



JOINT COMMISSION ON RACIAL JUSTICE AND EQUITY
ECONOMIC DEVELOPMENT & JOBS
Monday, October 11th, 2021
6:00 PM
Via Zoom (Information below)



1. **Call to Order**

2. **Approval of Minutes**

(requires a motion, second, and simple majority vote of the members present)

3. **Informational Items and Reports**

- First Co-Chair meeting minutes
- Rough Draft from Paula - Equity Department Data

4. **Discussion**

- Patrick Urich will speak to efforts from previous community conversations.

5. **Recommendations to the Steering Committee**

6. **New Business**

7. **Adjournment**

Zoom Information

<https://us02web.zoom.us/j/9172356284?pwd=dFpsdHZGN3ZMV2VMN0FsTUZIQXZaZz09>

Meeting ID: 917 235 6284

Passcode: gEbLc4

One tap mobile

+13126266799,,9172356284#,,,,*534640# US (Chicago)

+13017158592,,9172356284#,,,,*534640# US (Washington DC)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US (Washington DC)

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+1 346 248 7799 US (Houston)

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Meeting ID: 917 235 6284

Passcode: 534640

Find your local number: <https://us02web.zoom.us/u/kKQIzmCwc>

JOINT COMMISSION ON RACIAL JUSTICE AND EQUITY
MEETING OF CO-CHAIRS OF STEERING COMMITTEE AND SUB-
COMMITTEES

Meeting Minutes

Thursday, September 2, 2021

This meeting will be virtual by Zoom – 6:00 PM

Zoom Meeting Link:

<https://us02web.zoom.us/j/86741058024?pwd=c2VLb2FjN1JUS3JtSjVSMXhQL0p3dz09>

Meeting ID: 867 4105 8024

Passcode: 958611

Dial-in:

+1 312 626 6799 US (Chicago)

Meeting ID: 867 4105 8024

Passcode: 958611

1. Call to order
 - Meeting was called to order by Mary Peterson at 6:10 pm.
2. Introductions
 - All Subcommittee Co-chairs introduced themselves and identified which committee they are chairing.
3. Discussion of how the Commission will do its work

Mary Peterson highlighted process information in the email sent to Co-chairs on July 22nd:

 - Each Subcommittee needs to have its own administrative/clerical support to create the agenda and take minutes and submit both to Kate Stahl
 - The attached zip File contains templates for all documents that need to be submitted
 - All committees must use these templates, which is a governmental requirement
 - Kate Stahl is the Information Gatekeeper all official information needs to be sent to and thru her

- All committees should submit the committee agenda to Kate Stahl at least 1 week prior to meeting and minutes 1 week after meeting to allow sufficient time for posting on the City and County websites. All documents submitted to Kate Stahl for posting must be in a pdf.
 - Use Microsoft Office 365 to create documents and submit as a pdf
 - Do not remove any of the eight listed items, only update with current information
 - Meeting minutes only need to have baseline information on the discussions
 - If meetings are recording, they must be to Kate along with minutes
 - Meeting packets should be submitted to Kate no less than 1 week prior to next meeting. The packet should include, Agenda, Minutes, reports, required background materials for reports or to support recommendations to the Steering Committee for the City Council and County Board
 - Committee minutes and recommendations, to the steering committee, must be voted on and require a committee majority vote. All other items require a committee consensus
 - All data requests need to be sent to Kate. She will keep this information on shared drive for tracking and accessibility purposes
 - Open Meetings Act (OMA) requires that all meetings all are open to the public and posted. Also, all communication between committee members should be bc (blind copied to all members)
 - Review page 4 for committee quorums and small group project work requirements
 - All emails will be responded to within 48 hours
4. Discussion of initial phase of work – the “baseline” creation, data gathering for baseline, and timing

Tim Bertschy outlined the proposed data baseline and timeline for the Commission and Subcommittees:

The process of the Commission work will involve four stages:

1. Creation of a data baseline which describes where we are today on equity issues in Peoria and Peoria County.
 - a. Each Subcommittee should determine quantifiable factors (or indicators) which measure racial equity in their subject area and then obtain the data which will indicate the current status of racial equity.
 - b. The data used should be reliable and have integrity.

- c. This work should be concluded by early next year.
 - d. Subcommittee work on the data baseline will be utilized by the Steering Committee to create a report to the City and County on the status of racial equity in Peoria and Peoria County. We would like to issue this report in the 1st Quarter of 2022.
 - e. The data gathered in stage should be continually refreshed.
2. Creation of strategies to address racial inequities.
- a. Each Subcommittee will create strategies to address the racial inequities disclosed in Stage 1 work.
 - b. The strategies will utilize the data obtained in Stage 1 and broad community input. Community input is essential. Study of best practices from other communities is also desirable. The factors identified in Stage 1 should directly inform and relate to the strategies developed.
 - c. Additional data should be obtained as needed.
 - d. Strategies can be directed to County action, City action, or community partnerships.
 - e. Each Subcommittee should submit its strategies to the Steering Committee for vetting. Timing on this work is COVID dependent. We would like for this work to be completed by late Spring to mid-Summer, 2022.
 - f. The final strategy report as approved by the Steering Committee will combine all Subcommittee strategies and will be presented to the City and County for approval upon completion.
3. Implementation Planning
- a. Upon approval of the Stage 2 report by the City and County, each Subcommittee will start work on developing an implementation plan for the identified strategies. This implementation plan shall identify specific desired results, the parties responsible for achieving those results, proposed timing, and other relevant information.
 - b. Each Subcommittee should submit its implementation plan to the Steering Committee for vetting. Timing on this work is again COVID dependent. We would like for this work to be completed by late Fall, 2022.

- c. The final implementation plan report as approved by the Steering Committee will combine all Subcommittee strategies and will be presented to the City and County for approval upon completion.

4. Monitoring

- a. Upon approval of the Stage 3 report by the City and county, monitoring the success of implementation and results will fall to each Subcommittee for its subject area. Subcommittee work will also involve ongoing refinement of the strategies and implementation plan based upon quantifiable data, community experience and the development of best practices in the field.
- b. The Steering Committee will vet the ongoing work of the Subcommittee and their proposals and interface with the City and County. Reports on progress will be made at least yearly by the Steering Committee to the City and County.

Also, the role of the Steering Committee will generally be the following:

1. To vet the findings and proposals from the Subcommittees before they are submitted to the City and County.
2. To coordinate the activities of the Subcommittees and make sure that each is moving forward at an appropriate pace and with adequate public input.
3. To ensure that reports from the Subcommittees, as they are collected in reports to the City and County, have a consistent and professional style and content.
4. To serve as a resource for Subcommittee work (e.g., in locating sources of data, best practices, etc.).

5. New business

- None, at this time.

6. Adjournment

- The meeting adjourned at 8:00 pm by Tim Bertschy