

**CITY OF WARRENVILLE**  
**INCLUSION, DIVERSITY, EQUITY, AND AWARENESS COMMISSION**  
**REGULAR MEETING**  
Tuesday, May 16, 2023  
7:00 pm

**MINUTES**

**A. CALL TO ORDER**

The meeting was called to order at 7:00 p.m. by Chairperson Krischel.

Mayor Brummel administered the Oath of Office to Chairperson Krischel, Commissioners Pelfrey, and Phalen.

**B. ROLL CALL**

**PRESENT:** Chair Amy Krischel, Commissioners Megan Legler, Rachel Wood, Sara Phalen, Tabitha Deno and Robin Pelfrey;

**ALSO PRESENT:** Ex-Officio members Joe Levy (WFPD), Diana Abraham (WPLD), Matt Odom (Warrenville Park District); Staff Liaisons Paula Krapf and Mariana Ochoa; Guest: Sheri Potter (Special Events Supervisor of Warrenville Park District)

**ABSENT:** Commissioner Allison Rojas; Ex-Officio member Limaris Pueyo, Council Liaison Bill Weidner

**C. CITIZENS' COMMENTS**

None.

**D. APPROVAL OF THE JANUARY 17, 2023 MINUTES**

A motion was made by Commissioner Pelfrey to approve the April 18, 2023 minutes. The motion was seconded by Commissioner Phalen. The motion was unanimously approved.

**E. STAFF REPORT**

1. Sheri Potter, Special Events Supervisor, Park District shared an update and information regarding the upcoming Multi-Cultural Fest that is scheduled for June 10, 2023, informing the Commission that all musical acts have been confirmed in addition to several food trucks and 10 vendors.

**F. BUSINESS OF MEETING**

1. DISCUSSION OF MULTICULTURAL FEST - JUNE 10, 2023
  - Commission participation in the event is encouraged. A sign-up sheet was distributed with hourly shifts as well as set up and break down tasks.
  - The following supplies have been received or obtained from storage: official IDEC tablecloth, river stones, coloring sheets, crayons, and informational IDEC postcards.
  - Supplies still needed: paint markers, cupcake liners, disposable tablecloth
  - Informational sign: Commissioner Legler will draft an instructional sign including #WarrenvilleRocks.

2. STATUS UPDATE ON SURVEY TO HIGHLIGHT VOLUNTEERS

- Commissioner Legler is drafting the volunteer survey and instructions. *Action Needed: Item to be added to June agenda for review and determination of next steps.*

3. DISCUSSION WORK GROUPS FOR OBJECTIVES AND TRAINING

- Status update on the informational piece for HOA newsletters
  - Commissioner Pelfrey shared the drafted IDEC informational piece. Several suggestions were made to finalize the draft. Commissioner Pelfrey will be contacting the Summer Lakes Homeowners Association coordinator to determine the exact requirements for newsletter submissions. *Action Needed: Item to be added to June agenda for update and timeline on submission of HOA newsletter piece.*
- Status update on DEI training
  - Commissioner Pelfrey shared that she has made contact regarding available DEI training to determine what is available and what would be most applicable. She will present available options and costs at the next meeting. *Action Needed: Item to be added to the June agenda for an update.*
- Chairperson Krischel reviewed the 2023 IDEC objectives.
  - Volunteer recruiting will still be listed as a priority.
  - Staff Liaison Ochoa confirmed who had access to the shared drive which houses pertinent information and documentation for the Commission. She will be resending permissions for the shared drive to ensure everyone has access.
  - Community feedback has been obtained via the Warrenville City Survey. Applicable results have not yet been reviewed and will be presented at the next meeting. *Action Needed: Item to be added to June agenda.*

**G. COMMISSIONER COMMENTS/REPORTS**

- Ex-Officio members Levy shared that the WFPD has had difficulty recruiting due to the Firefighters shortage.
- Ex-Officio Abraham shared her synopsis of the assigned training material (Adopted DEI Plan for the City of Waukegan) from the April meeting.

**H. ADJOURN**

A motion was made by Commissioner Phalen to adjourn the meeting. Seconded by Commissioner Wood and passed unanimously. The meeting was adjourned at 8:11 p.m.

Respectfully submitted,

Commissioner Legler