

**MINUTES OF THE DIVERSITY EQUITY INCLUSION AND ACCESSIBILITY COMMITTEE MEETING OF THE PLEASURE DRIVEWAY AND PARK DISTRICT OF PEORIA, ILLINOIS, HELD TUESDAY, JUNE 18, 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, Joyce Harant (v), Reagan Leslie Hill (in at 10:15 am), Steve Montez (in at 10:10 am), and Vice President Alexander Sierra  
Note: (v) = Attended Virtually

**STAFF PRESENT:** Executive Director Emily Cahill, Deputy Director Brent Wheeler, Attorney William Streeter, Brianna Cobb (v), Kevin Davis, Becky Fredrickson, Matt Freeman, Katie Van Cleve, Tammy Johnson, Shalessie Pie (v), Karrie Ross, Nicole Staley, and Alicia Woodworth  
Note: (v) = Attended Virtually

**1. CALL TO ORDER**

Vice President Sierra called the meeting to order at 10:03 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 May 21, 2024 DEIA Committee Meeting Minutes**

Pastor Hightower moved to approve the DEIA Committee meeting minutes of May 21, 2024. Motion seconded by Executive Director Cahill. 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**

Executive Director Cahill stated that Brianna Park District Director of Equity and Inclusion is reviewing the current policy manual with a DEIA lens and looking for any possible gaps and places where updates may be needed. For example, recently, policy language regarding service animals was just reviewed and updated with current language.

**6. NEW BUSINESS**

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

Scholarship Update

Executive Director Cahill stated that in regards to the scholarship program presentation presented last month, she wants to clarify that in the larger context of Park District equity efforts, the scholarship program is just one way the Park District ensures equitable access to parks, facilities, and programming. For example, the Peoria PlayHouse Children's Museum offers an Explorer Membership which is a \$15/year membership. As has been discussed in

the past at length the Summer of Fun Pass is offered, Peoria Zoo Donation Days offers no admission fee 52 days a year, 6 of which happen between June and August, and the grant-funded program that is often discussed offers the DREAM<sup>2</sup> program at no cost to participants. As such, the scholarship program is just one of multiple ways that the District provides access to programming in the community. This is all in addition to the free programming offered throughout the District.

Provided is a report of PPD equity efforts relative to fee-based access. *Please see Attachment A.* This report is the format in which the District would like to move forward with to review annually.

Trustee Bertschy asked from what zip code do patrons reside, that utilize the RiverPlex scholarship? He would like to see scholarship recipients by residential zip code noted in the scholarship report. He believes this is pertinent information because the RiverPlex scholarship recipients are making a special effort to use the facilities.

HISRA Executive Director Katie Van Cleve reported that Peoria Park District, HISRA, and Zion Coffee Bar have partnered to offer a popup-type coffee shop at Bicycle Safety Town this summer. It's part of a program called Bicycle Brews to help high school students who have opportunities to work on their job skills throughout the school year and continue them throughout the summer when attending HISRA camp. HISRA wanted to give them opportunities to continue to focus on those job skills throughout the summer.

Katie Van Cleve stated that as part of the United Way grant application, the Moonlight Coalition for Adult Learning and HISRA's adult FOCUS program were awarded grant funds. The grant funds now allow the offering of FOCUS program scholarships, which in the past, was never been financially sustainable and now offers the potential of up to six scholarship days a week. This is a huge factor for the equity and accessibility of the FOCUS program.

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

Shalesse Pie presented the May 2024 Workforce Statistics. *Please see Attachment B.* Vice President Sierra pointed out that the Park Board voted and approved a 29.4% minority workforce goal.

**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.* Of note is that the most recent project awarded was to the first minority owned prime contractor of the year. That contractor had previously bid a job and lost due to not being the low bid. They then bid on another job and were awarded it.

A discussion concerning qualitative data the District could possible use to attract minority owned contractors. This included:

Barriers – both condensed and over-simplified

1. Non-Discriminatory Barriers (for small businesses in general)
  - Limited opportunities (both prime and sub level) at Park District level
  - Bid/project administrative requirements – lack of business skills and experience
  - Bonding and Insurance – costly and limits on bonding amounts available

- Large project sizes – for companies that are small, under-capitalized and lack experience, it is very difficult to bid on larger construction projects.
2. Barriers both discriminatory and non-discriminatory in nature
    - Access to capital
    - Network access - entrenched relationships between primes and subs
  3. Discriminatory Barriers alleviated at prime level but continue to exist at subcontractor level
    - MBE/DBE stigma - negative assumptions regarding competency and capabilities
    - Lack of good faith effort
    - Only using an MBE if required

Trustee Bertschy stated that at the next meeting, he would like to discuss and explore further the many great ideas touched on today to develop the qualitative data in attracting minority owned contractors. He has a few ideas and will email them to committee and staff members prior to the next meeting.

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

Shalessie Pie presented the 2024 Q1 Internship Data Report. *Please see Attachment D.* David Gray facilitates the Mayor’s intern program for the Park District, in providing the interns a full experience at the Park District. Each week, they are taken to a different location, exposing them all to the many different aspects and jobs within the District, rather than assigning each intern to work at just one location, doing one job.

**7. PENDING BUSINESS**

None at this time.

**8. OTHER BUSINESS**

Vice President Sierra gave kudos to a successful Streets Belong to Me event series. In addition, kudos to Chanel Hargrave-Murry to being more intentional about meeting low to moderate income families in the spaces where they are at.

**9. ACTION ITEMS REVIEW**

1. Provide RiverPlex scholarship recipients by their residential zip code in the scholarship report.
2. Finalize the appointment of new DEIA Committee members.
3. Within the monthly intern report, capture the two different groups of interns – ICJIA interns and the mayor’s interns.
4. Develop a 12-month plan for Pillar One presentations.
5. Discuss a Pillar Three process for establishing the qualitative data for the expectation of accountability in underutilization.

**10. NEXT MEETING**

Tuesday, July 16, 2024 at 10:00 AM

**11. ADJOURNMENT**

At 11:15 am Trustee Bertschy made a motion to adjourn the meeting. Motion seconded by Executive Director Cahill and carried on unanimous voice vote.

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Respectfully Submitted by Alicia Woodworth  
Executive Assistant and Board Secretary



## PPD Equity Efforts Relative to Fee-Based Access

Peoria Park District Staff and Board believe diversity, equity, inclusion and accessibility (DEIA) are central to our mission. As part of its commitment to DEIA, the District has emphasized equitable access to parks, facilities, and programming in Pillar One of that document. As part of that emphasis, the District offers a variety of opportunities to engage with the District's fee-based efforts with subsidized efforts focused on removing barriers for those who are experiencing financial challenges. These include the following impactful supports:

- **Peoria Park District Scholarship Program:** The District's scholarship program offers assistance on a sliding scale to residents of the Peoria Park District based on financial need based on the information requested in our one-page universal application form. The most material benefit opportunities provided via this scholarship program include: unlimited discounted enrollments on PPD activities and camps, and discounted memberships at RiverPlex Health & Wellness Center.
- **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 Donation 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.)
- **Grant-Funded Program Access:** With the help of grant and donation supports, the District is able to offer community events and out-of-school programming like DREAM<sup>2</sup> at Proctor Recreation Center, which is provided at no cost to participants as a result of ICJIA funding. During the 2023-2024 school year, 72 unique individuals participated in the DREAM<sup>2</sup> program.

The goal of this report is to provide high-level key data points associated with the reach, impact, and cost of the District's scholarship program to inform analysis of the program by this committee and the larger Peoria Park District Board of Trustees.

## Scholarship Program - Data as of April 30, 2024

Prepared for June 18, 2024 DEIA Committee Meeting

### Question 1: What is the reach of the Scholarship Program?

Based on the 2020 Census data, PPD’s total resident population was 133,061, and of those residents 24,116 were below the poverty level. In this report, it is upon this benchmark of poverty level residents that PPD Scholarship Program reach is measured.

	2023 – FULL YEAR	2023 – THROUGH 4/30/2023	2024 – THROUGH 4/30/2024
Count of Scholarship Awarded Individuals	1249	436	387
Percentage of Awarded Individuals v. 2020 Poverty Level Residents	5.18%	1.80%	1.60%

### Question 2: What is the usage of the Scholarship Program?

In the past 12 months (5/1/23-4/30/24), **86% of scholarship recipients utilized some level of benefit** (total recipients 1178 v. 1013 utilizing recipients).

Scholarship Utilization by Type	
Benefit Type	Percentage of Scholarship Recipients Utilizing Benefit*
RiverPlex Membership	73%
Sports and Fitness Programming	12%
Summer Camps	10%
Swim Lessons	6%
Arts and Education Programming	4%
School Break Camps	2%

\*The percentages are determined by taking total number of participants in each benefit category, and dividing it by the total number of scholarship recipients (1178). These numbers do **not** reflect multiple registrations by individuals within the same category. For example, if an individual is enrolled in ten weeks of camp, that individual is only reflected once in the category. However, an individual enrolled in ten weeks of summer camp *and* two swim lessons will appear twice in the data – once in the “Summer Camp” category, and once in the “Swim Lessons” category.

### Question 3: What is PPD’s cost for Scholarship Program benefits?

Value of District’s Scholarship Expense			
Scholarship Type	2023 - FULL YEAR	2023 - THROUGH 4/30	2024 - THROUGH 4/30
RiverPlex Memberships	\$97,357	\$27,888	\$21,110
Programs and Camps	\$60,811	\$18,349	\$36,902
<b>TOTAL EXPENSE</b>	<b>\$158,168</b>	<b>\$46,237</b>	<b>\$65,303</b>

# ATTACHMENT B

Workforce Stats May 2024

Total Staff	May 2024	Three Months Ago (February 2024)	Six Months Ago (November 2023)
White Female	333	260	268
White Male	344	252	273
Asian Female	10	11	12
Asian Male	4	6	6
Black Female	60	47	55
Black Male	83	66	65
Hispanic Female	15	11	11
Hispanic Male	17	18	14
American Indian/Alaskan Native Female	0	0	0
American Indian/Alaskan Native Male	2	0	0
Native Hawaii/Pacific Islander Female	1	1	1
Native Hawaii/Pacific Islander Male	1	1	1
Other Female	0	0	0
Other Male	0	0	0
Two or More Races Female	16	14	12
Two or More Races Male	12	10	10
Total	898	697	728
Total Minority	221	185	187
% Minority	24.61%	26.54%	25.69%

Full-Time Staff	May 2024	Three Months Ago (February 2024)	Six Months Ago (November 2023)
White Female	42	42	42
White Male	75	72	71
Asian Female	1	1	1
Asian Male	0	0	0
Black Female	8	8	8
Black Male	14	14	15
Hispanic Female	2	2	2
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	3
Total	151	148	146
Total Minority	34	34	33
% Minority	22.52%	22.97%	22.60%
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

Turnover Stats for May 2024	Total	Full-Time	Part-Time
Voluntary Separations	16	0	16
Involuntary Separations	1	0	1

\*Locations: Camp Wokanda (1); Sommer Park (3); Peoria Zoo (1); HISRA (1); Various Locations (4); Equipment Services (1); Owens Center (1); Lakeview Center (2); Playhouse (1); RiverPlex (1); Special Events (1)

# ATTACHMENT C

## 2024 QUALIFYING CONSTRUCTION CONTRACTS - WORKFORCE GOALS\*

Rev 06/07/2024

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	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	Y	1	0	0	120	0	0%	0	0%	3	0	0	96	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	05/20/24	N	5	1	0	340	75	22%	0	0%								
Detweiller N Road Patching	RA Cullinan	05/15/24	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%								
Zoo Spider Monkey Outdoor	Corners Limited		N	3	0	0	189	0	0%	0	0%								
Peoria Stadium Roadway	Hoerrs Blacktop	06/03/24	N	9	1	2	176	56	32%	56	32%								
Zoo Africa Nights Roof Coatings	Kreiling		N	6	1	0	436	100	23%	0	0%								
Charter Oak Path Replacement	Progressive		N	4	2	2	150	82	55%	68	45%								
<b>TOTAL</b>				<b>104</b>	<b>27</b>	<b>14</b>	<b>8,403</b>	<b>1,889</b>	<b>22%</b>	<b>284</b>	<b>3%</b>	<b>43</b>	<b>8</b>	<b>3</b>	<b>1,362</b>	<b>235</b>	<b>17%</b>	<b>28</b>	<b>2%</b>
<b>GOAL</b>									<b>20%</b>								<b>20%</b>		<b>5%</b>

\*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 06/07/2024

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	# Total	# MBE	# WBE				# MBE	%	\$ WBE	%	Total \$ w/ COs	\$ to Subs	\$ MBE (inc subs)	%	\$ WBE (inc subs)	%	
				# Rms																	(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	Y	\$ 72,900	\$ 37,000	0%	\$ 0	0%	\$ 72,900	\$ 38,511	\$ 0	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%						
Zoo Spider Monkey Outdoor	19	2	2	5	2	0	1	Corners Limited	X	N	\$ 92,400	\$ 0	0%	\$ 0	0%						
Peoria Stadium Roadway	5	0	1	4	3	0	0	Hoerrs Blacktop	X	N	\$ 72,150	\$ 0	0%	\$ 0	0%						
Zoo Africa Nights Roof Coatings	17	1	2	5	2	0	1	Kreiling	WBE	N	\$ 88,000	\$ 0	0%	\$ 88,000	100%						
Charter Oak Path Replacement	20	7	3	4	4	2	1	Progressive	MBE	N	\$ 166,754	\$ 0	100%	\$ 0	0%						
<b>TOTAL</b>	<b>212</b>	<b>28</b>	<b>21</b>	<b>68</b>	<b>35</b>	<b>3</b>	<b>5</b>				<b>\$ 2,388,640</b>	<b>\$ 81,400</b>	<b>10%</b>	<b>\$ 1,009,566</b>	<b>42%</b>	<b>\$ 541,512</b>	<b>\$ 186,583</b>	<b>\$ 64,215</b>	<b>12%</b>	<b>\$ 0</b>	<b>0%</b>
<b>GOAL</b>													<b>20%</b>	<b>5%</b>					<b>20%</b>		<b>5%</b>

\*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 Qtr. 1 & 2

(to date)

<b>Overall Total Interns:</b>	21
<b>Total High School:</b>	12
<b>Total College:</b>	9
<b><u>Ethnicity</u></b>	
Black/African American:	12
Asian:	0
Hispanic:	1
Two or More Races:	2
White:	6
<b><u>Gender</u></b>	
Male:	14
Female:	7

<b><u>Facilities/Programs Supported</u></b>
Proctor Recreation Center
After School Education Program / Camp
Lakeview Recreation Center
Dance Program
Athletics Program
Owens Center
Purchasing Department
Parks Division
Risk Management
Marketing
Luthy Botanical Garden
Community Connections / Recreation
HR / Admin
PPD Events
PlayHouse Children’s Museum