



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item:	Consider Resolution No. 2021-XX Authorizing the establishment of the Diversity, Equity, and Inclusion Task Force		
Presenter & Title:	Jill Johnson, SPAC Chair Benjamin McCreedy, ACA/DOAS		
Date:	March 1, 2021		
Please Check Appropriate Box:			
<input checked="" type="checkbox"/>	Committee of the Whole Meeting	<input type="checkbox"/>	Special Committee of the Whole Meeting
<input checked="" type="checkbox"/>	City Council Meeting	<input type="checkbox"/>	Special City Council Meeting
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	Other -
Associated Strategic Plan Goal/Objective: Qualify of Life – Objective III			
Estimated Cost: N/A		Budgeted?	<u> X </u> YES NO
<i>If NO, please explain how the item will be funded:</i>			
Executive Summary:			
Upon adoption of the 2025 Strategic Plan in 2018, the City’s Strategic Plan Advisory Committee began to research efforts by other communities to establish work groups focused on issues of diversity, equity, and inclusion. The City Council provided additional feedback, incorporated into the attached recommendations, at a Joint Committee of the Whole meeting with SPAC in October 2020. In alignment with plan’s goals and update presented at the City Council meeting on February 16, 2021, SPAC is recommending the establishment of a task force (as described in Attachment A) to develop recommendations pertaining to enhancing a sense of diversity, equity, and inclusion.			
Attachments: <i>(please list)</i>			
<ul style="list-style-type: none"> • Resolution • Attachment A - SPAC Report 			
Voting Requirements:			
<i>This motion requires 6 affirmative votes for passage.</i>			
<i>The Mayor may vote on three occasions: (a) when the vote of the aldermen or trustees has resulted in a tie; (b) when one half of the aldermen or trustees elected have voted in favor of an ordinance, resolution, or motion even though there is no tie votes; or (c) when a vote greater than a majority of the corporate authorities is required by state statute or local ordinance to adopt an ordinance, resolution, or motion.</i>			
Recommendation / Suggested Action: <i>(briefly explain)</i>			
Recommend Resolution No. 2021-XX authorizing the establishment of the Diversity, Equity, and Inclusion Task Force for the City of Geneva, Illinois.			

RESOLUTION NO. 2021-

**A RESOLUTION CREATING A TASK
FORCE FOR DIVERSITY, EQUITY, AND INCLUSION**

WHEREAS, the City Council has expressed its commitment to ensuring the City of Geneva is an inclusive community that is welcoming to people of all ages, backgrounds, and ethnicities; and

WHEREAS, the 2025 Strategic Plan affirms the City's desire to work towards creating a greater sense of inclusivity, and access to multi-cultural amenities and programing; and

WHEREAS, as part of the adoption of the City's 2025 Strategic Plan and subsequent annual goal setting, the City Council and Strategic Plan Advisory Committee (SPAC) have prioritized efforts to work towards creating a greater sense of inclusivity; and

WHEREAS, individuals of diverse backgrounds, perspectives, and abilities contribute to the health, welfare, and economy of Geneva; and

WHEREAS, the City of Geneva affirms the inherent worth and dignity of all persons and believes that all should be treated fairly; and

WHEREAS, the City is improved when all residents have access and opportunity to equitably participate in the social, civic, and economic fabric of the City; and

WHEREAS, the City Council recognizes that no statement against hatred and bigotry is enough and that the City needs to develop strategic, consistent, and thoughtful actions; and

WHEREAS, it is incumbent on city leaders and community members to listen with open hearts and minds and to take informed, meaningful actions; and

WHEREAS, the City denounces racism in all its forms, and any form of discrimination, based on race, color, national origin, ethnicity, heritage, culture, primary language, religion, sex, gender identity and expression, sexual orientation, marital status, familial status, mental, emotional, and/or physical ability, age, economic, or veteran status.

NOW THEREFORE, THE IT BE RESOLVED BY THE CITY COUNCIL OF THE CITY OF GENEVA, KANE COUNTY, ILLINOIS, as follows:

SECTION 1: A Diversity, Equity, and Inclusion (DEI) Task Force is established as an ad-hoc SPAC subcommittee, with the task of developing recommendations that the City may take to promote a greater sense of inclusion, equity, and belonging through research, educational activities, and partnerships that advance the goals, outcomes, and objectives detailed in the 2025 Strategic Plan.

SECTION 2: SPAC shall establish a recruitment process and recommend initial appointments for the Mayor's consideration with the advice and consent of the City Council as defined in attachment "A".

SECTION 3: The task force shall within 24 months of appointment, report its findings, initial recommendation, and a proposed schedule of related events and activities to the City Council.

SECTION 4: As part of the work with SPAC and the DEI Task Force, the City Council commits to review recommendations regarding systems, programs, policies, practices, and events to ensure equity and promote civic participation by all.

SECTION 5: The term of the task force may extend from its establishment until such time it delivers its final report and recommendations to the City Council.

PASSED by the City Council of the City of Geneva, Kane County, Illinois, this 15th day of March 2021.

AYES: ____ NAYS: ____ ABSENT: ____ ABSTAINING: ____ HOLDING OFFICE: ____

Approved by me this 15th day of March 2021.

Mayor

ATTEST:

City Clerk

City of Geneva Strategic Plan Advisory Committee Diversity, Equity, and Inclusion Task Force Concept Plan

Background:

This recommendation and City Council action stems from work that began with the development and adoption of the 2025 Strategic Plan in 2018. Throughout the development of the plan and in subsequent goal-setting meetings, the City Council, Strategic Plan Advisory Committee, and residents have emphasized a desire for the community to take thoughtful actions that ensue Geneva is a community that is open, welcoming, and inclusive to all individuals.

Upon adoption of the plan, the Strategic Plan Advisory Committee began to research efforts of other communities to establish working groups focused on matters of diversity, equity, and inclusion. After months of independent research, input from subject matter experts, and discussion the Committee took steps to develop a recommendation for the City of Geneva. Efforts to finalize and advance this discussion were delayed due to COVID-19 and ultimately resumed in late 2020. Based on feedback shared by the City Council at the joint meeting on October 12, 2020, SPAC has finalized its recommendation to establish an advisory sub-committee focused on developing specific recommendations related to diversity, equity, and inclusion within the City of Geneva. This deliverable is not the conclusion, but rather an important step in work that remains in progress.

Strategic Plan:

This recommendation helps to advance key items in the City's 2025 Strategic Plan, including:

- *“The City of Geneva is recognized as an inclusive community that is welcoming to people of all ages, backgrounds, and ethnicities”* (Qualify of Life, Objective III)
- *Greater sense of inclusivity, multi-cultural amenities and programs available* (Qualify of Life, Outcome C)
- *Create a Diversity Task Force to advise the City Council* (Quality of Life, Action Item)

Charter:

Through proactive research and civic engagement identify disparities and barriers to a more inclusive, equitable, and diverse community. Develop a work plan to compile information, coordinate activities, and engage diverse communities to gain a greater understanding of relevant issues. Develop recommendations to inform and empower individuals to implement change, and hold individuals accountable for fostering an environment that values and respects all dimensions of diversity. The task force will endeavor to listen to and engage with diverse community members, research best practices, support education opportunities, and make recommendations that ensure the City of Geneva is an organization and community where every person feels safe, welcomed, supported, and included.

Key Objectives:

Objective 1 – Assess and explore how the City of Geneva may improve upon the following in terms of ensuring Geneva is an inclusive community that is welcoming to all individuals:

- Promote dignity and respect for all individuals
- Address real or perceived biases
- Promote greater cultural competency
- Foster sense of belonging and acceptance
- Recognize and celebrate the value of diversity
- Ensure all individuals have an opportunity to be heard

Objective 2 – Develop and implement a focused and intentional outreach strategy to engage diverse and underserved populations, community organizations, businesses, and governmental partners to identify and fully understand issues relating to diversity, equity, and inclusion. Strategy may include, but not be limited to, surveys, focus groups, and coordinated activities intended to raise awareness or enhance knowledge as it relates to diversity, equity, and inclusion.

Objective 3 – Evaluate city policy and business practices with the intent to advise City Council and city staff with recommendations that ensure everyone is heard, improve outreach to isolated communities and residents, address bias and discrimination, meet training needs, address barriers to serving on boards or commissions, and promote a greater sense of inclusivity.

Objective 4 – Assist the Strategic Plan Advisory Committee, and City Council in identifying relevant goals, outcomes, action items, and performance indicators pertaining to diversity, equity, and inclusion for incorporation into the 2025 Strategic Plan.

Task Force Structure

A. Membership – The Task Force shall be comprised of nine members with a minimum of seven being current residents of the City of Geneva.

With regards to recruitment, SPAC expressed interest in having a diverse group of people that can speak to the interest of different dimensions of diversity. Specifically, it would be prudent to recognize voices that identify with a variety of communities, including but not limited to:

- Older Adults – individuals 55 years or older
- Youth – individuals 16 to 25 years old
- People with Disabilities – this includes caretakers of people who are disabled
- Women – those who identify with the female gender
- Parent – those who have school aged children in public, private, or home school education.
- Communities of Color
- Business Owner or Employee – someone who owns, operates, or is employed full or part-time at a business in Geneva

- Sexual Orientation (LBGTQIA+)
- Country of Origin – defined as those residing in Geneva with a country of origin other than the United States, including non-native English speakers
- Individuals identifying with other dimensions of diversity

In general, SPAC anticipates that individuals who serve on the Task Force will reside in the City of Geneva, with exception for business owners or individuals employed in Geneva. It is anticipated that an application period would be open no longer than 6 weeks and that each applicant who submits an application will be interviewed. Based on the level of interest in serving on the Task Force, SPAC may appoint a sub-committee to conduct the interviews.

Once interviews are complete, SPAC will forward a list of recommended candidates for consideration by the Mayor for appointment with the advice and consent of the City Council.

Members will be asked to commit to serving up to a two-year appointment with the option of extending their service if it is determined that the task force has a subsequent role to play in the implementation of its recommendations.

- B. Structure** - Once established, the Task Force will select a Chair & Vice-Chair from its ranks to serve as primary contacts, lead meetings, and assume other chair duties as necessary. The Chair will serve as the primary point of contact with the Mayor or designee for the purposes of soliciting feedback and providing status updates to the City Council.
- C. Time Frame - 2 Years for “Task Force”** - Within 24 months, the members of the Task Force and SPAC along with input from the Mayor and City Staff, shall make recommendations regarding the continued work and format of the task force. This should include a review of options such as extended timeline for the task force to complete its work, establishment as a standing SPAC advisory committee, establishment as a separate committee, or dissolution.
- D. Liaisons** – One SPAC member will support the Task Force by serving as the SPAC liaison and attend all meetings, SPAC liaison or task force member will provide monthly updates to SPAC. The City Administrator will designate one staff liaison to serve as a point of contact or otherwise provide support to the task force.
- E. Meetings** – The task force shall convene on a monthly basis, with the option to meet more frequently if necessary. Meetings and minutes will be posted and the group will adhere to established meeting protocols.
- F. Reports** – Once established, the task force will provide the City Council and community with regular updates. The task force will prepare and present a final report outlining its findings, key themes identified from its outreach and engagement efforts, and short and long-term recommendations regarding actions, activities, strategies for strengthening Geneva’s identity as an inclusive and welcoming community. Recommendations should include actions that result in:

- a. City Council, employees, and residents having a greater knowledge and understanding of relevant issues, barriers and disparities, and the value diversity adds to the community.
- b. Actions to be taken to ensure residents and visitors perceive Geneva as open and welcoming.
- c. Stronger relationships, improved outreach, and greater input from diverse communities.
- d. Addressing and overcoming barriers to a more diverse workforce and representation across the breadth of elected officials, boards, and committees.

G. Funding - Once established, the Task Force will submit a budget request to SPAC for consideration. Funds should be directly linked to a work plan and achievable work items as determined by the Task Force. Funds may be used for, but not limited to, support community engagement efforts, discussion or focus group activities, engage subject matter experts, or subscribe, engage, or obtain materials from organizations with missions consistent with taskforce goals and objectives.

H. Tentative Timeline:

Spring 2021:	Establishment SPAC Interviews Applicants and recommends appointments
Summer 2021:	First Task Force Meeting Present draft work plan and budget request to SPAC
Winter 2021/2022:	Progress Report
Spring/Summer 2022:	Progress Report
Spring 2023:	Final report and recommendations to City Council