



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 Tuesday, June 20, 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: 819 9485 1831 or by clicking the link here: <https://us02web.zoom.us/j/81994851831>

- I. Call to Order/Roll Call
- II. Approval of May 15, 2023, DEI Advisory Group Meeting Minutes.
- III. Advisory Board Chair Comment
- IV. Public Comment
- V. Unfinished Business
- VI. New Business
 - a. Subcommittee drafts ideas presented
- VII. Next Meeting will be held on Monday, July 17, 2023
- VIII. Adjournment

**DIVERSITY, EQUITY, AND INCLUSION ADVISORY GROUP MEETING MINUTES
MONDAY, MAY 15TH, 2023**

The River Forest Diversity, Equity, and Inclusion Advisory Group (DEIAG) meeting was held on Monday, May 15th, 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: Austin, Bachner, Bonner, Credi, Duba-Clancy, Ivansek, Johnston, Johnson, Johnson, Keskitalo, Oates, Plywacz, Rogers, Shea, Szerszenowicz-Olweny, Herrman(Zoom.)

Absent: Kelly, Khaledan, Kirk, Oliver, Simon, Simon.

Also present: Deputy Clerk Luke Masella, Village Administrator Matt Walsh

Enough members were present for a quorum.

- 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 17TH, 2023, DEI ADVISORY GROUP MEETING MINUTES.**

The above meeting minutes were approved by voice vote.

VII. ADVISORY BOARD CHAIR COMMENT

Chairman Johnson recognized Fenwick students that were attending the meeting in the audience. He also reminded everyone of the Juneteenth celebration at the River Forest Library on June 12th at the River Forest Public Library.

Chairman Bachner began her comment with a land acknowledgment. Chairman Bachner commented on May being AAPI heritage month.

Chairman Ivansek stated that she appreciates committee members attending in person.

VIII. PUBLIC COMMENT

Member Credi reminded everyone that is Celebrating Seniors Month.

IX. UNFINISHED BUSINESS

None

X. NEW BUSINESS

- a. DEI Survey Presentation

The Village Administrator Matt Walsh gave a presentation to the committee highlighting the results of the Diversity, Equity and Inclusion study the Village had completed.

Per the request of Chairman Johnson, Village Administrator Walsh gave background on the DEI Committee and survey for the Fenwick Students in present.

Member Credi asked how many employees participated in the survey.

Mr. Walsh stated 62 employees participated in the survey.

A discussion ensued surrounding the percentage of respondents participating.

Mr. Walsh wanted to state for the record that the survey provider would only provide data to the Village if at least 10 people responded in a certain department or demographic group.

Member Johnston asked if “marginalized identities” had been defined in the survey.

Mr. Walsh commented that there were some examples of marginalized identities given to choose from.

Member Szerszenowicz-Olweny asked if the Likert Scale was used for the survey.

Administrator Walsh confirmed that yes, the Likert Scale was used in the survey.

A member of the committee asked if “senior leaders” was defined.

Administrator Walsh noted that it was not defined and most likely should have been. He also noted that direct supervisor should have been defined as well.

Member Credi asked about the possibilities of similar surveys in the future.

Chairman Ivansek stated that future surveys will not be as extensive or expensive as this one.

Member Credi asked for clarification on the presentation’s usage of the word respondents and employees.

Member Credi noted being impressed with the response rate on some of the questions in the survey.

Chairmen Bachner made a motion to allow Member Herrman to participate VIA zoom. Seconded by Member Credi. The motion was approved by a voice vote.

Member Herrman noted that neutral answers during some of the questions could be seen as areas for improvement.

Member Credi asked if “fear of consequences” was defined or if any of the respondents shared specific examples.

Administrator Walsh noted that it was not defined nor were examples given.

A discussion ensued surrounding the topic of fear of consequences.

Administrator Walsh noted that the survey portion related to DEI Committee members most likely contains responses from people who are no longer on the Committee.

Member Credi asked how many people were on the DEI Committee at the time of the survey being sent out.

Chairman Ivansek reported around 38 members were on the committee.

Chairman Johnson asked for the total number of employees when combining the administration and finance departments.

Administrator Walsh stated around 11 people.

Member Credi asked why the survey company was not present for this presentation.

Administrator Walsh explained a presentation of the survey for the Committee was not part of the deliverables the Village and Nova agreed upon.

A member of the committee asked if it would be possible for subcommittees to get into contact with Nova for further discussion and clarifications on the survey results.

Chairman Johnson directed subcommittees seeking further information to the Village Administrator Walsh.

Member Credi asked if Nova will present their findings to the Village Board before the DEI Committee presents their findings.

Chairman Bachner stated the presentation will most likely happen concurrently.

Member Credi asked when/if the committee can view a red lined version of the policy recommendations Nova is making to the Village.

Chairman Ivansek stated the Village is currently updating its policy manual with the help of Nova and will keep the committee updated on that process.

MOTION by Member Credi that any changes to the Village policies based on recommendations from Nova must be made in conjunction with recommendations from the DEI Committee. SECONED by Member Johnston.

The Committee discussed the possibility and feasibility of the above motion.

Village Administrator Walsh noted that it may be premature to attempt to bind these two items together and a subsequent timeline.

Member Credi rescinded her motion.

b. Subcommittees draft ideas presented.

Before the subcommittees presented some of their preliminary findings, Chairman Ivansek laid out a roadmap for the next meetings and summer months. She reminded everyone that the next meeting is Tuesday, June 20th. She also stated the July meeting will be on the 17th of July. She noted that the August meeting date has not been set.

Chairman Ivansek stated that hopefully the committees will be able to present their findings at the July meeting and that the August meeting would be used to determine what would be

brought to the Village Board. Finally, these findings would hopefully then be presented at a September Village Board Meeting.

- Governance/DEI Framework
 - Member Credi stated the subcommittee will research how other units of government institute DEI efforts structurally while also attempting to find out what DEI efforts prove to be successful.
- Purchasing/Suppliers
 - Member Johnston reported that the group is still filtering through the documents received from Chairman Ivansek.
- Community Outreach
 - Community Outreach reported that they are still working on creating draft ideas due to group turnover.
- Housing
 - The Housing subcommittee reported that they are still working on drafting ideas. However, they shared some of their preliminary ideas such involving sweat equity and public private partnerships related to abandoned housing in the Village.
- Intergovernmental Relationships
 - The subcommittee reported that they are currently identifying groups that they would like the Village to connect with and then putting together some form of document/template used to approach the group to get consistent information back. Additionally, they noted they would like to revisit the Twin Villages Covenant with Maywood for updating.

Member Szerszenowicz-Olweny asked if Nova will be offering any advice on how to implement DEI practices that may impact the everyday life and happenings of Village residents.

Administrator Walsh stated no, but that Nova will be working on updating some Village practices that may impact residents and other people in the Village.

Member Credi asked to be on the record as saying why the committee is pushing for goals and items to be completed and presented when in her opinion, the committee currently has no quantitate or qualitative data.

Chairman Ivansek stated that it was up to the subcommittees to request information from Village Staff.

XI. CONFIRMATON OF MEETING DATES

Next meeting will be held on Tuesday, June 20th.

XII. ADJOURNMENT

The meeting was adjourned by voice vote.

ADJOURNMENT

The meeting ended at 8:16 pm.

Erika Bachner
Chairperson

Date

Ken Johnson
Chairperson

Date

Trish Ivansek
Chairperson

Date

DRAFT