



EQUITY AND EMPOWERMENT COMMISSION

Thursday, December 20 2018
6:30 to 8:00 p.m.
Lorraine H. Morton Civic Center
2100 Ridge Avenue, Evanston
Room 2402

AGENDA

1. Call to Order/Declaration of a quorum
2. Approval of meeting minutes of December 1, 2018
3. Public comment
4. **Report:** City of Evanston's Age Friendly Task Force
5. **For Consideration**
 - a. Commission's 6-month Work Plan: Review and update
6. **For Discussion**
 - a. Equity Framework, Strategy 2, community engagement policy
 - b. Equity Framework, Strategy 3, define data needs
 - c. Equity Framework, Strategy 4, develop equity lens; appoint committee
7. **Items for communication**
8. **Staff Reports**
 - a. Report to Human Services Committee
9. Adjournment

Attachments:

- The Equitable Evanston Workplan
- Community Engagement Policy

Next meeting:

Thursday, January 17, 2019
6:30 to 8:00 p.m.
Lorraine H. Morton Civic Center
2100 Ridge Avenue, Evanston
Room 2402

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EQUITY AND EMPOWERMENT COMMISSION

Saturday, December 1, 2018, 8 a.m. to 1 p.m.

One Rotary International

1560 Sherman Avenue, Evanston, IL 60201

Commission Members Present: A. Ibañez, K Lyons, J. Corbier de Lara, J. Grover, D. Holmes, T. Eberhart, M. Wynne

Absent: M. Vela, M Dillard

Staff Present: P. Efiom, P. Martínez

1. Call to Order/Declaration of a quorum

Comm. Grover called to order at 8:11 a.m.

2. Approval of meeting minutes of December 1, 2018 meeting

Approved 7-0

3. Public comment

No public comment

4. For Consideration

- a. 2019 Monthly meeting dates – 4th Thursday's conflict with Alderman Wynn's Quarterly Ward meetings

Meetings on the third (3rd) Thursday of the month were proposed for 2019.

January 17

February 21

March 21

April 18

May 16

June 20

July 18

August 15

September 19

October 17

November 21

December 19

Vote was called; motion carried unanimously.

5. For Discussion

a. Commission Budget

Ald. Wynne provided an update on approved City Budget for 2019. No budget was passed by City Council for the Office of Equity & Empowerment.

For Action:

1. Invite City Council members to undergo equity training.
2. Design a strategy for the Equity & Empowerment commission to become an official part of the budget process in 2020.
3. Invite City Council members and departments heads to attend An Equity & Empowerment Commission meeting.

b. Report from Commissioner Lyons on Police Chief hiring process

Comm. Lyons participated in the Police Chief interview panel process. Five candidates were interviewed. Interview panels made recommendations to the City Manager. At the request of the Mayor, the Commission sent packets to each of the finalists containing information about the City's equity efforts.

6. Equity Training

Tiffany McDowell, YWCA Northshore Equity Institute Director and Eileen Heineman, YWCA Northshore Manager of Community Outreach provided training based on the Annie E. Casey Foundation's Equity Guide.

7. An overview of the Equitable Evanston Plan was provided by Dr. Efiom.

8. Meeting adjourned at 1 p.m.

Equity and Empowerment Commission

6-MONTH WORKPLAN, 2018-2019

Revised October 2018

TASK	September	October	November NO MEETING	December	January	February	March
Equitable Evanston (equity framework)							
Strategy 1: Define key concepts	Staff draft, Commission discussion Committee: Tim, Julie, Pat	Commission approval		Present to Human Services Committee, 12/3/18			
<i>Resources, meeting packet</i>	<i>Staff draft</i>	<i>Revised draft</i>		<i>Memo to HS Committee</i>			
Strategy 2: Develop community engagement policy and tool	Committee (Alejandra, Delores) to draft	Commission discussion		Commission approval			
<i>Resources, meeting packet</i>		<i>Committee draft</i>		<i>Revised draft</i>			
Strategy 3: Define data needs, gather data	Committee (Kathy and Pat) to draft	Commission discussion		Commission approval			
<i>Resources, meeting packet</i>		<i>Committee draft</i>		<i>Revised draft</i>			
Strategy 4: Develop equity lens, systems analysis		Assign committee	Racial equity training. Committee: Alejandra and Pat	Committee to draft	Commission discussion	Commission approval	

<i>Resources, meeting packet</i>				<i>Committee draft</i>	<i>Revised draft</i>		
Strategy 5: Develop evaluation tool	Assign committee			Committee to draft	Commission discussion	Commission approval	Present to Human Services Committee, 3/4/19
<i>Resources, meeting packet</i>					<i>Committee draft</i>	<i>Revised draft</i>	
Strategy 6: Recommend equity goals	Assign committee Committee: Mario			Committee to draft	Commission discussion	Commission discussion	Commission approval
<i>Resources, meeting packet</i>					<i>Committee draft</i>	<i>Revised draft</i>	
Strategy 7: Ongoing work		Appoint committee		Commission discussion	Commission discussion	Commission discussion	Commission discussion
<i>Resources, meeting packet</i>							
Translation services policy		Staff to research (add comparables)			Staff to draft, Commission discussion	Commission approval	Present to Rules Committee, 12/3/18
<i>Resources, meeting packet</i>	<i>Research: existing City contract; when are services requested, type of services, standard accessibility language; school district services.</i> <i>Staff draft</i>	<i>Revised draft</i>		<i>Memo to Rules Committee</i>			
EPL equity consulting report	Commission discussion						

<i>Resources, meeting packet</i>	<i>EPL report (DeEtta Jones, consultant)</i>						
Commission workplan	Committee (Alejandra and Jane) to draft; Commission discussion	Commission approval [done]					
<i>Resources, meeting packet</i>	Draft workplan	<i>Revised draft workplan</i>					
Commission budget	Committee (Delores, Monte) to draft, Commission discussion	Commission approval	[City Council approval of FY2019 budget?]	[City Council approval of FY2019 budget?]			
<i>Resources, meeting packet</i>	<i>FY2018 expenses; Committee draft for FY2019 (estimate of training, consulting, speaking expenses, etc.)</i>						
July 2018: Adopted of Annie E Casey Foundation race equity guide as model for Equitable Evanston framework.							
July 2018: Adopted of race equity priority, internal/City of Evanston focus. for race equity framework.							
September 2018: Adopted Six-Month Workplan, 2018-2019.							

For future Commission consideration:

- Professional development
 - Community orientation:
 - Black Business Consortium Tour
 - Snapshot Evanston (Evanston Community Foundation)
 - Guest speakers, discussions:
 - Terry Keleher, Director of Strategic Innovations, [Race Forward](#)
 - Diversity and inclusion training
 - Terry Keleher, Director of Strategic Innovations, [Race Forward](#)

- Tasks
 - Environmental justice ordinance
 - FY2019, FY2020 budgets
 - Truth and reconciliation, community restorative justice initiative

- Prospective meeting hosts
 - School District 65
 - Second Baptist Church
 - Foster Senior Club
 - Fleetwood-Jourdain Community Center
 - Gibbs Morrison Community Center
 - Levy Recreation Center
 - Y.O.U.
 - St. Nicholas Catholic Church
 - McGaw YMCA (background on Emerson Branch YMCA)
 - Evanston Community Foundation
 - Northwestern University
 - St. Francis Hospital
 - Beth Emet Synagogue

- Meeting hosts

- Shorefront Legacy Center (April 2018)
- Center for Independent Futures (May 2018)
- Students Organized Against Racism, Evanston Township High School (June 2018)
- Joining Forces, Connections for the Homeless (July 2018)
- Evanston/Northshore YWCA (September 2018)

City of Evanston

Draft Community Engagement Policy

Policy Statement: The City of Evanston values equitable community engagement, processes and activities that contribute to program, policy and services decisions by providing City Council with the best possible information to support decision making.

The purpose of this policy is to ensure that the City of Evanston: Achieves an equitable, consistent, coordinated and outcomes-driven approach to community engagement; Facilitates community input to decision making through effective and efficient involvement, collaboration and empowerment processes; and assures that community engagement is consistent and includes communities that have historically been excluded .

This policy does this by describing:

- The conditions under which the policy will be applied
- The role of decision-makers in public engagement
- The importance of respectful and safe discussion
- A clear definition of community engagement
- Key supporting elements for community engagement

This policy is supplemented by the Public Engagement Procedure which will guide the implementation of the policy and outlines the key administrative components of community engagement.

This policy is informed by the city of Evanston's Racial Equity framework.

Application:

The policy applies to all of the City's policies, programs, and services that have an impact on the public. Community engagement should support decision making processes for:

- Designing or implementing a new policy, program, or service
- Evaluating, changing or ending an existing policy, program, or service
- Responding to a community-initiated request

This Policy applies to Community engagement regarding all of the City's policies, programs, and services whether they are planned and delivered by City staff, or external contractors or community volunteers.

Role of Decision Makers

The role of decision makers - in Community engagement is to strive for the best understanding of the public's views and perspectives on topics and issues, consider

community input in decision making and communicate to the public how their input was used and why decisions were made.

Community engagement offers the opportunity for staff to:

- Strengthen its role as community representatives through a better understanding of the interests, values, and perspectives of the public.
- Identify areas where Community engagement can and will make a meaningful difference to decisions.
- Promote and direct the public to Community engagement activities,
- Carefully and thoughtfully consider public input as part of the decision-making process,
- Ensure Community expectations for Community engagement opportunities and influence are balanced with the awareness of resource capacity, fiscal realities, and other important context and considerations, and
- Clearly explain the rationale for decisions and how public input was used in decision making.

Accessible, Safe, and Respectful Discussion

The policy also recognizes that the discussion that underlies Community engagement activities will be accessible, safe and conducted in a respectful manner by all participants – City Council, City staff, stakeholders and residents.

Definition of Community Engagement

Community Engagement is the set of activities undertaken by the City Council, City staff, stakeholders, and residents by which members of all four groups can contribute input to the decision makers on City policies, processes and services. It includes the communication and full accessibility to all participating parties of how public input is collected and used.

Public Engagement Spectrum

The Public Engagement Spectrum is a tool that explains the four roles the public can play when they participate in City of Evanston public engagement activities. As you move within the spectrum, there is an increasing level of public influence and commitment from the City and the public.

- Advise - The public is consulted by the City to share feedback and perspectives that are considered for policies, programs, projects, or services.
- Refine - The public is involved by the City to adapt and adjust approaches to policies, programs, projects, or services.
- Create - The public collaborates with the City to develop and build solutions regarding policies, programs, projects, or services. This can include community initiated engagement.

- **Decide** - The public is empowered to make decisions directly or on behalf of the City about policies, programs, projects, or services.

Guiding Principles for Public Engagement

Shared responsibility – Engagement of people in an authentic way contributes to equitable and sustainable solutions to challenging issues.

Relationship-building and perspective seeking - Meaningful engagement values all perspectives and community experiences; it recognizes that respect and equitable processes foster trust and stronger relationships.

Proactive, timely, and transparent - People have enough time and notice to engage early in the process which clearly communicates how input will be assessed and used during engagement and reported on afterwards.

Inclusive and accessible – Community Engagement planning and delivery is inclusive and accessible, which includes but is not limited to language accessibility and physical accessibility. It encourages two-way conversations and strategies that reach diverse communities and ensure people feel and are heard and know their input is valued.

Innovative and continuously improving – The City of Evanston strives to aspire to co-create and embrace new and better engagement processes resulting in a sound approach to evaluating success.

Supporting Activities for Public Engagement

Communications - The City and the public are informed about, listen and learn about City policies, programs, and services through accessible, clear, and transparent communications focused on plain language, active listening, and responsiveness. This is a key activity underlying all four levels of the public engagement spectrum.

Project management - Carrying out engagement within a project management process.

Decision making - Clearly identifying decisions, decision makers and decision-making processes for every public engagement process.

Relationship Building - Developing and enhancing relationships through meaningful dialogue based on respect and trust.

Capacity Building - Providing the knowledge and tools to engage by building capacity internally and within communities.

Leadership Development - Building community and staff leadership by facilitating leadership development opportunities.