

City of Geneva

Strategic Plan Advisory Committee
Geneva City Hall Geneva, IL 60134
Wednesday January 20, 2021 6:30 pm

1. **Call to order:** Meeting held via ZOOM. Called to order by Chair Johnson at 6:38 P.M.
2. **Roll Call:** Present were Johnson, Mannon, Monaco, Cooper, Malecki, Schwab, Kafer, Ellett, and Frankel. Also present McCready
3. **Amendments to Agenda:** None
4. **Approval of Submitted Reports**
 - a. Review and approval of Minutes from December 2020
Motion to Approve by Kafer
2nd by Monaco
All in favor by voice vote.
 - b. Review and approval of Budget Report
Motion to Approve by Kafer
2nd by Monaco
All in favor by voice vote.
5. **DEI Task Force Update**
 - a. Draft resolution and corresponding attachment have been reviewed by SPAC with comments sent back to McCready.
 - b. Timeline
 - i. 2021
 1. Launch
 2. Gather Data (benchmarking, comparing other communities' activities & accomplishments, reviewing current Geneva practices, policies, etc.)
 3. Plan
 4. Establish
 - ii. 2022
 1. Public Engagement
 2. Continue gathering data.
 3. Draft Recommendations

- iii. 2023
 - 1. Compile Data
 - 2. Finalized Recommendations
 - c. Goals and Evolution of Task Force
 - i. What can be done better?
 - ii. What is being done now?
 - iii. Develop work plan.
 - 1. Listen
 - 2. Identify
 - 3. Survey
 - 4. Focus Groups
 - 5. Engage
 - d. DEI as a committee?
 - i. Is this a standing committee?
 - ii. After task force completes
 - 1. Develop
 - 2. Implement
 - 3. Coordinate
 - 4. Advise
 - 5. Recommend
 - e. Process
 - i. McCready outlined specific steps starting in Feb. 2021.
 - f. Questions/Concerns
 - i. How does SPAC recruit and vet the candidates?
 - ii. Is there any concern with the task force being able to confidently select a dedicated and conscientious person for the chair and vice chair positions?
 - iii. Is there a need to create a summary and consistent message for SPAC to utilize when recruiting and visiting with prospective members?
 - g. Members of SPAC will break into work groups to tackle the loose ends and outstanding items needed to implement the application and interview process.
 - i. Networking/Outreach
 - ii. Communication & Messaging
 - iii. Collecting Applications & Interviewing Candidates

6. New Business

- a. Book Club & Community Conversation
 - i. Goal is to incorporate this with the implementation of the DEI Task Force

7. Old Business

- a. SPAC Communications in 2021
- b. Strategic Plan Updates
 - i. Staff is reviewing current tasks & work items and identifying which items that are included specifically in the strategic plan and marking those as “complete.”
 - ii. Language to be amended is still under review for formal consideration and possible adoption into the plan.

8. Calendar Review:

- a. Next business meeting will be February 17th, 2021.

9. Public Comment

- a. None

10. Motion to Adjourn – Motion by Cooper. Meeting adjourned at 8:13 p.m.