

**MINUTES OF THE DIVERSITY EQUITY INCLUSION AND ACCESSIBILITY COMMITTEE MEETING OF THE PLEASURE DRIVEWAY AND PARK DISTRICT OF PEORIA, ILLINOIS, HELD TUESDAY, MARCH 19, 2024 AT 10:00 AM AT THE PEORIA PARK DISTRICT BONNIE NOBLE CENTER FOR ADMINISTRATION AT 1125 W. LAKE AVENUE, PEORIA, IL**

**MEMBERS PRESENT:** Vice President and Chair Alexander Sierra, Pastor Marvin Hightower, and Executive Director Emily Cahill

**MEMBERS ABSENT:** Trustee and Vice Chair Timothy Bertschy and Sherry Carter-Allen

**TRUSTEES PRESENT:** Trustee Joyce Harant, Vice President Alexander Sierra, and President Robert Johnson

**STAFF PRESENT:** Executive Director Emily Cahill, Deputy Director Brent Wheeler, Attorney William Streater, Brianna Cobb, Kyle Deeter, Matt Freeman, Becky Fredrickson, Chanel Hargrave-Murry, Melissa Huett, Katie Van Cleve, Tammy Johnson, Scott Loftus, Shalesse Pie, Karrie Ross, Melissa Sierra, Nicole Staley, and Alicia Woodworth

**1. CALL TO ORDER**

Trustee Sierra called the meeting to order at 10:02 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 February 27, 2024 DEIA Committee Meeting Minutes**

Pastor Hightower moved to approve the DEIA Committee meeting minutes of February 27, 2024. Motion seconded by Executive Director Cahill. Motion passed by roll call vote as follows: Executive Director Cahill, Pastor Hightower, and Vice President Sierra (3 Ayes; 0 Nays).

**5. PROCESS/POLICY UPDATES**

**6. NEW BUSINESS**

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

Events and Volunteer Coordinator Melinda Huett provided an update on this year's PNC World Wide Day of Play (WWDP) at Glen Oak Park on Saturday, May 11 10:00 am – 2:00 pm. On average, approximately 4,000 kids and families attend this fun-filled event. While there's something for everyone, this event is geared toward early childhood education. PNC sponsors this event as part of their Grow Up Great initiative. In addition, the Clyde West Fishing Derby will be held at the Glen Oak Park Lagoon that day starting at 9:00 am.

Melinda Huett stated that PNC is intentionally targeting advertising Worldwide Day of Play to the East Bluff and surrounding communities. Postcards and other information will be given to all Peoria Public Schools and Tazewell County students. In addition, there is collaboration with area social service agencies. Approximately 15-20 social service agencies from the community will be at the event to discuss and provide information about all of the programs they offer. This includes the Salvation Army, Boys and Girls Clubs, Peoria citizens Committee for Economic Opportunity (PCCEO), Peoria Public Library, in addition to several daycare and preschool organizations.

Melissa Sierra stated that Be Anything! is an innovative program that propels "Take Your Child to Work Day" to a new level that helps a child explore the careers that excite them. This year, more fun is packed into the day. During our Career Expo, you'll get to meet and greet special vendors throughout Glen Oak Park, check out professionals, explore the careers and learn how kids can Be Anything! The Be Anything! career expo is happening on May 11th from 10 am to 2 pm in Glen Oak Park.

Vice President Sierra stated that as we move into the year, he wants to be sure to circle back to the annual plan that was approved as it pertains to geographical placement of Park District programs and how they compare to the District's fees and charge-based programs.

**6.B. Pillar Two: Focus on the PPD Workforce**

Shalesse Pie presented the February 2024 Workforce Statistics. *Please see Attachment A.* Of note, as requested by Vice President Sierra, the addition of more detailed information, 3-month and 6-month, has been included. In addition, turnover stats have been included.

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

Tammy Johnson presented the Qualifying Construction Contracts reports. Currently there is not a lot of new information on project participation as many of the same projects are still currently underway. In addition, the first page of the report has been modified to include Notifications and Bids Received columns.

Vice President Sierra asked how contractors are responding to the DEIA pushes that have been implemented? Tammy Johnson responded saying there are two separate goals: the dollar value of the project and the workforce hours. The larger concern lies in the dollar value of the project, as many of the projects put out for bid are very specialized and not general construction projects. The bid packet for the Golf Learning Center upgrades will be sent out soon. The funding for that project is coming from a grant from the State of Illinois and as such, the State has different goals than the Park District's. The Park District has been assigned a 19% total goal: 9% minority-owned companies and 10% women-owned companies. The caveat is that they have to be companies that are registered with the State of Illinois in order for it to count toward those goals.

Tammy Johnson reported that next week, the City of Peoria will host an Equity in Procurement Vendor Expo. Several staff members representing various areas of the Park District will be participating. A copy of the Park District's signage and handouts for this event is included. *Please see Attachment B.*

Tammy Johnson stated that due to concerns previously raised, the Certificate of Equal Employment Opportunity Compliance for Contractors and Vendors form has been revised. The revision consists of the addition of the statement "further, that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any underutilization [44 Ill Admin Code 750.110(b)]." This statement is also to be initialed by the company, confirming that they have read and understand it.

**6.D. Pillar Four: Support Community Workforce Development**

Shalessa Pie presented the Q1 Internship Data to the Committee. *Please see Attachment C.*

Chanel Hargrave-Murry reported that in addition to hosting Power Lunches every other Friday at Peoria high schools and every other middle schools on every other Wednesday, she also teaches soft-skill classes every Thursday through ELITE at Quest Charter School. After the students graduate, she will be assisting them to apply for internships at the Park District.

**7. PENDING BUSINESS**

**7.A. Workforce Demographic Data Collection**

Executive Director Cahill stated that at the last DEIA Committee meeting, staff was asked to get input from PDRMA related to the gathering of additional demographic information for staff including, but not limited to, disability and gender identity beyond male/female/prefer not to answer.

After posing the question to legal counsel at PDRMA, we have received guidance AGAINST broadening the scope of our inquiries to include any information that may solicit documentation of a protected class. When that information is collected, it opens the employer up to additional liability to include claims that could be used against the employer during discipline or termination.

The Committee agreed to further discuss this topic at the next meeting when Vice Chair and Trustee Bertschy can attend.

**8. OTHER BUSINESS**

None noted at this time.

**9. ACTION ITEMS REVIEW**

1. At the next meeting, staff will provide a strategic planning update and cover the geography fees and charges questions.
2. Staff will review Pillar Four demographic targets and bring back clarifications on narrowing the goals to be more specific.
3. Staff will consider and develop a recommendation for a minority workforce target number.

**10. NEXT MEETING**

Tuesday, April 16, 2024 at 10:00 AM

**11. ADJOURNMENT**

At 11:19 am Pastor Hightower made a motion to adjourn the meeting. Motion second by Executive Director Cahill and carried on unanimous voice vote.

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Respectfully Submitted by Alicia Woodworth  
Executive Assistant and Board Secretary

**ATTACHMENT A**

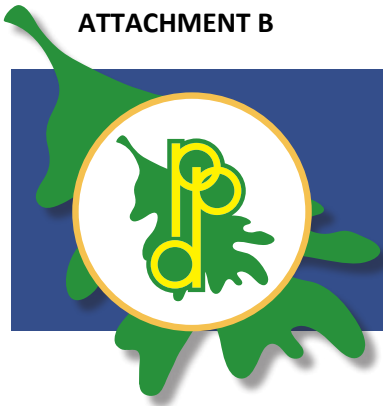
Workforce Stats February 2024

Total Staff				Full-Time Staff			
	February 2024	November 2023	August 2023		February 2024	November 2023	August 2023
White Female	260	341	268	White Female	42	42	41
White Male	252	338	273	White Male	72	71	71
Asian Female	11	13	12	Asian Female	1	1	1
Asian Male	6	6	6	Asian Male	0	0	0
Black Female	47	77	55	Black Female	8	8	9
Black Male	66	86	65	Black Male	14	15	16
Hispanic Female	11	11	11	Hispanic Female	2	2	0
Hispanic Male	18	14	14	Hispanic Male	3	3	3
American Indian/Alaskan Native Female	0	1	0	American Indian/Alaskan Native Female	0	0	0
American Indian/Alaskan Native Male	0	0	0	American Indian/Alaskan Native Male	0	0	0
Native Hawaii/Pacific Islander Female	1	3	1	Native Hawaii/Pacific Islander Female	0	0	0
Native Hawaii/Pacific Islander Male	1	1	1	Native Hawaii/Pacific Islander Male	0	0	0
Other Female	0	3	0	Other Female	0	0	1
Other Male	0	2	0	Other Male	0	0	0
Two or More Races Female	14	5	12	Two or More Races Female	2	1	1
Two or More Races Male	10	2	10	Two or More Races Male	4	3	1
<b>Total</b>	<b>697</b>	<b>903</b>	<b>728</b>	<b>Total</b>	<b>148</b>	<b>146</b>	<b>144</b>
<b>Total Minority</b>	<b>185</b>	<b>224</b>	<b>187</b>	<b>Total Minority</b>	<b>34</b>	<b>33</b>	<b>32</b>
<b>% Minority</b>	<b>26.54%</b>	<b>24.81%</b>	<b>25.69%</b>	<b>% Minority</b>	<b>22.97%</b>	<b>22.60%</b>	<b>22.22%</b>
				Total Number of Leadership Positions**:	94		
				Leadership positions filled by minority staffers	20		
				Minority percentage of total leadership	21.28%		
				Percentage of total minorities to serve in leadership roles	57.14%	(20/35)	

Turnover Stats for February 2024	Total	Full-Time	Part-Time
Voluntary Separations	5	1	4
Involuntary Separations	0	0	0

\*\*Leaders: Asst. Managers/Crew Leaders - Managers or equivalent/Foremen - Supervisors or equivalent - Superintendents - Directors

\*Locations: Logan (2), RiverPlex, Lakeview, Noble Center



# COMMITMENT TO DEIA: VENDORS & CONTRACTORS

The Peoria Park District is committed to actively promoting and encouraging the DEIA (diversity, equity, inclusiveness and accessibility) of PPD-funded contractors and suppliers.

## STRATEGIES

1. The Peoria Park District seeks to encourage maximum participation of minorities, women and those with disabilities on Park District construction, procurement and maintenance contracts.



2. The Peoria Park District will continue to set participation goals and encourage contractors and staff to track and meet the goals.



3. The Peoria Park District will strive to increase capacity and participation of minority, women, and disabled labor as well as businesses owned by minorities, women or disabled individuals for Peoria Park District projects.

4. The Peoria Park District will strive to reduce administrative obstacles to increase diversity of Peoria Park District funded contractors and suppliers.



Scan to learn  
more about our  
Commitment  
to DEIA

Register your business at  
[Vendors.PeoriaParks.org](http://Vendors.PeoriaParks.org)





# VENDORS AND CONTRACTORS

Peoria Park District has several vendor and contractor opportunities available throughout the District. It is the focus of Peoria Park District staff and board to ensure that those we serve and those we work with look like the residents of our community. As such, it is a priority of the District to encourage maximum participation of minorities and women on Park District contracts, bids and vendor opportunities, regardless of the size of the contract, bid or vendor opportunity. Learn more about the types of vendors we work with throughout the District! **Register your business with the link/QR code below to receive notification of bid, quote and proposal opportunity.**

Register your business today at  
[Vendors.PeoriaParks.org](https://Vendors.PeoriaParks.org)



## TYPES OF VENDORS AND CONTRACTORS

There are three departments that work heavily with vendors and contractors throughout the District. Learn more about the types of vendors each works with on the reverse side.

- 1. PPD Events:** Hosts many festivals, concerts, and special events at the Peoria RiverFront and other District parks and facilities.
- 2. Purchasing:** Oversees the procurement of various types of services, equipment, supplies and materials for use throughout the District.
- 3. Planning, Design & Construction:** Manages the District's construction, maintenance and capital improvement projects.

## QUESTIONS?

Contact us at (309) 686-3362 or [vendors@peoriaparks.org](mailto:vendors@peoriaparks.org)

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**PPD Events (including those on the Peoria RiverFront): (309) 681-2671**

- Food Trucks
- Exhibitors
- Food Vendors

**PURCHASING: (309) 686-3357**

- Advertising
- Alarm Systems
- Annual Plants and Flowers
- Bus Service
- Elevator Inspections
- Fire Extinguisher Maintenance
- Fireworks
- Fuel Services
- Garbage Disposal Services
- Golf and Groundskeeping Supplies
- HVAC Services
- Janitorial and Paper Supplies
- Janitorial Service
- Mail Machine
- Pest Control Services
- Pool Chemicals
- Portable Toilet Rentals
- Range Balls
- Screen Printed Shirts and Hats
- Event Sound & Lighting
- Tent Rentals
- Youth Sports Photography
- Zoo Animal Grain and Hay

**PLANNING, DESIGN & CONSTRUCTION: (309) 686-3386**

- Architect/Engineer
- Asphalt/Paving
- Concrete
- Demo
- Earthwork
- Environmental Restoration
- Electric
- Elevators
- Fencing
- Flooring
- Gen Construction
- HVAC
- Irrigation
- Landscaping
- Masonry
- Painting
- Plumbing
- Roofing
- Trucking

**QUALIFYING CONSTRUCTION CONTRACTS**

In 2023, the District established a new policy applying to all construction projects with an estimated total base cost of \$50,000 or more, in which it endeavors to:

1. 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% to Women-Owned Businesses; and
2. 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% are performed by Women.

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## 2024 Internships Qtr1

<b>Overall Total Interns:</b>	8
<b>Total High School:</b>	6
<b>Total College:</b>	2
<b><u>Ethnicity</u></b>	
Black/African American:	4
Asian:	0
Hispanic:	1
Two or More Races:	1
White:	2
<b><u>Gender</u></b>	
Male:	5
Female:	3

<b><u>Facilities/Programs Supported</u></b>
Proctor Recreation Center
After School Education Program
Lakeview Recreation Center
Dance Program
Athletics Program
Owens Center
Purchasing Department