

OFFICIAL PROCEEDINGS OF A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE PLEASURE DRIVEWAY AND PARK DISTRICT OF PEORIA, ILLINOIS, HELD AT 6:00 P.M., OCTOBER 9, 2019 AT THE NOBLE CENTER FOR PARK DISTRICT ADMINISTRATION, 1125 WEST LAKE AVENUE, PEORIA, ILLINOIS.

TRUSTEES PRESENT: Trustees Harant, Petty, Ryan, Vice President Snowden, and President Johnson.

TRUSTEES ABSENT: Trustee Cassidy.

STAFF PRESENT: Executive Director Emily Cahill, Deputy Director Brent Wheeler, Attorney Bill Streeter, Attorney Kevin Day, Chief Sylvester Bush, Karrie Ross, Mike Miller, Shalesse Pie, Matt Freeman, Becky Fredrickson, Greg Walker, Willie Howe, Nick Conrad, Scott Loftus, Mike Friberg, Yvonne Strode, JD Russell, Carl Cannon, Helen King, Meg Boyich, Doug Silberer, Matt Majors, Trish Blattenberger, and Board Secretary Carley Allensworth.

1) CALL TO ORDER

President Johnson presided and called the meeting to order at 6:05 p.m.

2) ROLL CALL

3) MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

All stood to observe a moment of silence and recite the Pledge of Allegiance.

4) MINUTES:

4A. Approval of Park Board Minutes of September 18, 2019

Trustee Harant stated she asked the questions in paragraph 3 and 4 under the discussion of the power purchase agreements, not Trustee Petty (as written). Board Secretary Allensworth will make the necessary changes to the minutes.

Joyce Harant MOVED TO approve the Park Board minutes of September 18, 2019 as amended. Motion seconded by Nancy Snowden and carried on unanimous voice vote. (Results: 5 Ayes; 0 Nays)

5) VOTE TO APPOINT SOUTHERN DISTRICT TRUSTEE TO FILL VACANCY

Jacqueline Petty MOVED TO appoint Michael Williams to fill the Southern District Trustee vacancy. Motion seconded by Joyce Harant and carried on the following roll call vote: Joyce Harant, Jacqueline Petty, Matt Ryan, Nancy Snowden, Robert Johnson. (Results: 5 Ayes; 0 Nays)

6) ADJOURNMENT

At 6:08 p.m., Joyce Harant MOVED TO adjourn. Motion seconded by Nancy Snowden and carried on unanimous voice vote. (Results: 5 Ayes; 0 Nays)

****CONVENING OF A NEW PARK BOARD****

1) CALL TO ORDER

President Johnson presided and called the meeting to order at 6:09 p.m.

2) OATH OF OFFICE AND SEATING OF SOUTHERN DISTRICT TRUSTEE

Board Secretary Allensworth administered the Oath of Office to incoming Southern District Trustee, Michael Williams.

3) ROLL CALL

TRUSTEES PRESENT: Trustees Harant, Petty, Ryan, Williams, Vice President Snowden, and President Johnson.

TRUSTEES ABSENT: Trustee Cassidy.

STAFF PRESENT: Executive Director Emily Cahill, Deputy Director Brent Wheeler, Attorney Bill Streeter, Attorney Kevin Day, Chief Sylvester Bush, Karrie Ross, Mike Miller, Shalesse Pie, Matt Freeman, Becky Fredrickson, Greg Walker, Willie Howe, Nick Conrad, Scott Loftus, Mike Friberg, Yvonne Strode, JD Russell, Carl Cannon, Helen King, Meg Boyich, Doug Silberer, Matt Majors, Trish Blattenberger, and Board Secretary Carley Allensworth.

4) STAFF REPORTS:

4.A Executive Director's Weekly Updates of September 17, 24, & October 1, 2019

Executive Director Cahill presented the Executive Director's Weekly Updates of September 17, 24, & October 1, 2019.

4.B Planning Division Monthly Report

Superintendent Becky Fredrickson presented the planning division monthly report for September 2019.

5) COMMITTEE REPORTS:

5.A Planning Committee: Approval of Memorial Bench on Rock Island Trail

Joyce Harant MOVED TO approve the memorial bench on Rock Island Trail. Motion seconded by Jacqueline Petty and carried on unanimous voice vote. (Results: 6 Ayes; 0 Nays)

6) NEW BUSINESS:

6.A Receive and File of Peoria Park District Commitment to Diversity

Staff presented an overview of the Peoria Park District's Commitment to Diversity. See attached presentation. The full document is available in the agenda packet for this Park Board meeting.

Trustee Harant asked if there will be an ongoing relationship with the Diversity Committee as the District works through this commitment to diversity. Trustee Harant added that she believes it is important to maintain community connection throughout this plan. Staff stated that yes, there will continue to be a relationship with the Diversity Committee and that staff appreciates all of the perspective and input throughout this process. Staff will need to talk about the frequency of the meetings moving forward. Trustee Harant added that she has a team in the North Valley that she would like to engage for discussion around park placement in the North Valley.

Trustee Petty asked what staff members are on the District's human resources team. Staff stated the HR department is Shalesse Pie, David Gray, and Lanada Cunningham.

Trustee Williams stated that he would like to involve the NAACP youth program with the See It Be It program staff participates in. Staff is happy to reach out to the NAACP about involvement in the program.

Trustee Petty asked that staff separate females from minority contractors in the future breakdowns. Staff will make that distinction when tracking data in 2020.

Trustee Petty asked if the District has gotten involved with Peoria Public Schools District 150's wraparound program. Staff stated that the District has been working with Derek Booth on a program called "Street Fathers". Street Fathers uses community members who have made mistakes in the past to interrupt a disrupted path of behavior in youth and move toward of a path of hope.

Trustee Petty stated that the Diversity Committee discussed at length that the Committee needs to know numbers about where we are now with diversity so we can see how much has been accomplished. Staff stated that they are currently working on collecting data to establish a baseline for the Committee to use moving forward.

Trustee Petty referred to page 61 of the Commitment to Diversity document and stated that staff needs to list specific capacity numbers. Staff will work to set those specific numbers after they establish a baseline with data.

Trustee Williams suggested working with the Illinois Black Chamber to find minority contractors. Staff has worked with the Illinois Black Chamber in the past for contractor suggestions and will continue to work with them in the future.

Trustee Petty commended staff on a wonderful job with this document and stated how much she appreciates the hard work.

President Johnson thanked staff, the community, and the Board for spearheading this commitment to diversity.

The Park Board received and filed the District's Commitment to Diversity document.

6.B Recommendation for Review and Adoption of Peoria Park District Financial Policy

Joyce Harant MOVED TO adopt the Peoria Park District Financial Policy. Motion seconded by Nancy Snowden and carried on unanimous voice vote. (Results: 6 Ayes; 0 Nays)

6.C Recommendation to Receive and File Debt Post Issuance Compliance Report

Superintendent Ross stated that the language for this report comes from bond counsel and requires that the District appoint a bond officer. Bond Officer for the District will be Superintendent Ross. Bond counsel recommends that the District receive and file the Debt Post Issuance Compliance Report annually.

The Park Board received and filed the Debt Post Issuance Compliance Report.

6.D Approval of IAPD Credentials Resolution

President Johnson stated that he would be the delegate to represent the Peoria Park District at the 2020 IAPD Annual Business Meeting. Trustee Williams and Cassidy will serve as alternate delegates.

Joyce Harant MOVED TO approve the IAPD Credentials Resolution. Motion seconded by Jacqueline Petty and carried on unanimous voice vote. (Results: 6 Ayes; 0 Nays)

7) CALENDAR OF CONSENT ITEMS: Trustees Petty and Ryan requested that agenda item 7.A be removed from the Calendar of Consent.

7.A Bid: Culvert Replacement - Rock Island Greenway

Trustee Petty noted that the company with the low bid was significantly less than the next highest bid. She asked if the District is getting what they pay for or if staff is happy with the work of this company. Staff stated that this is a small company and they are not union, which is why the bid has the difference in price. Staff added that they have been pleased with the company's work on past projects.

Trustee Petty asked if the company with the low bid would have to pay prevailing wages. Staff stated that, yes, the company would be required to pay prevailing wages.

Trustee Ryan asked if the City of Peoria has any responsibility for these type of repairs. Staff stated that this project is actually on District property and has to do with the District's culvert. Staff added that other areas of the Greenway are a very gray area in the easement with the City. The District has traditionally asserted that culvert work not on District property is the City's responsibility. However, it is uncertain how these situations will play out in the future.

Discussion followed regarding the damaged property from the recent Ameren utility worked that required an easement on District property. District staff is continuing to work with Ameren to get the property fixed and will keep the Board apprised of progress.

Jacqueline Petty MOVED TO approve the bid for culvert replacement on Rock Island Greenway. Motion seconded by Matt Ryan and carried on unanimous voice vote. (Results: 6 Ayes; 0 Nays)

7.B Request for Use of RiverPlex Arena for Hotshots Basketball Academy Tournament on October 26 & 27, 2019

Nancy Snowden MOVED TO approve the request for use of RiverPlex Arena for Hotshots Basketball Academy Tournament on October 26 & 27, 2019. Motion seconded by Joyce Harant and carried on unanimous voice vote. (Results: 6 Ayes; 0 Nays)

8) PENDING BUSINESS:

8.A Power Purchase Agreement for Solar – RiverPlex Recreation Center

Joyce Harant MOVED TO keep the power purchase agreement for solar for the RiverPlex Recreation Center in pending business until the October 23, 2019 Park Board meeting. Motion seconded by Nancy Snowden and carried on unanimous voice vote. (Results: 6 Ayes; 0 Nays)

8.B Power Purchase Agreement for Solar – Noble Center

Joyce Harant MOVED TO keep the power purchase agreement for solar for the Noble Center in pending business until the October 23, 2019 Park Board meeting. Motion seconded by Nancy Snowden and carried on unanimous voice vote. (Results: 6 Ayes; 0 Nays)

8.C Power Purchase Agreement for Solar – Lakeview Recreation Center

Joyce Harant MOVED TO keep the power purchase agreement for solar for Lakeview Recreation Center in pending business until the October 23, 2019 Park Board meeting. Motion seconded by Nancy Snowden and carried on unanimous voice vote. (Results: 6 Ayes; 0 Nays)

8.D Power Purchase Agreement for Solar – Owens Recreation Center

Joyce Harant MOVED TO keep the power purchase agreement for solar for Owens Recreation Center in pending business until the October 23, 2019 Park Board meeting. Motion seconded by Nancy Snowden and carried on unanimous voice vote. (Results: 6 Ayes; 0 Nays)

9) CITIZEN REQUEST TO ADDRESS THE BOARD: None.

10) COMMUNICATIONS:

Communications were received as submitted.

11) OTHER BUSINESS:

Trustee Harant thanked staff for the “get well” plant she recently received.

12) ADJOURNMENT

At 7:04 p.m., Matt Ryan MOVED TO adjourn. Motion seconded by Mic Williams and carried on unanimous voice vote. (Results: 6 Ayes; 0 Nays)



Carley M. Allensworth, Secretary of the Board



NEW BUSINESS

- Presentation and Discussion of Peoria Park District's Commitment to Diversity

Receive and File



COMMITMENT TO DIVERSITY

- **2005:** The District established a policy focused on encouraging minority participation in construction projects and some maintenance services.
- **2017:** An ad hoc Committee on Diversity was established to review the issue and develop a District response to diversity issues facing the District and our community.



PEORIA PARK DISTRICT 4-PRONGED APPROACH TO EQUITY

ENSURE EQUITABLE ACCESS TO
**PARKS, FACILITIES AND
PROGRAMMING**

FOCUS ON DIVERSITY OF
PPD WORKFORCE

ENCOURAGE DIVERSITY OF
PPD-FUNDED
**CONTRACTORS AND
SUPPLIERS**

SUPPORT COMMUNITY-WIDE
**WORKFORCE
DEVELOPMENT**





COMMITMENT TO **DIVERSITY**

This four-pronged approach strives to build sound strategies based in research and best practice, but is also personalized to the nuances that make up our Peoria community, while considering the reach of the Peoria Park District and our mission.

Tonight's presentation will focus on action steps in 2019-20. Please review the full document for ongoing efforts that have been implemented across the District.



COMMITMENT TO **DIVERSITY**

Focus #1:

**Equitable Access to
Parks, Facilities, and
Programming**



COMMITMENT TO **DIVERSITY**

True to the very philosophy of public parks and recreation is the idea that all people – no matter the color of their skin, age, income level, or ability – have access to programs, facilities, places, and spaces that make their lives and communities great.

The Peoria Park District is committed to this vision and is working to ensure that our parks, facilities, and programming are welcoming and accessible to all of our users.



COMMITMENT TO DIVERSITY

Evaluate the viability of providing park space in areas of the city where none currently exist. Determine what reduction may have to take place in other parts of the District, if any, to allow for the expansion.

Action: Identify greenspace area possibilities in underserved areas in 61603, 61604, and 61605 and determine potential next steps. **Responsible Parties:** Social Equity Team, Planning Division, City of Peoria staff. **Timeline:** Analysis completed by December 2019.



COMMITMENT TO DIVERSITY

Work to identify opportunities for additional programming and support of the East Bluff.

Action: Survey areas in the East Bluff to determine programs that might be offered. **Responsible Parties:** Social Equity team. **Timeline:** September, 2019.

Action: Determine types of facilities and budget needed to offer programs as a result of survey findings **Responsible Parties:** Social Equity team. **Timeline:** October, 2019.



COMMITMENT TO DIVERSITY

Work to identify opportunities for additional programming and support of the East Bluff.

Action: Start meeting with agencies on the East Bluff to solicit partnerships that can operate programs to populations whom these agencies may already serve, or allow access to their groups for the PPD to conduct these programs **Responsible Parties:** Social Equity team. **Timeline:** October, 2019.



COMMITMENT TO **DIVERSITY**

Focus #2:

**Focus on the PPD
Workforce**



COMMITMENT TO **DIVERSITY**

Peoria Park District staff and Trustees are committed to developing a workforce that looks like the community that we serve. We understand as we move into our future having the “best, brightest, creative, hardworking, committed people” will be essential. Having a diverse workforce is vital to this goal. Different ideas, different perspectives, and different approaches are benefits of diversity.



COMMITMENT TO DIVERSITY

The District will concentrate recruitment efforts that demonstrate the diverse staff that we currently have. We will host and attend community recruitment fairs.

Action: Host a recruitment/community fair each year and attend up to 3 other community hosted events each year. **Responsible Parties:** Shalessa Pie/Human Resources Division. **Timeline:** December 2020

Action: Highlight current employees that are minorities and women in advertisement to tell their Peoria Park District story. **Responsible Parties:** Shalessa Pie/Human Resources Division. **Timeline:** Spring 2020



COMMITMENT TO DIVERSITY

The District will provide easy access at facilities for applicants to apply through the online application process.

Action: Set up Kiosks at district facilities. **Responsible Parties:** Shalessa Pie/Human Resources Division and Willie Howe, IT. **Timeline:** Spring 2020



COMMITMENT TO DIVERSITY

District staff are focused on educating youth about the variety of job experiences available in the District with the hopes of encouraging career paths to include the Peoria Park District. Staff are active in the See It. Be It. Program in Peoria Public Schools District 150 and share information with students about a variety of career paths available in the District and encourage them to consider these options. The District also regularly hosts field trips for local schools that includes promotion of the diverse job experiences available in the District.



COMMITMENT TO **DIVERSITY**

Action: Speak to over 1000 PPS D150 students annually regarding career opportunities in the field of Parks and Recreation. Also, facilitate free career based field trips for PPS D150 students.

Responsible Parties: Brent Wheeler. **Timeline:** Annually



COMMITMENT TO DIVERSITY

As part of Strategic Planning, the District will establish a leadership training program to support staff at all levels and build their capacity.

Action: Develop a professional development program for all staff with criteria based upon job duties and responsibilities that includes consistent updates on District-wide policy, mechanisms which provide participation tracking and available training opportunities and requirements. This effort will include on-line options. **Responsible Parties:**

Shalessa Pie. **Timeline:** 1st Quarter 2020



COMMITMENT TO DIVERSITY

As part of Strategic Planning, the District will establish a leadership training program to support staff at all levels and build their capacity.

Action: Conduct focus groups and/or surveys on advancement opportunities and base results on future training. **Responsible Parties:** Shalessa Pie. **Timeline:** 3rd Quarter 2020



COMMITMENT TO DIVERSITY

Human Resources staff track minority workforce statistics on a quarterly basis. Staff also track the make-up of the applicant pool for every full-time job.

Action: Create quarterly reports to capture applicant pool for full-time candidates. **Responsible Parties:** Shalessa Pie/HR Division. **Timeline:** December 2019.



COMMITMENT TO DIVERSITY

Human Resources staff track minority workforce statistics on a quarterly basis. Staff also track the make-up of the applicant pool for every full-time job.

- July 2017 – Full-Time (15% Minorities) 157 Total Staff

Part-Time (21% Minorities) 820 Total

Staff

- July 2018 - Full-Time (16% Minorities) 147 Total Staff

Part-Time (23% Minorities) 731 Total

Staff



COMMITMENT TO **DIVERSITY**

Focus #3:

**Encourage Diversity of
PPD-funded Contractors
& Suppliers**



COMMITMENT TO **DIVERSITY**

It is a priority of the Peoria Park District to encourage maximum participation of minorities and women on Park District construction, procurement of services, and maintenance contracts to ensure that those we serve and those we work with look like the residents of our community.



COMMITMENT TO DIVERSITY

Revise the existing construction policy to more clearly define the good faith effort and have the Board review and approve it.

Action: Update the construction policy and take to the Board for approval. **Responsible Parties:** Planning Division. **Timeline:** September 2019



COMMITMENT TO DIVERSITY

Staff regularly updates a comprehensive list of minority and women owned businesses in the Peoria Area for reference for both staff and contractors bidding on Park District projects. Staff has and will continue to collaborate with other agencies and entities to keep this list current.

Action: Update the minority and women owned business list. **Responsible Parties:** Planning Division, Purchasing Dept. **Timeline:** Regular updates: On-going, Comprehensive Review: January 2020



COMMITMENT TO DIVERSITY

Staff targets specific projects based on known minority and female contractors to provide opportunities to build relationships and get familiar with Park District paperwork requirements and regulations.

Action: Identify specific quote projects for known minority/female contractors. **Responsible Parties:** Planning Division, Purchasing Dept. **Timeline:** Ongoing



COMMITMENT TO DIVERSITY

Staff will report annually to the Park Board project statistics for construction projects completed the previous year. This information will then be posted on the Park District website.

Action: Compile and provide project statistics for 2018 projects to the Board. **Responsible Parties:** Planning Division. **Timeline:** September 2019



COMMITMENT TO DIVERSITY

Staff will report to the Park Board semi-annually the contractors and vendors awarded construction, procurement, and maintenance contracts.

Action: Compile and provide list of contractors and vendors awarded during the previous year to the Board. **Responsible Parties:** Planning Division, Purchasing. **Timeline:** January 2020



COMMITMENT TO DIVERSITY

The Park District will celebrate successes and increase desirability of working with the Peoria Park District.

Action: Publicize and celebrate success story of minority and women owned businesses working with the Park District. **Responsible Parties:** Planning Division, Purchasing. **Timeline:** September 2019, January 2020



COMMITMENT TO DIVERSITY

The Park District will maintain on-line vendor registration for contractors and suppliers.

Action: Continue to perform the action items listed above to try to increase capacity and participation in the area of construction by minority and women.

Responsible Parties: Planning Division, Purchasing. **Timeline:** On-going



COMMITMENT TO DIVERSITY

The Park District will target market efforts to channels where minority/female-owned businesses get information with goal of expanding outreach.

Action: Contact the Minority Business Development Center to determine opportunities for dissemination of available projects. **Responsible Parties:** Purchasing, Planning Division. **Timeline:** January 2020.



COMMITMENT TO DIVERSITY

The Park District will continue to make construction documents available on-line for easy down-load with no fee. Contractors can also view the documents at the Planning Department for free.

Action: Continue to perform the action items listed above to try to reduce administrative obstacles.

Responsible Parties: Planning Division, Purchasing.

Timeline: On-going.



COMMITMENT TO DIVERSITY

Staff will look at current contractor paperwork requirements and determine if any can be simplified or combined to reduce the burden.

Action: Staff will look through bid document paperwork and determine if it can be simplified.

Responsible Parties: Planning Division, Purchasing.

Timeline: January 2020,

Ongoing.



COMMITMENT TO **DIVERSITY**

Focus #4:

Support Community Workforce Development



COMMITMENT TO **DIVERSITY**

With community challenges that include both education levels and workforce engagement, the majority of the District's identified strategies recognize that this challenge will require longer term commitment to affect change.



COMMITMENT TO DIVERSITY

Through participation in groups like PADEAT, District staff will gather data regarding current workforce trends in the community.

Action: Compile data on workforce trends in the community and present to the Park Board Trustees and appropriate committees.

Responsible Parties: Matt Freeman / Brent Wheeler. **Timeline:** December 2019



COMMITMENT TO DIVERSITY

The District will support efforts to adopt consistent community standards for soft skills training.

Action: Hire at least two WIA or WIOA participants in part-time jobs to help participants gain experience and professional development. **Responsible Parties:** Park District Staff. **Timeline:** Annual.

Action: Host 1 student intern from a local high school work based learning program or college certificate program to help achieve professional development and program completion. **Responsible Parties:** Matt Freeman **Timeline:** Annual - Winter/Spring



COMMITMENT TO DIVERSITY

Action: PPD staff will attend at least 80% of PADEAT meetings, annual retreat and annual career forum.

Responsible Parties: Matt Freeman. **Timeline:** Ongoing

Action: Ensure local trade union representatives speak with each ELITE Re-Entry class about careers in the trades.

Responsible Parties: Carl Cannon. **Timeline:** Annually

Action: Speak to over 1000 PPS D150 students annually regarding career opportunities in the field of Parks and Recreation. Also, facilitate free career based field trips for PPS D150 students. **Responsible Parties:**

Brent Wheeler. **Timeline:** Annually



COMMITMENT TO DIVERSITY

ELITE and Moonlight will track job placement rates for their students and report to the Board of Trustees on at least a bi-annual basis.

Action: Present job placement rates for ELITE and Moonlight graduates to the Board of Trustees bi-annually at a Park Board meeting.

Responsible Parties: Carl Cannon – ELITE / Hedy Elliott – Moonlight Coalition **Timeline:** Bi-Annually



COMMITMENT TO DIVERSITY

ELITE will track the number of participants being trained in job preparedness and employment soft skills. Annual goal will be 200 students.

Action: Present training statistics for ELITE to the Board of Trustees bi-annually at a Park Board meeting. **Responsible Parties:** Carl Cannon – ELITE. **Timeline:** Annually



COMMITMENT TO DIVERSITY

The District will continue to offer ELITE Re-Entry and Moonlight Coalition for Adult Learning programming.

Action: Hold Approximately 400 classes and assist approximately 375 students in gaining their GED.

Responsible Parties: Hedy Elliott-Gardner. **Timeline:** Annually

Action: Equip Re-Entry participants with the skills necessary to find employment. Goal is to have a minimum success rate of 75%. **Responsible Parties:** Carl Cannon. **Timeline:** Annually



COMMITMENT TO **DIVERSITY**

Peoria Park District Diversity

Team:

Emily Cahill

Brent Wheeler

Karrie Ross

Matt Freeman

Rebecca

Fredrickson

Shalessse Pie

Carl Cannon

Steve Montez

Nicole Staley

Mike Friberg

Carley Allensworth



COMMITMENT TO DIVERSITY

In addition to President Johnson and Trustees Petty and Harant, staff would like to thank the following community members who participated in the process and helped us to refine this document which we believe is a well-rounded approach to improvement in our support of diversity initiatives:

- Christell Frausto
- Ron Givens
- Pastor Marvin Hightower
- Al Hooks
- Larry Ivory
- Gabe Jaja
- Sherry Carter-Allen
- Tim Cassidy