

DIVERSITY EQUITY AND INCLUSION COMMITTEE MEETING HELD TUESDAY, AUGUST 16, 2022 AT 10:00 AM AT THE PEORIA PARK DISTRICT BONNIE NOBLE CENTER FOR ADMINISTRATION AT 1125 W. LAKE AVENUE, PEORIA, IL

MEMBERS PRESENT: Chair and Vice President Jackie Petty and Executive Director Emily Cahill

MEMBERS ABSENT: Trustee and Vice Chair Timothy Bertschy

TRUSTEES PRESENT: Trustees Laurie Covington, Joyce Harant (v), and Chair and Vice President Jackie Petty
Note: (v) = attended virtually

STAFF PRESENT: Executive Director Emily Cahill, Attorney Bill Streeeter, Brent Wheeler (v), Rebecca Fredrickson, Matt Freeman, Mike Friberg, David Gray, Mary Harden, Scott Loftus, Shalesse Pie, Karrie Ross, Nicole Staley, and Alicia Woodworth
Note: (v) = attended virtually

OTHERS PRESENT: Sherrie Carter-Allen, Mindi Garza (v), Marvin Hightower,
Note: (v) = attended virtually

1. CALL TO ORDER

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

2. MINUTES

2.A. Approval of 6.21.22 DEI Committee Meeting Minutes

Executive Director Cahill moved to approve the DEI Committee meeting minutes of June 21, 2022. Motion seconded by Vice President Petty. Motion passed on a unanimous voice vote.

3. PROCESS/POLICY UPDATES

3.A. Definitions of Diversity, Equity and Inclusion

The definitions were mailed to the committee to solicit any additional edits or comments. Please see *Attachment A*. After further review, the committee had no changes to the definitions and therefore the document stands as is for the time being.

3.B. Draft Advocacy Statement for use with Local Governments as part of Collaboration Request

Emily Cahill stated that this was an action step from the last meeting. As a result, presented today is a draft of an advocacy statement for the committee's review that shares what the District's focus and targets are. Once the committee approves, the District would use this advocacy statement as the foundation for reaching out to community leaders. Once the committee approves the statement, it will be sent out with an invitation to other groups to meet and allow everyone to start from the same foundation. It was pointed out that the language in the statement for pillar three, the language of "Actively Promote and Encourage the Diversity, Equity and Inclusiveness of PPD-Funded Contractors and Suppliers". The committee

was asked to please review the statement further and any edits/changes to be brought to the next meeting. After the statement is finalized, a cover letter from the Chair of the Diversity Equity and Inclusion Committee that would include an ask to community leaders and partners to participate in a meeting. They would respond to Alicia Woodworth who in turn would work to schedule a first meeting. The letter would be sent to ICC, Peoria Public Schools, Bradley University, OSF, UnityPoint, and any other organizations the committee would like to participate.

4. NEW BUSINESS

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

The Summer of Fun totals were presented by Scott Loftus. *Please see Attachment C.* It has been a tremendous success, exceeding expectations. Gwynn Family Aquatic Center had the highest number of redemptions.

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

The June and July workforce statistics were presented by Shalessie Pie. *Please see Attachment D.* Seasonal part time numbers will start to decline due to end of summer. The July numbers include ELITE moving from the District due to the retirement of Carl Cannon.

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

A redlined version of the Peoria Public Schools Minority Participation Policy and a clean version of the District's Contractor Policy was presented by Becky Fredrickson for review. *Please see Attachment E.* Attorney Streeter stated that objective 1 should include "state and federal statutes and constitutions" as governing laws. He confirmed that Home rule does not apply to the Park District. A lot of case law that restricts what can and cannot be done with encouraging or requiring minority contracting is based on the Constitution rather than a statute that Congress has passed. However, it would be fine if the committee would like to add local rules and regulations that may apply to the policy. In addition, section 3 item 8 in the policy that states "when economically feasible, divide construction projects into smaller tasks or quantities to permit maximum participation by minority-owned and women-owned businesses", Attorney Streeter would like to add "when economically feasible and **legally permissible** divide construction projects into smaller tasks or quantities to permit maximum participation by minority-owned and women-owned businesses." It is illegal to bid a large project and then turn it into smaller projects. Attorney Streeter will revise the language and bring to the next meeting for discussion.

4.D. Pillar Four: Support Community Workforce Development

Emily Cahill presented the ICJIA Program internship numbers through the end of summer. To provide more specific structure, this program will be moved to the Human Resources department.

5. PENDING BUSINESS

None at this time.

6. OTHER BUSINESS

None at this time.

7. ACTION STEPS REVIEW

1. Draft a cover letter for advocacy with other community leaders around development of shared goals for advocacy. The district will ask for willingness to participate and work on setting up a meeting accordingly.

2. Follow up with Trustee Sierra concerning the community survey he requested at the last meeting to be discussed today.

3. Attorney Streeter will revise language in the commitment document and once complete, it will be distributed to the committee for review so it can be voted upon at the next meeting.

8. NEXT MEETING

Tuesday, September 20, 2022 10:00 am

9. ADJOURNMENT

At 10:55 am Vice President Petty made a motion to adjourn the meeting. Motion second by Sherry Carter-Allen and carried on unanimous voice vote.

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

ATTACHMENT A

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, geography, 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, financial or geographic barriers to participation, 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 participants will be welcomed, respected, supported and valued..in all Peoria Park District efforts and activities, both internal and public-facing.

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.

ATTACHMENT B

The Peoria Park District is committed to supporting the rich diversity of the Peoria area region that it serves. Diversity, equity and inclusion are central to our mission. This includes honoring and encouraging diversity of race, color, gender, ability, age, sexual orientation, and culture in our employees and those we serve.

In spring 2019, the Peoria Park District documented our commitment by articulating and expanding on existing Park District efforts focused on access to programming and a commitment to workforce development and being an equal opportunity employer. The document included an action plan that set specific goals and objectives through the end of 2020 and has been subsequently revised to include targets through the end of 2022.

As the District worked through the plan as set forth, the events of 2020 further emphasized the importance of this effort, and in particular, the need for the District to be a part of the systemic response to address inequity and racism. We will continue to do this essential work and stand firm against racism and other forms of prejudice and inequity.

With this advocacy statement, the Peoria Park District reaffirms its commitment to diversity, equity, and inclusion.

Simply put, this is essential work of the organization and the promise to stand firm against racism and other forms of prejudice and inequity will guide every aspect of the District's service to our region.

As part of the commitment to provide and promote equity in the community it serves, the District has identified a four-pronged approach as follows:

Equitable Access to Parks, Facilities, and Programming

focused on ensuring that parks, facilities and programming are geographically, financially and otherwise accessible to disadvantaged and differently abled populations;

Focus on the PPD Workforce to make every effort to ensure that the Park District workforce reflects the community we serve. As an Equal Opportunity Employer, this includes making special efforts to address administrative barriers, and to recruit, retain, and promote individuals from disadvantaged populations.

Actively Promote and Encourage the Diversity, Equity and Inclusiveness of PPD-Funded Contractors and Suppliers by working with minorities and women as much as possible on Park District construction, procurement, and maintenance contracts, including helping businesses overcome administrative barriers and increase capacity.

Support Community Workforce Development by offering job skills training and adult learning with the goal of creating a more diverse workforce, and collaborate with community partners engaged in similar efforts.

As we approach the fourth year of targeted efforts in this regard, we call upon our public partners to collaborate around shared goals, especially in the areas of local contracting diversity and community workforce development, that will make our community stronger and have more impact. With a combined influence, we will be able to make more change faster and have more positive impact for those who live, work and play in the communities we serve.

Summer of Fun Totals end of Week 10

Please note the decrease in numbers for week of 8/2-8/8 is due to the closing of Gwynn Family Aquatic Center on August 2 and Peoria Public Schools starting on August 3.

fx :

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Totals	6/1-6/6	6/7-6/13	6/14-6/20	6/21-6/27	6/28-7/4	7/5-7/11	7/12-7/18	7/19-7/25	7/26-8/1	8/2-8/8	8/9-8/15	8/16-8/22	8/23-8/29	8/30-8/31	
2	Gwynn Total	5690	29	444	1130	810	552	607	668	864	582	4				
3	Owens Adult	48	0	3	14	12	0	2	5	3	9	0				
4	Owens Child	354	0	18	32	28	10	86	125	23	32	0				
5	Owens Total	402	0	21	46	40	10	88	130	26	41	0	0	0	0	0
6	PlayHouse Adult	833	4	87	104	131	119	116	101	51	93	27				
7	PlayHouse Child	1660	4	164	304	282	232	208	180	85	157	44				
8	PlayHouse Sibling	74	0	24	1	14	2	9	6	5	13	0				
9	PlayHouse Total	2567	8	275	409	427	353	333	287	141	263	71				
10	Golf Learning Center Total	180	0	3	14	17	18	22	26	24	46	10	0	0	0	0
11	Zoo Adult	1211	4	167	244	205	134	102	135	79	113	28				
12	Zoo Child	1819	7	239	335	276	208	156	224	171	203	0				
13	Zoo Sibling Child	168	2	24	13	13	16	14	9	5	25	47				
14	Zoo Sibling Adult	30	3	8	1	7	3	4	2	1	1	0				
15	Zoo Total	3228	16	438	593	501	361	276	370	256	342	75	0	0	0	0
16																
17	Total Redemptions		53	1181	2192	1795	1294	1326	1481	1311	1274	160	0	0	0	0
18	Total Cost		\$296.00	\$7,606.00	\$12,410.50	\$10,815.50	\$7,949.50	\$7,805.00	\$8,736.00	\$6,332.00	\$7,560.00	\$1,343.50	\$0.00	\$0.00	\$0.00	\$0.00

JUNE 2022 ATTACHMENT D

<u>Total Staff</u>		<u>Full-Time Staff</u>	
White Female	328	White Female	43
White Male	315	White Male	74
Asian Female	5	Asian Female	0
Asian Male	4	Asian Male	0
Black Female	87	Black Female	10
Black Male	87	Black Male	13
Hispanic Female	11	Hispanic Female	2
Hispanic Male	16	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	4	Native Hawaii/Pacific Islander Female	0
Native Hawaii/Pacific Islander Male	1	Native Hawaii/Pacific Islander Male	0
Other Female	3	Other Female	0
Other Male	1	Other Male	0
Two or More Races Female	4	Two or More Races Female	0
Two or More Races Male	2	Two or More Races Male	0
Total	870	Total	142
Total Minority	227	Total Minority	25
% Minority	26%	% Minority	17%
		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%

JULY 2022 ATTACHMENT D

Total Staff		Full-Time Staff	
White Female	323	White Female	37
White Male	321	White Male	70
Asian Female	6	Asian Female	0
Asian Male	4	Asian Male	0
Black Female	73	Black Female	10
Black Male	76	Black Male	11
Hispanic Female	11	Hispanic Female	2
Hispanic Male	16	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	4	Native Hawaii/Pacific Islander Female	0
Native Hawaii/Pacific Islander Male	0	Native Hawaii/Pacific Islander Male	0
Other Female	3	Other Female	0
Other Male	1	Other Male	0
Two or More Races Female	5	Two or More Races Female	0
Two or More Races Male	2	Two or More Races Male	0
Total	847	Total	131
Total Minority	203	Total Minority	23
% Minority	24%	% 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	73%
		Non-Minority Leadership role as defined as able to hire/recommend for discipline/level of responsibility/lead staff/schedule staff and complete performance evaluations	78%

Operational Services

I. Participation and Workforce Requirements for Qualifying District Construction Contracts

COMMITMENT TO

Participation and Workforce Goals for Peoria Park District Construction Contracts concerning Minority-Owned Businesses and Women-Owned Businesses and Minority and Women Labor.

I. Objective

The Peoria Park District Staff and Board believe that diversity and equity are central to our mission. Diversity of race, color, gender, disability, age, and culture in our employees and those we work with is important to fairly represent the same diversity in our community. The differing perspectives available from a diverse workforce are important to solving the complex problems of our community.

As one of the four pillars of the Peoria Park District's 4-Pronged Approach to Equity document, Pillar #3 is to Actively Promote and Encourage the Diversity, Equity and Inclusiveness of Peoria Park District funded Contractors and Suppliers.

The Peoria Park District actively promotes and encourages maximum participation of minorities and women on Park District construction, procurement, and maintenance contracts to ensure that those we serve and those we work with look like the residents of our community.

This goal is established with the following objectives in mind:

~~A. The Board of Education actively promotes and encourages the continuing economic development of Minority owned and Women owned Businesses in the construction field, both of which have historically been under represented in the award of District contracts. Accordingly, the Board established Participation Goals to ensure that Minority owned and Women owned businesses are able to participate in the District's procurement process for Qualifying Construction Contracts and Workforce Goals to ensure that all prime contractors engaged in Qualifying Construction Contracts appropriately utilize minority and women subcontracting labor. The goals were established with the following objectives in mind:~~

1. To ensure that ~~Qualifying~~ Construction Contracts are awarded and administered in a nondiscriminatory manner;
2. To promote the District's use of Minority-owned and Women-owned Businesses by removing barriers and encouraging a level playing field on which such businesses can compete fairly for ~~Qualifying~~ Construction Contracts;
3. To strive to increase capacity and participation of minority and women labor as well as Minority and Women Owned Businesses for Peoria Park District construction projects;

~~and promote the employment of Minority Persons and Women in the construction field; and~~

4. To ensure that goals for Minority-owned and Women-owned Businesses are narrowly tailored in accordance with applicable law.

B. The Park Board recognizes that it is required to comply with applicable bidding laws, federal and state statutes, and rules and regulations.

III. Definitions

A. For the purpose of this Policy, the terms set forth below shall have the following definitions:

1. "Minority Person" shall mean a person who is a citizen or lawful permanent resident of the United States and who is any of the following: (a) American Indian or Alaska Native (a person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment); (b) Asian (a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, but not limited to, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam); (c) Black or African American (a person having origins in any of the black racial groups of Africa); (d) Hispanic or Latino (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race); and (e) Native Hawaiian or Other Pacific Islander (a person having

origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands).

2. "Woman" shall mean a person who is a citizen or lawful permanent resident of the United States and who is of the female gender.
3. "Minority-owned Business" means a business which is at least 51% owned by one or more minority persons, or in the case of a corporation, at least 51% of the stock in which is owned by one or more minority persons; and the management and daily operations of which are controlled by one or more of the minority individuals who own it.
4. "Women-owned Business" means a business which is at least 51% owned by one or more women, or in the case of a corporation, at least 51% of the stock in which is owned by one or more women; and the management and daily operations of which are controlled by one or more of the women who own it.
5. "Qualifying Construction Contract" means all construction projects with an estimated total base cost of ~~\$50,000~~ \$100,000 or more.
6. "Responsible Bidder" means a person who has the capability in all respects to perform fully the contract requirements and the integrity and reliability that will assure good faith performance.
7. "Responsive Bidder" means a person who has submitted a bid that conforms in all material respects to the invitation for bids.

~~III. Award of District Contracts for Qualifying Construction Projects~~

~~A. The District shall: (1) endeavor to award not less than 20% of the total dollar amount of the District's Qualifying Construction Contracts to Minority-owned Businesses and not less than 5% of the total dollar amount of the District's Qualifying Construction Contracts to Women-owned Businesses ("Participation Goals"); and (2) endeavor to ensure that a minimum of 20%, of the total hours worked on any Qualifying Construction Contract are performed by Minority Persons and a minimum of 5% of the total hours worked are performed by Women ("Workforce Goals").~~

Participation Goals for Qualifying Construction Projects	
<i>Minority-owned Business</i>	20%
<i>Women-owned Business</i>	5%
Workforce Goals for Qualifying Construction Projects	
<i>Minority Person</i>	20%
<i>Women</i>	5%

III. PARTICIPATION GOALS and AFFIRMATIVE STEPS

A. Goals:

It is a goal of the Peoria Park District to encourage participation of minorities and women on Park District construction and maintenance projects through contracts and workforce. Below are the Peoria Park District's goals for Qualifying Construction Contracts:

Participation Goals for Qualifying Construction Projects

Minority-owned Business: 10%

Women-owned Business: 5%

Workforce Goals for Qualifying Construction Projects

Minority Person: 18%

Women: 3%

B. Affirmative Steps:

The Park District shall take the following affirmative steps to ensure that its participation and workforce goals are met:

~~B. The District shall take all necessary affirmative steps to ensure that its Participation and Workforce Goals for Minority-owned and Women-owned Businesses are met by taking the following affirmative steps:~~

1. Manage a no cost to contractor Equal Employment Opportunity process to ensure that all contractors doing business with the Peoria Park District have agreed to meet the EEO requirements concerning hiring per the Human Rights Act and rules and regulations of the Department of Human Rights;

- ~~2~~2. ~~Plac~~ing qualified Minority-~~O~~ewned and Women-~~O~~ewned Businesses on solicitation lists;
- ~~2~~3. ~~Ens~~ure~~ing~~ that Minority-owned and Women-owned Businesses are solicited whenever they are potential sources, at varying sizes of projects;
4. Include in all advertisements for bid (legal notice in the Peoria Journal Star), "Bidders are also advised that contract documents for this project include the non-discrimination, equal opportunity and affirmative action provisions in the Human Rights Act and rules and regulations of the Department of Human Rights. The Peoria Park District is an EEO organization and encourages participation by minority and female-owned firms."
5. Notify applicable plan rooms and diverse agencies which have specific outreach and contacts with local Minority-Owned Businesses of current projects out for bid to encourage the broadest notification to Minority-Owned Businesses;
6. Include in all bid documents, a current list of Minority-Owned and Women-Owned Businesses for general contractors to be able to contact;
7. Provide access to a website for free download ability of bid documents for all contractors, including Minority-Owned Businesses and Women-owned Businesses;
- ~~3~~8. When economically feasible, ~~div~~id~~e~~ing Qualifying Construction Projects into smaller tasks or quantities to permit maximum participation by Minority-owned and Women-owned Businesses;
49. ~~Estab~~lish~~ing~~ project and delivery schedules, when feasible, that where the requirement permits, which encourage participation by Minority-owned and Women-owned Businesses;
5. ~~Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and~~
- ~~6~~10. ~~Require~~ing the ~~general~~prime contractor on Qualifying Construction Contracts, if subcontracts are to be let, to follow the Good Faith Effort requirements defined below; take the affirmative steps listed in paragraphs (1) through (5) of this section.
11. For transparency reasons, on construction bid projects to be awarded, provide the following documentation in staff recommendations to the Park Board: all contractors and agencies notified of the work, all contractors known to download the bid documents, and all contractors that bid on the work;
12. Track final statistics of Peoria Park District construction projects for Minority-Owned Businesses and Women-Owned Businesses and workforce participation numbers annually.

~~C The District shall include, within the bid specifications for each Qualified Construction Contract (1) the policy goals set forth in Section III (A); (2) documentation to be returned by the bidder regarding the ability to meet the policy goals; and (3) information regarding the process for seeking a good faith waiver of the District's workforce goals as provided in Section V of this Policy.~~

~~D Contracts will be awarded to the lowest Responsible and Responsive Bidder. Bids or proposals submitted without the required documentation identified in Section III~~

~~(C) (ii) above are unresponsive and will be rejected.~~

~~IV.C. Good Faith Effort~~

~~1.A. A good faith effort means the contractor actively ~~and aggressively~~ sought participation by Minority-owned and Women-owned Businesses and/or employment of Minority Persons and Women.~~

- ~~2. Based on the trades and availability of contractors required to complete the project, a minimum of three Minority/Women owned firms must be contacted. The Park District's list of Minority/Women-owned firms will be included in all bid documents.~~
- ~~3. The bidder shall negotiate in good faith with the potential Minority/Women-owned firms by not imposing any conditions which are not similarly imposed on all other subcontractors and suppliers, or by denying benefits ordinarily conferred on subcontractors or suppliers for the type of work for which bids were solicited. Minority and Women-owned businesses must be notified at least 3 business days prior to bid opening to allow adequate time to review and provide bid.~~
- ~~4. On all Qualifying Construction Contracts, the bidder must complete and include in the bid, the "Minority/Women Owned Contact Sheet" form. This form will include names of companies contacted, the time and date companies were contacted, the method by which the companies were contacted, the response by the companies contacted, the area of work the companies were contacted about, bid amounts received from the companies along with other comments, and request for waiver at the bottom if unable to meet the goal.~~
- ~~5. The low bidder shall provide to the Park District upon request, copies of all correspondence including without limitation, faxes, letters, text messages, and emails sent to Minority/Women-owned firms.~~
- ~~6. On all Qualifying Construction Contracts, the bidder must complete and include in the bid, the "Contractor/Subcontractor Workforce Plan" form. This form will include the projected minority and female workforce anticipated on the project and a request for waiver at the bottom if unable to meet the goal.~~

~~B. Evidence of a good faith effort includes as appropriate:~~

- ~~1. Soliciting the interests of Minority owned and Women-owned Businesses;~~
- ~~2. Demonstrating outreach and recruitment efforts of Minority owned and Women-owned Businesses;~~
- ~~3. Providing interested Minority owned and Women-owned Businesses with adequate information about the bidding process, adequate time to respond, and assistance in responding to a solicitation;~~

- ~~4. Assisting interested Minority owned and Women owned Businesses in obtaining bonding, lines of credit or insurance;~~
- ~~5. Seeking services from available minority and women community organizations, contractors' groups, business assistance offices and other organizations, as appropriate, to provide assistance in recruiting Minority owned and Women owned Businesses;~~
- ~~6. Providing payroll records or other evidence showing the percentage of Minority Persons and Women employees;~~

- ~~7. Packing requirements, when feasible, into tasks or quantities that permit maximum participation from Minority-owned and Women-owned Businesses;~~
- ~~8. Negotiating in good faith with Minority-owned and Women-owned Businesses;~~
- ~~9. If a Minority-owned and Women-owned Businesses is rejected, providing sound reasons for rejection;~~
- ~~10. Assisting interested Minority-owned and Women-owned Businesses in obtaining necessary equipment, supplies or materials;~~
- ~~11. All other good faith efforts or evidence of due diligence to meet the District's Workforce Goals.~~

~~V. Good Faith Waiver;~~

~~A. If a prime contractor is unable to meet the District's Workforce Goals following good faith efforts to do so, they may complete and submit a good faith waiver application, included in the bid packet, which shall require, in pertinent part, the submission of demonstrable evidence of the contractor's good faith efforts to meet the District's Workforce Goals as outlined above.~~

~~B. The Superintendent or designee shall review all waiver applications and may, at his or her discretion, approve waivers upon finding:~~

- ~~1. Emergency and/or special circumstances require a waiver; or~~
- ~~2. Upon evidence of a good faith effort by the contractor to comply with this Policy.~~

IV Contract Award

The Park District shall include within the bid documents for each Qualifying Construction Contract:

1. The policy goals set forth in this section;
2. Documentation to be returned by the bidder regarding compliance with EEO efforts and the ability to meet the policy goals. (Company Ownership form, EEO form, Workforce Profile form, Minority/Women Owned Contact Sheet, Contractor/Subcontractor Workforce Plan, Contractor/Subcontractor Workforce Plan).

Contracts will be awarded to the lowest Responsible and Responsive Bidder. Bids or proposals submitted without the required documentation identified in this policy are considered unresponsive and will be rejected.

~~VI~~. Program Administration:

A. The Superintendent of the Planning, Design, & Construction Department or designee shall:

1. Administer and enforce the provisions of this Policy;
2. Monitor, and track ~~and report on~~ contractors' compliance over the contract duration to ensure compliance with this Policy.
3. Submit an annual report to the Park Board of final statistics

~~of Peoria Park District construction projects for
Minority-Owned Businesses and Women-Owned
Businesses and workforce participation numbers. of
Education for review and remedy if
necessary.~~

~~B. The report of performance compliance with the District's Participation and
Workforce Goals shall be reviewed periodically by the Superintendent or designee
and changes shall require a majority vote of the Board of Education.~~

VII. Penalties:

~~A. The Superintendent or designee may assess appropriate penalties against any
contractor who fails to meet the District's Workforce Goals and fails to provide
evidence of a good faith effort toward meeting the goals. Such penalties include, but
are not limited to;~~

~~1. Directing corrective action, as appropriate and practical, to meet the
District's Workforce Goals or to show a good faith effort toward meeting the goals;~~

- ~~2. Assessing a fine or penalty not to exceed \$2,000 for each offense, and each day on which a violation occurs or continues shall be considered a separate offense;~~
- ~~3. Withholding the fine or penalty assessed from the unpaid portion of the contract; and~~
- ~~4. Recommending that the contractor not be considered a responsive and/or responsible bidder for future District projects until the contractor provides evidence of making a good faith effort toward meeting the District's Workforce Goals for minority-owned and women-owned businesses.~~

~~VIII. Appeals~~

~~Any penalty assessed as described in Section VII may be appealed by filing a notice of appeal to the Board of Education within five (5) calendar days of receipt of the notice of penalty. Thereafter, the Board or Board-appointed hearing officer will conduct a hearing, at which time the contractor may present evidence of its good faith efforts to meet the District's Workforce Goals. The decision of the Board or its appointed hearing officer shall be final.~~

~~LEGAL REF.: 105 ILCS 5/10-20.21~~

~~Midwest Fence Corp. v. United States Dep't of Transportation, 840 F.3d 932 (7th Cir.2016).~~

~~CROSS REF.: 4:60 (Operational Services)~~

~~4:65 (Review and Approval of Purchases and Travel)~~

~~ADOPTED: _____~~

~~BOARD ACTION:~~

COMMITMENT TO

Participation and Workforce Goals for Peoria Park District Construction Contracts concerning Minority-Owned Businesses and Women-Owned Businesses and Minority and Women Labor.

I. OBJECTIVE

The Peoria Park District Staff and Board believe that diversity and equity are central to our mission. Diversity of race, color, gender, disability, age, and culture in our employees and those we work with is important to fairly represent the same diversity in our community. The differing perspectives available from a diverse workforce are important to solving the complex problems of our community.

As one of the four pillars of the **Peoria Park District's 4-Pronged Approach to Equity** document, **Pillar #3** is to **Actively Promote and Encourage the Diversity, Equity and Inclusiveness of Peoria Park District funded Contractors and Suppliers.**

The Peoria Park District actively promotes and encourages maximum participation of minorities and women on Park District construction, procurement, and maintenance contracts to ensure that those we serve and those we work with look like the residents of our community.

This goal is established with the following objectives in mind:

- 1.) To ensure that construction contracts are awarded and administered in a nondiscriminatory manner;
- 2.) To promote the District's use of Minority-owned and Women-owned Businesses by removing barriers and encouraging a level playing field on which such businesses can compete fairly for construction contracts;
- 3.) To strive to increase capacity and participation of minority and women labor as well as Minority and Women Owned Businesses for Peoria Park District construction projects; and
- 4.) To ensure that goals for Minority-Owned and Women-Owned Businesses are narrowly tailored in accordance with applicable law.

The Park Board recognizes that it is required to comply with applicable bidding laws, federal and state statutes, and rules and regulations.

II. DEFINITIONS

For the purpose of this Policy, the terms set forth below shall have the following definitions:

"Minority Person" shall mean a person who is a citizen or lawful permanent resident of the United States and who is any of the following: (a) American Indian or Alaska Native (a person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment); (b) Asian (a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, but not limited to, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam); (c) Black or African American (a person having origins in any of the black racial groups of Africa); (d) Hispanic or Latino (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race); and (e)

Native Hawaiian or Other Pacific Islander (a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands).

"Woman" shall mean a person who is a citizen or lawful permanent resident of the United States and who is of the female gender.

"Minority-Owned Business" means a business which is at least 51% owned by one or more minority persons, or in the case of a corporation, at least 51% of the stock in which is owned by one or more minority persons; and the management and daily operations of which are controlled by one or more of the minority individuals who own it.

"Women-Owned Business" means a business which is at least 51% owned by one or more women, or in the case of a corporation, at least 51% of the stock in which is owned by one or more women; and the management and daily operations of which are controlled by one or more of the women who own it.

"Qualifying Construction Contract" means all construction projects with an estimated total base cost of \$100,000 or more.

"Responsible Bidder" means a person who has the capability in all respects to perform fully the contract requirements and the integrity and reliability that will assure good faith performance.

"Responsive Bidder" means a person who has submitted a bid that conforms in all material respects to the invitation for bids.

III. PARTICIPATION GOALS and AFFIRMATIVE STEPS

A. Goals:

It is a goal of the Peoria Park District to encourage participation of minorities and women on Park District construction and maintenance projects through contracts and workforce. Below are the Peoria Park District's goals for Qualifying Construction contracts:

Participation Goals for Qualifying Construction Projects

Minority-Owned Business: 10%

Women-Owned Business: 5%

Workforce Goals for Qualifying Construction Projects

Minority Person: 18%

Women: 3%

B. Affirmative Steps:

The Park District shall take the following affirmative steps to ensure that its participation and workforce goals are met:

- 1.) Manage a no cost to contractor Equal Employment Opportunity process to ensure that all contractors doing business with the Peoria Park District have agreed to meet the EEO requirements concerning hiring per the Human Rights Act and rules and regulations of the Department of Human Rights;
- 2.) Place qualified Minority-Owned and Women-Owned Businesses on solicitation lists;

- 3.) Ensure that Minority-Owned and Women-Owned Businesses are solicited whenever they are potential sources, at varying sizes of projects;
- 4.) Include in all advertisements for bid (legal notice in the Peoria Journal Star), "Bidders are also advised that contract documents for this project include the non-discrimination, equal opportunity and affirmative action provisions in the Human Rights Act and rules and regulations of the Department of Human Rights. The Peoria Park District is an EEO organization and encourages participation by minority and female-owned firms."
- 5.) Notify applicable plan rooms and diverse agencies which have specific outreach and contacts with local Minority-Owned Businesses of current projects out for bid to encourage the broadest notification to Minority-Owned Businesses;
- 6.) Include in all bid documents, a current list of Minority-Owned and Women-Owned Businesses for general contractors to be able to contact;
- 7.) Provide access to a website for free download ability of bid documents for all contractors, including Minority-Owned Businesses and Women-Owned Business;
- 8.) When economically feasible, divide construction projects into smaller tasks or quantities to permit maximum participation by Minority-Owned and Women-Owned Businesses;
- 9.) Establish project and delivery schedules, when feasible, that encourage participation by Minority-Owned and Women-Owned Businesses;
- 10.) Require the general contractor on Qualifying Construction Contracts, if subcontracts are to be let, to follow the Good Faith Effort requirements defined below;
- 11.) For transparency reasons, on construction bid projects to be awarded, provide the following documentation in staff recommendations to the Park Board: all contractors and agencies notified of the work, all contractors known to download the bid documents, and all contractors that bid on the work;
- 12.) Track final statistics of Peoria Park District construction projects for Minority-Owned Businesses and Women-Owned Businesses and workforce participation numbers annually.

Good Faith Effort is defined below:

A good faith effort means the contractor actively sought participation by Minority-Owned and Women-Owned Businesses and/or employment of Minority Persons and Women.

Based on the trades and availability of contractors required to complete the project, a minimum of three minority/women owned firms must be contacted. The Park District's list of minority/women owned firms will be included in all bid documents.

The bidder shall negotiate in good faith with the potential minority/women owned firms by not imposing any conditions which are not similarly imposed on all other subcontractors and suppliers, or by denying benefits ordinarily conferred on subcontractors or suppliers for the type of work for which bids were solicited. Minority and women owned businesses must be notified at least 3 business days prior to bid opening to allow adequate time to review and provide bid.

On all Qualifying Construction Contracts, the bidder must complete and include in the bid, the **Minority/Women Owned Contact Sheet** form. This form will include name of companies contacted, the time and date companies were contacted, the method by which the companies were contacted, the response by the companies contacted, the area of work the companies

were contacted about, and bid amounts received from the companies along with other comments.

The low bidder shall provide to the Park District upon request, copies of all correspondence including without limitation, faxes, letters, text messages, and emails sent to minority/women owned firms.

IV. CONTRACT AWARD

The Park District Shall include within the bid documents for each Qualifying Construction Contract:

- 1.) The policy goals set forth in this section;
- 2.) Documentation to be returned by the bidder regarding compliance with EEO efforts and the ability to meet the policy goals. (Company Ownership Form, EEO Form, Workforce Profile, Minority/Women Owned Contact Sheet, Contractor/Subcontractor Workforce Plan).

Contracts will be awarded to the lowest Responsible and Responsive Bidder. Bids or proposals submitted without the required documentation identified in this policy are considered unresponsive and will be rejected.

V. PROGRAM ADMINISTRATION

The Superintendent of the Planning, Design, & Construction Department or designee shall:

- 1.) Administer and enforce the provisions of this Policy; and
- 2.) Monitor and track contractors' compliance over the contract duration to ensure compliance with this document.
- 3.) Submit an annual report to the Park Board of final statistics of Peoria Park District construction projects for Minority-Owned Businesses and Women-Owned Businesses and workforce participation numbers.

ICJIA Program - Internships

Internship Position	Status	Location	Start Date	End Date	Notes
Education Intern	Completed	Proctor Center	10/13/2021	12/17/2021	
Education Intern	Completed	Proctor Center	10/11/2021	12/31/2021	
Customer Service Intern	Completed	RlverPlex	10/25/2021	12/31/2021	
Athletics Intern	Completed	Lakeview	11/16/2021	12/21/2021	
Marketing Intern	Completed	Noble Center	2/22/2022	8/15/2022	
STEM Intern	Completed	PlayHouse	1/6/2022	8/15/2022	
Horticulture Intern	Completed	Luthy	2/18/2022	7/31/2022	
Dance Intern	Completed	Lakeview	2/25/2022	8/15/2022	
STEM Intern	Completed	PlayHouse	1/6/2022	5/27/2022	
Customer Service Intern	Completed	Owens	1/11/2022	3/31/2022	
HR Intern	Current	Noble Center	11/15/2021	8/15/2022	Hired to PT w/ HR
Customer Service Intern	Current	Peoria Zoo	1/12/2022	5/31/2022	Hired to PT w/ Zoo
Event/Wedding Intern	Current	Peoria Zoo	5/22/2022	9/15/2022	
Dance Intern	Current	Lakeview	1/6/2022	5/31/2022	Hired to PT w/ Dance
Program Intern	Current	Camp/Recreation	4/18/2022	8/5/2022	Hired to PT w/ Camps
IT Intern	Current	Noble Center	3/7/2022	12/31/2022	
Athletics Intern	Current	Lakeview	3/14/2022	12/31/2022	Hired to PT w/Athletics
Maintenance Intern	Open				
Event Mgmt. Intern	Open				
Warehouse Intern	Open				
Education Intern	Open				
Art Apprenticeship	Open	Logan			
Art Apprenticeship	Open	Logan			
Art Apprenticeship	Open	Logan			
Art Apprenticeship	Open	Logan			
Art Apprenticeship	Open	Logan			
Race - Current Interns		Gender - Current Interns			
Caucasian	5	Male	1		
African American	6	Female	15		
Latino	4				
Asian	1				