

MINUTES OF THE DIVERSITY EQUITY INCLUSION AND ACCESSIBILITY COMMITTEE MEETING OF THE PLEASURE DRIVEWAY AND PARK DISTRICT OF PEORIA, ILLINOIS, HELD TUESDAY, APRIL 16, 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, Trustee and Vice Chair Timothy Bertschy, Pastor Marvin Hightower, Sherry Carter-Allen, and Executive Director Emily Cahill

MEMBERS ABSENT: None

TRUSTEES PRESENT: Trustees Joyce Harant and Steve Montez (in at 10:48 am), and Vice President Alexander Sierra

STAFF PRESENT: Executive Director Emily Cahill, Deputy Director Brent Wheeler, Attorney William Streeter, Brianna Cobb (v), Becky Fredrickson, Chanel Hargrave-Murry, Katie Van Cleve, Tammy Johnson, Scott Loftus, Shalessie Pie, Karrie Ross, Nicole Staley, and Alicia Woodworth
Note: (v) = attended virtually

1. CALL TO ORDER

Vice President Sierra called the meeting to order at 10:00 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 March 21, 2024 DEIA Committee Meeting Minutes

The DEIA Committee meeting minutes of March 21, 2024 will be presented at the next meeting on May 21 for approval.

5. PROCESS/POLICY UPDATES

5.A. Workforce Demographic Target 2024

Executive Director Cahill stated that as part of a discussion that was started in April 2023, the DEIA Committee has been talking about the metrics to be used to set goals for minority percentages in the Peoria Park District workforce. For reference, attached is the document previously provided.

Per the action step discussed at the March DEIA Committee meeting, staff has reviewed the data previously provided and, taking the goal of “looking like those we serve”, staff asserts that both demographics by geography and the wide spread of where those we serve come from, should be considered. As such, staff proposes that goals for minority workforce in the District track with the demographics of Peoria County, which currently reports a minority percentage of 29.4%.

6. NEW BUSINESS

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

Scott Loftus stated that per the 2024 Strategic Plan, the District's Executive Team is charged with establishing goals for a best practice spread of programming by geography with input from the DEIA and Programming Committees. In November 2023, staff provided a list of programs and events that were offered in 2023.

Staff now seeks direction from committees related to this goal and elements that both committees want to see considered in the development of a set of goals and strategies tied to geographic allocation of programming and events. Note that these goals and strategies will be implemented for the 2025 program inventory.

Data to be considered:

In summary, the following programs and events were provided across our District in 2023:

- Over 1100 programs and events offered
- 35% of programs/events were offered at park district facilities in 61603
 - o Facilities: Luthy, Peoria PlayHouse, Peoria Zoo, and RiverPlex
- 31% of programs/events were offered at park district facilities in 61614
 - o Facilities: Owens, Lakeview Recreation Center, Peoria Stadium
- The District offered 74 programs/events (7% of total programs) that did not charge a fee
- Majority of free programs were held in 61603 (17) and 61605 (16)
 - o Programs: DREAM², PPD on the Go!!, Yoga in the Park, Sweney Tennis Lessons
- Breakdown by voting district is as follows:
 - o Southern District: 358 total programs, (24 free/334 fee/6.7% of total free)
 - o Central District: 591 total programs, (34 free/557 fee/5.8% of total free)
 - o Northern District: 167 total programs, (16 free/151 fee/9.6% of total free)

Other notes and considerations:

- Please note that in calculating the total and providing percentage data, the following recurring programs were counted as a single program
 - o Open gyms like pickleball and Motor Mites
 - o Fitness programs like yoga, Fun n' Fit, Core n' More
 - o Power Lunches
 - o Grant funded programs through 21st Century held at schools
 - o Traveling Naturalist / Zoomobile
- Further, the following multi-day special events that were counted as a single event
 - o Park-a-Palooza
 - o Lakeview Park After Dark
 - o Cultural festivals
- Finally, the following programs were excluded from the calculations:
 - o RiverPlex fitness classes
 - o Educational programs at the Peoria Zoo

In regards to programming offered by zip code, Scott Loftus stated that the top three in Q4 2023 were 61603 receiving approximately 35% of total programming offered, 61614 had 31%, and 61605 received approximately 8.4%.

Vice President Sierra requested the scholarship report be presented to the DEIA Committee on a semi-annual basis, starting with next month in order to capture the spring/summer camps and other seasonal programming.

Vice President Sierra stated that he wants to answer the question - how does the Park District create a philosophy that increases the diverse participation of programs across free and fee-based programs to help create more cohesive communities of individuals from all socio-economic incomes? Executive Director Cahill stated that there is an important necessary first step of defining the criteria. Vice President Sierra stated that he suggests that he, Executive Director Cahill, Scott Loftus, and any other DEIA Committee member that wants to be a part of the discussion, have a working group session to identify if/how to move forward with this.

Executive Director Cahill stated that she would very much like to discuss what the end goal is and determine what are we trying to achieve? Determine what success looks like and then work our way back to identify the right data metrics to help assess whether we're doing it correctly. We need data that actually leads to something and build that data based upon the story we're trying to tell, then let the data tell us if we need to change and/or stay the course.

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

Shalesse Pie presented the March 2024 Workforce Statistics. *Please see Attachment A.*

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 Workforce and Participation Goals reports. *Please see Attachment B.* More activity will be noted on the reports once construction season fully begins in the next couple months.

Vice President Sierra requested that as professional contracts are reviewed, in respect to DEIA, staff presents them to the DEIA Committee before full Board for discussion.

Tammy Johnson stated that the Golf Learning Center expansion project was published for bid last week. Tomorrow a pre-bid meeting with contractors will be held where minority and women owned contractors and subcontractors were encouraged to attend. This is a state grant funded project and as such, the state has set specific goals for minority and women owned companies. If anyone knows of anyone interesting in the bid process, please ask them to reach out to the Park District for more information.

6.D. Pillar Four: Support Community Workforce Development

David Gray presented the Q1 Internship Data and the promotional poster for a job fair to be held on April 3 4:30pm – 7:00 pm at the Noble Center.

7. PENDING BUSINESS

None at this time.

8. OTHER BUSINESS

Vice President Sierra stated that last week, Trustee Harant hosted a community forum at the Glen Oak Community Learning Center concerning the 3rd of July event at Glen Oak Park. There were comments from Peoria Public Schools administrative staff concerning the District's surveying efforts on this matter.

Executive Director Cahill stated that a youth survey was sent targeting Von Steuben, Glen Oak, and Lincoln School students. There were over 200 responses received tied to the event and their participation, in addition to responses that Chanel Hargrave-Murry was able to obtain from students attending power lunches. Chanel Hargrave-Murray stated that surveys were given to students that attended Power Lunches and she will present that data at the next DEIA Committee meeting. Students don't really like long surveys, however on the topic of the 3rd of July event, they were excited to fill it out.

Vice President Sierra stated that the overall opinion from Peoria Public School administrators at the meeting was that they were not aware of the youth survey effort that was being conducted by the Park District. Vice President Sierra stated that as we have conversations about access to parks and facilities, and workforce and internship program, he wants to get a better understanding of what are the surveys that have been presented i.e., are they surveys about programming, workforce opportunities, or just what. Chanel Hargrave-Murry stated that the student survey she always has with her during Power Lunches is on Park District internships and employment. Vice President Sierra stated that his only intent in asking about youth surveys is getting a better understanding the full picture of what surveys are going out and what's being collected.

9. ACTION ITEMS REVIEW

1. Vice President Sierra and Trustee Harant will meet to determine what is the criteria that could potentially be considered to evaluate programming.
2. Staff will develop a defined recommendation for workforce demographic targets to present at the next DEIA Committee meeting.
3. As professional service contracts are reviewed by staff, they are to be presented to the DEIA Committee for discussion prior to presenting to the full Board.

10. NEXT MEETING

Tuesday, May 21, 2024 at 10:00 AM

11. ADJOURNMENT

At 11:16 am Pastor Hightower made a motion to adjourn the meeting. Motion second by Trustee Bertschy and carried on unanimous voice vote.

Respectfully Submitted by Alicia Woodworth
Executive Assistant and Board Secretary



PLEASURE DRIVEWAY & PARK DISTRICT OF PEORIA

PEORIA PARK DISTRICT

1125 W. Lake Avenue, Peoria, IL 61614 • P: 309.682.1200 • F: 309.686.3352 •
www.PeoriaParks.org

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EXECUTIVE DIRECTOR

EMILY G. CAHILL

DATE: April 9, 2024

TO: DEIA and Programming Committees

FROM: Scott Loftus, Superintendent of Recreation

SUBJECT: Geographic spread of programs and events

Per the 2024 Strategic Plan, the District's Executive Team is charged with establishing goals for a best practice spread of programming by geography with input from the DEIA and Programming Committees.

In November 2023, staff provided a list of programs and events that were offered in 2023.

Staff now seeks direction from committees related to this goal and elements that both committees want to see considered in the development of a set of goals and strategies tied to geographic allocation of programming and events. Note that these goals and strategies will be implemented for the 2025 program inventory.

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March 2024 Workforce Stats

Total Staff	-	-	-
	March 2024	Three Months Ago (December 2023)	Six Months Ago (September 2023)
White Female	266	266	315
White Male	296	238	330
Asian Female	10	12	13
Asian Male	6	5	6
Black Female	49	53	73
Black Male	68	62	84
Hispanic Female	11	11	9
Hispanic Male	18	13	12
American Indian/Alaskan Native Female	0	0	1
American Indian/Alaskan Native Male	1	0	0
Native Hawaii/Pacific Islander Female	1	1	3
Native Hawaii/Pacific Islander Male	1	1	1
Other Female	0	0	3
Other Male	0	0	2
Two or More Races Female	14	12	4
Two or More Races Male	12	9	2
Total	753	683	858
Total Minority	191	179	213
% Minority	25.37%	26.21%	24.83%

Turnover Stats for February 2024	Total	Full-Time	Part-Time
Voluntary Separations	9	1	8
Involuntary Separations	0	0	0

*Locations: Riverplex (2), Lakeview (3), Various Locations, Proctor Center, Owens Center, Peoria Zoo

Full-Time Staff			
	March 2024	Three Months Ago (December 2023)	Six Months Ago (September 2023)
White Female	41	42	41
White Male	72	71	70
Asian Female	1	1	1
Asian Male	0	0	0
Black Female	8	8	9
Black Male	14	15	15
Hispanic Female	2	2	0
Hispanic Male	3	3	3
American Indian/Alaskan Native Female	0	0	0
American Indian/Alaskan Native Male	0	0	0

Native Hawaii/Pacific Islander Female	0
Native Hawaii/Pacific Islander Male	0
Other Female	0
Other Male	0
Two or More Races Female	2
Two or More Races Male	4
Total	147
Total Minority	34
% Minority	23.13%
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	58.82% (20/34)

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

2024 QUALIFYING CONSTRUCTION CONTRACTS - WORKFORCE GOALS*

Rev 04/11/2024

Per Peoria Park District Policy Section 5.00 Solicitation and Hiring for Qualifying Construction Contracts: Peoria Park District shall as permitted by law: (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.

Project	Contractor	Notice to Proceed Date	Project Complete (Y/N)	BID/QUOTE [ESTIMATED PROJECT HOURS]								PROJECT WORKFORCE HOURS							
				Total # Crew	# Minority	# Women	Total Hours	Minority Hours	% Minority	Female Hours	% Female	Total # Crew	# Minority	# Women	Total Hours	Minority Hours	% Minority	Female Hours	% Female
Morton Site Improvements	SF Pauli	09/07/23	Y	13	2	1	652	165	25%	12	2%	7	1	0	320	32	10%	0	0%
Logan Site Improvements	JIMAX	08/09/23	Y	5	3	1	302	180	60%	60	20%	14	5	1	452	134	30%	15	3%
GOP Site Work	ICCI	08/16/23	N		2	2	398	40	10%	16	4%	16	2	1	395	53	13%	5	1%
HISRA Roof Coating	Kreiling	02/01/24	N	4	1	0	586	147	25%	0	0%								
Playhouse Roof	Kreiling		N	5	1	0	4,243	818	19%	0	0%								
Riverplex Pool Heat Exch	Pipco	04/01/24	N	1	0	0	120	0	0%	0	0%								
Rock Island @ Chanute	RA Cullinan		N	18	6	2	258	84	33%	25	10%								
Newman Irrigation Pump	Comm Irrigation		N	5	1	0	340	75	22%	0	0%								
Detweiller N Road Patching	RA Cullinan		N	17	4	2	217	63	29%	20	9%								
TOTAL				68	20	8	7,116	1,571	22%	133	2%	37	8	2	1,167	219	19%	20	2%
GOAL									20%		5%						20%		5%

*This report contains only those Qualifying Construction Contracts bid after the policy was enacted in March 2023
 Projects bid/started in previous calendar year

2024 QUALIFYING CONSTRUCTION CONTRACTS - PARTICIPATION GOALS*

Rev 04/11/2024

Per Peoria Park District Policy Section 5.00 Solicitation and Hiring for Qualifying Construction Contracts: 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").

"Qualifying Construction Contracts" means any or all construction projects with an estimated total base cost of \$50,000 or more.

Project	NOTIFICATIONS				BIDS RECEIVED			Contractor	DBE	Project Complete (Y/N)	BID/QUOTE					PROJECT PARTICIPATION						
	# Total	# MBE	# WBE	# Plan Rms	# Total	# MBE	# WBE				Total \$	\$ to Subs	\$ MBE (inc subs)	% MBE (inc subs)	\$ WBE (inc subs)	% WBE (inc subs)	Total \$ w/ COs	\$ to Subs	\$ MBE (inc subs)	% MBE (inc subs)	\$ WBE (inc subs)	% WBE (inc subs)
Morton Site Improvements	21	4	2	4	5	1	0	SF Pauli	X	Y	\$ 142,696		\$ 66,700	47%	\$ 0	0%	\$ 149,832	\$ 73,715	\$ 64,215	43%	\$ 0	0%
Logan Site Improvements	24	3	4	5	2	0	0	JIMAX	X	Y	\$ 102,697		\$ 4,200	4%	\$ 0	0%	\$ 144,242	\$ 74,357	\$ 0	0%	\$ 0	0%
GOP Site Work	34	7	1	4	1	0	0	ICCI	X	N	\$ 149,836		\$ 5,000	3%	\$ 5,200	3%	\$ 162,258					
HISRA Roof Coating	17	1	1	4	1	0	1	Kreiling	WBE	N	\$ 105,108	\$ 0	\$ 0	0%	\$ 105,108	100%						
Playhouse Roof	16	1	3	5	3	0	1	Kreiling	WBE	N	\$ 827,723	\$ 44,400	\$ 0	0%	\$ 806,323	97%						
Riverplex Pool Heat Exch	14	2	0	5	3	0	0	Pipco	X	N	\$ 72,900	\$ 37,000	\$ 0	0%	\$ 0	0%						
Rock Island @ Chanute	4	0	0	4	2	0	0	RA Cullinan	X	N	\$ 81,719	\$ 0	\$ 0	0%	\$ 0	0%						
Newman Irrigation Pump	3	0	0	5	1	0	0	Com Irrigation	X	N	\$ 272,500		\$ 0	0%	\$ 0	0%						
Detweiller N Road Patching	4	0	1	4	2	0	0	RA Cullinan	X	N	\$ 87,468	\$ 4,200	\$ 2,100	2%	\$ 2,100	2%						
TOTAL GOAL	137	18	12	40	20	1	2				\$ 1,842,647	\$ 85,600	\$ 78,000	4% 20%	\$ 918,731	50% 5%	\$ 456,332	\$ 148,072	\$ 64,215	14% 20%	\$ 0	0% 5%

*This report contains only those Qualifying Construction Contracts bid after the policy was enacted in March 2023 Projects bid/started in previous calendar year

GOLF LEARNING CENTER PROJECT: Minority and WBE Vendors Needed!

The Park District has plans for a major expansion to its Golf Learning Center. The project, to be published for bid in the coming weeks, will be funded through a \$4M state grant which establishes specific goals for Minority- and Women- Owned business participation. **However, only those M/WBEs certified with the State's BEP program can be counted toward these goals.** If you are not currently BEP certified, please consider applying!

Note: Contractors do not have to be certified to bid on the project but **preference will be given to BEP certified Minority- and Women- Owned businesses on subcontracting opportunities.**

**CERTIFICATION
IS FREE AND
TYPICALLY
TAKES 60 DAYS:**

Certification Overview



Apply Here



If you are already BEP certified, remember to check your renewal status!

We highly encourage you to begin this certification process ASAP. In addition to enhanced consideration on this project, BEP certification will add you to the State's directory which is frequently referenced by us and other organizations seeking to meet contracted M/WBE participation goals and other diversity initiatives.

**BEP certification is no guarantee of work and shall not constitute a prequalification for bidding or release in any fashion the firm or individual from meeting any and all requirements set out in a particular bid, contract, quotation, or proposal.*



2024 Internships Qtr1

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

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