

MINUTES OF THE DIVERSITY EQUITY INCLUSION AND ACCESSIBILITY COMMITTEE MEETING OF THE PLEASURE DRIVEWAY AND PARK DISTRICT OF PEORIA, ILLINOIS, HELD TUESDAY, MAY 21, 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, and Executive Director Emily Cahill

MEMBERS ABSENT: Sherry Carter-Allen

TRUSTEES PRESENT: Trustees Timothy Bertschy and Steve Montez (in at 10:10 am), and Vice President Alexander Sierra

STAFF PRESENT: Executive Director Emily Cahill, Deputy Director Brent Wheeler, Attorney William Streeter, Brianna Cobb, Kevin Davis, Becky Fredrickson, Matt Freeman, Chanel Hargrave-Murry, Katie Van Cleve, Tammy Johnson, Scott Loftus, Shalesse Pie, Karrie Ross, Nicole Staley, and Alicia Woodworth

1. CALL TO ORDER

Vice President 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 March 19 and April 16, 2024 DEIA Committee Meeting Minutes

Pastor Hightower moved to approve the DEIA Committee meeting minutes of March 19, 2024. Motion seconded by Executive Director Cahill. Motion passed by roll call vote as follows: Trustee Bertschy – Abstain, Executive Director Cahill - Aye, Pastor Hightower - Aye, and Vice President Sierra - Aye (3 Ayes; 1 Abstain; 0 Nays).

Trustee Bertschy moved to approve the DEIA Committee meeting minutes of April 16, 2024. Motion seconded by Pastor Hightower. Motion passed by roll call vote as follows: Trustee Bertschy, Executive Director Cahill, Pastor Hightower, and Vice President Sierra (4 Ayes; 0 Nays).

5. PROCESS/POLICY UPDATES

Vice President Sierra stated that he spoke with President Johnson about the addition of new committee members and is awaiting confirmation of those appointment(s).

6. NEW BUSINESS

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

Kevin Davis, Business Systems Supervisor, provided an overview of scholarship data including redemption and approval rates. *Please see Attachment A.* Kevin stated that Peoria Park District scholarships are offered on a sliding scale to residents of the Peoria

Park District based on financial need and are determined based on the information requested in our universal application form. The data contained in the report reflects application and usage activity by participants in the Peoria Park District scholarship program, as well as scholarship expenses. The goal of the report is to provide a high-level view of key data points.

The District assesses financial need relative to federal poverty guidelines. To determine eligibility, the District considers all forms of income and benefits. If, after totaling these figures, a household's income does not exceed 125% of the federal poverty guideline for its size, the household is deemed eligible for a full scholarship (defined in Table C of attachment). If a household's income exceeds this 125% threshold, the District reassesses the application to determine eligibility for a partial scholarship. If a household's total income exceeds these figures as well, the household is deemed ineligible for scholarship benefits.

Because 2023 represented such a sea change in how the scholarship program was used, comparing nuanced data between 2022 and 2023 is not an apples-to-apples comparison. Similarly, since 2024 is still in progress, comparing nuanced data between 2023 and 2024 is not an apples-to-apples comparison. As a result, it was decided to present one set of data, showing breakdowns by (a) ZIP code, and (b) program type, over the last 12 months. When the end of 2024 is reached, the charts will change to include comparative data between 2023 and 2024, as full years.

Other Peoria Park District Equitable Access Opportunities

- Peoria PlayHouse Children's Museum Explorer Membership: Membership that is offered at a low cost to qualifying applicants. There are 518 Explorer Members as of May 15, 2024.
- Peoria Park District Summer of Fun Pass: A pass provided to all Peoria Public Schools students and low-income parochial school students and their families, allowing free summer admission to the Peoria Zoo, Peoria PlayHouse Children's Museum, Gwynn Family Aquatic Center, and Owens Center, and the Golf Learning Center. In 2023, the Summer of Fun Pass provided 10,010 admissions to local families.
- Peoria Zoo Free Admission Days: The Zoo provides free access to Illinois students and teachers who visit on a field trip, and provides 52 free admission days per year, 6 of which are between June and August. In 2023, the Zoo processed 18,300 free admissions. (*This does not include Summer of Fun admissions, employee admissions, or military/veteran admissions.)
- Dream2 Program: Out-of-school program at Proctor Recreation Center, providing experiences in recreation and education and offered at no cost. During the 2023-2024 school year, 72 unique individuals participated in the Dream2 program.

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

Shalesse Pie presented the April 2024 Workforce Statistics. *Please see Attachment B.*

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

Tammy Johnson provided the qualifying construction contracts reports. *Please see Attachment C.*

6.D. Pillar Four: Support Community Workforce Development

Shalesse Pie presented the 2024 Q1 Internship Data Report. *Please see Attachment D.*

Matt Freeman stated that the Park District is entering the second year working with the Phoenix Community Development Services and Manpower collaboration during the events season. That collaboration began this year with three individuals working with World Wide Day of Play. It was a great experience and the District looks forward to working with Phoenix at the remaining 17 events this season.

7. PENDING BUSINESS

None at this time.

8. OTHER BUSINESS

Vice President Sierra stated that he would like the workforce demographics goal of 29.4% be presented at the next Board meeting for approval.

Vice President Sierra stated that he would like to discuss what are some of the strategic policies the DEIA Committee could focus on. He asked that staff to research and recommend potential applicable policies to be reviewed.

9. ACTION ITEMS REVIEW

1. Present staff recommendation of the District's workforce demographic goals to the full Board at its June 12 meeting. Staff's proposed goals for minority workforce in the District tracks with the demographics of Peoria County, which currently reports a minority percentage of 29.4%.
2. Staff is to research what policies, from a strategic approach, the DEIA Committee could review and focus on and determine if there's a potential recommendation for revision/modification.
3. Staff is to determine what other ways it can report out all the activities the District does in Pillar Four.
4. Staff will review the scholarship data as it applies to Pillar One and report out accordingly.
5. Staff will work on building out qualitative data on minority contractors for the DEIA Committee to evaluate.

10. NEXT MEETING

Tuesday, June 18, 2024 at 10:00 AM

11. ADJOURNMENT

At 10:50 am Trustee Bertschy made a motion to adjourn the meeting. Motion second by Executive Director Cahill and carried on unanimous voice vote.

Respectfully Submitted by Alicia Woodworth
Executive Assistant and Board Secretary

Peoria Park District Scholarship Data May 2024

Peoria Park District scholarships are offered on a sliding scale to residents of the Peoria Park District based on financial need and are determined based on the information requested in our universal application form. The data contained in this report reflects application and usage activity by participants in the Peoria Park District scholarship program, as well as scholarship expenses. The goal of this report is to provide a high-level view of key data points.

Section 1: Approval Data

The District assesses financial need relative to federal poverty guidelines. To determine eligibility, the District considers all forms of income and benefits. If, after totaling these figures, a household's income does not exceed 125% of the federal poverty guideline for its size, the household is deemed eligible for a full scholarship (defined in Table C below). If a household's income exceeds this 125% threshold, the District reassesses the application to determine eligibility for a partial scholarship. If a household's total income exceeds these figures as well, the household is deemed ineligible for scholarship benefits.

The following tables reflect data relative to the approval process, specifically (A) the total number of applications submitted, and how those break down between applications that were approved (at any level) and applications that were denied; (B) of those that were denied, the reasons for the denial; and (C) the level of award for those that were approved. Please note that each application represents a recipient *household*, not individual participants.

A

Applications Submitted		
Application Status	2023 - FULL YEAR	2024 - THROUGH 4/30
APPROVED	448	148
DENIED	20	7
TOTAL SUBMITTED	468	155

B

Denials by Reason		
Denial Reason	2023 - FULL YEAR	2024 - THROUGH 4/30
INCOME	15	4
RESIDENCY	5	3
TOTAL DENIALS	20	7

C

Approvals by Approval Level		
Approval Level	2023 - FULL YEAR	2024 - THROUGH 4/30
FULL (10% Customer Co-Pay)	315	121
75% (25% Customer Co-Pay)	32	6
50% (50% Customer Co-Pay)	101	21
25% (75% Customer Co-Pay)	0	0
TOTAL APPROVALS	448	148

Section 2: Scholarship Redemptions

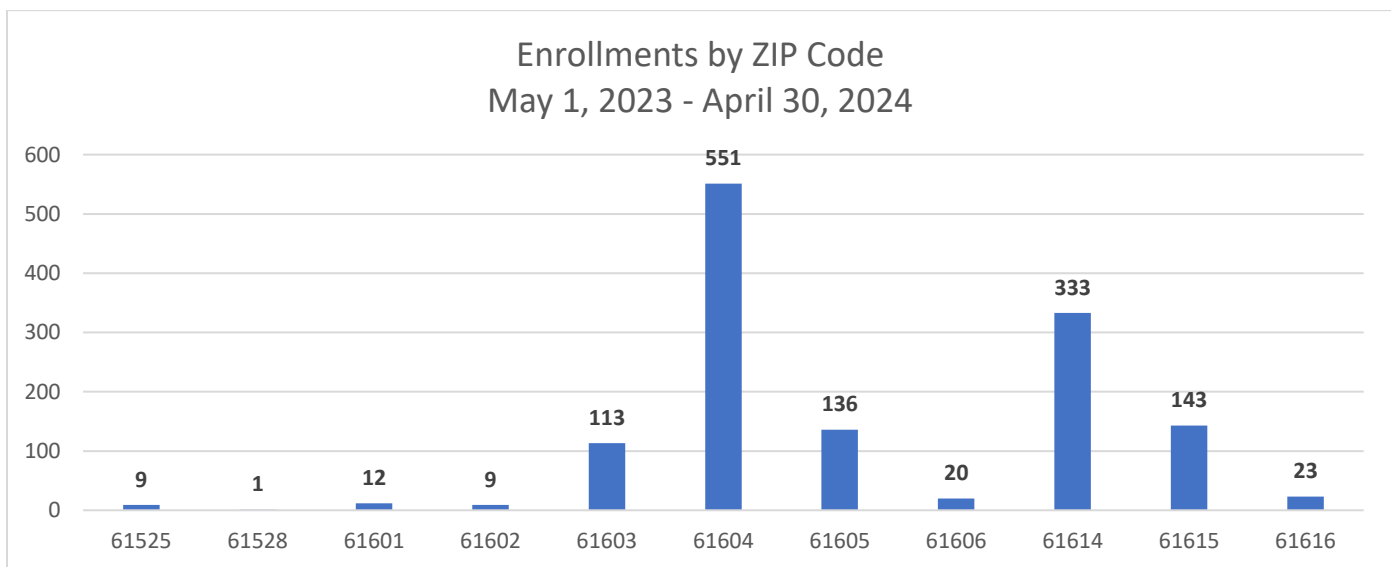
RiverPlex Membership: These numbers reflect members who *activated* (or renewed) a membership using PPD scholarship benefits during the period reflected. Please note that these numbers reflect individual members, not household units.

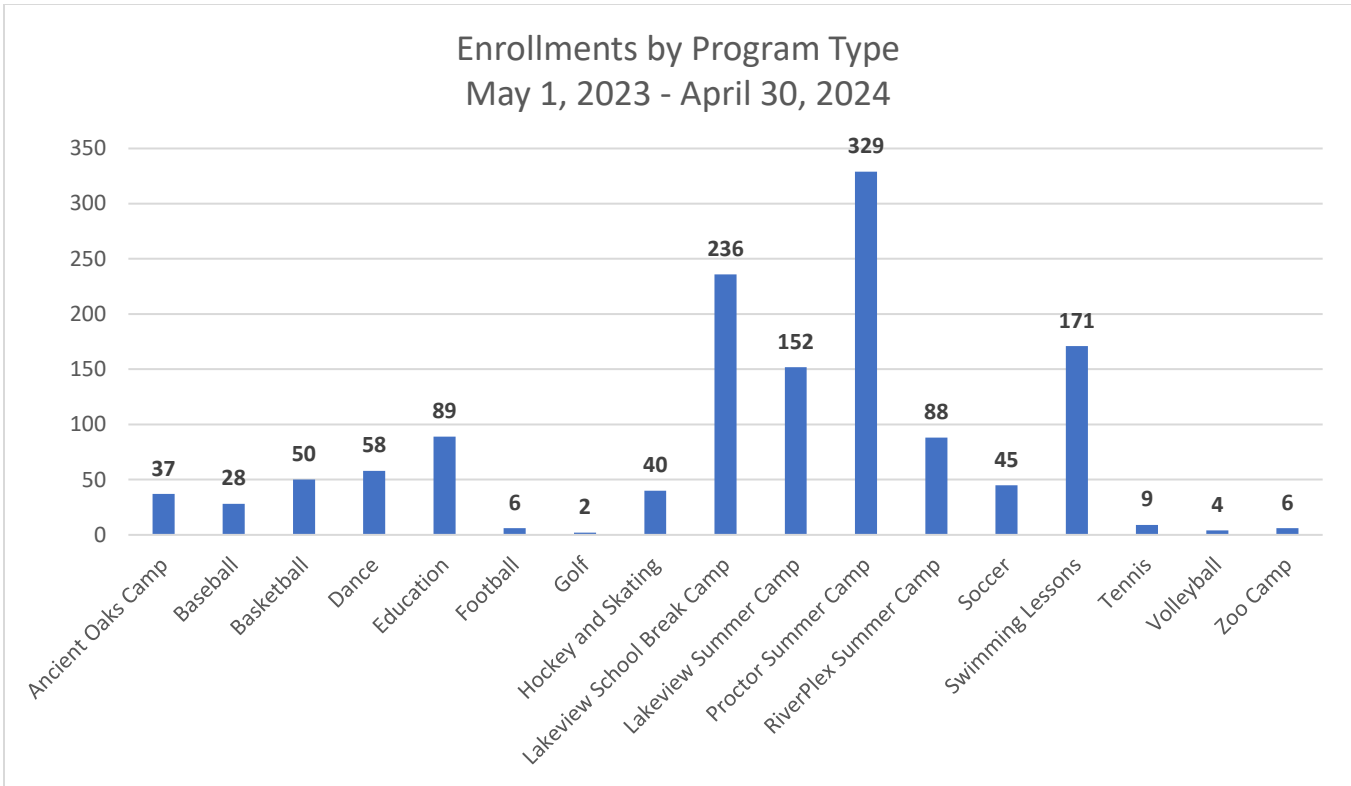
RiverPlex Scholarship Members			
Membership Type	2022 - FULL YEAR	2023 - FULL YEAR	2024 - THROUGH 4/30
New Members	565	658	198
Renewals	117	244	88
TOTAL MEMBERS	682	902	286

Program and Camp Scholarship Redemption: The data below reflects registrations for camps and programs by PPD scholarship recipients. In 2023, the District made significant changes to its scholarship structure, enabling online registration and moving to a discount-based rather than a dollar-limit model. Because of these removed limitations, scholarship participation increased considerably in 2023, as demonstrated by the numbers below.

Total Scholarship Registrations			
	2022 – FULL YEAR	2023 – FULL YEAR	2024 – THROUGH 4/30
Unique Participants	189	259	142
Total Registrations	380	1059	660

Because 2023 represented such a sea change in how our scholarship program was used, comparing nuanced data between 2022 and 2023 is not an apples-to-apples comparison. Similarly, since 2024 is still in progress, comparing nuanced data between 2023 and 2024 is not an apples-to-apples comparison. As a result, we have decided to present one set of data, showing breakdowns by (a) ZIP code, and (b) program type, over the last 12 months. When we reach the end of 2024, these charts will change to include comparative data between 2023 and 2024, as full years.





Section 3: Scholarship Support Expense

Value of District's Scholarship Expense			
Scholarship Type	2022 - FULL YEAR	2023 - FULL YEAR	2024 - THROUGH 4/30
RiverPlex Memberships	\$102,108	\$97,357	\$28,401
Programs and Camps	\$23,908	\$60,811	\$36,902
TOTAL EXPENSE	\$126,016	\$158,168	\$65,303

Section 4: Other Peoria Park District Equitable Access Opportunities

- **Peoria PlayHouse Children's Museum Explorer Membership:** Membership that is offered at a low cost to qualifying applicants. There are 518 Explorer Members as of May 15, 2024.
- **Peoria Park District Summer of Fun Pass:** A pass provided to all Peoria Public Schools students and low income parochial school students and their families, allowing free summer admission to the Peoria Zoo, Peoria PlayHouse Children's Museum, Gwynn Family Aquatic Center, and Owens Center, and the Golf Learning Center. In 2023, the Summer of Fun Pass provided 10,010 admissions to local families.
- **Peoria Zoo Free Admission Days:** The Zoo provides free access to Illinois students and teachers who visit on a field trip, and provides 52 free admission days per year, 6 of which are between June and August. In 2023, the Zoo processed 18,300 free admissions. (*This does not include Summer of Fun admissions, employee admissions, or military/veteran admissions.)
- **Dream² Program:** Out-of-school program at Proctor Recreation Center, providing experiences in recreation and education and offered at no cost. During the 2023-2024 school year, 72 unique individuals participated in the Dream² program.

ATTACHMENT B

April 2024 Workforce Stats

Total Staff			
	April 2024	Three Months Ago (January 2024)	Six Months Ago (October 2024)
White Female	271	260	298
White Male	315	231	316
Asian Female	9	11	11
Asian Male	6	6	6
Black Female	51	52	66
Black Male	69	65	77
Hispanic Female	12	12	8
Hispanic Male	19	14	12
American Indian/Alaskan Native Female	0	2	1
American Indian/Alaskan Native Male	1	0	0
Native Hawaii/Pacific Islander Female	1	0	4
Native Hawaii/Pacific Islander Male	1	0	0
Other Female	0	0	3
Other Male	0	0	1
Two or More Races Female	14	13	5
Two or More Races Male	12	9	3
Total	781	675	903
Total Minority	195	184	197
% Minority	24.97%	27.26%	21.82%

Turnover Stats for February 2024	Total	Full-Time	Part-Time
Voluntary Separations	19	0	19
Involuntary Separations	1	0	1

*Locations: Riverplex (6), HISRA (4), Environmental Programs (1), Moonlight (2), Owens Center (4), Gwynn Family Aquatics (1), Police Admin (1), Special Events (1)

Full-Time Staff			
	April 2024	Three Months Ago (January 2024)	Six Months Ago (October 2024)
White Female	42	42	42
White Male	74	71	71
Asian Female	1	1	1
Asian Male	0	0	0
Black Female	8	9	9
Black Male	14	14	15
Hispanic Female	2	2	1
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	0	0
Native Hawaii/Pacific Islander Male	0	0	0
Other Female	0	0	0
Other Male	0	0	0
Two or More Races Female	2	2	1
Two or More Races Male	4	4	2
Total	150	148	145
Total Minority	34	35	32
% Minority	22.67%	23.65%	22.07%
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

ATTACHMENT C

2024 QUALIFYING CONSTRUCTION CONTRACTS - WORKFORCE GOALS*

Rev 05/10/2024

Per Peoria Park District Policy Section 5.00 Solicitation and Hiring for Qualifying Construction Contracts: Peoria Park District shall as permitted by law: 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	Y		2	2	398	40	10%	16	4%	19	2	2	494	69	14%	13	3%
HISRA Roof Coating	Kreiling	02/01/24	N	4	1	0	586	147	25%	0	0%								
Playhouse Roof	Kreiling	04/04/24	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	05/03/24	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%								
GVD Rip Rap Replacement	NE Finch		N	4	1	0	176	48	27%	0	0%								
District Wide Chip and Seal	RA Cullinan	05/03/24	N	10	2	2	160	32	20%	27	17%								
TOTAL				82	23	10	7,452	1,651	22%	160	2%	40	8	3	1,266	235	19%	28	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 05/10/2024

Per Peoria Park District Policy Section 5.00 Solicitation and Hiring for Qualifying Construction Contracts: Peoria Park District shall as permitted by law: 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 [ESTIMATES]**					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)
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	Y	\$ 149,836	\$ 5,000	3%	\$ 5,200	3%	\$ 174,538	\$ 0	\$ 0	0%	\$ 0	0%
HISRA Roof Coating	17	1	1	4	1	0	1	Kreiling	WBE	N	\$ 105,108	\$ 0	0%	\$ 105,108	100%						
Playhouse Roof	16	1	3	5	3	0	1	Kreiling	WBE	N	\$ 827,723	\$ 44,400	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%						
Rock Island @ Chanute	4	0	0	4	2	0	0	RA Cullinan	X	N	\$ 81,719	\$ 1,680	2%	\$ 1,680	2%						
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	\$ 2,100	2%	\$ 2,100	2%						
GVD Rip Rap Replacement	9	0	0	5	3	0	0	NE Finch	VOB	N	\$ 55,900		0%		0%						
District Wide Chip and Seal	5	0	1	5	1	0	0	RA Cullinan	X	N	\$ 70,790	\$ 1,155	2%	\$ 1,155	2%						
TOTAL	151	18	13	50	24	1	2				\$ 1,969,336	\$ 81,400	4%	\$ 921,566	47%	\$ 468,612	\$ 148,072	\$ 64,215	14%	\$ 0	0%
GOAL													20%		5%				20%		5%

*This report contains only those Qualifying Construction Contracts bid after the policy was enacted in March 2023.

**The scope of work for some ancillary services may be undefined until a project is underway; estimates may be included where a prime contractor has committed to using an M/WBE if/as those services are required. These ancillary services tend to be a minimal percentage of the overall cost of a project. Common examples: (1) Trucking is used on an as-needed basis and the company ultimately contracted will depend on which has availability on the day needed. (2) Seeding may/may not be required dependent on areas trodden by equipment during the course of a project.

Projects bid/started in previous calendar year.

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