

**APPROVED MINUTES OF THE
COMMUNITY RELATIONS COMMISSION
March 16, 2022 – 7:00 PM
VIRTUAL MEETING**

PRESENT: Comms. Brewer, Bencola, Flowers, Hughes, Quinn, Rodriguez, Sakiyama, Trretta, Trustee Enyia

ABSENT: Comm. Puentes

STAFF: Cedric Melton

CALL TO ORDER: 7:05 p.m.

APPROVAL OF AGENDA:

Comm. Quinn motioned for agenda approval Comm. Flowers provided a second. All were in favor.

APPROVAL OF MINUTES:

Comm. Hughes motioned for approval of the minutes from the 2/16//2022 regular CRC meeting; Rodriguez seconded. All were in favor.

PUBLIC COMMENT: None

OLD BUSINESS:

- a. Discussion on CRC 2022 Work Plan – Village Board approval: the work plan for the CRC was approved
- b. Per Clerk Waters, all CRC members are to take the Open Meetings Act (OMA) training as there have been updates, unless the OMA training was taken within the last month. As of the meeting Comm Flowers had taken the training within the last month and the certificate was forwarded to Clerk Waters.

NEW BUSINESS:

- a. The two-person work teams were established to lead the Work Plan projects as follows:
 - Institutional Change – Terretta, Bencola
 - Partnerships – Flowers, Sakiyama
 - Education – Quinn, Hughes
 - Comm Engagement (Dinner & Dialogue) – Puentes, Hughes
 - Comm Engagement (DE&I grants) Roeriguez, Sakiyama
 - Comm Engagement (Framework for different conversations) – Terretta, Bencola

Teams are to meet to map out the direction/work for that particular topic. The work plan is the skeleton and the CRC teams are fleshing out the plan.

Comm. Flowers inquired about actions that can be tracked faster, considering that it is March; did the CRC can continue to meet via email and blind copy other commissioners; if actions are sent through Chrmm Brewer. Chrmm Brewer related that no one can be blind copied and that all inquiries for assistance are to go back through the chairman for delivery to the appropriate members. The chairman can send an email as general information to all members and he can send emails to individuals. In terms of a calendar, one person can be designated to create the calendar. If the emails discuss the work of the CRC, do not blind copy. One on one communication is fine. Comm. Flowers inquired about written documentation which addresses the blind copy rule and file sharing. Per Chrmm Brewer, file sharing would be a violation of the OMA as the documents would be considered as business not in the public view. It was suggested that a review of the OMA training be performed

Comm Bencola suggested that the two-person team members should get together first and get things together. Then, once the commission meets, the fleshing out of calendars, the delegation of assignments, etc., can be done. Chrmm Brewer clarified that by the next meeting, each team should come back with a high-level plan with action, dates, etc. If the teams are not able to meet before the next meeting then give a date of when they can meet. Comm Rodriguez offered that the chairman be notified if and when commissioners want to send out an announcement about activities/events that may be going on in the village to all members.

- b. Tracking document for Work Plan – Comm Flowers went over the form and will take the lead on managing the tracking document. Comm Rodriguez commented that the document is good for reporting at the end of the year. GB will work with Comm Flowers and will send a draft document, with any revision, to input about implementing its use. The form was dubbed, “Master CRC Tracker.”
- c. Invitation for Village Manager to join (April/future) meeting of CRC – The new Village Manager was hired on 3/14/2022 but will be starting on 3/21/2022. Comm KB asked about the status of filling the Racial Equity Coordinator position and if the position was posted to GARE. Staff Melton related HR Tchang had sent the position to GARE. Staff Melton also informed the CRC that there were 22 applicants, narrowed down to 8 considerations, and 1 person interviewed and that person backed out. Staff Melton entreated the CRC members to refer anyone that they knew of for the position, to apply through the village web site. Comm Flowers sought clarity on the title of the Racial Equity Coordinator being changed to Assistance Human Resources and DE&I. Tr. Enyia offered that the scope of work for the position was beyond the scope of work that a “Coordinator” would have; therefore, it was necessary to change the title. Staff Melton continued with the announcement of the Day in Our Village festival on June 5th 2022 and urged the CRC to get a booth. Staff Melton also mentioned the July 4th Parade, informing the CRC members that the CRC has participated in the past and has paid for the Lakeside Pride Marching Band’s participation. Per Chrmm Brewer, the Community Engagement

team will look at these activities and track them in their plan. On the question by Tr Enyia regarding the handling of the Juneteenth celebration, Chrmn Brewer considered the Community Engagement team. It was suggested by Chrmn Brewer that the Village manager meets with the CRC in May as by that time, the CRC should be able to show the work that they have been doing. However, it was later suggested that the CTC holds off meeting with the Village Manager as the Village Manager has yet to meet with the commission chairs. Chrmn Brewer will reach out to Pres. Scaman regarding the scheduling of the Village Manager's meeting.

- d. Invitation to discuss VOP Climate Change – The Environmental Energy Commission is holding a discussion on the climate plan on 5/3/2022 & 5/12/2022. Two members of the CRC will attend each session: Comms. Rodriguez and Quinn on 5/3 and Comms. Flowers and Sakiyama on 5/12. Chrmn Brewer will forward the names to the EEC. Comm Terretta offered that the CRC should participate as doing so will (1) provide an opportunity to apply an equity lens to the EEC's work; and (2) allow the CRC to look at the climate team's model for community engagement. Comm Terretta also informed the CRC that Marcell Bondie Keenan has asked if the EEC climate team can facilitate a conversation with the CRC after the May meeting. Chrmn Brewer suggested inviting Marcella to the 5/18/2022 meeting and have all attendees to report out. Comm Terretta will coordinate this activity.

Next meeting will be virtual on 4/20/2022. Motion to adjourn was made by Comm Sakiyama and seconded by Comm Rodriguez. Meeting adjourned at 8:14p.m.