

MINUTES OF THE DIVERSITY EQUITY INCLUSION AND ACCESSIBILITY COMMITTEE MEETING OF THE PLEASURE DRIVEWAY AND PARK DISTRICT OF PEORIA, ILLINOIS, HELD TUESDAY, AUGUST 15, 2023 AT 9:00 AM AT THE PEORIA PARK DISTRICT BONNIE NOBLE CENTER FOR ADMINISTRATION AT 1125 W. LAKE AVENUE, PEORIA, IL

MEMBERS PRESENT: Trustee and Chair Alexander Sierra, Trustee and Vice Chair Timothy Bertschy (v), Sherry Carter-Allen, and Pastor Marvin Hightower
Note: (v) = Attended Virtually

MEMBERS ABSENT: None

TRUSTEES PRESENT: Trustees Timothy Bertschy, Joyce Harant, Steve Montez, Alexander Sierra, and President Johnson (in at 9:06 am)

STAFF PRESENT: Executive Director Emily Cahill, Deputy Director Brent Wheeler, Attorney Bill Streeter, Matt Freeman, Becky Fredrickson, David Gray, Chanel Hargrave-Murry, Katie Hogan Van Cleve, Tammy Johnson, Scott Loftus, Shalesse Pie, Karrie Ross, Nicole Staley, and Alicia Woodworth
Note: (v) = attended virtually

OTHERS PRESENT: Pamela Marshall

1. CALL TO ORDER

Trustee Sierra called the meeting to order at 9:00 am.

2. ROLL CALL

3. MOTION TO PERMIT COMMITTEE MEMBER TO ATTEND MEETING ELECTRONICALLY

No request to attend meeting electronically was received.

4. MINUTES

4.A. Approval of July 18, 2023 DEIA Committee Meeting Minutes

Member Carter-Allen moved to approve the DEIA Committee meeting minutes of July 18, 2023. Motion seconded by Member Hightower. Motion passed on a unanimous voice vote.

Trustee Sierra asked that the action items from the previous meeting be read as he would like to start reviewing them. Secretary Woodworth read the following action items noted at the last DEIA Committee meeting on 7.18.23:

1. Committee members are to email Secretary Woodworth any input, comments or questions they may have in regards to the agenda items not discussed today due to a time constraint, pillars two, three and four. She will then distribute that information to all committee members.
2. Trustees Sierra and Bertschy will review the policy that outlines the term length members serve on a standing committee. They will then send their review and recommendation to Secretary Woodworth to provide to the committee.

3. Trustees Sierra and Bertschy will review the committee member application form and coordinate what content is to be included on the electronic and printed application form.
4. As per the suggestion of staff, the DEIA Officer hiring process will be slowed down in order to better align with the DEIA Committee member process.
5. If interested in serving on the DEIA Officer hiring panel, Committee members are to submit to Secretary Woodworth their intent to do so.
6. Committee members are to submit to Secretary Woodworth names of future potential members that they would like to pursue for membership. Secretary Woodworth will then compile and forward information to Trustee Sierra.
7. Committee members are to submit to Secretary Woodworth topics and questions for discussion at a not-yet-scheduled retreat in the fall. Secretary Woodworth will then compile and forward information to Trustee Sierra.

5. NEW BUSINESS

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

Emily Cahill stated that she would like to defer the bulk of this item to next month. At that time, the Summer of Fun will have been completed and that full set of data can be presented.

Emily Cahill congratulated Chanel Hargrave-Murry and the Park District who were recognized at last night's Peoria Public School's Board of Education meeting and presented the Community Contribution Award. This was in gratitude for work with the Peoria Fire Department to fill the fire truck with backpacks and school supplies. More than 800 backpacks and school supplies were handed out at Trewyn Park and it was a very successful event with everyone receiving a backpack and 300 families receiving boxes of food.

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

Shalesse Pie presented the July workforce stats. *Please see Attachment A.* Trustee Sierra stated that the Committee reviews external hiring and workforce statistics, however, are there internal/retention statistics by department? Shalesse Pie stated that HR reviews full-time turnover information every month. Trustee Sierra stated that the objective is to evaluate external recruitment initiatives and compare where we were to where we need to be in terms of diversity. The internal workforce communicates the external efforts. Retention rates would indicate practices and trends internally within PPD. The internal workforce communicates the external efforts. Retention rates would indicate practices and trends internally within PPD. Through discussion, Shalesse Pie was asked to present turnover percentage rates by division, demographic, full and part time. To be included is context i.e., like-industry averages so there's something to compare it to. When this information is presented at the next meeting, Shalesse is to provide any recommendations she may have to ensure the info is accurate and tells the story the Committee is seeking. The objective is to evaluate external recruitment initiatives and compare where the District was to where it needs to be in terms of diversity. Member Carter-Allen stated that eventually, the objective is to see all trends across the board in terms of diversity, hiring practices, recruitment, and all hiring efforts.

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

Tammy Johnson, the Park District's new Vendor & Contractor Compliance Manager, provided a brief overview of Public Act 102-0265 (HB453). Beginning in levy year 2022, each taxing district that has an aggregate property tax levy of more than \$5,000,000 for the applicable levy year shall make a good faith effort to collect and electronically publish data from all vendors and subcontractors doing business with the taxing district as to whether the vendor or subcontractor is a minority-owned, women-owned, or veteran-owned business, as defined in the Business Enterprise for Minorities, Women, and Persons with Disabilities Act; and whether the vendor or subcontractor holds any certifications for those categories or if they are self-certifying. If the vendor self-certifies, then the taxing district shall publish whether the vendor qualifies as a small business under federal Small Business Administration standards.

The implementation plan includes:

- Create ownership certification form and distribute to all new vendors or to current vendors with an anticipated spend \geq \$5,000.
- Establish tracking mechanism to enable automated annual reporting in USL.
- Determine query parameters for Year 1: \geq \$10,000 aggregate spend in 2022.
- Revise Vendors & Contractors page on website to include an electronic submission option and streamlined vendor registration process (pending).
- Submit final draft to DEIA Committee (10/17/23) and Board (10/25/23).
- Publish final report to Financial Information page on District website.

In 2022 there were:

- 1,204 unique vendors
- 194 vendors with an aggregate 2022 spend \geq \$10,000

Status as of 8/11/23:

- 83 responses received [43%]
- 50 entities are not expected to respond [26%] – large corporations, publicly traded entities, government entities, etc.
- 61 entities outstanding [31%]
- 5 MBE, 15 WBE, 1 DOB, 4 VOB, 1S DV, 45 SBE

Looking ahead, Tammy stated that she hopes to automate the annual vendor information reporting and to provide an DEIA Purchase/Procurement Analysis - compiled ownership information will allow for more streamlined, data-driven aggregate spend reporting. 2022 reporting anticipated prior to year-end.

The new Qualifying Construction Policy was implemented this year. Tammy stated that it is a goal of the Peoria Park District to ensure that the goals and provisions of the [Illinois Human Rights] Act and [Illinois Administrative] Code are met and to encourage participation of minorities and women on Park District Qualifying Construction Projects. Peoria Park District shall as permitted by law:

(1) endeavor to award not less than 20% of the total dollar amount of the Park District's Qualifying Construction Contracts to Minority-owned Businesses and not less than 5% of the total dollar amount of the Park 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").
"Qualifying Construction Contracts" means any or all construction projects with an estimated total base cost of \$50,000 or more.

The implementation plan for this policy includes:

- Project Manual - updated with a section dedicated to the policy, which includes a copy of the Policy itself, the Company Ownership Certification form, EEO form, Company workforce profile, Minority/Women Owned subcontractor contact sheet, Contractor/Subcontractor Workforce Plan (estimating Minority/Female project hours), and the Minority/Women Owned business directory.
- Request for Bids Notification Email – highlights the District's dedication to diversity in subcontractors, suppliers and workforce and encourages contractors to seek same.
- Pre-Bid Meetings – Policy reviewed in detail with contractors at onset of the meeting.
- Bid-Opening – documents reviewed to ensure goals are met or good faith effort made. Contractors contacted as needed to further reiterate goals and compliance.
- Compliance – document review, visual assessment of job-sites, and payroll audits. Potential violations will be reviewed per Policy with the contractor directly, the DEIA Committee and Board.
- Reporting – Quarterly and annually to both the DEIA Committee and Board.

An overview for 2023 to date includes:

- Project: Logan Park Site Improvements - JIMAX (\$102,697)
 - JIMAX did not attend the pre-bid meeting and was therefore unfamiliar with the new policy goals. They were contacted after bid-opening and were receptive to expanding their search for M/WBE subs moving forward. This project has a particularly tight timeline which may explain the lack of bids/subs.
 - Company Workforce Profile: 19% Minority/7% Female
 - Participation Goals (% of total \$ value of project): 4% MBE/0% WBE (1 MBE sub)
 - Project Workforce Goals (% of total project hours): 60% Minority/20% Female
- 1 other bid:
 - Merit construction (SDV) - \$160,744; Co Workforce Profile- 0% Minority/8% Female; 1 WBE Sub

- Project: Morton Square Park Shelter and Improvements -SF Pauli (\$142,696)
 - SF Pauli did not attend the pre-bid meeting and was therefore unfamiliar with the new policy goals. They were contacted after bid-opening to review and reinforce the new policy goals.
 - Company Workforce Profile: 9% Minority/9% Female
 - Participation Goals (% of total \$ value of project): 47% MBE/0% WBE (1 MBE sub)

- Project Workforce Goals (% of total project hours): 28% Minority/2% Female
- 4 other bids:
 - JIMAX - \$184,388; Co Workforce Profile- 19% Minority/7% Female; 1 MBE Sub
 - GIVSCO (MBE) - \$190,000; Co Workforce Profile- 33% Minority/11% Female; 0 M/WBE Sub
 - Merit (SDV) - \$208,000; Co Workforce Profile- 0% Minority/8% Female; 0 M/WBE Sub
 - Aupperle (SDV) - \$298,939; Co Workforce Profile- 6% Minority/19% Female; 1 WBE Sub

- Project: Glen Oak Park Site Work - Illinois Civil Contractors Inc (\$149,836)
 - Company Workforce Profile: 14% Minority/10% Female
 - Participation Goals (% of total \$ value of project): 3% MBE/3% WBE (1 MBE, 1 WBE sub)
 - Project Workforce Goals (% of total project hours): 10% Minority/4% Female
 - 0 other bids

- Project: District Wide Chip and Seal – RA Cullinan & Son (\$85,675)
 - Contractor notes that due to the specialized nature of this work, no other subcontracting opportunities exist for this project.
 - Company Workforce Profile: 20% Minority/10% Female
 - Participation Goals (% of total \$ value of project): 0% MBE/6% WBE (1 WBE sub)
 - Project Workforce Goals (% of total project hours): 20% Minority/10% Female
 - 0 other bids

Looking ahead, Tammy stated that the District will:

- Continue contractor discussions to introduce and/or reiterate policy goals and expectations for both Participation and Workforce Goals.
- DBE Directory – update current contact lists/reach out to other entities to request copies of their directories.
 - Identify gaps in specialties and work with community groups to communicate the need.
 - Identify new subcontractors/suppliers.
- Quote Process – use targeted approach to quoted projects to bolster DBE businesses.

President Johnson asked what happens if a contractor performs a job that is not satisfactory? Becky Fredrickson stated that there are a couple of options. One, hold their payment until the issue is remedied. Or, the District could seek remedy through the contractor's required bonds that are issued prior to the start of the job.

5.D. Pillar Four: Support Community Workforce Development

David Gray gave an update on the District's Internship Program, stating that the spring/summer season group of interns is wrapping up. In total, there were 15 interns. Recruitment efforts are underway for the fall/winter season group of interns for September thru December.

6. PROCESS/POLICY UPDATES

6.A. Next Step Re: Committee Membership – Chair Sierra

Trustee Sierra stated that a priority for the next meeting will be to discuss this item, as his and Trustee Bertschy's schedules have not aligned to meet prior to today. Trustee Sierra has spoken to all members who are currently listed as active members of the committee.

7. PENDING BUSINESS

7.A. Discussion Re: Track Chairs – Vice Chair Bertschy

Trustee Bertschy stated that he will be following up with the vendor of the track chairs that provided a demonstration at Donovan Park after the last DEIA Committee meeting. If the District were to get track chairs, there are several questions to be answered such as, where would they be located? What would be the process for having them available to those that want to use them? What would be the required paperwork? Will they be available at a particular location all year long or will it be scheduled? Since the track chairs are electric, what are the charging station requirements and where will they be located? What will the staffing requirements be to send out and receive back the track chair? Trustee Bertschy stated that he has discussed with staff meeting in the immediate future to begin to work it all out so that there is a specific plan and to determine whether the District can purchase the track chairs. He stated that since the Park District is a public organization, it is likely that if the District were to purchase them rather than someone purchasing them for the District, that a bid process will need to be implemented. He hopes that by next spring that track chairs will be in place on site ready to go for the community.

8. OTHER BUSINESS

None noted at this time.

9. ACTION ITEMS REVIEW

1. Secretary Woodworth will send to the Committee today's presentation slides that were provided by Tammy Johnson, Vendor & Contractor Compliance Manager.
2. Going forward, all agenda and presentation materials are to be emailed to the committee no less than one week prior to the meeting.
3. Trustee Bertschy and staff will have conversations concerning the funding and procurement of track chairs.
4. Trustees Sierra and Bertschy will solidify plan to be submitted to the Committee, on the community's engagement in the hiring process of the DEIA Officer.
5. Trustees Sierra and Bertschy will discuss and present to the Committee a recommended Committee member term length.
6. Shalesse Pie will present turn over percentage rates by division, demographic, full and part time. To be included is context i.e., like-industry averages so there's something to compare it to. When this information is presented at the next meeting, Shalesse will provide any

recommendations she may have to ensure the info is accurate and tells the story the Committee is seeking.

10. NEXT MEETING

Tuesday, September 19, 2023 at 10:00 am

11. ADJOURNMENT

At 10:11 am Member Carter-Allen made a motion to adjourn the meeting. Motion second by Member Hightower and carried on unanimous voice vote.

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

July 2023 Workforce Stats

Total Staff		Full-Time Staff	
White Female	350	White Female	41
White Male	347	White Male	71
Asian Female	13	Asian Female	1
Asian Male	6	Asian Male	0
Black Female	77	Black Female	9
Black Male	88	Black Male	16
Hispanic Female	10	Hispanic Female	0
Hispanic Male	15	Hispanic Male	3
American Indian/Alaskan Native Female	1	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	1
Other Male	2	Other Male	0
Two or More Races Female	6	Two or More Races Female	1
Two or More Races Male	2	Two or More Races Male	1
Total	925	Total	144
Total Minority	228	Total Minority	32
% Minority	24.65%	% Minority	22.22%
		Total Number of Leadership Positions**:	90
		Leadership positions filled by minority staffers	18
		Minority percentage of total leadership	20.00%
		Percentage of total minorities to serve in leadership roles	56.25%

(18/32)

Minority Percentages	This Month (July 2023)	Three Months Ago (April 2023)	Six Months Ago (January 2023)
Total Staff	24.65%	23.72%	25.80%
Full Time Staff	22.22%	21.43%	21.17%

**The Following Titles are Considered Leadership Positions:

- Assistant Managers/Crew Leaders
- Managers or Equivalent/Foremen
- Supervisors or Equivalent
- Superintendents
- Directors