



**Equity and Empowerment Commission  
Thursday, April 28, 2022  
Lorraine H. Morton Civic Center  
6:30 PM**

To Join: <https://us02web.zoom.us/j/84256810967?pwd=OHZ6MThuQzlxYmxaRIBQWURhWkJGUT09>

**AGENDA**

Page

**1. CALL TO ORDER/DECLARATION OF A QUORUM**

**2. APPROVAL OF MINUTES**

**A. Approval of March 31, Meeting Minutes**

3 - 4

Staff recommends approving the meeting minutes.

**For Action**

[Equity and Empowerment Commission - Mar 31 2022 - Minutes - Pdf](#)

**3. PUBLIC COMMENT**

**4. DISCUSSION**

**A. Equity Community Survey Communication Plan**

The Equity Community Survey went live on April 19th. The Commission will discuss its plan to ensure people have access to the survey and fill it out. Some options include having multiple release dates and doing outreach at summer events.

B. **Gentrification Reduction Initiative**

Members of the Commission have been working with people from Chicago on anti-gentrification measures Cities can take to reduce the impact of gentrification. Some of the proposals include an ordinance against predatory purchasing, implementing an increased demolition surcharge, and two-flat and four-flat conversion issues.

C. **Equity Scorecard Update**

5 - 16

Chair Thomas will provide an update from the team working on an equity scorecard for City Programs. The Commission will review the scorecard together.

[EEC Scorecard Draft](#)

**5. ADJOURNMENT**

**Mission Statement**

The Equity and Empowerment Commission's (EEC) mission is to develop shared recognition, and language of the history and impact of structural racism in Evanston, and develop tools and practices to achieve racial equity for all residents.



## Equity and Empowerment Commission

Thursday, March 31, 2022 @ 6:30 PM

Lorraine H. Morton Civic Center

**COMMITTEE MEMBER PRESENT:** LaShandra Rayfield, Vice-Chair, Kady McFadden, Commissioner, Omar Salem, Commissioner, Darlene Cannon, Commissioner, and Karla Thomas, Chair

**COMMITTEE MEMBER ABSENT:** Devon Reid, Councilmember, Kymberly Walton, Commissioner, and Jane Grover, Commissioner

**STAFF PRESENT:** Matt Ouren, CMO Fellow

**1. CALL TO ORDER/DECLARATION OF A QUORUM**

**2. PUBLIC COMMENT**

No Public Comment

**3. APPROVAL OF MINUTES**

A. Approval of February 17, 2022, Meeting Minutes

Staff recommends approval of the minutes of the Equity and Empowerment Commission meeting of February 17, 2022.

Moved by Commission Member Kady McFadden

Seconded by Commission Member LaShandra Rayfield

**Ayes:** Commission Member LaShandra Rayfield, Commission Member Kady McFadden, Commission Member Omar Salem, Commissioner Darlene Cannon, and Vice Chair Karla Thomas

**Carried 5-0 on a recorded vote**

**4. DISCUSSION**

A. YWCA Stand Against Racism

Eileen Heineman shared about the upcoming event: the Stand Against Racism. The YWCA is working on making this event less performative. The YWCA and the Commission discussed ways the City could participate in a meaningful way. The Commission suggested

some things the City could do are dedicate time to take the Evanston Equity Community Survey or listen to the YWCA Keynote speaker.

B. Equity Tool Update

Chair Thomas discussed the upcoming community equity survey. The group edited together the press release language for the survey rollout. Plan to begin rollout of the survey by April 19th launch by the City

C. Drafting an Ordinance

Commissioner McFadden agreed to work with Councilmember Reid on developing an ordinance for the City to adopt the Commissions scorecard. Commissioner McFadden, Chair Thomas and Andy Schlickman of EJE also committed to meeting to further develop the Equity scorecard.

5. **ADJOURNMENT**

7:57

# Evanston Policy Racial Equity Scorecard

A Tool to Evaluate Community Projects, Policies  
and Practices



Created for public use with input from:  
Evanston Equity and Empowerment Commission \* Evanston City Council \* **INSERT OTHER  
PARTNERS / REVIEWS**

Created through a merging of ideas from the Racial Equity Impact Assessment Toolkit by Race Forward, Twin Cities,  
MN Planning Equity Scorecard, and Evanston District 65's Racial Equity Impact Assessment RUBRIC  
**Updated April**

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**DRAFT**

We invite you to provide feedback on the process and to send us your questions at [NEED EMAIL ADDRESS](#). Or simply scan the QR code below:

[ADD QR CODE](#)

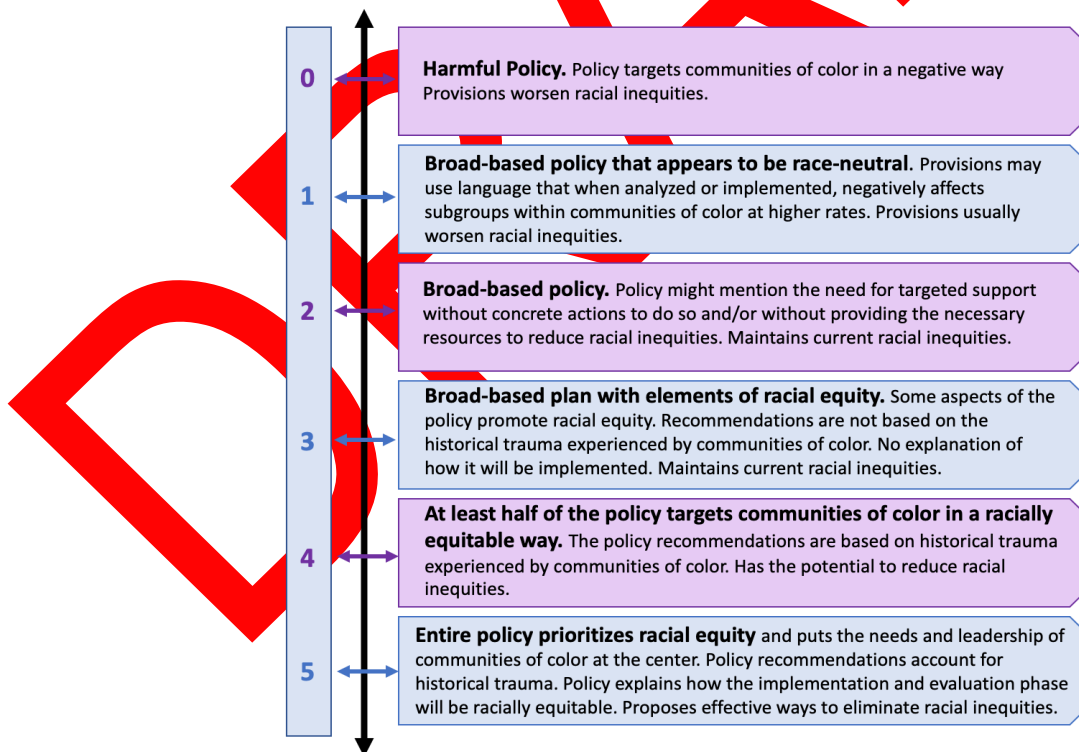
# What is the Equity Scorecard?

This Scorecard was created by the Evanston Equity and Empowerment Commission to ensure that the principles of Equity that our city has committed to in its [COMMITMENT TO END STRUCTURAL RACISM AND ACHIEVE RACIAL ORDINANCE](#) are put into action in the creation of new policies and practice developed by all arms of the city governance and in the review of existing ones.

A Racial Equity Scorecard is a way of assessing how successfully a given policy/program/practice applies a racial equity lens. The policy can be scored on a scale of **0** (“harmful policy” capable of widening racial inequities) to **5** (“racially equitable” in each aspect). Many broad-based policies could be made more racially equitable by:

- (1) applying this practice to evaluate each part of the policy; and
- (2) basing recommendations on analysis of how best to address the deep origins of racial discrimination and historical trauma. To reverse racial inequities, policy recommendations should be rooted in the historical trauma each community of color has experienced.

## Scoring Methodology



# What types of projects is the Equity Scorecard for?

While we would eventually like to have Evanston city staff completing these score cards as initiatives are progression through their departments, we will pilot the use of this scorecard with the Equity and Empowerment commission completing them. The scorecard can be utilized for the following initiatives:



**Planning new projects** with a focus on equity.



Scoring a **proposed project**.



Scoring a **development Project**.



**Engaging** residents to give input into new policies and practices.



**Evaluating** the impacts of policy on the needs of the community.



Assessing proposed **policy change**

## When to Use the Scorecard?

The EEC anticipate a disproportionate effect to communities of color?

The project includes a housing development with over 30 units?

The EEC received a request for review on a policy or practice from at least 15 residents? **(CREATE FORM)**

The EEC received a request for review on a policy or practice from the City Council or City of Evanston?

This process should help you decide if a project or initiative meets your community's standards for equity.



# How to Use Scorecard

**Step #1:** Review the Scorecard and get familiar with the content and requirements.

**Step #2:** Fill out the Policy/Project information on the first page and assign the Scorecard review to two EEC members.

**Step #3:** The EEC members will meet with the necessary project leaders and community member to understand what has and has not been considered and covered from an equity prospective in the project development.

**Step #4:** The two EEC members fill out the score card SEPARATELY!

**Step #5:** The EEC and/or the ECC co-chairs (based on urgency) will discuss the results

of both scorecards at the next monthly meeting and a final version created.

**Step #6:** The EEC will present/ email the Score card to the City Council and Mayor and the city manager as necessary.

# Evanston Policy Racial Equity Scorecard

Score

Project/Policy Name: \_\_\_\_\_

Equity review requested by: \_\_\_\_\_

Policy Focus(s):

Public Subsidy Funding amount and source

Tax abatement amount and source

Public land sale and amount

Zoning changes

Housing Development

Other: \_\_\_\_\_

Project/ Policy Lead: \_\_\_\_\_

Lead's Contact Info: \_\_\_\_\_

Other Key Stakeholders: \_\_\_\_\_

Description of the Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

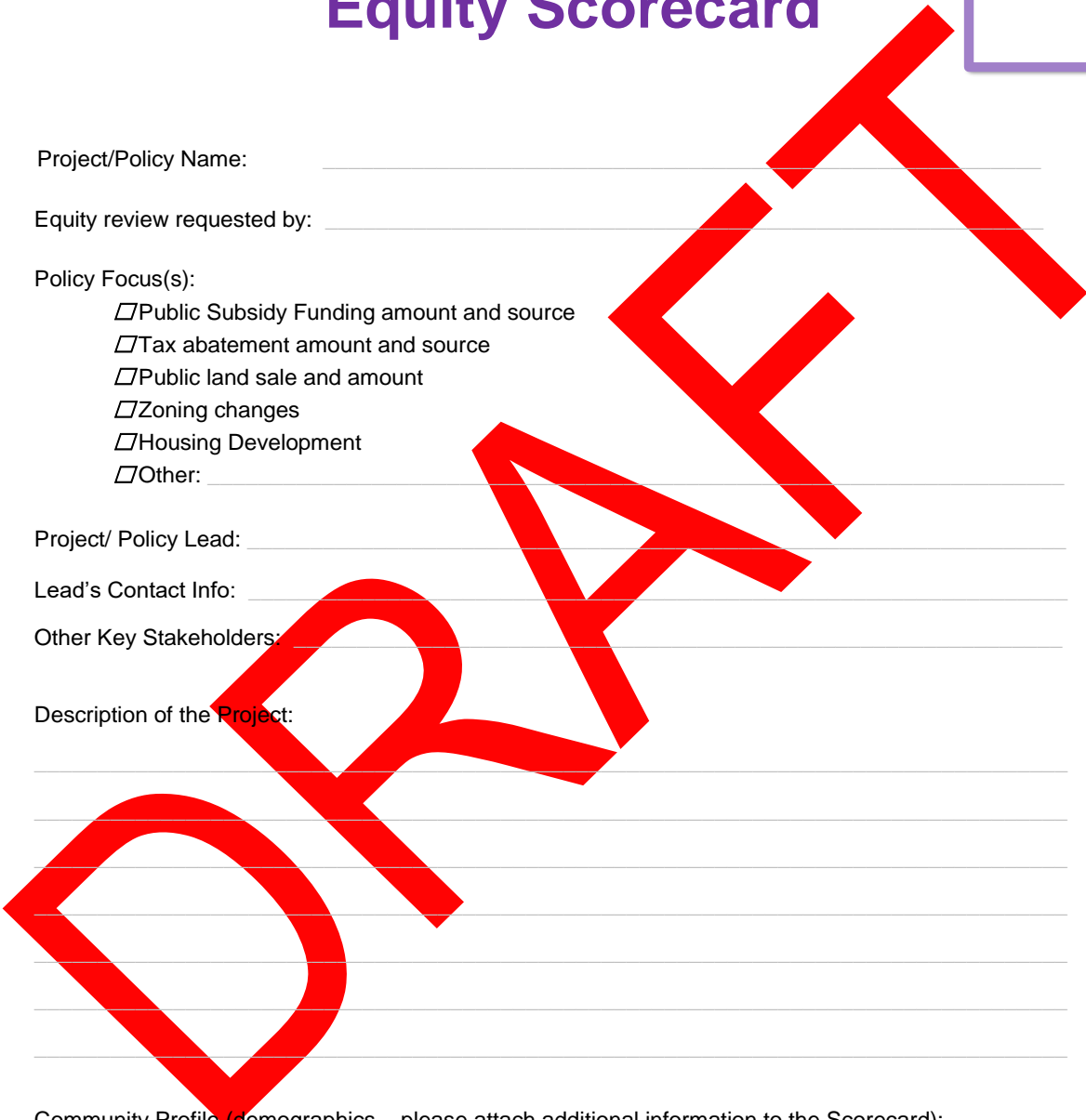
\_\_\_\_\_

Community Profile (demographics – please attach additional information to the Scorecard):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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Scoring	0 to 1 Developing	2 to 3 Proficient	4 to 5 Exceptional	Score
<p><b>1: Were key stakeholders engaged?</b> Have stakeholders from different racial/ethnic groups— especially those most adversely affected— been informed, meaningfully involved and authentically represented in the development of this proposal? Who's missing and how can they be engaged?</p>	Stakeholders from different racial/ethnic groups— especially those most adversely affected have been <b>informed on this proposal/policy.</b>	Stakeholders from different racial/ethnic groups— especially those most adversely affected— <b>been informed, meaningfully involved in the development of this proposal/policy.</b>	Evidence of stakeholder involvement from different racial/ethnic groups— especially those most adversely affected— <b>been informed, meaningfully involved and authentically represented in the development of this proposal/policy.</b>	
<p><b>2. Were racial inequities (Historical + Present) identified and documented?</b> Which racial/ethnic groups are currently most advantaged and most disadvantaged by the issues this proposal seeks to address? How are they affected differently? What quantitative and qualitative evidence of inequality exists? What evidence is missing or needed?</p>	<b>Racial/ethnic groups who are currently most advantaged and most disadvantaged by the issues this proposal/policy seeks to address have been identified.</b>	Racial/ethnic groups who are currently most advantaged and most disadvantaged by the issues this proposal/policy seeks to address have been identified. <b>It has been named how they are affected differently but no solutions towards equity provided.</b>	Racial/ethnic groups who are currently most advantaged and most disadvantaged by the issues this proposal/policy seeks to address have been identified. It has been named how they are affected differently. <b>Quantitative and/or qualitative evidence of inequalities has been named and some level of solutions/ actions to create more equity has been put in place.</b>	
<p><b>3. Specific to this policy/practice, what factors may be reproducing and perpetuating racial inequities associated with this issue? How did the inequities arise? Are they</b></p>	Factors have been named that may be producing and perpetuating racial inequities associated with this issue. <b>How the inequities surfaced has been</b>	Factors have been named that may be producing and perpetuating racial inequities associated with this issue. <b>How the inequities surfaced has been named. Historical data has been provided</b>	Factors have been named that may be producing and perpetuating racial inequities associated with this issue. <b>How the inequities surfaced has been named. Historical data has been provided to identify if inequities were expanding or narrowing.</b>	

expanding or narrowing? Does the proposal address root causes? If not, how could it?	<b>named.</b>	<b>to identify if inequities are expanding or narrowing.</b>	<b>This proposal/policy addresses and specifies root causes.</b>	
<b>4. Have disproportionate impacts been identified?</b> What adverse impacts or unintended consequences could result from this policy? Which racial/ethnic groups could be negatively affected? How could adverse impacts be prevented or minimized?	<b>Adverse impacts and unintended consequences have been clearly identified for this proposal/policy.</b>	Adverse impacts and unintended consequences have been clearly identified for this proposal/policy. <b>Racial/ethnic groups that could be negatively affected have been identified.</b>	Adverse impacts and unintended consequences have been clearly identified for this proposal/policy. Racial/ethnic groups that could be negatively affected have been identified. Adverse impacts have been reviewed and <b>a structure to prevent or minimize those impacts are planned for.</b>	
<b>5. Are there anticipated equitable impacts?</b> What positive impacts on equality and inclusion, if any, could result from this proposal? Which racial/ethnic groups could benefit? Are there further ways to maximize equitable opportunities and impacts?	<b>Positive impacts on equality and inclusion (if any) have been identified as a result of this proposal/policy.</b>	Positive impacts on equality and inclusion (if any) have been identified as a result of this proposal/policy. <b>Racial/ethnic groups that could benefit have been identified.</b>	Positive impacts on equality and inclusion (if any) have been identified as a result of this proposal/policy. Racial/ethnic groups that could benefit have been identified <b>and these impacts were maximized in the policy planning.</b>	
<b>6. Were alternate plans or improvements analyzed?</b> Are there better ways to reduce racial disparities and advance racial equity? What provisions could be changed or added to ensure positive impacts on racial equity and inclusion?	<b>Other ways to reduce racial disparities and advance racial equity were identified in this proposal/policy.</b>	<b>Better or multiple pathways to reduce racial disparities and advance racial equity were selected for the final proposal/policy.</b>	Better or multiple pathways to reduce racial disparities and advance racial equity have been identified in this proposal/policy. <b>Provisions that could be changed or added to ensure positive impacts on racial equity and inclusion have been added.</b>	
<b>7. Is the proposal viable and sustainable? What things have been put in place to ensure this is so?</b> Is the proposal realistic,	<b>This proposal/policy is realistic, and adequately funded, with mechanisms to ensure successful implementation and</b>	This proposal/policy is realistic, adequately funded, with mechanisms to ensure successful implementation and enforcement. <b>Provisions</b>	This proposal/policy is realistic, adequately funded, with mechanisms to ensure successful implementation and enforcement. Provisions have been planned and identified to ensure ongoing data	

<p>adequately funded, with mechanisms to ensure successful implementation and enforcement? Are there provisions to ensure ongoing data collection, public reporting, stakeholder participation, and public accountability?</p>	<p><b>enforcement.</b></p>	<p><b>have been planned and identified to ensure ongoing data collection.</b></p>	<p>collection, <b>public reporting, stakeholder participation, and public accountability.</b></p>	
<p><b>8. Have equity success indicators been identified with a plan to measure?</b> What are the success indicators and progress benchmarks? How will impacts be documented and evaluated? How will the level, diversity and quality of ongoing stakeholder engagement be assessed?</p>	<p>Success indicators <b>and progress benchmarks have been identified.</b></p>	<p>Success indicators and progress benchmarks have been identified. <b>Documentation and evaluation procedures have been identified for this procedure/policy.</b></p>	<p>Success indicators and progress benchmarks have been identified. Documentation and evaluation procedures have been identified for this procedure/policy. <b>The level, racial diversity, and quality of ongoing stakeholder engagement have been assessed and planned for.</b></p>	
			<p>Total Score =</p>	
			<p><b>OUT OF A POSSIBLE TOTAL OF 40</b></p>	

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# Recommended Change

**Recommended changes to the proposed or present policy or practice**

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**Recommended changes to the ordinance or rules that govern the Policy or Practice**

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