Clancy, Arauz, Schumacher

NAYS: None

Motion Approved

IV. UNFINISHED BUSINESS

V. NEW BUSINESS

We discussed who from the Village might be able to meet with us regarding information gathering now that Lisa Scheiner is no longer our point person. It was decided that Richard would ask Ken and Ericka.

Questions were developed based on some information that Renee was able to gather from the internet:

1. Other than covering certain application fees, what other actions have the village taken to encourage equity and diversity in the hiring process?
2. How do the various village departments recruit new employees? What effort is made to target candidates from marginalized communities?
3. What is the decision-making matrix for all new hires? Is there a panel of independent representatives that are part of the decision?
4. Is there another subcommittee that is looking into community statistics as it relates to police and fire services in River Forest? And what might these statistics reveal as it pertains to DEI work?

Our next step is to determine who from the village will be willing/able to meet with us to gather more information.

VI. ADJOURNMENT: Motion by Richard Schumacher, SECONDER Renee Duba-Clancy at 4:35PM

**DIVERSITY, EQUITY, AND INCLUSION ADVISORY GROUP
HOUSING SUBCOMMITTEE MEETING MINUTES
APRIL 19, 2022**

The River Forest Diversity, Equity, and Inclusion Advisory Group HOUSING Subcommittee meeting was held on APRIL 19, 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: NONE

PUBLIC COMMENT

NONE

II. APPROVAL OF MARCH 22, 2022 SUBCOMMITTEE MEETING MINUTES

A MOTION was made by Committee Member OLIVER and SECONDED by Committee Member KIRK to approve the MARCH 22, 2022 minutes of the DEI Advisory Group HOUSING SUBCOMMITTEE.

AYES: JOHNSON, KIRK, NAVARRO, OLIVER

NAYS: NONE

Motion: PASSED

III. UNFINISHED BUSINESS

The group discussed the scope and goals of the Housing Subcommittee. The group decided that the initial focus of the committee will be affordable housing. Member Navarro expressed that the current metrics for affordable housing is based on income, not diversity or inclusion.

IV. NEW BUSINESS

The group agreed that there should be a discussion of the Villages' Affordable Housing Plan and Comprehensive Plan as it relates to Housing.

V. CONFIRMATION OF NEXT MEETING DATE

The HOUSING Subcommittee will meet again on TUESDAY, MAY 17, 2022 at 7:00 PM.

VI. ADJOURNMENT

A MOTION was made by Committee Member KIRK and SECONDED by Committee Member OLIVER to adjourn the Subcommittee meeting at 8:30 PM. On a voice vote, the motion: PASSED.

Kirk Johnson

Subcommittee Chair

**DIVERSITY, EQUITY, AND INCLUSION ADVISORY GROUP
REQUEST FOR PROPOSAL SUBCOMMITTEE MEETING MINUTES
APRIL 19, 2022**

The River Forest Diversity, Equity, and Inclusion Advisory Group Request for Proposal Subcommittee meeting was held on 4/19/2022 at 7:45 PM in Room 107 (e.g. 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 _____ PM. Upon roll call, attendance was as follows:

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

Also Present: Brian Murphy

PUBLIC COMMENT

None

II. APPROVAL OF 3/22/22 SUBCOMMITTEE MEETING MINUTES

A MOTION was made by Committee Member Austin and SECONDED by Committee Member Shea to approve the 03/02/22 minutes of the DEI Advisory Group RFP Subcommittee.

AYES: Shea, Austin, Johnston, Simon, Keskitalo

NAYS: NONE

Motion PASSED.

III. UNFINISHED BUSINESS

The group continued their discussion on the RFP/RFQ process and clarify the role of Committee Members and Village Staff. Subcommittee members identified their relevant skill sets and discussed task allocation for drafting, revising, and sharing the RFP/RFQ with the larger group.

IV. NEW BUSINESS

A discussion of subcommittee members' open questions was as follows:

- Time allocation for this project
- Do we want the consultant to attend the committee meetings?
- How long do we want the consultant to work on this project?
- Should we use an RFP or RFQ for this project?

Things to include in the RFP/RFQ

- Identify concrete tasks and deliverables
- Problem statement
- Background, situating the community in the larger local and regional context.
- Request that the candidates identify issues and share situations they have seen derailed.
- Ask about tools and methodology
- Salient issues raised by other subcommittees

Once the RFP is drafted and reviewed by subcommittee members, it will be shared with Brian Murphy for review and then shared with the larger advisory group for their review.

V. CONFIRMATION OF NEXT MEETING DATE

The Request for Proposal Subcommittee will meet again on May 17, 2022, at 7 PM

VI. ADJOURNMENT

A MOTION was made by Committee Member Austin and SECONDED by Committee Member Keskitalo to adjourn the Subcommittee meeting at 8:30 PM. On a 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 April 19, 2022 at 7:35 PM in the Atrium of Parmer Hall at Dominican University, 7900 W. Division Street, River Forest, Illinois.

I. CALL TO ORDER

The meeting was called to order at 7:42 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

Also Present: Village Trustee and DEI Chair Erika Bachner

II. PUBLIC COMMENT

None.

III. APPROVAL OF MARCH 22, 2022 SUBCOMMITTEE MEETING MINUTES

A MOTION was made by Committee Member Petrov and SECONDED by Committee Member Peavey to approve the March 22, 2022 minutes of the DEI Advisory Group INTERGOVERNMENTAL Subcommittee

AYES: NICHOLAS. PEAVY, PETROV

NAYS: NONE

Motion PASSED.

IV. UNFINISHED BUSINESS

The subcommittee members revisited the “to do” list from the previous meeting and determined what had been done and what was yet to do. First, we reviewed the Twin-Village Covenant and noted the action items. Then we added subcommittee member names to the list of intergovernmental entities to reach out to and engage. Each will have 2-3 entities to take the lead in establishing contact and reaching out for information.

V. NEW BUSINESS

Members of the subcommittee discussed and listed the questions and requests we will make of the entities. We determined that first and foremost we will seek information on DEI initiatives online for each. Then reach out to each for more information. We expect to determine how and when to collaborate in the future after having gathered the basic information first.

Members also discussed and listed the questions we have on process and overlap with other subcommittees, for example, Community Relations and Supplies (the Twin-Village Covenant speaks specifically to strengthening economic interaction between the villages of River Forest and Maywood, and to RF building relationships with Maywood suppliers).

VI. CONFIRMATION OF NEXT MEETING DATE

The INTERGOVERNMENTAL RELATIONS Subcommittee will meet again on May 17, 2022.

VII. ADJOURNMENT

A MOTION was made by Committee Member Petrov and SECONDED by Committee Member Peavy to adjourn the Subcommittee meeting at 8:50 PM. On a voice vote, the motion PASSED.

 Lisa Petrov

Intergovernmental Relations Subcommittee Secretary of the Day