Agenda
Village of Glen Ellyn
Community Relations Commission
Thursday, January 13, 2022
7:00 PM
Glen Ellyn Civic Center, via Teleconference

Meeting Procedures Statement

This meeting will be conducted by audio and video conference without a physically present quorum of the Commission because of a disaster declaration related to COVID-19 and public health concerns affecting the Village of Glen Ellyn. The Illinois General Assembly passed Senate Bill 2135 on May 23, 2020, which was signed by the Governor on June 12, 2020. Senate Bill 2135 (now Public Act 1010640) amends the Open Meetings Act and allows the Village Board and Commissions to participate electronically in Board and Commission meetings when it is not feasible due to a disaster such as COVID-19. The Village has determined that an in person meeting at the Civic Center is not practical or prudent because of the disaster. Physical attendance at the Civic Center by the public is also not feasible because of the disaster.

To participate in the meeting at the appointed date and time, please click the link below to join the webinar:
https://us02web.zoom.us/j/82778509304?pwd=Sks3Q3NCUHphZ3dubGhiemJ1ZTVqdz09

Passcode: 128536
Or One tap mobile :
US: +13126266799,,82778509304# or +13017158592,,82778509304#
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Dial(for higher quality, dial a number based on your current location):
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Webinar ID: 827 7850 9304

A. Call to Order

B. Roll Call

C. Approval of Minutes

1) December 2, 2021

D. Commission Liaison Reports

1) Trustee Liaison
2) Staff Liaisons (Administration/Police)
3) Library Liaison
4) Park District Liaison
5) School District Liaisons

E. Audience Participation

F. Prioritization Exercise

1) Summary Report

2) Next Steps
- Confirm CRC's Focus
- Articulate Outcomes
- Identify Action Items
- Define the "DEI Lens"

G. Next Meeting

1) February 10, 2021

H. Adjourn

Minutes
Village of Glen Ellyn
Community Relations
Regular Meeting
December 2, 2021
7:00PM
Glen Ellyn Civic Center, Galligan Board Room

Board or Commission:	Community Relations	**Date:**	December 2, 2021
Meeting:	Regular	**Called to Order:**	7:03 p.m.
Quorum:	Yes	**Adjourned:**	8:40 p.m.

MEMBER ATTENDANCE:

Sania Irwin	Chairman	Present
Mir Ali	Commissioner	Absent
Bill Enright	Commissioner	Present
Tauya Forst	Commissioner	Present
Mari Luangrath-Ullrik	Commissioner	Absent
Michelle Roman-Garcia	Commissioner	Present
Kim Thomas	Commissioner	Present
Also Present:		
Mark Franz	Village Manager	Present
Emily Rodman	Assistant Village Manager	Present
Kelli Christiansen	Trustee Liaison	Present
Dave Harris	Executive Director of Glen Ellyn Park District	Present
Elisa Pollina	Recording Secretary	Present
Sophie Kenney	Library Youth Department Assistant Director	Present
Public Present:		

A. CALL TO ORDER/ROLL CALL

The December 4, 2021 regular meeting of the Community Relations Commission was called to order by Chairman Irwin at 7:03 PM at the Glen Ellyn Civic Center.

B. ROBERT'S RULES OF ORDER REMINDER – Chairman Irwin states she wants to make sure we are adhering to Robert's Rules of Order and the parliamentary procedures that we reviewed at our last meeting.

C. APPROVAL OF MINUTES FROM NOVEMBER 4, 2021

MOTION TO APPROVE MINUTES FROM NOVEMBER 4, 2021 COMMUNITY RELATIONS COMMISSION MEETING

MOTION BY: Commissioner Enright

SECONDED BY: Commissioner Roman-Garcia

RESULT: UNANIMOUS APPROVAL

D. COMMISSION LIAISON REPORTS

1. *Library Liaison report* – Sophie Kenney reports every Glen Ellyn household should have received the winter guide. This guide highlights DEI. There is also a land acknowledgement of the Glen Ellyn library reviewed in the guide. The library will also be conducting the "Let's Talk" series on hunger, homelessness, systemic racism and talk therapy. Issues we are hearing from the community.

2. *Park District Liaison report* – Executive Director Harris reports over the last month the park district has had our community outreach with food and blood drives and we incorporated the food drive with our Turkey Trot Run. On December 11, we will be hosting, along with the GE library, a Vaccine Clinic for COVID19 boosters and vaccines and flu shots. The last clinic we hosted, we went through all of our vaccines. We opened the skating rink just before Thanksgiving and the curling lanes opened tonight. Chairman Irwin asks about the scholarships. Harris states scholarships are ongoing. Fundraising has been steady. We have another fundraiser this month that sold out in one day. A Holiday Trolley tour of Naperville. That event generates additional funds for our scholarship program as well as brings awareness.

3. *Trustee Liaison report* – Trustee Christiansen reports that the land acknowledgement at Churchill Woods will be on December 18 at 11:00am. The DuPage County Forest Preserve has approved Midwest Soarring to move in and start a Native American Environmental Education Cultural Center. The village board will do a second reading of the budget on December 6. Letters to Santa are available again this year. Leaf collection has been extended to December 13.

4. *Staff Liaison Report*- Assistant Village Manager Rodman reports the Village has completed DEI training with a majority of the staff. We could offer the training at the commission level if you would like.

E. PUBLIC PARTICIPATION – None.

F. COMMUNITY REQUESTS

Chicago World Relief Organization Request Update – Assistant Village Manager Rodman reports she reached out to CWRO to follow-up to see if there is a specific family right now in need for the requested address. They replied that no, there is not a specific family. The resident who is interested in hosting a family found CWRO and contacted them. CWRO is not interested in pursuing this request and at this time.

G. COMMISSION STRATEGIC DISCUSSIONS

1. Facilitated Prioritization Exercise – The Commission was asked to review the DEI report and come up with suggestions that would be helpful in achieving their mission. Assistant Village Manager Rodman sets up a prioritization exercise to help prioritize and guide the process. She asks the commission to think about what are the policies/programs the CRC should focus on in the coming year. She asks the CRC to think about the following topics:
    - What has the community done well
    - What are the shortfalls
    - Identify suggestions for how we can make improvements
    - Narrow suggestions down to 3-5 initiatives

The CRC discusses the successes of Glen Ellyn. They are as follows:
•DEI report
•Creation of the CRC
•DEI training for staff and the police department
•Gender diversity within the village
• Leadership support
•Partnerships with various organizations
•Collaboration with NFP
•Diversity within the commission
•Open and honest DEI conversations
•Library efforts
•Large number of refugee groups within the village
•CTA from districts and COD
•Village proclamation 19-04
•LGBTQ proclamation 2021

The CRC discusses the shortfalls of Glen Ellyn. They are as follows:
•Affordable housing
•Increase public awareness
•Honest education in the schools
•Cultural festivals

•Intentional outreach
•Incorporating DEI in village processes
•Looking at policies through a DEI lens
•Welcome diverse businesses
•Community calendar
•Highlighting diversity in the village

The CRC reviews where there are gaps in the successes. They are as follows: create awareness and educate, village policy and training, community outreach, affordable housing, food distribution, health services, attainable and inclusive living.

The CRC prioritizes the gaps in successes and decides on the following initiatives:
•Village Policy and Training
•Community Outreach
•Create awareness & Education
•Attainable & inclusive living

Assistant Village Manager Rodman states, the next steps would be taking these priorities and mapping out the steps needed to accomplish them.

Chairman Irwin thanks Assistant Village Manager Rodman for her help with the prioritization exercise.

H. ADJOURNMENT & NEXT MEETING DATE

Adjournment- A motion to adjourn the meeting was made by Commissioner Roman-Garcia, and seconded by Commissioner Forst. The meeting adjourned at 8:40 p.m.

Next Meeting Date – December 2, 2021

Submitted by Elisa Pollina, Recording Secretary

Reviewed by Emily Rodman, Staff Liaison

Glen Ellyn Community Relations Commission
535 Duane Street
Glen Ellyn, IL 60137

Meeting 1/13/2022 7:00 PM
Department: Administration
Department Head:
Category: Other
Prepared By:

AGENDA ITEM (ID # 2022-1785) **DOC ID: 2022-1785**

Summary Report

Statement of the Issue:
The attached report summarizes the facilitated prioritization exercise the CRC engaged in during the December 2, 2021 meeting. The report also outlines next steps for the CRC to consider. The CRC will discuss the "Next Steps" portion of the report on January 13th. In advance, Commissioners are asked to consider where the CRC should focus it's efforts during the coming year in light of the results of the exercise.

Analysis:

Budget Impact:

Action Requested:

Attachments:
1. CRC Prioritization Summary Report_1.10.22

Community Relations Commission

2021 Prioritization Summary Report

January 10, 2020

Executive Summary

In December 2021, the Community Relations Commission (CRC) engaged in a facilitated exercise, identifying key priorities to guide their work moving forward. Six of the seven Commissioners participated in the exercise. The Village Board liaison, Village staff liaisons and designated liaisons from partner organizations were also present at the exercise, although they did not actively participate.

Participants recognized existing successes related to Diversity, Equity and Inclusion (DEI) efforts within the Glen Ellyn community. Many of the successes identified centered on the recognition within the community and the municipal organization that DEI issues matter and the overall willingness among varying groups to engage in a dialogue around DEI topics.

Participants presented 18 suggestions for key areas of focus for the Commission moving forward. These suggestions generally fell within four categories identified by the participants, which they ranked in order priority as follows:

1) Policy and Training
2) Create Awareness & Educate
3) Community Outreach
4) Attainable & Inclusive Living

The Process

Village staff engaged the Commission using a well-known facilitation process called the "Technology of Participation" (TOPs) method. Participants were first asked to identify community successes related to Diversity, Equity and Inclusion issues in the community. These strengths were recorded on the wall for all participants to review.

The participants were then asked to silently consider areas where the Village and the community at large fall short in matters related to DEI. The question was posed to the Commission "What policies and/or programs should the CRC focus on during the coming year?" Each participant was asked to present in writing three suggestions in response to the question posed. Once completed, all suggestions were read aloud and posted for the group to review.

The participants were then directed to group like-minded suggestions in categories. After much discussion, the participants identified four distinct categories of focus. The participants were then asked to create a title for each category and finally, to individually rank the four categories in order of priority (1st, 2nd, 3rd) based on their personal perspective. The results of the exercise were compiled into this report.

Community Successes

The following community successes related to DEI issues were collectively identified by participants:

- Completion of the "Diversity, Equity and Inclusion Discovery Report" (a joint partnership between the Glen Ellyn Public Library, Glen Ellyn Park District and the Village of Glen Ellyn)
- DEI training of Village staff (including the Police Department)

- Opportunities for additional DEI training
- Existing gender diversity within Village staff
- Support of Village leadership
- Existing partnership with other community organizations
- Existing and potential collaborations with Not-for-Profits and others
- Diversity within the CRC and diversity of perspective
- Having a space to engage in open and honest DEI conversations (e.g. Library initiatives and programs)
- Library's efforts (e.g. new translation device)
- Large number of refugee groups within the Village
- Call to action from varying districts/organizations to amplify voices
- Village Proclamation No. 19-04
- LGBTQ+ Proclamation
- Interest in the community to serve on the CRC
- Number of participants in DEI efforts

Suggestions

Participants identified 18 suggested areas of focus and categorized the suggestions into four primary areas. Each suggestion is listed individually within its identified category, even if duplicated:

Village Policy & Training

- Identify existing diversity within Village departments
- Conduct DEI training for all Village leaders (staff and elected/appointed officials)
- Incorporate DEI in all Village processes
- Review the Village Code with a DEI lens
- Engage in intentional outreach to diversity Boards, Commissions and other organizations

Create Awareness & Educate

- Public awareness
- Use sports and fitness opportunities
- Community suggestions through anonymous collection
- Ensure communication to all groups
- Honest/authentic education in schools
- Community calendar
- Develop inclusive communication campaign about who DEI represents

Community Outreach

- Welcome more diverse businesses
- Festival of cultures
- Hold Commission meetings outside of Civic Center

Attainable & Inclusive Housing

- Affordable housing
- Offer affordable housing
- [Promote existing] food distribution and health services

Prioritization

Each participant was asked to prioritize the four identified categories by designation their 1st priority (green dot), second priority (yellow dot) and third priority (red dot). A summary of the results in included below.

Next Steps

There was strong consensus amongst the participants that the CRC should focus its initial efforts on reviewing, evaluating and making recommendations on existing Village policies and regulations. This includes encouraging and identifying additional DEI training for Village staff and officials. Collectively, there was also consensus that creating awareness around DEI issues and educating the public on DEI related matters should be the second priority of the CRC. Community outreach and supporting the provision of attainable and inclusive housing were ranked as lower priorities for the CRC at this time. The participants stressed that this did not mean these two items were not of importance, simply that they did not see them as the most pressing issues facing the CRC at this time.

Identifying a Focus

The CRC will need to decide how to balance these priorities moving forward. Will the CRC focus its time and efforts exclusively on the top priority – Village Policy and Training? Does the CRC prefer to pursue both its first and second priorities simultaneously? Should progress be made toward all four priorities to varying degrees? The CRC should collectively agree in which areas they will focus their efforts over the coming year.

Articulating Outcomes

Once the CRC has identified the areas in which it will focus its efforts, the group should then strive to articulate the outcomes it would like to achieve. What exactly is the CRC hoping to accomplish in each of the focus areas? How will the CRC know if they have accomplished the desired outcome?

Action Steps

With the focus area and desired outcomes identified, the CRC may then wish to develop specific action steps to guide them forward. These actions steps should be crafted with the desired outcome in mind and should clearly outline what needs to be accomplished. What needs to be done, by whom and by what target date should be clearly identified.

Glen Ellyn Community Relations Commission
535 Duane Street
Glen Ellyn, IL 60137

Meeting 1/13/2022 7:00 PM
Department: Administration
Department Head:
Category: Other
Prepared By:

AGENDA ITEM (ID # 2022-1786)

DOC ID: 2022-1786

Next Steps
- Confirm CRC's Focus
- Articulate Outcomes
- Identify Action Items
- Define the "DEI Lens"

Statement of the Issue:
In advance of the meeting, Commissioners are asked to review the League of Women's Voters DEi Policy and Lens (links below). The Commission will discuss articulating it's own DEI lens for how to review Village policies, plans, regulations, etc. and these links are being provided as an example of one organization's approach.

LWVUS DEI Policy: https://www.lwv.org/league-management/policies-guidelines/diversity-equity-and-inclusion-policy
LWVUS DEI Lens: https://www.lwv.org/sites/default/files/2019-06/deilens.pdf

Analysis:

Budget Impact:

Action Requested:

Attachments: