

**Lake County Forest Preserve District
Diversity and Cultural Awareness Committee
January 27, 2020**

The Lake County Forest Preserve District's Diversity and Cultural Awareness Committee met on Monday, January 27, 2020. The meeting was held at the District's General Offices, 1899 West Winchester Road, Libertyville, Illinois.

Members Present:

Julie Simpson, Chair
Mary Ross Cunningham, Vice Chair
Jessica Vealitzek

Members Absent:

Adam Didech
Jennifer Clark

Also Present:

Bill Durkin
Ann Maine

Also Present:

Alex Ty Kovach, Executive Director
Mike Tully
Mary Kann
John Nelson
Jim Ballowe
John Tannahill
Nan Buckardt
Laurel Diver
Deb Boness
Kim Mikus
Matt Norton, Corporate Counsel
Julie Gragnani

- 1.0 **Call to Order** – With a quorum present, Chair Simpson called the meeting to order at 11:00 a.m.
- 2.0 **Pledge of Allegiance** – Member Cunningham led the Pledge of Allegiance.
- 3.0 **Approve Minutes** – Motion by member Cunningham, second by member Vealitzek to approve the minutes from July 18, 2019. Voice vote being had, the motion passed unanimously and the minutes were circulated for signatures.
- 4.0 **Public Comment** – None
- 5.0 **Addenda to the Agenda** – None
- 6.0 **Old Business** – None
- 7.0 **New Business**
 - 7.1 Review of District Diversity Training – Director Kann gave a presentation summarizing the District's staff diversity awareness efforts. A consultant has been engaged to provide quarterly staff training on diversity and inclusion for four quarters. "Value of Mutual Respect" was presented in September and October of 2019, and "Generational Differences in the Workplace" was presented in December 2019. Training in spring and summer of 2020 will be on unconscious bias and inclusive leadership. Training was also given in 2019 on disability awareness. Director Kann reported on previous diversity and harassment awareness training, and noted that recent state legislation requires annual training on harassment awareness beginning this year. Executive Director Kovach provided additional comments.
 - 7.2 Review and discussion of Personnel Policy 2.2 – Affirmative Action Plan – Director Kann gave an overview of the policy and the procedures section, and responded to questions from the committee. During discussion, member Vealitzek suggested looking into name blocking on applications. Executive Director Kovach reported on the compensation equity review, which could be combined with a compensation study, and both could be done approximately every 5 years with budgeting for them in 2021.
 - 7.3 Review of District Recruitment Practices – Human Resources Manager Laurel Diver gave a presentation on the District's Recruitment efforts, including how and where employment opportunity notifications are distributed. In addition to mail and email lists and online postings, positions are also posted on career-specific websites, auto posted to Indeed through the application tracking system and

through Career Builder. She also reviewed various career and job fairs in which the District participates, including the upcoming job fair on March 12 at Greenbelt Cultural Center. She showed charts breaking down the job candidates in 2019 who self-identified, a breakdown of full and part-time candidates by race who self-identified and a breakdown of 2019 hires. Ms. Diver responded to questions from the committee and additional comments were given by Director Kovach. Ms. Diver identified opportunities for changes to the recruitment practices, including accepting applications for any position at any time, shortening the duration of a job posting from one month to two or three weeks, posting positions as "open until filled", returning to advertising in local newspapers, and working with an outside organization focused on diversity networks. A general discussion ensued and Chair Simpson noted that she would not be in favor of spending the money to advertise in newspapers, and recommended re-poll the local agencies who previously said they did not want to receive job postings. Member Vealitzek suggested developing our application in Spanish, and emailing out to the county's schools regarding job fairs. Chair Simpson recommended trying 1) accepting applications for any position at any time; and 2) posting open positions until filled. There were no objections from the committee.

7.4 Recommend approval of a Resolution Affirming that the Lake County Forest Preserve District Embraces Diversity – Ms. Kann explained that the President requested that the District pass a resolution similar to the County's resolution passed at their previous meeting. Motion by member Vealitzek, second by member Cunningham to recommend approval as presented. Voice vote being had, the motion passed unanimously and the resolution was forwarded to the full Board for approval.

7.0 Next Meeting – The consensus of the committee was to plan on meeting in six months unless the need arises before then. Six months will give staff time to develop a metric on performance and compile statistics to report back to the committee. A tentative date was set for August 3, 2020.

8.0 Adjourn - With no further business, motion by member Cunningham, second by member Vealitzek to adjourn. Voice vote being had, the motion passed unanimously and the committee adjourned at 12:00 p.m.

APPROVED:

	<u>Yea</u>	<u>Nay</u>
_____ Julie Simpson, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>
_____ Mary Ross Cunningham, Vice Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>
_____ Marah Altenberg	<input checked="" type="checkbox"/>	<input type="checkbox"/>
_____ Jennifer Clark	<input checked="" type="checkbox"/>	<input type="checkbox"/>
_____ Jessica Vealitzek	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Secretary's Note: Pursuant to Section 7(e) of the Illinois Open Meetings Act, the August 21, 2020, Gubernatorial Disaster Proclamation, the Governor's Executive Orders No. 2020-52, and Written Determination of the Lake County Forest Preserve District President, the Diversity and Cultural Resources Committee met via audio and video conference on Monday, August 31, 2020. These Minutes were approved by a Roll Call vote at that meeting:

AYES: 5 (Altenberg, Clark, Cunningham, Simpson, Vealitzek)
NAYS: 0



Committee Secretary