

DIVERSITY EQUITY AND INCLUSION COMMITTEE MEETING HELD TUESDAY, APRIL 18, 2023 AT 10:00 AM AT THE PEORIA PARK DISTRICT BONNIE NOBLE CENTER FOR ADMINISTRATION AT 1125 W. LAKE AVENUE, PEORIA, IL

MEMBERS PRESENT: Trustee and Chair Jackie Petty, Trustee and Vice Chair Timothy Bertschy, Sherry Carter-Allen, Pastor Marvin Hightower, and Executive Director Emily Cahill

MEMBERS ABSENT: Ron Givens, Larry Ivory, and Gabe Jaja

TRUSTEES PRESENT: Trustees Timothy Bertschy, Joyce Harant, Jackie Petty, and Alexander Sierra

STAFF PRESENT: Executive Director Emily Cahill, Attorney Bill Streeter, Brent Wheeler, Matt Freeman, Kyle Deeter, Mike Dixon, David Gray, Chanel Hargrave-Murry, Melinda Huett, Katie Hogan Van Cleve, Scott Loftus, Shalesse Pie, Karrie Ross, Nicole Staley, and Alicia Woodworth

OTHERS PRESENT: Dustin Wilgus (v) of Givisco Construction Company, Advocates for Access Representatives Jodi Scott and Thane Hunt
Note: (v) = attended virtually

1. CALL TO ORDER

Trustee Jackie Petty called the meeting to order at 10:02 am.

2. ROLL CALL

Prior to roll call, Trustee Petty asked that everyone introduce themselves and state their role in the District and community.

3. MINUTES

3.A. Approval of March 21, 2023 DEIA Committee Meeting Minutes

Trustee Sierra requested the addition of member Sherry Carter-Allen's comments be included in the March 21, 2023 meeting minutes, that were relevant to this committee's interest in establishing a DEIA role and/or department and that one of the goals was not to dismantle the position and spread the roles and duties of that role throughout other departments.

Trustee Bertschy moved to approve the amended DEIA Committee meeting minutes of March 21, 2023. Motion seconded by Executive Director Cahill. Motion passed on a unanimous voice vote.

4. PROCESS/POLICY UPDATES

4.A. Policy Application to Governance

For Committee review and discussion, Executive Director Cahill presented an updated Staff Recommendation to Board Memo Form. *Please see Attachment A.* This form is used to present recommendations to the Board. The previous/current form identifies application of the three priorities that are part of the District's strategic planning process. As the District reviews the three commitment documents, it would like to be

able to show the process for how staff applies the commitments to DEIA, environmental sustainability, and vibrancy in their recommendations.

Trustee Bertschy stated that the updated form includes a Racial Equity and Inclusion Analysis (REIA). It is a system used throughout the country and more progressive communities to show how their actions impact racial equity. He stated he was recently appointed as Co-Chair of the City of Peoria's Joint Commission on Racial Justice and Equity. The joint commission is asking all governmental bodies to adopt this and applied to every action they take. He is pleased to say that the Park District will be the first organization to do this. He hopes that with the Park District doing this, it will encourage other organizations to do the same.

Katie Hogan Van Cleve asked if there will be any consideration in adding people with disabilities as a vulnerable population to the REIA? Executive Director Cahill stated that it already is, as "accessibility" is part of the analysis. Trustee Bertschy stated that as long as he is on the Board, he commits to always taking accessibility into consideration when considering staff recommendations.

Trustee Bertschy made a motion that the Park District's DEIA Committee make a recommendation to the Park District Board to adopt a REIA as specified in the updated staff recommendation form, in respect to all actions the Park District takes. Motion seconded by Pastor Hightower. Motion passed on a unanimous voice vote.

5. NEW BUSINESS

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

- Summer of Fun Update:

Scott Loftus stated that the Summer of Fun passes will be offered again this year and that the passes will be mailed out the third week of May. The program will run June 1 thru August 31 and offers the same benefits as given last year. The goal is to offer free admissions to Gwynn Family Aquatic Center, Owens Center, Peoria Zoo, and the Children's Museum and PlayHouse. The Golf Learning Center will offer a free bucket of balls. They will be given to all students at Peoria Public Schools as well as taken to area daycares and private schools in the 61603 and 61605 zip codes. Executive Director Cahill stated that the ICJIA grant funding for the 23-24 Summer of Fun offerings is still unclear, with no confirmation received to date that the funds are coming. With the grant cycle being July 1 through June 30, the Park District is committed to finishing out the Summer of Fun process for the entire summer season. The District will continue to monitor the grant process for any updates.

- World Wide Day of Play Update:

Melinda Huett, Events and Volunteer Coordinator, stated that this year's PNC World Wide Day of Play will be held Saturday, May 13 at Glen Oak Park. This will be the 10th year that PPD has held this event at Glen Oak Park. This event is also paired with the Clyde West Fishing Derby held earlier that morning at the Glen Oak Park lagoon. The Zoo and PlayHouse will have reduced admissions that day at \$3. There are plans to hold a 3 on 3 basketball tournament at the Zoo parking lot. There are lots and lots of fun activities for the entire family. For the fishing tournament, the District is offering free

poles and bait. Local social service agencies and organizations will be available to provide education to the community. To date, there are 18 community partners that have committed to participate.

Jodi Scott, Director of Operations at Advocates for Access, requested to address the Committee. She stated that Advocates for Access are here today to address their concerns concerning the Peoria Park District's definition of minority persons. Jodi Scott stated that disabled person is not included in the definitions. Other terms were defined by the Peoria Park District as quoted from the Illinois General Assembly Finance statute, the Business Enterprise for Minorities, Women and Persons with Disabilities Act, but not "person with disabilities." The Act defines "person with disabilities" as a person who is a citizen or lawful resident of the United States and is a person qualifying as a person with a disability.

Ms. Scott stated that within the District's required "Workforce Statistics" form filled out by contractors does not include a section identifying if they have any persons with disabilities working on the job or within the company. Race, gender, and minority information is requested but nothing about persons with disabilities. Advocates for Access considers the lack of including a section on person with disabilities in the new policy goes against all progress that has been made in being an inclusive community and offering individuals with disabilities to be able to participate in Peoria Park District construction and maintenance projects. Advocates for Access would like the Peoria Park District to state the definition for person with disabilities as that defined by the Business Enterprise for Minorities, Women and Persons with Disabilities Act.

Thane Hunt stated that the new PPD policy mirrors many definitions and parts of the Business Enterprise for Minorities, Women and Persons with Disabilities Act but clearly overlooks "person with disabilities." Attorney Bill Streeter stated he would like a copy of the prepared remarks Ms. Scott and Mr. Hunt made today so he can review and research each point individually. Ms. Scott stated she would send to Executive Director Cahill.

Trustee Bertschy stated that in order to give this specific item the proper amount of time it deserves, he would like time to review the points brought up today and to learn more before commenting. The Committee thanked Jodi Scott and Thane Hunt for attending today and committed to follow up in a timely manner.

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

Shalesse Pie presented the March 2023 workforce statistics. *Please see Attachment B.* As discussed at the last meeting, please note the specific job titles that are considered leadership positions are included in this month's report.

Executive Director Cahill stated that previously, a question was raised about what are the District's workforce makeup targets and goals. Presented today is information concerning this and is presented for informational purposes only and it is not intended that the committee decide today. It is intended for your review and for the committee members to formulate any questions or comments they may have. The District wants to

represent the communities it serves but that may not be answered by looking at just the Park District boundaries.

Shalesse Pie stated that recruiting efforts are still underway with hosting job fairs and attending may job fairs. Power Lunches are still being held. The District is excited about where it currently is with recruitment efforts as compared to this time last year.

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

Executive Director Cahill presented the posting for the position of Contractor & Vendor Compliance Manager. *Please see Attachment C.* Trustee Bertschy stated that he appreciates the first responsibility noted in the job description as “Establishes processes and procedures to track, report and audit the District’s compliance with Park District policy and local and state statute relative to purchasing and construction contracting and diversity, equity, inclusion and accessibility.”

5.D. Pillar Four: Support Community Workforce Development

Executive Director Cahill presented an invitation from the Moonlight Coalition for Adult Learning to tonight’s graduation. It will be held at the Proctor recreation Center at 6:00 pm.

David Gray stated that the job fairs that have been hosted and attended have been an effective for recruiting high school and college interns. Five individuals that were interns last year are now PPD employees.

6. PENDING BUSINESS

6.A. Lifeguards in the Park District

Executive Director Cahill stated that as was discussed at last month’s meeting, this will continue to remain a focus for the Park District and stay as a reminder of the importance of this item. The priority now is to make sure there are enough lifeguards for this summer. Currently, there are sufficient lifeguards to open the outdoor pools.

7. OTHER BUSINESS

Trustee Sierra stated that in May, President Johnson will be recommending him as the new Chair of the DEIA Committee as Trustee Petty will be stepping down after this meeting.

Trustee Sierra stated that at the last Programming Committee meeting, a discussion took place about possible accessibility limits to the upcoming Park a Palooza’s bouncy house. He has been assured that there is other programming that would be occurring at the same time that would expand and ensure the District is offering programming for everyone in the community.

Trustee Sierra stated that he is on Peoria County’s newly launched transportation equity commission that will tackle public transportation inequities. He looks forward to sharing information with this committee.

Trustee Sierra stated that at the last meeting, the committee had asked for DEIA staff positions be a standing item on the agenda until it is resolved. It is not on today’s agenda but as the

potential future Chair of the DEIA Committee, he will work to keep it on the agenda. Are there any thoughts from the Committee concerning that job description that was provided? Executive Director Cahill stated that that information was shared with the Committee but can be shared again if needed.

8. ACTION ITEMS REVIEW

1. Have Attorney Streeter review the document provided by representatives of Advocates for Access. Will then work with Trustee Bertschy to develop a response on how to be more focused on the disabled community.
2. Will place an item on next month's meeting agenda that addresses the demographics target. Will work with Mike Friberg to develop District boundaries on the demographics map.
3. Will include the District's DEIA staff positions as a standing agenda item.
4. Will once again email to the committee the City and County DEI Officer job descriptions.

9. NEXT MEETING

Tuesday, May 16, 2023 at 10:00 am

Executive Director Cahill expressed the District's extreme gratitude to Trustee Petty for her leadership on this committee.

10. ADJOURNMENT

At 11:13 am Trustee Bertschy made a motion to adjourn the meeting. Motion second by Member Carter-Allen and carried on unanimous voice vote.

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



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

DATE:

TO:

**Peoria Park
District Board
of Trustees**

FROM:

PRESIDENT

SUBJECT:

ROBERT L. JOHNSON SR.

TRUSTEES

TIMOTHY BERTSCHY

KYLE BRIGHT

LAURIE

COVINGTON

JOYCE HARANT

JACQUELINE PETTY

ALEXANDER SIERRA

Background:

**EXECUTIVE
DIRECTOR**

EMILY G. CAHILL

Racial Equity Inclusion and Accessibility Analysis:

- a. Describe how the action contemplated in this recommendation impacts REIA in the Peoria Park District and its service area.
- b. What is that impact?
- c. Have you considered alternative approaches to this action which would better promote REIA?
- d. What, if any, additional resources would be needed to better promote REIA through this action?

Environmental Stewardship Analysis:

- a. Describe how the action contemplated in this recommendation impact environmental stewardship in the Peoria Park District and its service area?

- b. What is that impact?
- c. Have you considered alternative approaches to this action which would better promote environmental stewardship?
- d. What, if any, additional resources would be needed to better promote environmental stewardship through this action?

Vibrancy Analysis:

- a. Describe how the action contemplated in this recommendation impact vibrancy in the Peoria Park District and its service area
- b. What is that impact?
- c. Have you considered alternative approaches to this action which would better promote vibrancy?
- d. What, if any, additional resources would be needed to better promote vibrancy through this action?

Additional Notes:

Recommendation:

March 2023 Workforce Stats

Total Staff		-	-	Full-Time Staff		
White Female		272		White Female		40
White Male		283		White Male		70
Asian Female		7		Asian Female		1
Asian Male		3		Asian Male		0
Black Female		59		Black Female		8
Black Male		75		Black Male		16
Hispanic Female		7		Hispanic Female		0
Hispanic Male		11		Hispanic Male		3
American Indian/Alaskan Native Female		3		American Indian/Alaskan Native Female		0
American Indian/Alaskan Native Male		0		American Indian/Alaskan Native Male		0
Native Hawaii/Pacific Islander Female		0		Native Hawaii/Pacific Islander Female		0
Native Hawaii/Pacific Islander Male		0		Native Hawaii/Pacific Islander Male		0
Other Female		1		Other Female		0
Other Male		2		Other Male		0
Two or More Races Female		5		Two or More Races Female		1
Two or More Races Male		1		Two or More Races Male		0
Total		729		Total		139
Total Minority		174		Total Minority		29
% Minority		23.87%		% Minority		20.86%
				Total Number of Leadership Positions*		82
				Minority Staffers in Leadership Positions		15
				Minority Percentage of Total Leadership		18.29%
				Percentage of Total Minorities Serving in Leadership Roles		51.72% (15/29)
Minority Percentages		March 2023		Three Months Ago (December 2022)		Six Months Ago (September 2022)
Total Staff		23.87%		25.26%		22%
Full-Time Staff		20.86%		21.32%		19%

*The Following Titles are Considered Leadership Positions:

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



JOB OPENING **BUSINESS DIVISION** **CONTRACTOR & VENDOR** **COMPLIANCE MANAGER**

APRIL 14, 2023 - POSITION: FULL TIME
Starting salary range: \$55,000 - \$65,000 annually based on qualifications & experience.

OUR MISSION

We contribute to healthy and vibrant communities by responsibly using our resources to offer high quality parks, recreation, and education experiences to those who live, work, or play in our District.



OVERVIEW

Under the direct supervision of the Supervisor of Purchasing, with the support and guidance of the Superintendent of Planning, Design, and Construction, the Contractor and Vendor Compliance and Engagement Manager is responsible for a number of specific tasks as outlined below.

RESPONSIBILITIES

- Establishes processes and procedures to track, report, and audit the District's compliance with Park District Policy and local and state statute relative to purchasing and construction contracting and diversity, equity, inclusion, and accessibility.
- Maintains records of vendor ownership statuses necessary for annual reporting to the state per statute and other required documents. This includes, but may not be limited to, W-9's, EEO forms, Workforce Profiles, Certificates of Insurance, etc.
- Determines the method and maintenance of accurate records necessary to gather and analyze data required for compliance with data requests, as well as policy reporting and goal development.
- Works with staff leadership to schedule and inform regular compliance status meetings with the Executive Director and relevant leadership to achieve set goals.
- Assists with conducting pre-bid and pre-award meetings with the public to ensure interested contractors, vendors, and/or subcontractors are knowledgeable of the District's policy requirements for minority and women participation and reporting per policy and statute as related to doing business with the District.
- Assists in identifying, developing, and fostering relationships with internal and relevant external organizations, partners and vendors.
- Evaluates submission of required documents included in contractor bids to ensure compliance with requirements of District policy and goals, as well as state statute.
- Monitors projects (including on-site visits) to ensure contractors are meeting obligations according to District policy and goals, as well as state statute.
- Reviews contractor employment and payroll records to ensure compliance with District policy and goals, as well as state statute.
- Supports conducting and/or coordinating outreach events and activities to educate small/disadvantaged businesses about contracting opportunities and to improve DBE participation.
- Maintains continuous status of data points tied to District goals for minority and women participation on construction projects. Makes recommendations regarding pre/post award waivers on construction contracts and contractors.
- Perform all other duties as assigned.
- Follows all safety procedures.

SUCCESSFUL CANDIDATES WILL HAVE

- Bachelor's degree with coursework in business administration, public policy, or a related field preferred. Although a degree is preferred, extensive experience in a like position with similar duties and responsibilities may be substituted for all or part of the educational requirement.
- Requires a minimum of two years experience. Preference will be given to candidates with demonstrated experience/education in the related areas referred to above.
- Requires the ability to work harmoniously with the general public and Park District Personnel in an enthusiastic and cooperative manner. Ability to follow oral and written instructions.
- Thorough knowledge of general office procedures and equipment and various software applications (i.e. Word, Excel, Access, and Acrobat).
- Ability to effectively communicate both orally and in writing.
- Proficient knowledge of accounting and budgeting procedures.
- Ability to understand the terms of vendor contracts in order to identify and solve service and/or billing issues.
- Ability to deal effectively with vendors on orders, disputes and product recommendations.
- Ability to leverage database systems to prepare and maintain complex records and reports.
- Must demonstrate reliability, initiative, tact and resourcefulness.

BENEFITS AND PERKS

- Paid sick days, vacation days and holidays.
- Longevity bonus program and wellness program.
- Pension and retirement programs and Social Security participating.
- Exceptional health plan.
- Paid Life Insurance.
- Disability Insurance.
- Full-time employees and dependents enjoy discounted recreation classes and free admission to select Park District facilities.

HOW TO APPLY

- View *Employment Opportunities* and complete an online application in the “Join Our Team” section at www.peoriaparks.org.
- Applicants may submit a resume, but to be fully considered for this position an online application must be completed.
- While we appreciate all submissions, due to high volume, only those applicants who are selected for interview will be contacted.
- Applications will be reviewed until position is filled.

The Peoria Park District hires without regard to race, color, religion, sex, age, national origin, citizenship status, ancestry, sexual orientation, marital status, disability, pregnancy, military status or unfavorable discharge from military service, protected veteran status or on the basis of any characteristic protected by law. All qualified individuals are encouraged to apply.

AN EQUAL OPPORTUNITY EMPLOYER.



HUMAN RESOURCES

1125 W. Lake Avenue, Peoria, IL 61614 | 309-681-2823

Peoria**Parks**.org