



AGENDA
President and Board of Trustees
Village of Arlington Heights
Committee-of-the-Whole
Virtual Meeting

May 10, 2021
7:00 PM

I. CALL TO ORDER

- A. In response to the COVID-19 pandemic, this Committee-of-the-Whole meeting will be held virtually, which permits the public to fully participate via their computers or by using their phones.

To participate in the virtual meeting, please review these instructions.

If members of the public prefer, they can comment or ask a question pertaining to the meeting by emailing rhume@vah.com by 3 p.m. on May 10. Please limit your email to 200 words and if your question relates to a specific Agenda item, please note that in the email. Emails will be read at the meeting.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL OF MEMBERS

IV. NEW BUSINESS

- A. Election of President Pro Tem
B. DEI Discussion & Update

V. OTHER BUSINESS

VI. ADJOURNMENT

Any member of the public wishing to speak will be given the opportunity to do so. If the item is on the Agenda, that opportunity will be while that Agenda item is being discussed. Any member of the public wishing to speak on an item not on the Agenda will be given the opportunity during the Other Business portion of the meeting. Please limit comments to three minutes.

Persons with disabilities requiring auxiliary aids or services, such as an American Sign Language interpreter or written materials in accessible formats, should contact David Robb, Disability Services Coordinator, at 33 S. Arlington Heights Road, Arlington Heights, Illinois 60005, (847)368-5793 (Voice), (847)368-5980 (Fax) or drobb@vah.com.



Committee-of-the-Whole
5/10/2021

Item: Election of President Pro Tem

Department: Village Manager's Office

ATTACHMENTS:

Description

Type

No Attachments Available



Committee-of-the-Whole
5/10/2021

Item: DEI Discussion & Update

Department: Village Manager's Office

Staff will be providing an update on the Village's efforts regarding Diversity, Equity, and Inclusion including progress on the recommendations from the report presented to the Board in February. Staff is seeking general feedback from the Board and direction on elements of the Village's DEI efforts going forward.

ATTACHMENTS:

Description	Type
DEI Memo & NWMC Human Community Relations Committee Survey	Memorandum



DATE: May 7, 2021

TO: Mayor and Village Board

FROM: Randy Recklaus, Village Manager

SUBJECT: Diversity, Equity, and Inclusion Update

Background and General Update:

Staff will be presenting an update and seeking direction and feedback from the Village Board on the next steps of the Diversity, Equity, and Inclusion (DEI) effort at the May 10th Committee of the Whole (COW) meeting. While there is still much work to be done, progress is being made. This memo outlines the progress made thus far on each item and highlights some areas requiring further Village Board discussion and feedback.

If you recall, the report issued earlier this year had 15 recommendations. The next section outlines specific steps the Village has taken to date to address each of the recommendations. However, the Village is taking some general steps in the area of DEI outside of these recommendations as well. As noted in a previous Manager's Digest, we have altered the job description slightly for the *Communications Coordinator* position which is now vacant. We have retitled the position *Communications and Outreach Coordinator*. Part of the new person's responsibilities will be to work with department directors to engage in meaningful proactive outreach to non-majority groups in the community, in addition to the regular community outreach that we do today. In order to facilitate a greater emphasis on communication and outreach in general, we will be shedding some of this position's current responsibilities in the Special Events area to other staff members.

Based on the report recommendations, the HR Department will continue to have many responsibilities in the DEI area internally. Many of these efforts are outlined

in the next section. One of the challenges we are facing is finding staff time to focus on these priorities. In order to supplement existing staff and help coordinate some of the new DEI projects, the HR Department will be hiring a new Graduate School Intern in the next month. Their focus will be on supporting the overall DEI effort. HR has also formed an employee workforce committee to deal with issues of DEI within the organization and to address issues identified in the employee survey.

The HR Department will be coordinating disabilities awareness training starting next Tuesday to help our organization become more able to accommodate individuals with disabilities as employees and customers. The Department will also be conducting an audit of the demographics of Board and Commission members as well.

Staff has been spending more time learning about how other communities are addressing issues of DEI in recent months. I have joined the Metropolitan Mayors' Caucus Diversity Taskforce. I will be participating in a round table discussion for that group next week to learn what other communities are doing in this area, and to share our experiences. I participated in a panel discussion hosted by Metro Managers' Association on DEI issues last month. Through these processes we have become more acquainted with other resources such as the Local and Regional Government Alliance on Race and Equity (GARE), the National League of Cities Race, Equity, and Leadership (REAL) Initiative, and the International City Managers Association Equity and Inclusion Toolkit.

Human Resources Director Mary Rath has also made DEI a focus of her current professional development efforts. She is currently working on an online DEI Certification for herself through the University of Southern Florida.

The Finance Department will be looking at ways to make our procurement process more inclusive including advertising RFPs on websites for women and minority owned firms.

The HHS Department will also play a larger role in our DEI efforts in coming months, particularly in the area of community outreach. They have already begun a new campaign to ensure fair access to the Covid-19 vaccine. They have conducted targeted promotions to 30 different groups that represent various minorities and traditionally underserved populations regarding the vaccine to date.

A number of the Village's other actions to date are shown below.

Report Recommendation Status:

1. *Develop a strategy for a more diverse and inclusive recruitment in order to improve diverse representation for the Village-*

The Village has made progress in this area over the past year. The Village always strives to hire the very best candidates to fill any open position. However, we want to expand our candidate pool as much as possible and recognize the value that diversity of background and perspective brings to any team. The Northwest Suburban Law Enforcement Recruitment Taskforce did hold a virtual event in March to highlight law enforcement as a profession and to help educate the attendees on how to navigate the recruitment process and what to expect in a career in law enforcement. Not only did this process help educate candidates, but it also allows the member departments to network with potential candidates. In addition to this effort, the Village's hiring process is being reviewed to expand the candidate pool for police officers. One change recently put into effect to the Village testing process is to allow points for military service in lieu of college credits. Other changes are being reviewed as well.

The Fire Department is also making changes to broaden and enlarge their pool of candidates. In the most recent testing process, preference points for firefighter have been modified to allow candidates without specific fire training to be placed on the hiring list if they do well enough in other areas. In addition, a virtual written test and orientation was used, which broadened the geographic area from which we drew candidates, increasing the number of participants from the previous test.

The HR Department is also changing its practices for the recruitment of non-sworn positions. New partner websites, and social media are being used to reach a broader audience for job listings. Candidates are also encouraged to learn more about the Village's organization values as part of the hiring process by visiting the Village's website.

In the past year as result of these changes, the percentage of minority hires has increased organization wide from the previous year. This work continues.

2. *Specifically designate DEI as a performance management requirement in annual workplans and evaluations for Village leaders-*

This month, Staff added a new section to the performance evaluations of members conducted for the Senior Management Team as shown below:

Core Competency – Diversity and Inclusion

How the Employee Performs, comments related to below examples.

Creates and maintains a diverse, equitable, and inclusive environment for all employees within their department. Conducts Village business in the community in a manner that contributes to the equitable treatment and inclusion of all residents. Explores and encourages the diverse perspectives, backgrounds, and viewpoints of employees to ensure that all viable solutions to problems are explored. Maintains an environment free of harassment, bullying, and abrasive behavior. Reinforces the importance of being aware of one's own unconscious bias exhibited through training, on-going communication with staff or other areas. Challenges (their) own biases and encourages others to be aware of their own pre-conceived leanings.

With this addition, Diversity and Inclusion is now considered a core competency for the Village's senior leadership team. A similar section will be added to the evaluation instrument of other employees in the coming months.

3. Integrate elements of diversity and inclusion as ratable performance objectives in occupational groups and supervisors-

Ratable group measures and goals are being discussed as part of the coming year's planning process.

4. The Board of Trustees may wish to explore the feasibility of enacting a proactive policy that prohibits or otherwise provides legal remedy for bias related, non-criminal calls for police service.-

The Police Department will be researching the Department's experience with "profiling by proxy" and providing some analysis on this issue later in 2021.

5. The Village should consider outreach to the community and seek participation and engagement with a diverse representation of residents and businesses in establishing expected norms in the community.

See number 4. Additional analysis and discussion will be provided to the Board on this issue later in 2021.

6. Consider engaging in a public service communication campaign related to profiling by proxy-

See number 4. Additional analysis and discussion will be provided to the Board on this issue later in 2021.

- 7. Develop an online format on the Village's website to create a venue for community members with opportunities to engage in communication regarding concerns, complaints, and commendations for exception service-**

This will be a task given to the new Communications and Outreach Coordinator, when hired.

- 8. Create an online format for filing complaints or concerns directly with the Police Department that includes an overview of Standard Operating Procedures regarding the internal affairs process, etc.**

With the passage of the new Illinois Safe T Act (HB 3653) a number of changes will be going into effect regarding internal affairs investigations and reporting requirements. Once policies and procedures have been updated we will be working on this recommendation.

- 9. Develop an outreach strategy to the community to solicit active involvement and engagement from residents in prioritization of decision making regarding public works and infrastructure improvement.**

The Village does already provide an online survey to residents to help identify infrastructure needs in their neighborhood and bases prioritization on regular, data based assessments of each neighborhood. However, we will be discussing a more pro-active approach in the coming planning cycle as some key staff positions are filled.

- 10. Consider proactive strategies to neutralize what may be perceived by women and employees of who identify as female to be a less than welcoming work environment compared to their male counterparts.**

Based on the results of the employee survey conducted by the consultant last year, HR conducted a follow up survey on issues of women in the workplace. An employee workforce group has been formed to discuss the results and identify ways to make the workplace welcoming to all. The follow up survey results will be the topic of an upcoming senior management team meeting.

- 11. Consider adopting a respectful workplace principles statement-** This item will be discussed by the employee workgroup and HR.

- 12. Consider cultural competency training for professional groups most likely to engage directly with community members-** Staff is talking to

counterparts in other communities about their experience with and recommendation on vendors for cultural competency training. This training will be area of focus for the coming year.

13. Consider seeking employees who have language ability that aligns with those communities in Arlington Heights where English is not their first language.

Language ability is an area of consideration for new hires currently and a number of multi-lingual employees have been hired in the past year. We will be focusing on the current language gaps for the organization as part of this effort.

14. As part of a comprehensive strategic planning process, recruit participation of community members who represent diverse populations within the Village in order to ensure that multiple perspectives are considered in determining priorities for service delivery and policy making.

This item is discussed in the section below.

15. Consider establishing community focused workshop on topics of interest to the community related to government services and initiatives. Consider a strategic community outreach program that emphasizes respectful communication and engagement between community and government to bridge perceptions of a gap that may be related to DEI.

Staff has been in discussions with the Arlington Heights Memorial Library to hold joint programming this summer and fall related to the Village's DEI efforts as well as engage the community in discussions on DEI within the community in general. We hope to hold the first session in August of this year.

Potential Models for Community DEI Workgroups:

One of the issues that has been raised throughout this process is what kind of workgroup should be formed to help inform, coordinate, and engage with the public on DEI issues in Arlington Heights on an ongoing basis. Inclusivity is a key part of these discussions and finding ways to involve a broad group of voices is a necessary component of our efforts. Some participants in the community DEI discussion have advocated for the creation of a new commission to handle DEI issues within the community, others have called for an ad hoc working committee

that can work on the implementation of the plan, but not necessarily be a permanent entity. There are a number of models that the Village Board can consider as part of this discussion.

As part of Staff's research, we spoke with the Northwest Municipal Conference to get examples of Human Relations or Human Rights Commissions among area communities. According to their most recent survey, which was in 2016 (attached), of the 35 communities that responded to their survey 9 had active Human Rights or Relations Commission that dealt with issues of Diversity, Equity, and Inclusion. It is likely that some communities have added commissions since that time and others may have discontinued them, but we wanted to get a snapshot of how common such commissions were in our area and the variation of their responsibilities. Staff will be getting more current information with its participation in the Metropolitan Mayor's Caucus DEI Taskforce in the coming weeks.

Any decision to create a new workgroup should be given a lot of thought. Creating a commission with an unclear role, or that has no clear real responsibilities can confuse a discussion rather than contribute meaningfully to it. In particular, the role, scope of responsibility, make-up, and interface with other groups must be well defined in advance. In addition, the Village's work in the realm of DEI cannot be isolated to any one workgroup and thus cooperation with other commissions, Village departments, and organizations is key. No one group can "own" an issue like DEI.

With these challenges in mind, Staff put together some initial thoughts on the pros and cons of different commission/taskforce/committee models. These are just illustrative examples to generate discussion and the Village's options are not in any way limited to these concepts. While additional research can be conducted, Staff would like to get some initial direction from the Village Board on their thoughts and preferences on this item at the meeting on Monday.

Concept 1: Creation of a Human Rights or DEI Commission-

Under this model a new commission would be formed to work on DEI issues. Village Commissions are appointed by the Mayor with the advice and consent of the Village Board. Some of the tasks that other communities' commissions have taken on include:

- Serve as a resource and liaison to the Staff, Village Board, and community at large on DEI Issues;
- Serve as a forum for members of the community to raise issues related to DEI in the community;

- Identify ways to remove barriers to service for residents of all abilities and disabilities, class, race, age, educational background, religion, gender, sexual orientation, and geographic origin;
- Develop a Human Services Map and Asset Calendar;
- Host community discussions to help develop stronger partnerships;
- Help develop strategies for improving community race relations;
- Support and promote special events put on by other groups in the DEI sphere;
- Conduct targeted outreach meetings with marginalized groups to ensure their voices are heard by policy makers;
- Identify and celebrate success in the community related to DEI and Human Relations;
- Host Cultural Celebrations and Diversity Awareness Events; and
- Host food drives, clothes closets, etc

These tasks are just illustrative of the types of responsibilities other commission have and not necessarily a recommendation for a new commission in Arlington Heights. Staff did not find any commission that had any kind of prescribed proportional representation of groups within the community, but multiple commissions indicated that their stated goal was to have the membership be reflective of their community's demographics.

Analysis: Human Relations/Community Relations/DEI type commissions are no longer uncommon. Creating one would create an entity in the Village Government that could field ideas and public commentary on these issues, hold events, conduct outreach and provide other assistance to the community. In addition, such a commission could provide a venue for discussion of the report goals and recommendations and to work with Staff and the Board on implementation. One thing to consider is that the Citizens with Disabilities Commission, Housing Commission, and Senior Citizens Commission also do work in the DEI sphere. Given overlapping roles, care would have to be given to ensure that the four Commissions did not duplicate their efforts, and that the new commission would not overshadow the efforts of the other three, or try to direct the activities of the them.

As an alternative to a brand new commission, the Village could expand the role of an existing commission to take on a broader role. For example, the Housing Commission, could be changed to a "Human Relations" or similar title retaining both its current responsibilities and adding new ones. Such a change was under taken in the City of Naperville last year. This option could be further evaluated.

As with any Commission, the Village Board would have to give clear direction on what a new entity's role is and isn't so that the Commission doesn't take on issues that the Board is not currently interested in pursuing, and does not find itself in conflict with the DEI work of Village Departments or other bodies. After a DEI plan was put into effect, clear goals and activities for the Commission would have to be defined.

Another challenge of this concept is that it would be Village centric, and might not have any authority to address issues outside of the Village's scope of work. What the Village Board considers the role of the Village government in addressing DEI issues throughout the community must be considered, as many DEI topics go beyond the Village's authority.

Concept 2: Hybrid DEI Community Taskforce-

As an alternative to a new commission, a community taskforce could be developed. This body could have representation from the Citizens with Disabilities, Housing, and/or Senior Commissions, other organizational groups within the community, citizens at large, and representatives of other local government agencies such the School District and the Library. Such a taskforce could leverage the unique capabilities and perspectives of each organization or commission that is represented, as well as gain perspectives from citizen at large members to forward the goals stated within the DEI report or any other goals given the group by the participating membership. The taskforce could focus solely on the completion of specific goals in a specific timeframe or could continue to exist indefinitely discussing DEI issues as they arise.

Analysis: The advantage of such a group is that it can draw from a broader organizational representation as well as individual perspectives from the community vs. merely a Village perspective. Such a concept would be inclusive by nature. By sending a member, each organization would be supporting the goals of the effort and could offer their own resources to help implementation beyond merely providing a representative to a meeting. While the Village could still play a leadership role, this concept recognizes that DEI is a community wide issue not just a Village one and would have more of a cooperative feel.

The challenge of such a workgroup is determining who gets a seat at the table. In order to make the workgroup manageable in size, the number of members would have to be limited, though participation by a larger number of people in planning or discussion sessions would always be possible. Periodic community meetings could be part of the process to ensure inclusion as well. In order to implement this effort,

we would likely have to meet with and gain consensus some other community partners to propose a concept and determine their interest.

Concept 3: Local Government Staff Taskforce

Another option would be the creation of a simple staff workgroup with representatives from the School Districts, the Library, Park District, and Village. This group would be easy to form and would still be able to leverage the unique capabilities and perspectives of each organization. It would not be able to benefit from public participation to the same extent as options 1 and 2.

Analysis: This concept would be the easiest to implement and would provide for very clear responsibilities. However, it is the least inclusive and least diverse concept of the three. This concept could however be used as a precursor to concept 2 and/or as a supplement to either concept 1 or 2 as joint projects are identified and worked on.

Conclusion:

The issues of DEI are challenging ones to discuss let alone come to consensus on and address. The Village Board showed leadership by identifying these issues as among the Strategic Priorities of the Village for 2020 to 21. However, these are issues that, *by definition*, must be discussed in a way that brings in a broader range of perspectives than most Village issues. That in and of itself is challenging. The format of these discussions should be developed with great care so that they be meaningful and can result in positive results for the community.

Staff is not looking for a final conclusion from the Board on the development of the form of any new DEI workgroup at the May 10th COW meeting. However, Staff does ask that the Board discuss and provide some initial feedback and direction on the issue as well as identify any other research on this matter you would like to be conducted. While this issue is challenging, Arlington Heights is not alone in our discussions. Staff is finding more and more communities are addressing these issues in different ways. As I noted, this is a frequent topic of discussion for regional groups such as the Metropolitan Mayors' Caucus and the Illinois City Management Association. As we gather more ideas we will share it with the Village Board. We also are continuing to engage with our sister agencies in Arlington Heights on joint projects and efforts in the DEI realm when possible.

If you have any further questions from me prior to or after the meeting, don't hesitate to call.

CC: Department Directors

Attachment

1. Does your municipality have a Human Relations Committee/ Commission or similar volunteer group? 2a. What is the title of the group? b. What is the group's mission/ objective? c. Does it have a formal charter/ local ordinance defining its work? If yes, please provide a copy d. What is the size of the commission/ committee? e. Who is eligible to serve on it?						
Municipality						
Antioch	No.					
Arlington Heights	No.					
Bannockburn	No.					
Barrington	No.					
Buffalo Grove	No.					
Carpentersville	Yes.					
Cary	No.					
Crystal Lake	No.					
Deer Park	No.					
Deerfield	Yes.	Community Relations Commission	http://www.deerfield.il.us/villagegovernment/boards_and_commissions/communityrelations.aspx	Yes, see attached.	9 members.	Residents and a government service interns.
Des Plaines	No.					
Elk Grove Village	Elk Grove no longer has one. It went by the wayside a couple years back.					
Evanston	Yes.	Human Relations Commission	To foster, encourage and stimulate the improvement of human relations among and between citizens of all races, colors, creeds, national origins, sexes, ages, familial status, marital status, religions, physical/mental disabilities, "sexual orientation" and economic and educational levels so as to provide all individuals with an equal opportunity to grow, participate and share to the best of their ability in our economic, educational, political, social and judicial systems.	No. Work Plan attached.	9 members.	Members must be committed to the purpose and principles that govern the Commission and must be able to implement the Commission's work plan. Members must be an Evanston resident.
Fox Lake	No.					

Municipality	1. Does your municipality have a Human Relations Committee/ Commission or similar volunteer group?	2a. What is the title of the group?	b. What is the group's mission/ objective?	c. Does it have a formal charter/ local ordinance defining its work? If yes, please provide a copy	d. What is the size of the commission/ committee?	e. Who is eligible to serve on it?
Glencoe	Yes.	Glencoe Community Relations Forum.	Group's emphasis is on engaging the community in public initiatives, and additional info is available online: http://www.villageofglencoe.org/government/committees_and_commissions/human_relations_forum.aspx	http://library.amlegal.com/nxt/gateway.dll/Illinois/glencoe_il/thecodeofthevillageofglencoeillinois?f=templates\$fn=default.htm\$3.0\$vid=amlegal:glencoe_il	9 members including chair.	Residents.
Glenview	No.					
Grayslake	Yes.	Chamber of Commerce & Industry	To promote local businesses as well as organize and promote local events that benefit and bring together the community.	Yes.	17 Officers and Directors (separate from businesses and other volunteers).	Local business owners and community enthusiasts
Highland Park	Yes.	Human Relation's Commission	The Human Relations Commission was created in 1964 to implement and effectuate the policies, regulations and directives of the City Council as follows: the promotion of the American ideal of equality and justice; the furthering understanding between people; the encouragement and facilitation of wise adjustment to social problems and opportunities; the study of the nature and causes of prejudices and the making of recommendations for improvements; the provision for mediation through conferences and conciliation.	Yes. Article V: 33.501.	Seven voting members and four ex-officio non-voting members.	Ex-Efficio Members: 1 member of City Council, 1 resident of Highland Park, and 2 students that reside in Highland Park (must be a junior or senior in high school or a college student). Voting Members: In selecting the members of the Human Relations Commission, every effort shall be made to create a membership that is representative of citizens of all races, colors, creeds, national origins, sexes, ages, familial status, marital status, religions, physical and mental disabilities, sexual orientation, economic and educational levels, labor groups, and governmental groups within the City.
Hoffman Estates	No.					
Kenilworth	No.					
Lake Forest	No.					

Municipality	1. Does your municipality have a Human Relations Committee/ Commission or similar volunteer group?	2a. What is the title of the group?	b. What is the group's mission/ objective?	c. Does it have a formal charter/ local ordinance defining its work? If yes, please provide a copy	d. What is the size of the commission/ committee?	e. Who is eligible to serve on it?
Lincolnshire	No.					
Morton Grove	Yes.	Community Relations Committee	See attached.	Yes. Please see Title 2 Chapter 8 of the Village Code: http://forms.mortongroveil.org/code/	9 members.	Members shall reflect, so far as possible, the various neighborhoods, ethnic and racial groups and various business interests of the village, and shall possess training, interests, background and experience which will aid the commission in its work.
Mount Prospect	No.					
Niles	Yes.	Community Relations Commission	The purpose of the Community Relations Commission shall be to foster, encourage and stimulate the improvement of relations among and between citizens of all races, creeds, national origins and economic and educational levels; and to provide all individuals with an equal opportunity to grow and participate to the best of their ability in the economic, educational, social and cultural activities available in the community. The commission will also assist in the development of public information and related communication programs to enhance the quality of life for all village residents.	Yes, attached.	5	Residents.

Municipality	1. Does your municipality have a Human Relations Committee/ Commission or similar volunteer group?	2a. What is the title of the group?	b. What is the group's mission/ objective?	c. Does it have a formal charter/ local ordinance defining its work? If yes, please provide a copy	d. What is the size of the commission/ committee?	e. Who is eligible to serve on it?
Northbrook	Yes.	Community Relations Commission	"To foster and promote understanding, mutual respect, cooperation and positive relations between and among all residents of Northbrook to the end that a sense of shared community among residents is strengthened, the value of each individual is affirmed and the constitutional rights of all are realized."	Yes.	9 Commissioners and 1 representative from each school district and house of worship.	Any Northbrook resident.
Palatine	No.					
Park Ridge	Yes.	Human Needs Task Force	A group of citizens who concern themselves with the needs of the citizens of Park Ridge and surrounding communities. The Task Force coordinates such activities as food drives, a clothes closet, medical supply closet, job clearinghouse and other related matters. Meetings are held at City Hall but the group is not governed by the City's rules as would a City Committee or Commission.	No.	Approx. 15-18	Anyone.
Prospect Heights	No.					
Schaumburg	No.					
Wheeling	No.					

Municipality	1. Does your municipality have a Human Relations Committee/ Commission or similar volunteer group?	2a. What is the title of the group?	b. What is the group's mission/ objective?	c. Does it have a formal charter/ local ordinance defining its work? If yes, please provide a copy	d. What is the size of the commission/ committee?	e. Who is eligible to serve on it?
Wilmette	Yes.	Human Relations Commission.	The Human Relations Commission is a citizen group that is responsible for promoting community involvement and volunteering to maintain and enhance the quality of life within the Village of Wilmette. The Commission sponsors human relations events throughout the year aimed at providing an opportunity for all residents to celebrate the community's ethnic and cultural diversity. The Commission can also serve as a dispute mediator for matters relating to the Commission's purpose.	Yes. http://library.amlegal.com/nxt/gateway.dll/Illinois/wilmette_il/villageofwilmetteilinoiscodeofordinance?f=templates\$fn=default.htm\$3.0\$vid=amlegal:wilmette_il Chapter 2 Section 16.3	9 members.	Village residents.
Winnetka	No.					

Municipality	f. How are the members selected?	g. Are there term limits for the members?	h. What issues/projects/ initiatives does the group undertake?	i. Are there any goals (i.e. number of fair housing hearings/ number of block parties/ number of Human Relation sponsored events) set for the group?	j. To whom does the group report their efforts?	k. Please provide contact information for the chairperson and/or staff member assigned.
Antioch						
Arlington Heights						
Bannockburn						
Barrington						
Buffalo Grove						
Carpentersville						
Cary						
Crystal Lake						
Deer Park						
Deerfield	Approval from Mayor and Board.	4 years.	See attached.	No.	Village Manager	Village Manager Kent Street – 847-719-7401
Des Plaines						
Elk Grove Village						
Evanston	The Mayor selects members of the Commission.	Terms are for three years, with a limit of two terms.	Diversity scholarship, community dinner/discussions, community ambassadors program.	No official goals set. See attached Commission Work Plan for more information.	Human Services Committee.	Chair - Stephanie Murray, srucke2@gmail.com; Staff liaison - Oscar Murillo, omurillo@cityofevanston.org
Fox Lake						

Municipality	f. How are the members selected?	g. Are there term limits for the members?	h. What issues/projects/ initiatives does the group undertake?	i. Are there any goals (i.e. number of fair housing hearings/ number of block parties/ number of Human Relation sponsored events) set for the group?	j. To whom does the group report their efforts?	k. Please provide contact information for the chairperson and/or staff member assigned.
Glencoe	Appointed by Village President with advice and consent of the Board.	No.	A recent example is hosting community forums/meetings about the Village's water supply planning process.	No.	Village Board in annual report.	Staff liaison – Sharon Tanner (stanner@villageofglencoe.org, 847-461-1103).
Glenview						
Grayslake	Members apply and pay annual dues while officers and directors are voted by members.	Only for Officer positions.	Economic development and various community events.	Yes; economic growth and number of Human Relation sponsored events.	Chamber President and Executive Director report to Village Board members.	Karen-Christian Smith, Executive Director, 847-223-6888
Highland Park	Appointed by the Mayor with the Council's approval.	2 4-year term limits.	For the 2015 year: 1. Purchase of Services Grants - Review applications for purchase of services grants from local human service agencies and recommend funding allocations to City Council. 2. Character Education - Including the Humanitarian and Pillar Award Reception. Through a nomination process, the Character Counts Pillar recipients are selected by a steering committee that includes a representative from the Human Relations Commission a reception and award ceremony is held on an annual basis to honor the recipients; the Commission will also raise awareness about the Character Counts program by focusing on tolerance, courtesy and respect toward others. 3. Outreach programming to include Martin Luther King Day of Service.	No specific goals.	City Council.	Staff Liaison: Laura Frey (847) 432-4110; Janet Bernstein, Chair.
Hoffman Estates						
Kenilworth						
Lake Forest						

Municipality	f. How are the members selected?	g. Are there term limits for the members?	h. What issues/projects/ initiatives does the group undertake?	i. Are there any goals (i.e. number of fair housing hearings/ number of block parties/ number of Human Relation sponsored events) set for the group?	j. To whom does the group report their efforts?	k. Please provide contact information for the chairperson and/or staff member assigned.
Lincolnshire						
Morton Grove	Members are appointed by the Mayor with the concurrence of the Village Board.	3 years.	Serves as Ambassadors to Village outreach events, hosts various events to promote community understanding and interaction.	Varies from year to year.	Village Board	Chairperson: Arcelia Pimentel arceliapimentel@yahoo.com Staff liaison: Teresa Hoffman Liston, Corporation Counsel: tliston@mortongroveil.org
Mount Prospect						
Niles	Appointed by the Village Board President.	1 year.	Fair housing issues.	No.	To the Village Board in an annual report each May.	Chair Jenny Lee – jennyveronicalee@gmail.com

Municipality	f. How are the members selected?	g. Are there term limits for the members?	h. What issues/projects/ initiatives does the group undertake?	i. Are there any goals (i.e. number of fair housing hearings/ number of block parties/ number of Human Relation sponsored events) set for the group?	j. To whom does the group report their efforts?	k. Please provide contact information for the chairperson and/or staff member assigned.
Northbrook	Commissioners are appointed by the Village Board at the Village President's recommendation. Representatives are selected by the body they represent. Each body does this differently.	No term limit.	Cultural Celebrations, Fairs and Diversity Awareness Events. Welcoming Programs for New Residents. The Commission has significant latitude to create other projects. Recently, they began a suicide prevention campaign.	Not specifically. The group sets its own internal goals for the most part. They mostly focus on attendance figures, etc.	Periodic reports are given to the Village Board.	Erik Jensen, (847) 664-4017 erik.jensen@northbrook.il.us
Palatine						
Park Ridge	Selected by the Task Force.	No.	See # 1. And other issues as they see fit.	Nothing specific	The Mayor.	John McNabola, Co-Chairman. Rev. Alex LaChapelle, Co-Chairman. Center of Concern, Park Ridge, St. Luke's Lutheran Church.
Prospect Heights						
Schaumburg						
Wheeling						

Municipality	f. How are the members selected?	g. Are there term limits for the members?	h. What issues/projects/ initiatives does the group undertake?	i. Are there any goals (i.e. number of fair housing hearings/ number of block parties/ number of Human Relation sponsored events) set for the group?	j. To whom does the group report their efforts?	k. Please provide contact information for the chairperson and/or staff member assigned.
Wilmette	Appointed by Village President.	2 terms.	Black History Month Student Contest, Person of the Year Award, Sponsoring Events, Youth Organization Grants.	No.	Village Board's Administration Committee.	
Winnetka						

Municipality	Contact Person
Antioch	Lori Folbrick
Arlington Heights	Kathi Deasey
Bannockburn	Maria Lasday
Barrington	Jean Emerick
Buffalo Grove	Dane Bragg
Carpentersville	Terri Wilde
Cary	Julie Novak
Crystal Lake	Eric Helm
Deer Park	Beth McAndrews
Deerfield	David Fitzgerald
Des Plaines	Jeanine Stricker
Elk Grove	Ray Rummel
Evanston	Oscar Murillo
Fox Lake	Kimberly Mate
Glencoe	Sharon Tanner
Glenview	Sarah Kuechler
Grayslake	Chris Sparkman
Highland Park	Heather McFarland
Hoffman Estates	Austin Pollack
Kenilworth	Patrick Brennan
Lake Forest	Robert Kiely
Lincolnshire	Leslie Ulibarri
Morton Grove	Teresa Hoffman Liston
Mount Prospect	Julie Kane
Niles	Cathy Spadoni
Northbrook	Erik Jensen
Palatine	Sue Bartels
Park Ridge	Brigid Madden
Prospect Heights	Joe Wade
Schaumburg	Brian Townsend
Wheeling	Jon Sfondilis
Wilmette	John Prejzner
Winnetka	Megan Pierce
Survey Requested	NWMC