

**DIVERSITY EQUITY AND INCLUSION COMMITTEE MEETING HELD TUESDAY, JUNE 21, 2022 AT 10:00 AM
AT THE PEORIA PARK DISTRICT BONNIE NOBLE CENTER FOR ADMINISTRATION AT 1125 W. LAKE
AVENUE, PEORIA, IL**

TRUSTEES PRESENT: Trustees Timothy Bertschy (v), Laurie Covington, Joyce Harant, and Alexander Sierra (v), and Vice President Jackie Petty
Note: (v) = attending virtually

STAFF PRESENT: Executive Director Emily Cahill, Attorney Bill Streeter, Rebecca Fredrickson, Matt Freeman, Mike Friberg, Gigi Gibson, David Gray, Mary Harden, Peter Kobak, Scott Loftus, Shalesse Pie, Karrie Ross (v), Nicole Staley (v), and Alicia Woodworth
Note: (v) = attending virtually

OTHERS PRESENT: Sherrie Carter-Allen, Jannise Bush (v), Marvin Hightower, Larry Ivory, and Gabe Jaja
Note: (v) = attending virtually

1. CALL TO ORDER

Vice President Jackie Petty called the meeting to order at 10:03 am.

2. MINUTES

2.A. Approval of 5.17.22 DEI Committee Meeting Minutes

Trustee Joyce Harant moved to approve the DEI Committee meeting minutes of May 17, 2022. Motion seconded by Executive Director Emily Cahill. Motion passed on a unanimous voice vote.

3. PROCESS/POLICY UPDATES

3.A. Definitions of Diversity, Equity and Inclusion

Emily Cahill stated that the District has had conversations concerning what the words diversity, equity and inclusion actually mean for the purpose of the scope of this committee. As such, the District's Social Equity Working Group, led by Peter Kobak and David Gray, worked to put together some draft definitions. *Please see Attachment A.* Once this committee has reviewed them, the definitions would become a part of the Commitment to Diversity Equity and Inclusion document that guides the District's work and helps to develop action steps each year. Through discussion, the committee agreed upon changes/edits to the definitions. These edited changes will be emailed to all committee members for further consideration and possible changes and it is the hope that the final agreed-upon changes will be ratified by the committee at the next meeting.

Emily Cahill stated that tomorrow is Peter Kobak's last day with the District and thanked him for his service. We wish him well and the committee members thanked him. He will still participate with the District remotely on a part-time basis as he pursues his advanced degree.

Sherry Carter-Allen requested the definitions be sent to the committee members as soon as possible in order to take time to digest them and think about their meanings and make any

further changes/edits to be brought to the next committee meeting for discussion and review. Alicia Woodworth will send out today's edits and gather the changes to be presented at the next meeting.

4. NEW BUSINESS

4.A. Q1 2022 Diversity Commitment Action Plan Update

For your review please see *Attachment B*. Emily Cahill stated that Q2 and Q3 updates will show an increase in numbers as many of these activities will reach their peak in participation in programming and construction.

4.B. Pillar One: Equitable Access to Parks, Facilities, and Programming

Scott Loftus gave an update on the impact of the Summer of Fun program that includes giving free access to several Park District facilities. The Summer of Fun passes were given to all Peoria Public School students and residents in 61603 and 61605 that has a child that could participate. As of today, there have been 3,426 redemptions as compared to the entire 2021 summer of 3,800 redemptions. Last week alone the District had 1,130 visits to Gwynn Family Aquatic Center, Owens Center, Peoria PlayHouse, Golf Learning Center, and the Peoria Zoo.

Emily Cahill stated that the Science, Technology, Engineering, Arts, and Math (STEAM) program at Proctor Center is going well, having completed its second week of programming and continues to grow. Trained educators are providing the program as an extension of some of the after-school work at Lincoln School during the school year. Emily has weekly conversations with the donors for this program and they are truly invested in the work that is happening in this program. The District is working to combine the donor's funds with dollars from other resources in order to bring a trained educator on staff to help the District make sure the quality of the programming from an educational standpoint is the highest quality possible. Approximately 45-50 kids are currently enrolled in the program. It is offered through the day camp program at Proctor and is of no additional cost for the STEAM program.

4.C. Pillar Two: Focus on the PPD Workforce

Shalesse Pie provided the May workforce statistics. *Please see Attachment C*. This report includes the statistics of non-minority and minority full time leadership staff as requested by Trustee Bertschy last month.

4.D. Pillar Three: Actively Promote and Encourage the Diversity, Equity and Inclusiveness of PPD-Funded Contractors and Suppliers

Becky Fredrickson stated that meetings were held this past month concerning the commitment document developed by the District and she has received a lot of great feedback. In addition, an excellent meeting was had with Mick Willis, Peoria Public Schools (PPS) Chief Financial Officer and Board Treasurer. He shared how PPS went through the process of utilizing their new procurement policy and how their policy compares to the District's and there were many similarities. Attorney Streeter stated

that PPS has not had the opportunity to use their latest policy due to the fact that they haven't had any projects for bid as of yet. PPS did not conduct any formal studies nor did they use any past studies to base their new policy on. Implementing everything noted in the policy including fines, rejecting waivers, etc. might be difficult from a legal perspective. One thing PPS has implemented is their contractor subcontractor workforce plan. This spells out how many hours are anticipated for labor, how big their crew will be, and how many females and minorities they will have. Mr. Willis stated in their meeting that if PPS gets this information upfront and their minority numbers are low, there is enough time before the work starts for PPS to call the contractor and have a conversation with them to encourage them to increase their minority workers. This has proved to be very effective. This will be implemented in the District's policy as well. It is difficult to implement fines after the job is done and better to work with the contractor up front to increase their minority workforce numbers before the job is started. Trustee Harant expressed her gratitude for the very informative meeting with Mr. Willis. She stated she hopes that over time, the District will be able to use information and data collected as a result of the new procurement policy to be used in a disparity study. Before presenting a new procurement policy to the Board, Becky Fredrickson stated there is additional information to include and slight changes to make based on the meeting with Mr. Willis and today's discussion. Trustee Bertschy asked if the District could have mandatory pre-bid meetings with contractors to explain the new policy when implemented. He wants thought be put into how the new policy would be implemented as it is critical.

Larry Ivory asked Attorney Streeter what parts of the PPS procurement policy did he feel uncomfortable about from a legal standpoint? Attorney Streeter stated their assessment of fines structure is the largest concern as it may not be enforceable. He's not totally comfortable with their waiver process that gives the superintendent full discretion about whether or not to grant a waiver.

Discussion took place concerning the feasibility of assessing fines/penalties and how Peoria needs to attract black businesses. The District is trying all they can to attract black business owners to bid, however, the District is still not receiving bids from.

4.E. Pillar Four: Support Community Workforce Development

Nothing new at this time. Emily Cahill thanked everyone that participated in the Moonlight Coalition graduation held June 1.

5. PENDING BUSINESS

None

6. OTHER BUSINESS

None

7. ACTION STEPS REVIEW

1. Edit the definitions of diversity equity and inclusion based upon the conversations in today's meeting. They will be sent out to committee members for further feedback with the goal of finalizing them at the next meeting.
2. Work to develop a plan to reach out to other municipalities and community leaders to talk about an advocacy for working together. Emily Cahill would like to build out that plan and agree upon an advocacy statement with the committee so everyone shares the same information. The District will develop an advocacy statement to be presented to the committee for feedback.
3. There were many directives given in revising the PPD Draft Contractor Policy. Becky Fredrickson and her team are to include the process for contractor notifications. With direction from Trustee Harant, include information on how to show differentiation between the District's policy and the PPS policy. Also, separate out men, women and minorities in the policy and the report-out piece. Per Trustee Sierra's request, the District is to include the current GP2030 campaign.
4. The District will revisit the 2021 community survey with the committee.

8. NEXT MEETING

Tuesday, July 19, 2022 10:00 am

9. ADJOURNMENT

At 11:52 am Marvin Hightower made a motion to adjourn the meeting. Motion second by Gabe Jaja and carried on unanimous voice vote.

Respectfully Submitted by Alicia Woodworth
Executive Assistant and Secretary to the Board

The vocabulary below was drafted by members of the Peoria Park District Social Equity Working Group, an interdepartmental group of staff from across the organization that meets regularly to develop solutions to social equity topics. The vocabulary is submitted as an initial draft to be developed for further use by the Diversity Committee.

DIVERSITY

Definition: A range of different ethnicities, gender identities, socioeconomic statuses, sexual orientations, races, cultures, ages, physical and mental abilities or attributes, religions, national origins, and languages spoken.

Application:

When planning an offering/policy, staff will consider how it might be received/enjoyed by the widest range of residents (accessibility, language, transportation, cost, etc).

Goal:

District offerings serve a group of people that is representative of the population within its service boundaries.

Examples:

1. RiverFront Events organizes a variety of festivals that appeal to the major cultural groups in Peoria.
2. Throughout its hiring and recruitment process, the District encourages a diverse applicant pool through the use of job fairs and marketing, with the goal of having a staff reflective of the community.

EQUITY

Definition:

The practice or policy of providing equal access to opportunities and resources to people who might otherwise be excluded or marginalized, such as those who have physical or mental disabilities and members of minority groups.

Application:

When planning an offering/policy, staff will consider how to help residents overcome barriers to participation.

Goal:

Identify barriers to equal opportunity in District offerings/policy and explore strategies to reduce those barriers. When barriers cannot be immediately addressed, consider incorporating possible solutions into long-term budgeting and planning.

Examples:

1. Scholarships are provided to families with low incomes in order to make District offerings affordable.
2. HISRA provides staff support to ensure that children with special needs enjoy the same programs as children without special needs.

INCLUSION

Definition:

The act of creating an environment in which diverse groups of residents will be welcomed, respected, supported and valued as fully participating members.

Application:

When decisions around District offerings and policies are made, staff will consider how diverse stakeholders will be welcomed and encouraged to participate and make their voices heard.

Goal:

The Peoria Park District's spaces and offerings enable and encourage all participants to feel respected, have a sense of belonging, and feel welcome to participate and achieve to their potential.

Examples:

1. Every year, a survey is sent to all District staff encouraging them to provide anonymous feedback about the workplace environment.
2. In the summer of 2020, the Peoria Park District Board of Trustees passed a welcoming resolution affirming Peoria parks are meant for a diverse group of patrons.

Pillars: represent the 4 overarching approaches to fulfilling our Commitment to Diversity. They serve as reminders of our priorities.

Strategies: what commitment to this pillar would look like in the Peoria Park District. "I would know that PPD was committed to [PILLAR] if it would [STRATEGY]." (2 strategies per pillar)

Actions: measurable steps that show progress of a strategy. Actions should be within the Park District's control to accomplish in 2021-2022. "In order to [STRATEGY], we need to [ACTION]" (2 actions per strategy)

Pillar 1: Equitable Access to Parks, Facilities, and Programming

Strategy: Provide access to PPD programming, parks and facilities that meets the needs of disadvantaged populations

Actions: Specific, Measurable, Attainable, Relevant, Trackable (2-3 per Strategy)

		Key Performance Indicator (What will show that we're making progress? We should be able to control this.)	2021 QTR 1 Jan-Mar	2021 QTR 2 Apr-June	2021 QTR 3 July-Sept	2021 QTR 4 Oct-Dec	2022 QTR 1 Jan-Mar
i.	Work with community organizations to increase participation of residents in zip codes 61603 and 61605 in PPD programming	Number of unique residents in zip codes 61603 and 61605 who participated in PPD programming	118	208	410	413	291
ii.	Increase the number of programs serving residents of 61603 and 61605 in their own neighborhoods	Number of programs serving residents of 61603 and 61605 in their own neighborhoods.	13	26	87	65	99

Strategy: Assess barriers to participation by asking disadvantaged PPD users and potential users about barriers and needs

Actions: Specific, Measurable, Attainable, Relevant, Trackable

		Key Performance Indicator (What will show that we're making progress? We should be able to control this.)	2021 QTR 1 Jan-Mar	2021 QTR 2 Apr-June	2021 QTR 3 July-Sept	2021 QTR 4 Oct-Dec	2022 QTR 1 Jan-Mar
i.	Carry out surveys to gather feedback on barriers and needs to participate in park district programs.	Number of surveys completed (excluding post-program-specific evaluations or assessments)	500	119	0	260	158
ii.	Review and increase participation in post-program evaluation efforts across the District.	Number of post-program evaluations completed.	62	147	82	87	12

Pillar 2. Focus on the PPD Workforce

Strategy: Focus on retention with opportunities for continuing education/training that may lead to advancement

Actions: Specific, Measurable, Attainable, Relevant, Trackable

		Key Performance Indicator (What will show that we're making progress? We should be able to control this.)	2021 QTR 1 Jan-Mar	2021 QTR 2 Apr-June	2021 QTR 3 July-Sept	2021 QTR 4 Oct-Dec	2022 QTR 1 Jan-Mar
i.	Create a professional development program accessible to everyone in the district	Number of professional development opportunities offered to staff	0	0	0	0	8
ii.	Support growth and advancement of PPD staff	Number of opportunities for growth and advancement offered to PPD staff.	17	21	32	36	179

Strategy: Focus on those who have staff reports to equip them with necessary tools to be successful.		Key Performance Indicator (What will show that we're making progress? We should be able to control this.)	2021 QTR 1 Jan-Mar	2021 QTR 2 Apr-June	2021 QTR 3 July-Sept	2021 QTR 4 Oct-Dec	2022 QTR 1 Jan-Mar
Actions: <i>S</i> pecific, <i>M</i> easurable, <i>A</i> ttainable, <i>R</i> elevant, <i>T</i> rackable							
i.	Train supervisors in annual review process.	Number of supervisors trained	30	30	0	30	0
ii.	Conduct annual staff survey to assess staff satisfaction with review process.	Percentage of staff that report receiving supervisor feedback	N/A	N/A	59%	N/A	N/A
Strategy: Create a culture that embraces Diversity, Inclusion and Equity.		Key Performance Indicator (What will show that we're making progress? We should be able to control this.)	2021 QTR 1 Jan-Mar	2021 QTR 2 Apr-June	2021 QTR 3 July-Sept	2021 QTR 4 Oct-Dec	2022 QTR 1 Jan-Mar
Actions: <i>S</i> pecific, <i>M</i> easurable, <i>A</i> ttainable, <i>R</i> elevant, <i>T</i> rackable							
i.	Train staff on unconscious bias	Number of staff who participate in unconscious bias training	0	0	0	12	0
ii.	Communicate and celebrate our Commitment to Diversity, Inclusion, and Equity	Number of celebrations in all staff and trustee communications	7	0	5	4	8
Strategy: The District will concentrate recruitment efforts to encourage diverse applicants		Key Performance Indicator (What will show that we're making progress? We should be able to control this.)	2021 QTR 1 Jan-Mar	2021 QTR 2 Apr-June	2021 QTR 3 July-Sept	2021 QTR 4 Oct-Dec	2022 QTR 1 Jan-Mar
Actions: <i>S</i> pecific, <i>M</i> easurable, <i>A</i> ttainable, <i>R</i> elevant, <i>T</i> rackable							
i.	We will host and attend job fairs or recruitment events that reach audiences that are underrepresented in our workforce.	Number of job fairs or recruitment events attended or hosted	1	1	7	4	10
ii.	Highlight the current workforce diversity within the District	Number of times an under-represented staff person was highlighted in PPD communications.	8	2	5	5	25
Pillar 3. Encourage Diversity of PPD-funded Contractors and Suppliers							
Strategy: Build the capacity of existing and new minority businesses.		Key Performance Indicator (What will show that we're making progress? We should be able to control this.)	2021 QTR 1 Jan-Mar	2021 QTR 2 Apr-June	2021 QTR 3 July-Sept	2021 QTR 4 Oct-Dec	2022 QTR 1 Jan-Mar
Actions: <i>S</i> pecific, <i>M</i> easurable, <i>A</i> ttainable, <i>R</i> elevant, <i>T</i> rackable							
i.	The Park District will target marketing efforts to channels where minority/female owned businesses get information with goal of expanding outreach.	Number of interviews conducted with businesses and organizations to find out their sources of information for projects and if an organization, how they disseminate the information and to whom	2	0	0	0	0
ii.	Identify specific quote projects for known M/WBE contractors.	Record the number of quoted projects awarded to M/WBE.	5	6	10	3	11

Strategy: Make our existing bid process more well-known, accessible and transparent.		Key Performance Indicator (What will show that we're making progress? We should be able to control this.)	2021	2021	2021	2021	2022
Actions: <i>S</i> pecific, <i>M</i> easurable, <i>A</i> ttainable, <i>R</i> elevant, <i>T</i> rackable			QTR 1 Jan-Mar	QTR 2 Apr-June	QTR 3 July-Sept	QTR 4 Oct-Dec	QTR 1 Jan-Mar
i.	The Park District will make on-line vendor registration for contractors and suppliers more well-known.	Number of M/WBE that sign up on our online vendor registration as a fraction of total new vendor registrations.	N/A	N/A	0/1	4/9	3/9
ii.	Staff will report annually to the Park Board project statistics for construction projects completed the previous year.	Board presentation each year	N/A	1	N/A	N/A	N/A
iii.	The Park District will continue to make construction documents available on-line for easy download or viewing at the Planning Department for free.	Percentage of construction documents available online and at Planning Department for free.	100%	100%	100%	100%	100%
iiii.	Highlight minority businesses that did business with PPD.	Number of times minority businesses that PPD did business with were highlighted in external communications	6	2	0	2	0

Pillar 4. Support Community Workforce Development

Strategy: Grow partnerships with local providers/educators focused on workforce development/internships. These should include Workforce Development and ICC by providing on-site projects and experiences, and with		Key Performance Indicator (What will show that we're making progress? We should be able to control this.)	2021	2021	2021	2021	2022
Actions: <i>S</i> pecific, <i>M</i> easurable, <i>A</i> ttainable, <i>R</i> elevant, <i>T</i> rackable			QTR 1 Jan-Mar	QTR 2 Apr-June	QTR 3 July-Sept	QTR 4 Oct-Dec	QTR 1 Jan-Mar
i.	Share careers with students as part of career exposure programming	Number of students reached through career exposure programming	314	1,928	684	749	1,386
ii.	Partner with educational institutions for internship opportunities.	Number of students from educational institutions who participate in PPD internships.	6	6	2	6	12
iii.	Identify PPD projects that benefits PPD and provides field experience for workforce development programs.	Number of field experience opportunities offered to workforce development programs.	2	5	3	2	1

Strategy: Allocate District resources to support soft job skills development with District programming to include Moonlight Coalition for Adult Learning and Re-Entry.		Key Performance Indicator (What will show that we're making progress? We should be able to control this.)	2021	2021	2021	2021	2022
Actions: <i>S</i> pecific, <i>M</i> easurable, <i>A</i> ttainable, <i>R</i> elevant, <i>T</i> rackable			QTR 1 Jan-Mar	QTR 2 Apr-June	QTR 3 July-Sept	QTR 4 Oct-Dec	QTR 1 Jan-Mar
i.	The District will continue to support programming like Moonlight and Re-Entry that support soft job skills development.	Number of participants in Moonlight and ELITE Re-Entry	82	118	119	142	52
ii.	Participants will show increased skills and be able to access and retain better employment opportunities.	Number of Moonlight and ELITE Re-Entry graduates who find employment within 1 month of graduation	6	10	4	9	3

Total Staff	-	-	Full-Time Staff	
White Female	314		White Female	41
White Male	303		White Male	70
Asian Female	5		Asian Female	0
Asian Male	4		Asian Male	0
Black Female	86		Black Female	10
Black Male	82		Black Male	13
Hispanic Female	11		Hispanic Female	2
Hispanic Male	15		Hispanic Male	0
American Indian/Alaskan Native Female	2		American Indian/Alaskan Native Female	0
American Indian/Alaskan Native Male	0		American Indian/Alaskan Native Male	0
Native Hawaii/Pacific Islander Female	3		Native Hawaii/Pacific Islander Female	0
Native Hawaii/Pacific Islander Male	1		Native Hawaii/Pacific Islander Male	0
Other Female	2		Other Female	0
Other Male	0		Other Male	0
Two or More Races Female	3		Two or More Races Female	0
Two or More Races Male	1		Two or More Races Male	0
Total	832		Total	136
Total Minority	215		Total Minority	25
% Minority	25%		% Minority	18%
			Minority Leadership role as defined as able to hire/recommend for discipline/level of responsibility/lead staff/schedule staff and complete performance evaluations	72%
			Non-Minority Leadership role as defined as able to hire/recommend for discipline/level of responsibility/lead staff/schedule staff and complete performance evaluations	81%