

CITY OF WARRENVILLE

MEMO

To: Mayor and City Council
 From: Cristina White, Assistant City Administrator *CW*
 Subject: Formation of Inclusion, Diversity, Equity, and Awareness Commission
 Date: November 2, 2020

On August 3, 2020, the City Council established the Community Relations Task Force to assist in creating a new commission focused on diversity and inclusion. The Task Force has been meeting monthly since August, and have developed the following recommendations.

Recommended Revision to 2015 Strategic Plan Diversity Goal

The 2015 adopted Strategic Plan included the following goal statement for Diversity:

“Create a culture that is inclusive of all residents of the community, with specific emphasis on outreach to the Latino/Hispanic residents to be included in City events and programs and represented on City Boards and commissions.”

The task force is recommending the goal statement be revised to broaden the intent as follows:

Create and promote an inclusive environment through outreach, education, and engagement that removes barriers and supports diversity; where all are welcomed, respected, treated equitably, and valued within our community.

Staff will be reviewing the 2015 Strategic Plan, and will make recommendations for possible revisions and updates in early 2021, for City Council consideration.

Commission Name, Intent, and Purpose

The Task Force considered several names for the new Commission, ultimately recommending the Commission be named “Inclusion, Diversity, Equity, and Awareness Commission,” with the acronym IDEC. The Task Force believes this name will convey to the public the purpose of the Commission without ambiguity.

The Task Force recommended the following Intent and Purpose statement, which follows the format of the Intent and Purpose statements for the other City Commissions.

“It shall be the intent and purpose of the Inclusion, Diversity, Equity, and Awareness Commission to support, encourage, and promote initiatives and programs that inspire inclusivity, diversity, and equity.”

Commission Duties

- Serve as an advisory body to the City Council.

- Promote mutual understanding and foster equity, inclusion, and respect among all people regardless of race, color, religion, age, marital status, familial status, sexual orientation, gender, gender identity, national origin or ancestry, physical and mental ability, political affiliations, and economic status.
- Evaluate City practices and procedures for opportunities to improve communication and engagement with the community, identify barriers that may prevent some from participating, and provide recommendations to the City Council.
- Create and share educational materials and programs aimed at informing the public to encourage understanding and open dialog on issues of discrimination and inequity.
- Work with other community partners and taxing districts on initiatives and programs that encourage diversity, equity, and inclusion throughout the community.
- Participate in diversity and inclusion training to increase awareness and develop cultural competence.
- Create and present an annual work plan with goals and initiatives to further the City's diversity goals.
- Present an annual report of accomplishments to the City Council.

Commission Membership

The Task Force is recommending the commission be composed of seven (7) members, with one (1) serving as Commission Chair. The Mayor, with approval of a majority of the City Council, may appoint up to one (1) non-resident member to serve on the Commission.

The Chair will serve a one-year term but may be reappointed annually by the Mayor, with approval of a majority of the City Council. The commissioners will serve three-year terms, and may be reappointed by the Mayor, with approval of a majority of the City Council. The terms of the initial appointees will be staggered.

In addition to the seven (7) voting members of the Commission, the Task Force is recommending Ex-Officio Members from the following: one Student Commissioner enrolled at Wheaton Warrenville South High School and holding a Junior or Senior classification, and one from each of the Warrenville Public Library District, Warrenville Park District, Warrenville Fire Protection District, and Community Unit School District 200. The City would rely on the High School to recommend a student to participate. The Ex-Officio member positions will be reserved for the Executive Director, Superintendent, and Fire Chief of each organization or their designee. The Ex-Officio members will each serve a one-year term, with the option to be reappointed, and have all the same responsibilities as a full commissioner except that of voting. These positions are voluntary,

serving to supplement the Commission with additional perspectives, but may not always be filled.

The City Council will appoint one Alderman to serve as the Council liaison. As an ex-officio member, the Council liaison will not vote, but will advise the commission on the goals and vision of the City Council.

Finally, the City Administrator will appoint a staff member to serve as the staff liaison to the commission. As an ex-officio member, the staff liaison will not vote but will provide logistical staff support. At the outset, Assistant City Administrator White will be the designated staff liaison for the commission.

Commission Objectives

The Task Force has established a list of short-term objectives and long-term ideas to provide the Commission with some ideas to guide them as they begin their work. A copy of the recommended objectives is attached as **Exhibit A**.

Staff Recommendation

Recommend the City Council 1) approve the revisions to the 2015 Strategic Plan Diversity Goal, and 2) adopt an ordinance establishing the Inclusion, Diversity, Equity, and Awareness Commission (IDEC) as described in staff's November 2, 2020, memorandum.

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MEMO

To: Community Relations Task Force
From: Cristina White, Assistant City Administrator *CW*
Subject: Commission Objectives - Revised
Date: October 1, 2020

The following list of short-term and long-term objectives has been revised to incorporate the feedback from the task force. The intent of this list is to provide the Inclusion, Diversity, Equity, and Awareness Commission (IDEC) with some ideas to guide them, especially as they begin their work.

Short-term Objectives

- Establish a mission statement and define what equity, inclusion, and diversity mean to Warrenville.
- Recommend modifications to the City's Vision and Values statement to incorporate inclusion, diversity, and equity.
- Create and issue a public statement identifying why this is important to Warrenville.
- Determine how the commission measures effectiveness and progress.
- Evaluate benefits of City membership in the National League of Cities, Government Alliance on Race and Equity, and other groups that can provide resources and guidance.
- Work with other community groups to assess what initiatives or programs exist.
- Develop education materials for the community, and determine how the information will be disseminated.
- Recommend opportunities to interact with the community through new and established events, programs, etc.
- Recommend opportunities to incorporate volunteer service days.
- Assist the City and other taxing districts in identifying other recruiting channels to encourage a diverse employment applicant pool. Recommend programs and evaluate hiring practices to help attract service-minded individuals to local government jobs.
- Recommend training programs for City staff, appointed officials, and elected officials regarding diversity and inclusion. Invite other taxing districts to participate in or incorporate similar training programs.

- Evaluate methods of communication – are there barriers to reaching residents in the community? Consider a joint communication strategy with other districts and community groups.
- Consider opportunities to engage the community to gather feedback, possibly through creation of community relations liaisons from within the commission.

Longer-term Ideas

- Work with the Board of Fire and Police Commission and the Police department staff to identify recruiting strategies that further encourage a diverse applicant pool for police testing. Are there barriers that prevent minority applicants from progressing?
- Work with the Police department on opportunities to further engage in the community.
- Work with other City departments on opportunities to improve interaction and service to the community.
- Work with minority-owned business owners to encourage involvement in the community.
- Work with non-profit and other community organizations to encourage involvement in the community.
- Create educational resources for community groups that receive City grant funding.