Agenda
Village of Glen Ellyn
Community Relations Commission
Thursday, April 6, 2023
7:00 PM
Glen Ellyn Civic Center, Clayton Room

Meeting Procedures Statement

Visitors are most welcome to attend all public meetings and can find copies of the Agenda online at www.glenellyn.org prior to the meeting. Any individual with a disability requiring reasonable accommodation in order to participate in a meeting should contact the Village of Glen Ellyn ADA Coordinator, 630-469-5000, at least five (5) business days in advance of the next scheduled meeting.

A. Call to Order

B. Roll Call

C. Review of Minutes

1) March 2 Community Relations Commission Minutes

D. Commission Liaison Reports

1) Trustee Report
2) Park District Report
3) Library Report
4) School District Report
5) Staff Report

E. Audience Participation

F. Commission Action Discussion

1) Village Code Updates
2) CRC Priority List
3) CRC Calendar/Program Planning/Partnerships

- We do not have an official calendar yet, but the discussion is for creating one. The upcoming CRC programs/events/partnerships I am aware of, include:
  - 2023-06-01 Connecting with Community at Glen Ellyn Public Library. (Confirmed.)
  - 2023-06-19 Consider/explore event commemorating Juneteenth. (This was suggested, but not confirmed.)
  - 2023-08 Salsa/Dance event with Glen Ellyn Park District. (Intent to hold event confirmed, details outstanding.)
  - 2023-09-14 Speaking at Book Club at Glen Ellyn Public Library. (Confirmed.)
  - 2023-09 Refugee Experience Simulation with Exodus World Service. (Intent to hold event confirmed, details outstanding.)

- 2023-11 Event in partnership with Native American Organization(s). (Intent to hold event confirmed, details outstanding.)

4) DEI Resource Guide

G. Adjourn

H. Next Meeting - May 4, 2023

VILLAGE OF GLEN ELLYN
COMMUNITY RELATIONS
MARCH 2, 2023 REGULAR MEETING MINUTES

Board or Commission:	Community Relations	**Called to Order:**	7:00P.M.
Meeting:	Regular	**Adjourned:**	8:38P.M.
Quorum:	Yes		

A. CALL TO ORDER

The March 2, 2023 meeting of the Community Relations Commission was called to order at 7:00P.M. at the Glen Ellyn Civic Center; 535 Duane Street, Glen Ellyn, Illinois by Chair Irwin.

B. ROLL CALL

Sania Irwin	Chair	Present
Mir Ali	Commissioner	Present
Bill Enright	Commissioner	Excused Absence
Tauya Forst	Commissioner	Present
Michelle Roman-Garcia	Commissioner	Excused Absence
Kim Thomas	Commissioner	Excused Absence
Nancy McKee	Commissioner	Present
Sumaiya Syed	Student Commissioner	Present

Also, Present:

Grant Paplauskas	Communications Coordinator	Present
Kelli Christiansen	Trustee Liaison	Excused Absence
Dave McDonald	Park District Liaison	Excused Absence
Aileen Haslett	Recording Secretary	Present
Dawn Bussey	Library Executive Director	Excused Absence
Jim Monson	Police Commander	Present

C. APPROVAL OF MINUTES FROM JANUARY 12, 2023 MEETING

1. MOVE TO APPROVE MINUTES OF MEETING FROM 1/12/2023 AS PRESENTED.

RESULT: **Motion Unanimously Carried**
MOVER: **Commissioner Syed**
SECONDER: **Commissioner Ali**
AYES: **Ali, Forst, Irwin, McKee, and Syed**
NAYES: **None**
ABSENT: **Enright, Roman-García, and Thomas**

D. COMMISSION LIAISON INTRODUCTION/REPORTS

1. Trustee Report

   Chair Irwin shared Trustee Christiansen's report in her absence. At the last Village Board meeting, a four (4) year contract with the Police union was approved. There

are continual negotiations regarding the US Bank site, which was recently purchased by the Village for park space. Discussions with several developers regarding the former hotel site on Roosevelt are still ongoing. Nominations for the historic preservation award are currently being accepted. The Environmental Commission will hold their Recycling Extravaganza at the College of DuPage on Saturday, April 29, 2023.

This past week, there were some white nationalism pamphlets placed on driveways and residents reported this to the Police. Commander Monson said the Police Department takes this matter seriously and is monitoring the situation. Commander Monson asked residents to please call the Police Department so they can take action. Resident Donna Jean Simon asked if this is considered trespassing. Commander Monson responded it could be considered littering. Commissioner Forst inquired if there was any camera footage of this. Commander Monson replied no.

Chair Irwin recommended the Cultural Relations Commission make a Value Statement to the Village Board regarding this. Chair Irwin would like the Value Statement to be read at the March 13, 2023 Village Board Meeting. Commissioner Ali agreed to work on the Value Statement and share with the Cultural Recreation Commission by the end of the weekend.

MOTION THAT THE CULTURAL RELATIONS COMMISSION MAKE A STATEMENT OF INCLUSION IN LIGHT OF CURRENT INCIDENTS TO THE VILLAGE BOARD OF TRUSTEES.
RESULT: Motion Unanimously Carried
MOVER: Commissioner Forst
SECONDER: Commissioner McKee
AYES: Ali, Forst, Irwin, McKee, and Syed
NAYES: None
ABSENT: Enright, Roman-García, and Thomas

2. Park District Report
   No report.

3. Library Report
   No report.

4. School District Report
   No report.

5. Staff Report
   Communications Coordinator Paplauskas said March 21 marks World Down Syndrome Day and in honor of this the Village is participating in the Rock your Socks Drive. A sock collection bin is located at the Civic Center and at the Glen Ellyn Police Department. The collected socks will be delivered to the Peoples Resource Center in Wheaton.

   Discussion ensued regarding a community calendar that could include dates for the many different religious holidays celebrated by Glen Ellyn residents. Chair Irwin

suggested that the Cultural Recreation Commission could work closely with the Glen Ellyn library on this. Commissioner Forst said we could include a disclaimer on the calendar stating that this is not an exclusive list and that suggestions are welcome. Commissioner Forst suggested the Cultural Relations Commission list be reviewed again. Chair Irwin agreed that reviewing the list would be a good exercise to remind the Cultural Relations Commission

E. AUDIENCE PARTICIPATION

F. COMMISSION ACTION DISCUSSION

1. DEI Resource Guide
   Chair Irwin asked if one of the Commissioners could co-lead DEI Resource Guide efforts with Commissioner Roman-Garcia. Commissioner Ali agreed to assist with the project. Chair Irwin will forward the DEI Resource Guide draft to Commissioner Ali.

2. Cultural Partnerships
   Commissioner Forst provided an update on the salsa event. College of DuPage holds a similar event and the coordinator was able to provide some guidance. This event costs about $550 which covers the DJ and the instructor fees. Communications Coordinator Paplauskas noted the budget for the Cultural Relations Commission is $500. Discussion ensued regarding partnerships for this event including the Glen Ellyn Park District and College of DuPage's Latin American Studies and Community Outreach Department. There was also some discussion of partnering with a local Glen Ellyn restaurant to provide food for the event. Chair Irwin suggested holding this event in June or August.

3. Program Planning
   Commissioner Forst discussed possibly working with Exodus World Services, which offers an engaging refugee journey simulation experience. The Commission concurred to possibly offer this event in September. Resident Donna Jean Simon suggested working with the churches and DuPage United on this project. Commissioner Syed noted it would be good to hold this event in September for Glenbard West students. Chair Irwin is working with the League of Women Votes to host a Women's History event in March. For the Asian American and Pacific Islander Heritage Month in May, the Commission is looking to partner with Glenbard West. Chair Irwin would like to host a Native American event in the fall. Commissioner McKee inquired if the Commission is planning anything for Juneteenth. Chair Irwin said last year the Commission prepared a Proclamation and hopes to do this again this year.

G. ADJOURNMENT

Commissioner McKee moved and Commissioner Forst seconded, to adjourn the meeting. The meeting was adjourned at 8:38P.M.

H. **NEXT MEETING – 4/6/2023**

Submitted by Aileen Haslett, Recording Secretary
Reviewed by Communications Coordinator Grant Paplauskas

Chapter 10 COMMUNITY RELATIONS COMMISSION

2-10-1. Creation of Commission.

There is hereby created the Community Relations Commission, which shall be advisory to the Village Board.

(Ord. 1972, 2-10-1975)

2-10-2. Intent and purpose.

Glen Ellyn strives to be a community that welcomes, respects, and engages all people in all aspects of Village life, including employment, commerce, housing, recreation, faith practices, access to resources, and civic engagement. The Community Relations Commission (CRC) promotes these aspirations by actively engaging the community and Village institutions by articulating benchmarks for ongoing efforts in achieving diversity, equality, equity, and inclusion; by educating those who live, work, play, ~~and~~ study, **interact with, or visit** ~~in~~ the Village; by reporting on related initiatives; and by serving as a point of contact for community members.

The definition of "all people" is inclusive and covers race; color; sex (including pregnancy and gender identity); sexual orientation; religion or no religion; mental, intellectual, and emotional abilities or disabilities; physical abilities or disabilities; genetic information; health condition; age; economic status and income; profession; education level; national origin, ethnicity, or immigration status; language(s) spoken, written, or read; dress and other customs and choices; appearance; and any other characteristics of diversity.

The Village of Glen Ellyn acknowledges the existence of racism, discrimination, and inequitable treatment in our country and is committed to being a welcoming and inclusive community for all. To realize this goal will require the ongoing commitment of residents, elected officials, and staff. The intent and purpose of the CRC is to make recommendations to the Village Board to create and support policies, programs, events, actions, and communications that guide the community toward this goal.

It shall be the intent and purpose of the Community Relations Commission to:

(A) Encourage through policy recommendations, programs, events, actions, and communications that Glen Ellyn remain a community that welcomes, respects, and engages all people in all aspects of Village life, including employment, commerce, housing, recreation, faith practices, access to resources, and civic engagement.

(B) Promote these aspirations by actively engaging the community and Village institutions by articulating benchmarks for ongoing efforts in achieving diversity, equality, equity, and inclusion; by educating those who live, work, play, ~~and~~ study, **interact with, or visit** ~~in~~ the Village; by reporting on related initiatives; and by serving as a point of contact for community members.

(C) Review issues and concerns related to diversity, equality, equity, and inclusion initiated by members of the CRC (e.g., presented to the CRC by individuals, organizations, or groups) or requested by the Board of Trustees. The CRC shall undertake as part of its mission the goal of tackling those issues related to community relations and the fair and equitable treatment and well-being of all who reside, work, **play, study,** interact with, or visit the Village.

(D) Perform such other functions and responsibilities as the Board of Trustees may request of it.

(Ord. 2043, 2-23-1976; amd. Ord. 6892, 8-23-2021)

2-10-3. Commission membership.

(A) *Appointment:* The Community Relations Commission shall consist of seven volunteer members and two volunteer student members appointed by the Village President, with the approval of the majority of the Board of Trustees; all Commissioners shall serve without compensation. Student members shall be in grades 9-12**, or enrolled in higher education or vocational school**. Student Commissioners shall vote in the same manner as all other appointed Commissioners. All Commissioners shall reside, own property, attend school, or work in the Village. The Village President may choose Commissioners with special knowledge or special interest in the Village of Glen Ellyn who are not currently residing, property owners, attending school or working within the Village.

(B) *Liaisons:* A member of the Board of Trustees shall be appointed by the Village President and shall serve as a non-voting trustee liaison. A representative from Glen Ellyn Park District, Glen Ellyn Public Library, School District 41, School District 87, School District 89, College of DuPage, and two Village staff members (one from the Police Department) may serve as non-voting liaisons to the Community Relations Commission.

(C) *Terms:* Each member shall serve for a term of three years. All terms shall expire on July 31.

(D) *Vacancies:* Vacancies on said Commission shall be filled for the unexpired term of the member whose place has been vacant in the same manner in which original appointments are required to be made.

(E) *Removal:* A Commission member may be removed at any time by the majority vote of the Village President and Board of Trustees.

(F) *Chairperson:* The Village President, with the advice and consent of the majority of the Village Board, shall designate one of the members of the Commission to be Chairperson. The Chairperson shall be appointed annually in July.

(G) *Secretary:* The Commission shall have a secretary who is not a member of the Commission and who shall be provided by the Village Administrator's Office.

(Ord. 1927, 2-10-1975; Ord. 2252, 9-12-1977; amd. Ord. 3282, 12-15-1986; Ord. 5919, 2-14-2011; Ord. 6041, 6-25-2012; amd. Ord. 6064, 8-27-2012; amd. Ord. 6892, 8-23-2021)

2-10-4. Meetings.

(A) *Regular meetings:* Regular meetings shall be monthly on a day certain as determined by the **Chairperson** ~~Chairman~~ of the Commission.

(B) *Special meetings:* Special meetings of the Commission may be called by the **Chairperson** ~~Chairman~~ from time to time. Members of the Commission must receive notice not less than 48 hours prior to a special meeting. Notice of said special meeting must be posted in the Civic Center not less than 48 hours before said meeting. Special meetings may also be called by the written request of any two members of the Commission. Such written request shall be received by the **Chairperson** ~~Chairman~~ no less than five days prior to the requested date of meeting.

(C) *Quorum:* A majority of the Commission members shall be necessary to constitute a quorum to transact any Commission business at any regular or special meeting of the Commission.

(D) *Manner of acting:* The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the members.

(E) *Rules of procedure:* The Commission shall enact rules of behavior not inconsistent with ordinances or statutes that further enhance the purposes of the board or Commission.

(Ord. 1927, 2-10-1975)

2-10-5. Duties.

(A) The Commission shall create, support, and promote to the Village Board policy recommendations that are aligned with the Commission's intent and purpose in furthering a diverse, equitable, and inclusive community that is safe, welcoming, and accessible to all.

(B) The Commission shall propose programs to the Village Board that promote diversity, equality, equity, and inclusion within Village government and the community at large.

(C) The Commission shall create, support, and promote programs and events that educate and engage our diverse community; are accessible to all; and advance the Village's ongoing efforts in being a community that is equitable, inclusive, safe, and welcoming to all.

(D) The Commission may devise and propose metrics intended to measure and monitor diversity, equality, equity, inclusivity, accessibility, and safety as well as the welcoming nature of the Village and may report on these metrics annually to the Village Board. The Commission also may propose to the Village Board on an annual basis benchmark goals for these monitoring and measuring said metrics.

(E) The Commission shall hear concerns and complaints from community members regarding topics such as racism, discrimination, or inequitable treatment and shall propose to the Village Board methods to resolve such issues.

(F) The Commission shall manage and allocate the resources of the Commission (as budgeted by the Village Board of Trustees) to create, support, and promote policies, programs, events, actions, and communications that align with the mission of the Commission in ensuring safe, welcoming, and equitable treatment of all who reside, work, **play, study,** interact with, or visit the Village.

(G) The Commission shall have the authority to appoint appropriate subcommittees within the auspices of the Commission to aid in discharging its duties.

(H) The Commission shall perform other such functions and responsibilities within the scope of the intent and purpose of the Commission as the Village Board of Trustees deems.

(Ord. 2043, 2-23-1976; amd. Ord. 6892, 8-23-2021)

2-10-6. Reports and records.

(A) The Commission shall keep permanent records and minutes of its meetings, showing the vote of each member upon each topic submitted to it.

(B) The Commission shall prepare and submit minutes of each meeting to the Village Board in a timely manner.

(C) The Commission shall submit its recommendations to the Village in writing.

(D) A minority report may be attached to the majority recommendation.

(Ord. 1927, 2-10-1975)

Community Relations Commission

2021 Prioritization Summary Report

January 10, 2021

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

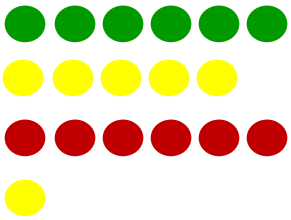
Each participant was asked to prioritize the four identified categories by designation their 1st priority (green dot), second priority (yellow dot) and third priority (red dot). A summary of the results in included below.

Village Policy and Training

Create Awareness and Educate

Community Outreach

Attainable and Inclusive Housing



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.