



RIVER FOREST DIVERSITY, EQUITY, AND INCLUSION ADVISORY GROUP MEETING AGENDA

You may submit your written public comments via email in advance of the meeting to: tivansek@vrf.us A meeting of the River Forest Diversity, Equity and Inclusion Advisory Group will be held on Monday, May 15, 2023, at 7:00 P.M. Our location has been changed to Village Hall, 400 Park Avenue, River Forest, Illinois, in the Community Room located on the 1st floor. Anyone may listen to the meeting by participating in a Zoom conference call as follows: dial-in number: 312-626-6799 with meeting ID: 862 1147 0898 or by clicking the link here: <https://us02web.zoom.us/j/86211470898>

- I. Call to Order/Roll Call
- II. Approval of July 19, 2022, DEI Advisory Group Meeting Minutes.
- III. Approval of September 20, 2022, DEI Advisory Group Meeting Minutes.
- IV. Approval of March 6, 2023, DEI Advisory Group Meeting Minutes.
- V. Approval of March 21, 2023, DEI Advisory Group Meeting Minutes.
- VI. Approval of April 17, 2023, DEI Advisory Group Meeting Minutes.
- VII. Advisory Board Chair Comment
- VIII. Public Comment
- IX. Unfinished Business
- X. New Business
 - a. DEI Survey Presentation
 - b. Subcommittee drafts ideas presented
- XI. Next Meeting will be held on Tuesday, June 20, 2023 (day changed due to Juneteenth holiday)
- XII. Adjournment

DIVERSITY, EQUITY, AND INCLUSION ADVISORY GROUP MEETING MINUTES (NO QUORUM)
July 19, 2022

The River Forest Diversity, Equity, and Inclusion Advisory Group (DEIAG) meeting was held on Tuesday, July 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.

I. CALL TO ORDER

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

Present: Austin, Bachner, Bonner, Burkett, Credi, Duba-Clancy, Grant, Johnson, Johnson, Johnston, Kelly, Keskitalo, Kirk, Koopman, McAdams, McGinn, Murphy, Navarro, Oates, Plywacz, Rogers, Shea, Simon, Simon, Szerszenowicz-Olweny.

Absent: Arauz, Baird, Desorbo-Quinn, Foster, Graham, Hartshorn, Herrman, Humbert, Iverson, Kang, Khaledan, Kreisman, Nicholas, Oliver, Peavy, Macaulay, Petrov, Papirnik.

Also Present: Elijah Bebora, Management Analyst/Deputy Clerk

II. APPROVAL OF THE JUNE 6, AND JUNE 21, 2022 DEI ADVISORY GROUP MEETING MINUTES

Member Credi made a motion to approve the June 6 and June 21, 2022 Diversity, Equity and Inclusion Advisory Group minutes. Second by Member Johnson. On a voice vote, the motion was passed.

III. PUBLIC COMMENT

Chair Bachner stated a land acknowledgment
Member Credi stated the pledge of allegiance

IV. UNFINISHED BUSINESS

None

V. NEW BUSINESS

a. General Discussion Regarding the Diversity, Equity, and Inclusion Request for Proposal

Chair Bachner, Johnson and Murphy presented the framework and different components of the Request for Proposal draft to the group. Chair Murphy asked the group if any elements were not included in the Request for Proposal that should be considered before the Request for Proposal is released to the public.

Member Grant stated that he wants to know whether the typical time for a request for proposal is one month. He also asked what the Village is doing to solicit proposals. He said in other instances with the Village, that there was one bidder, it seemed like the Village did not do enough solicitation for bids.

Chair Murphy stated that typically the timeframe to respond to a request for proposal is one month. Regarding ensuring that there will be multiple proposers to the request for proposal, Chair Murphy stated that there are several diversity, equity and inclusion vendors in the

Chicagoland area that can take a look at the request for proposal and we will be sending them the request for proposal directly. There are different organizations such as the Illinois Municipal League and the Illinois Assistant Municipal Managers Associations that the Village works with that have diversity equity and inclusion-related components to them that the Village can utilize.

John Grant stated that he would be more comfortable with the selection process if he could read some of the proposals that the Chairs receive and provide his feedback.

John Grant asked if the group would be able to read the proposals

Chair Murphy stated that he would talk to Village Attorney, Greg Smith.

b. General Discussion on Scheduling and Next Steps

Chair Murphy stated that the Request for Proposal would be published to various consultants on July 25, 2022. The deadline to submit the Request for Proposal will be August 19, 2022, at 4 pm. Consultant interviews will be scheduled for the week of September 9, 2022. A kickoff meeting with the chosen consultant and the entire group will tentatively take place at either the September 20, 2022 meeting or the October 3, 2022 meeting.

Chair Murphy stated that there would be a break from meetings for the rest of the summer and meetings will resume on September 20, 2022. Subcommittees are welcome to meet.

VI. CONFIRMATION OF MEETING DATES

The next meeting of the DEI Advisory Group is tentatively scheduled for September 20, 2022, at 7 P.M.

VII. ADJOURNMENT

Chair Murphy made a MOTION to adjourn the meeting at 8:12 pm. Second by Chair Johnson. On a voice vote, the motion was passed.

Erika Bachner
Chairperson

Date

Ken Johnson
Chairperson

Date

Trish Ivansek
Chairperson

Date

DIVERSITY, EQUITY, AND INCLUSION ADVISORY GROUP MEETING MINUTES (NO QUORUM)
September 20, 2022

The River Forest Diversity, Equity, and Inclusion Advisory Group (DEIAG) meeting was held on Tuesday, September 20, 2022, from 7:00–9:00 P.M. 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 P.M. Upon roll call, the following persons were:

Roll call did not occur due to a lack of quorum.

Also Present: Elijah Bebora, Management Analyst/Deputy Clerk

II. APPROVAL OF THE JULY 19, 2022, DEI ADVISORY GROUP MEETING MINUTES

A vote to approve the July 19, 2022, DEI Advisory Group minutes did not occur due to a lack of quorum.

III. PUBLIC COMMENT

Chair Bachner stated a land acknowledgment.

IV. UNFINISHED BUSINESS

None

V. NEW BUSINESS

a. General Discussion Regarding the Diversity, Equity, and Inclusion Request for Proposal Consultant Interviews and Selection Process

Chair Johnson stated that the Village received 16 proposals and the Chairs selected 7 firms to interview. After conducting the interviews, the Chairs unanimously selected Nova Collective LLC.

Becca Glodoski and Mario Lucero, Consultants at Nova Collective LLC. introduced themselves to the group and presented how they plan to work with the Village to fulfill the terms of the request of proposal. Becca Glodoski stated that the three core pillars of the Nova Collective are learning and development, research and data analysis, and strategy and consulting. They will gather information to get an assessment and baseline. She stated that Nova will start with a Staff and key stakeholder survey to gather qualitative and quantitative data. In conjunction, they will look at the policies and practices of the Village as an organization and make recommendations for improvement.

Member Navarro asked the Nova Collective consultants how they see themselves engaging with the group in the process.

Becca Glodoski responded that Nova views the DEI group as a key stakeholder.

The consultants were asked what their experience is working with other municipalities and what the challenges and successes were. Becca Glodoski responded that Nova Collective worked with the town of Jackson, Wyoming. Challenges they experienced with Jackson, Wyoming was working with a lot of different stakeholders and navigating through the different priorities within those stakeholder groups. Their successes were honing in on audiences to make initial changes that can broaden out and positively affect the community.

Chair Murphy stated that there will be contract negotiations and he anticipates that a proposed contract will be brought in front of the Village Board on October 10, 2022. He stated he anticipates that the stakeholder meeting will take place on October 18, 2022.

Member Credi stated that she would like the Village Board to know that the entire DEI group advocates for Nova Collective.

VI. CONFIRMATION OF MEETING DATES

The next meeting of the DEI Advisory Group is tentatively scheduled for October 18, 2022, at 7 P.M.

VII. ADJOURNMENT

The meeting adjourned at 8:00 PM

_____ Erika Bachner Chairperson	_____ Date
_____ Ken Johnson Chairperson	_____ Date
_____ Trish Ivansek Chairperson	_____ Date

DIVERSITY, EQUITY, AND INCLUSION ADVISORY GROUP MEETING MINUTES (NO QUORUM)
March 6, 2023

The River Forest Diversity, Equity, and Inclusion Advisory Group (DEIAG) meeting was held on Monday, March 6, 2023, from 7:00–9:00 P.M. in the Community Room of River Forest Village Hall at 400 Park Avenue.

I. CALL TO ORDER

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

Present: Austin, Bachner, Bonner, Duba-Clancy, Herrman, Ivansek, Johnson, Johnson, Kelly, Keskitalo, Kirk, Koopman, Navarro, Oliver, Plywacz, Rogers, Shea

Absent: Arauz, Baird, Burkett, Credi, DeSorbo-Quinn, Graham, Grant, Hartshorn, Iverson, Johnston, Kang, Kreisman, Macaulay, McAdams, McGinn, Oates, Papirnik, Peavy, Petrov, Simon, Simon, Szerszenowicz-Olweny

Also Present: Luke Masella, Management Analyst/Deputy Clerk , Mathew Walsh, Interim Village Administrator

Not enough members were present at the meeting for a quorum.

II. Approval of July 19, 2022, DEI Advisory Group Meeting Minutes.

A vote to approve the July 19, 2022, DEI Advisory Group minutes did not occur due to a lack of quorum.

III. Approval of September 20, 2022, DEI Advisory Group Meeting Minutes.

A vote to approve the September 20, 2022, DEI Advisory Group minutes did not occur due to a lack of quorum.

IV. Public Comment

Chair Bachner stated a land acknowledgment.

V. Unfinished Business

None

VI. New Business

- a** Review new subcommittees.

The new Staff co-chair of the committee HR Manager Trish Ivansek introduced herself to the group as did the new Deputy Clerk/Management Analyst Luke Masella. Interim Village Administrator Walsh also introduced himself.

Trustee Bachner explained the changes to the new subcommittees and explained that hopefully this evening each subcommittee will develop an action plan for the next six months.

Trustee Johnson asked Manager Ivansek to give an update on the DEI Survey.

Manager Ivanssek gave an update on the status of the survey and stated that the survey results are expected to be presented to the committee in April.

Trustee Johnson explained that the restructuring of the subcommittees was to help refocus the groups to align with some of the work being completed by the DEI survey company.

Member Navarro reported that the committee he is apart of both needs direction and resources to continue their work.

Trustee Bachner stated that the staff present could help members gather the necessary materials and information.

b Discussion of next steps for each subcommittee

Trustee Bachner passed around a Smart Goal Action Plan worksheet for the groups to help guide them in creating their plans for the next sixth months.

The subcommittee Groups separated around the Community Room and began working on developing action plans amongst themselves.

VII. Confirmation of Next Meeting Dates

A discussion ensued around the next meeting dates for the meeting. The next meeting date was tentatively set for Tuesday, March 21st.

Trustee Johnson stressed the importance of getting resources request to staff sooner rather than later.

Trustee Bachner requested committee members regularly attend in person.

VIII. ADJOURNMENT

Trustee Bachner adjourned the meeting at 8:31pm.

Erika Bachner
Chairperson

Date

Ken Johnson
Chairperson

Date

Trish Ivansek
Chairperson

Date

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**DIVERSITY, EQUITY, AND INCLUSION ADVISORY GROUP MEETING MINUTES (NO QUORUM)
MARCH 21, 2023**

The River Forest Diversity, Equity, and Inclusion Advisory Group (DEIAG) meeting was held on Monday, March 21, 2023, from 7:00–9:00 P.M. in the Community Room of River Forest Village Hall at 400 Park Avenue.

I. CALL TO ORDER

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

Present: Austin, Bachner, Bonner, Credi, Herrman, Ivansek, Johnston, Kelly, Layney, Oates, Simon, Szerszenowicz-Olweny.

Absent: Arauz, Duba-Clancy, Iverson, Johnson, Johnson, Kekitalo, Khaledan, Kirk, Koopman, Macaulay, McAdams, Navarro, Oliver, Papirnik, Peavy, Petrov, Plywacz, Rogers, Shea, Simon.

Also present: Luke Masella, Management Analyst/Deputy Clerk.

Not enough members were present for a quorum.

II. APPROVAL OF JULY 19, 2022, DEI ADVISORY GROUP MEETING MINUTES.

A vote to approve minutes did not occur due to a lack of quorum.

III. APPROVAL OF SEPTEMBER 20, 2022, DEI ADVISORY GROUP MEETING MINUTES.

A vote to approve the minutes did not occur due to a lack of quorum.

IV. APPROVAL OF MARCH 6, 2023, DEI ADVISORY GROUP MEETING MINUTES.

A vote to approve the minutes did not occur due to a lack of quorum.

V. PUBLIC COMMENT

Chair Bachner stated a land acknowledgment.

VI. UNFINISHED BUSINESS

None

VII. NEW BUSINESS

Chair Ivansek explained the plans for the evening and asked the subcommittees to create 1-3 simple ideas for the group and staff to work on.

Committee Chris Johnston asked for a summary of the last meeting as he had missed it and it had been some time since the committee had met before then.

Chair Ivansek explained how the subcommittee goals will involve staff help.

Committee Member McGinn asked from the zoom chat if staff will reply upon receiving information/data requests from committee members.

Chair Ivansek reported yes and explained how that process will work.

At this point, the subcommittees broke off into their individual groups to work.

After 30 minutes, Chair Ivansek called the subcommittees back and each subcommittee provided a summary of the work completed so far and what their plans/needs are in the future.

Chairman Ivansek offered the 2nd floor conference room at Village Hall for subcommittees to utilize if needed.

Ms. Ivansek also asked the committee members to consider how often they would like to meet in the coming months.

Chair Ivansek reminded committee members to fill out Statement of Economic interest forms for the County.

VIII. CONFIRMATION OF MEETING DATES

Chair Ivansek explained that due to the April election and Village Board Meetings, the next DEI meeting will be April 17th.

ADJOURNMENT

The meeting ended at 8:30pm.

Erika Bachner
Chairperson

Date

Ken Johnson
Chairperson

Date

Trish Ivansek
Chairperson

Date

DIVERSITY, EQUITY, AND INCLUSION ADVISORY GROUP MEETING MINUTES (NO QUORUM) APRIL 17TH, 2023

The River Forest Diversity, Equity, and Inclusion Advisory Group (DEIAG) meeting was held on Monday, April 17th, 2023, from 7:00–9:00 P.M. in the Community Room of River Forest Village Hall at 400 Park Avenue.

I. CALL TO ORDER

The meeting was called to order at 7:03 P.M. Upon roll call, the following persons were:

Present: Bachner, Credi, Duba-Clancy, Herrman, Ivansek, Johnston, Johnson, Oates, Rogers, Shea, Simon, Szerszenowicz-Olweny.

Absent: Arauz, Austin, Bonner, Johnson, Kelly, Keskitalo, Khaledan, Kirk, McGinn, Navarro, Oliver, Papirnik, Plywacz, Simon.

Also present:

Not enough members were present for a quorum.

II. APPROVAL OF JULY 19, 2022, DEI ADVISORY GROUP MEETING MINUTES.

A vote to approve minutes did not occur due to a lack of quorum.

III. APPROVAL OF SEPTEMBER 20, 2022, DEI ADVISORY GROUP MEETING MINUTES.

A vote to approve the minutes did not occur due to a lack of quorum.

IV. APPROVAL OF MARCH 6, 2023, DEI ADVISORY GROUP MEETING MINUTES.

A vote to approve the minutes did not occur due to a lack of quorum.

V. APPROVAL OF MARCH 21, 2023, DEI ADVISORY GROUP MEETING MINUTES.

A vote to approve the minutes did not occur due to a lack of quorum.

VI. PUBLIC COMMENT

Chair Johnson asked that group members share any D.E.I related events with staff and the chairs to get the word out.

Chair Ivansek shared information on a Juneteenth Event being put on by Emanuel Chris Welch, Speaker of The Illinois House of Representatives.

Chair Johnson also shared information regarding the River Forest Library Juneteenth Flag Raising.

Chair Bachner stated a land acknowledgment.

Member Johnson asked for information on the impacts of having a quorum.

Chair Bachner gave an explanation on a quorum and the impacts of not having one.

Chair Ivansek stated that the group would need 14 members present for a quorum.

A discussion ensued surrounding the topic of consolidating some of the subcommittees.

Chair Bachner directed member Szerszenowicz-Olweny to her subcommittee chair for further discussion.

Member Johnson asked for a status report on the DEI survey results.

Chair Ivansek reported that staff had recently received the results from the survey and reported that in the coming meetings the chairs will present the results.

Member Credi asked how she can obtain a copy of the D.E.I contract.

A discussion ensued surrounding the D.E.I contract.

A discussion ensued regarding the number of members in the group and subcommittee information requests for staff.

VII. UNFINISHED BUSINESS

The Subcommittees separated and met amongst themselves.

VIII. NEW BUSINESS

- a. Discuss timeline for each subcommittee to submit data requests.

Member Credi asked for information on what the other subcommittees are recommending so her group can use that as a base for their governance recommendations.

Chair Bachner asked for the subcommittee groups to submit their data requests by April 30th and subsequently submit their recommendations by May 15th.

- b. Discuss timeline for each subcommittee to submit recommendations.

IX. CONFIRMATION OF MEETING DATES

- a. Vote on meeting schedule
 - i. Monthly
 - ii. Bi-monthly

A discussion ensued surrounding whether to meet Monthly or Bi-monthly. The group agreed to meet in its entirety once a month.

Chair Ivansek told the group members to watch for an email from Deputy Clerk Luke Masella with the next meeting date and packet.

ADJOURNMENT

The meeting ended at 8:16 pm.

Erika Bachner
Chairperson

Date

Ken Johnson
Chairperson

Date

Trish Ivansek
Chairperson

Date

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DEI Advisory Group Subcommittee Groupings

Governance/DEI Framework – Liaison Ken

David Bonner
Mindy Credi
Abigail Rogers
Megan Keskitalo

Housing – Liaison Erika

Kirk Johnson
Kent Kirk
Mary Jane Oliver
Jenny Kelly
Renee Duba-Clancy

Purchasing/Suppliers – Liaison Ken

Farzad Khaledan
Sharon Oates
Liz Simon
Guillermo Arauz
Chris Johnston

Intergovernmental Relationships – Liaison Erika

Stacey Austin
Whitney Simon
Cindy Shea

Community Outreach – Liaison Ken

Anja Herrman
Dorota Szerszenowicz-Olweny
Dionna Plywacz