

EQUITY AND EMPOWERMENT COMMISSION

Thursday, March 22, 2018

6:00 p.m.

**Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Evanston
Aldermanic Library**

AGENDA

- 1. Call to order**
- 2. Declaration of a Quorum: Mario Vela, Vice Chair**
- 3. Public Comment**
- 4. Minutes of February 22, 2018 Meeting**
- 5. Proposal to change Commission meeting time**
 - Rotating meeting venues**
 - Agenda outline**
 - Agenda suggestions**
- 6. Commission Bylaws**
- 7. Disability/Accessibility**
- 8. Staff Report**
- 9. Announcements**
- 10. Adjournment**

**Equity and Empowerment Commission Meeting
Minutes of February 22, 2018
Lorraine H. Morton Civic Center
Aldermanic Library – 7:00 p.m.**

MEMBERS PRESENT: Jane Grover, Julie Corbier de Lara, Monte Dillard, Timothy Eberhart, Delores Holmes, Kathy Lyons, Mario Vela, Ald. Melissa Wynne

MEMBERS ABSENT: Alejandra Ibanez

STAFF PRESENT: Dr. Patricia Efiom, Evonda Thomas-Smith, Janella Hardin

I. CALL TO ORDER: JANE GROVER, CHAIR

A quorum being present, Chair Jane Grover called the meeting to order at 6:05pm.

II. PUBLIC COMMENT

Nina Raskin of Open Communities and the Evanston Justice Team, spoke in support of the Commission. She hopes that the Commission will provide specific recommendations to the Council for action, especially oversight to the police department to ensure equal treatment for people of color.

III. ELECTION OF CHAIR AND VICE-CHAIR

Delores Holmes moved to nominate Jane Grover as Chair of the Equity and Empowerment Commission, seconded by Julie de Lara Corbier. A voice vote was taken. **Motion passed unanimously.**

Monte Dillard moved to nominate Mario Vela as Vice-Chair of the Equity and Empowerment Commission, seconded by Delores Holmes. A voice vote was taken. **Motion passed unanimously.**

IV. APPROVAL OF THE MINUTES OF THE JANUARY 18, 2018 MEETING

Timothy Eberhart moved to recommend approval of the Minutes of the January 18, 2018 Equity and Empowerment Commission Meeting, seconded by Delores Holmes. A voice vote was taken. **Motion passed unanimously.**

V. INTRODUCTION OF COMMISSION BYLAWS

Chair Grover asked the Commissioners to review the bylaws and be prepared to discuss them and approve them at the next meeting. She noted that Commission members are appointed for two 3 year terms. Monté Dillard added that the bylaws should incorporate goals and measurable outcomes.

VI. STAFF REPORT

Health and Human Service Director Evonda-Thomas Smith presented a Health Equity report to the Commissioners that highlighted:

- The divisions that comprise the Health and Human Services Department and their functions: 1) Public Health: Environmental Health; 2) Human Services and Advocacy.
- The Health and Human Services Department reports to the Illinois Department of Public Health and is recertified every 5 years with a Community Health Assessment called the Evanston Process for the Local Assessment of Needs (EPLAN).
- The Health and Human Services Department's partnership with Erie Family Health Center.
- How race plays a part in advancing health equity

VII. ANNOUNCEMENTS

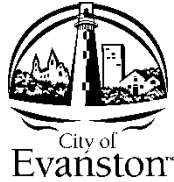
Dr. Patricia Efiom discussed upcoming trainings including a joint effort between herself and Director Thomas-Smith, training of the Equity Advocates that represent each department, building equity into new hire orientation and other all staff trainings.

Dr. Efiom and Chair Grover discussed the PolicyLink website and upcoming Equity Summit 2-day conference in April. The cost of the conference will be covered by Cradle 2 Career.

Dr. Efiom noted an initiative to have partnering organizations purchase "All People Welcome" signs to post in their facilities. Also, there will be a "Just Folks: A Conversation with the Latino Community" scheduled.

VIII. ADJOURNMENT

Motion to adjourn made by Ald. Wynne and seconded by Delores Holmes. The Committee voted unanimously to adjourn at 7:37pm.



EQUITY AND EMPOWERMENT COMMISSION

6:30 p.m.

AGENDA

- 1. Call to Order, declaration of a quorum**
- 2. Public Comment (5-10 minutes)**
- 3. Commission mechanics: ethics code, legislative process, City structure, police department (20 minutes)**
- 4. Briefings/issues: Race, youth/SOAR, disability/accessibility, environmental justice, LGBT, immigrant rights, education/school district initiatives (40 minutes)**
- 5. Action items: Policy recommendations; support for upcoming legislation (10 minutes, variable until we have something specific to consider)**
- 6. Sharing: events, developments, announcements, community opportunities (10 minutes)**
- 7. Adjourn**

BYLAWS OF THE EQUITY AND EMPOWERMENT COMMISSION

EVANSTON
EQUITY AND EMPOWERMENT
COMMISSION

BYLAWS

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**THE EQUITY AND EMPOWERMENT COMMISSION
OF THE CITY OF EVANSTON**

BYLAWS

ARTICLE I

Name and Authority

- Section 1** The name of this organization shall be “The Equity and Empowerment Commission” of the City of Evanston, Illinois,” hereafter referred to as the “Commission.”
- Section 2** The establishment of this Commission is provided for in Evanston City Code 85-O-17 “Equity and Empowerment” Commission.”
- Section 3** The business of the Commission is conducted in accordance with the Illinois Open Meetings Act; applicable ordinances adopted by the Evanston City Council, including the Equity and Empowerment Ordinance 85-O-17 as amended; Title 2, Chapter 12 Where Evanston ordinances conflict with these Bylaws, the former shall prevail pursuant to Evanston’s home rule authority.

ARTICLE II

Mission

- Section 1** The Evanston “Equity and Empowerment” Commission is a public body established by City ordinance. The purpose of the Equity and Empowerment Commission (“Commission”) is to identify and eradicate inequities in the City of Evanston, including City services, programs, human resources practices, and decision-making processes. The Commission will work with community partners and businesses to promote equity and inclusion within the City and provide guidance, education, and assistance to City departments to build capacity in achieving equitable outcomes and services. Further, the Commission will be transparent and collaborative with both internal and external engagement, holding all accountable for measurable improvements and outcomes. Finally, the Commission will promote, support, and build capacity with laws, ordinances, and regulations related to equity and empowerment within the City.
- Section 2** The Commission is responsible for evaluating, developing and recommended equity tools, to be used to examine policies, practices, services and programs. The Commission shall develop ways to measure and monitor community relations, race relations, and civil rights issues, particularly those that are sources of intergroup conflict; study and investigate issues of prejudice, bigotry, and

discrimination for the purpose of developing action strategies to address them; develop strategies to improve quality of life, livability and equity for all residents of Evanston; submit an annual report to City Council on the goals, activities and accomplishments of the Commission and; create subcommittees, as necessary, in furtherance of the Commission’s purpose.

Section 3 The Commission shall develop strategies to promote equity and empowerment as a basic human right of all residents. The Commission shall be committed to improving quality of life for all residents through active community engagement.

ARTICLE III

Membership

Section 1 Members

The Mayor shall appoint nine (9) Evanston residents to serve as members of the Commission. Commissioners shall serve without compensation and are residents of the City of Evanston.

The membership must include the following:

One (1) member who has the training and/or experience representing the needs of those who have a physical or mental disability;

Five (5) members who have experience in human rights, social justice advocacy, or similar areas;

One (1) member who is an Alderman.

The Commission’s membership must be representative of the City of Evanston’s constituent makeup, including but not limited to: race, color, religion, national origin, sex, sexual orientation, gender identity, marital status, age, source of income, physical disability and mental disability.

Section 2 Conflicts of Interest

All members of the Commission agree to abide by all duties and obligations imposed on Commission members in the City’s Code of Ethics in City Code Title 1, Chapter 10, and “Board of Ethics.” The Board of Ethics’ supplemental policy is intended to clarify and prevent the personal interests of Commission members from interfering with the performance of their duties or from resulting in personal or political gain at the expense of Evanston taxpayers.

The Commission strives to maintain the highest ethical standards to avoid conflicts of interest. All members of the Commission shall act in good faith in all

relationships touching upon their responsibilities to the Commission and shall avoid any conflict of interest.

For the purpose of this policy, the definitions found in the City of Evanston's Code of Ethics in City Code Title 1, Chapter 10, "Board of Ethics," shall apply.

Supplemental Policy:

Each member of the Commission shall disclose to the Commission in writing each City-funded entity to which the Commission member contributes a sum of money greater than one thousand dollars (\$1,000.00) in any calendar year.

Each member of the Commission shall recuse himself/herself/themselves from voting on any matter in which that member has an apparent or actual conflict of interest.

Section 3 Expenses

All appointed members of the Commission shall serve as such without compensation. Expenses incurred by any member in the performance of official duties may be reimbursed in accordance with policies and procedures established by the City of Evanston.

ARTICLE IV

Officers

Section 1 Elected Officers

The elected officers of the Commission shall consist of a Chair and a Vice-Chair.

Section 2 Election of Officers

- A. In January of each year, the Commission shall nominate candidates for the Chair and Vice-Chair positions.
- B. The Commission shall prepare a slate of candidates for each office, to be presented at the February meeting.
- C. Any Commission member may make additional nominations at the February meeting, with the consent of the nominee, prior to any vote.
- D. Commission members shall elect officers by voting upon the slate of candidates and any additional nominees by no later than the March meeting.

Section 3 Terms of Office

Term of Office: Commission members are appointed to three (3) year terms by the Mayor with the advice and consent of the City Council. Non-aldermanic members may serve for not more than two (2) full terms.

The Chair and Vice-Chair shall be elected for one-year terms from April 1 to March 31. No member shall serve more than two consecutive three-year terms in each office.

Section 4 Attendance, Removal from Office, Vacancies

A vacancy in any office shall be filled by a vote of the Commission at the next regular meeting following the occurrence of the vacancy. The officer is elected for the duration of the unexpired term.

If a Commission member fails to attend three (3) consecutive regular Commission meetings without a reasonable cause, or otherwise neglects the duties as a Commission member, the Chair, with the assent of the Commission, may recommend to the Mayor that the seat be declared vacant.

Any vacancy shall be filled by the Mayor as soon as possible.

A member of the Commission may be removed by the Mayor for absenteeism, neglect of duty, misconduct or malfeasance in office, after being given a written statement of the charges and an opportunity to refute them at a hearing with the Mayor.

Section 5 Duties of Officers

- A. The Chair shall assure that the policies, programs and orders of the Commission are carried out.
- B. The Chair shall preside at all meetings of the Commission. The Vice-Chair shall preside in the Chair's absence.
- C. The Chair shall be responsible for calling meetings of the Commission pursuant to the Open Meetings Act and for assuring an agenda for each meeting.
- D. The Chair may appoint committees to consist of two members for specific tasks.

ARTICLE V

Meetings

Section 1 Regular and Special Meetings

- A. Regular meetings shall be held on the fourth Thursday of each month at 6:00 p.m. in the Civic Center, 2100 Ridge Avenue, unless such day shall be a legal holiday observed by the City or another conflict exists, in which case the regular meeting shall be held at such other time as the Commission may decide upon proper notification pursuant to the Open Meetings Act.
- B. Special meetings shall be held upon the request of the members of the Commission.
- C. Notice of all regular and special meetings of the Commission shall be communicated to members at least one week before the meeting by action at a previous meeting, or by mail, email, or by telephone.
- D. Meetings shall be open to the public in accordance with the ordinance of the City of Evanston and the Open Meetings Act.
- E. Notice of all regular and special meetings of the Commission shall be communicated to the public by publication of an agenda in accordance with the Open Meetings Act.

Section 2 Quorum

A majority of the members of the Commission constitutes a quorum for the transaction of business.

Section 3 Voting

At any meeting at which a quorum is present, the affirmative vote of the majority of the members present shall carry any issue. The Chair is a voting member of the Commission and may vote on any issue.

Section 4 Parliamentary Procedure

Unless inconsistent with these Bylaws or otherwise decided by the Commission, all meetings shall be conducted in accordance with *Robert's Rules of Order Newly Revised* (Tenth Edition).

ARTICLE VI

Amendments

- Section 1** These Bylaws may be amended at any meeting of the Commission by the affirmative vote of a majority of members in office. Written notice of proposed amendment(s) shall be given to all members at least two weeks prior to the meeting at which the amendment(s) is/are to be considered.
- Section 2** Any proposed amendment(s) to the Bylaws shall be included in the meeting packet at which they will be voted upon.
- Section 3** The City Manager shall be advised of any changes in these Bylaws.
- Section 4** The Commission shall review its Bylaws annually.

**Office of Equity & Empowerment
2017-2018
Staff Report**

I. City Council Actions

- A. Established equity as a priority goal with race as a critical issue.
- B. Created an Equity & Empowerment Commission

II. Equity Training

- A. Provided two (2) hour training on equity to City Council
- B. Provided ten (10) hours of equity training for City Manager and senior staff
- C. Launched a series of community conversations called Just Folks. The first was a Conversation on Race.
- D. Developed a comprehensive training program for City Council, Staff, Boards & Commissions, on issues of equity, diversity and inclusion.
- E. Hosted two (2) Beyond Diversity training sessions. Beyond Diversity is a two day intensive diversity training program.
- F. Partnered with Northwestern to develop an International Student Orientation video on public safety

III. Community Engagement

- A. Conducted a city wide equity survey
- B. Prioritized meaningful community engagement as a critical aspect of all City decision making processes.
- C. Developed ongoing outreach efforts to engage the most vulnerable communities
- D. Developed a Language Access Plan that ensures creative and ongoing exploration of ways to provide greater access to City services.

IV. Staff Engagement

- A. Recruited and trained representatives from each department to help build, promote and support the commitment to embed equity in all City processes.

- B. Convened regular equity discussions with directors to provide updates, evaluate progress, and create intradepartmental opportunities.

V. Empowerment

- A. Developed the Equity & Empowerment Website to include a central location for residents seeking information about discrimination.
- B. Provided 311 staff with necessary information to assist callers with frequently asked questions around issues of equity.

VI. Equity in the workforce

- A. Developed equity
- B. Researched and analyze disparities in salaries, promotion and employment actions.

VII. Equity in policies, processes & procedures

- A. Developed a tool to assist departments in learning how to create and evaluate policies, processes and programs using an equity lens.

VIII. Professional Development

- A. Participated in a regional diversity conference hosted by Notre Dame
- B. Attended Advancing Racial Equity: the Role of Government in Iowa. Hosted by the Government Alliance on Race
- C. Presented on equity work in local government at the Chicago Metropolitan Planning Council Conference
- D. Participated in the Othering & Belonging conference hosted by the Haas Institute
- E. In partnership with the Village of Oak Park, Illinois presented at International Conference of Mayors in San Antonio Texas
- F. Participated in a debate at Columbia College on the question “Is it safe for African Americans live in the suburbs”
- G. Will attend Policy Link conference as part of the Chicago delegation April 11-13
- H. Contributing writer to ICMA’s 2018 e-book Predictions on Local Government from 18 Experts

Our Approach

Developing a network of government focusing on racial equity is critically important to getting to different outcomes in our communities. The goal must be beyond closing the gaps; we must lift up overall outcomes, focusing efforts those who are faring worst. Deeply racialized systems are costly and depress outcomes and life chances for us collectively. To advance equity, government must focus not only on individual programs, but also on policy and institutional strategies that are driving the production of inequities.

The following six strategies are critical:

- 1. Use a racial equity framework:** Jurisdictions use a racial equity framework that clearly articulates racial equity, implicit and explicit bias, and individual, institutional and structural racism.
- 2. Build organizational capacity:** Jurisdictions need to be committed to the breadth and depth of institutional transformation so that impacts are sustainable. While the leadership of electeds and top officials is critical, changes take place on the ground, and infrastructure that creates racial equity experts and teams throughout local and regional government is necessary.
- 3. Implement racial equity tools:** Racial inequities are not random; they have been created and sustained over time. Inequities will not disappear on their own. Tools must be used to change the policies, programs and practices that are perpetuating inequities. New policies and programs must also be developed with a racial equity tool.
- 4. Be data-driven:** Measurement must take place at two levels - first, to measure the success of specific programmatic and policy changes, and second, to develop baselines, set goals and measure progress towards goals. Use of data in this manner is necessary for accountability.
- 5. Partner with other institutions and communities:** The work of local and regional government on racial equity is necessary, but it is not sufficient. To achieve racial equity in the community, local and regional government needs to work in partnership with communities and other institutions to achieve meaningful results.
- 6. Operate with urgency and accountability:** While there is often a belief that change is hard and takes time, we have seen repeatedly, that when change is a priority and urgency is felt, change is embraced and can take place quickly. Building in institutional accountability mechanisms via a clear plan of action will allow accountability. Collectively, we must create greater urgency and public will to achieve racial equity.