EQUITY AND EMPOWERMENT COMMISSION

Thursday, December 20 2018
6:30 to 8:00 p.m.
Lorraine H. Morton Civic Center
2100 Ridge Avenue, Evanston
Room 2402

AGENDA

1. Call to Order/Declaration of a quorum
2. Approval of meeting minutes of December 1, 2018
3. Public comment
4. Report: City of Evanston’s Age Friendly Task Force
5. For Consideration
   a. Commission’s 6-month Work Plan: Review and update
6. For Discussion
   a. Equity Framework, Strategy 2, community engagement policy
   b. Equity Framework, Strategy 3, define data needs
   c. Equity Framework, Strategy 4, develop equity lens; appoint committee
7. Items for communication
8. Staff Reports
   a. Report to Human Services Committee
9. Adjournment

Attachments:

• The Equitable Evanston Workplan
• Community Engagement Policy

Next meeting:
The City of Evanston is committed to making all public meetings accessible. Any citizen needing mobility, communications access assistance, or interpretation services should contact Dr. Patricia A. Efiom (847-448-8067) or Facilities Management (847-448-8052 for TDD). La Ciudad de Evanston se compromete a que todas las reuniones públicas sean accesibles. Cualquier persona que necesite asistencia para desplazarse, comunicarse o servicios de interpretación debe comunicarse con la Dra. Patricia A. Efiom (847-448-8067) o la Oficina de Administración de Instalaciones (847-448-8052 para TDD)
EQUITY AND EMPOWERMENT COMMISSION
Saturday, December 1, 2018, 8 a.m. to 1 p.m.
One Rotary International
1560 Sherman Avenue, Evanston, IL 60201

Absent: M. Vela, M Dillard
Staff Present: P. Efiom, P. Martínez

1. Call to Order/Declaration of a quorum
Comm. Grover called to order at 8:11 a.m.

2. Approval of meeting minutes of December 1, 2018 meeting
Approved 7-0

3. Public comment
No public comment

4. For Consideration
   a. 2019 Monthly meeting dates – 4th Thursday’s conflict with Alderman Wynn’s Quarterly Ward meetings
      Meetings on the third (3rd) Thursday of the month were proposed for 2019.
      January 17
      February 21
      March 21
      April 18
      May 16
      June 20
      July 18
      August 15
      September 19
      October 17
      November 21
December 19

Vote was called; motion carried unanimously.

5. For Discussion
   a. Commission Budget

   Ald. Wynne provided an update on approved City Budget for 2019. No budget was passed by City Council for the Office of Equity & Empowerment.

   For Action:

   1. Invite City Council members to undergo equity training.
   2. Design a strategy for the Equity & Empowerment commission to become an official part of the budget process in 2020.
   3. Invite City Council members and departments heads to attend An Equity & Empowerment Commission meeting.

   b. Report from Commissioner Lyons on Police Chief hiring process

   Comm. Lyons participated in the Police Chief interview panel process. Five candidates were interviewed. Interview panels made recommendations to the City Manager. At the request of the Mayor, the Commission sent packets to each of the finalists containing information about the City’s equity efforts.

6. Equity Training

   Tiffany McDowell, YWCA Northshore Equity Institute Director and Eileen Heineman. YWCA Northshore Manager of Community Outreach provided training based on the Annie E. Casey Foundation’s Equity Guide.

7. An overview of the Equitable Evanston Plan was provided by Dr. Efiom.

8. Meeting adjourned at 1 p.m.
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<thead>
<tr>
<th>TASK</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
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| **Equitable Evanston**  
  (equity framework) | | | | | | | |
| **Strategy 1:**  
  Define key concepts | Staff draft, Commission discussion Committee: Tim, Julie, Pat | | Commission approval | Present to Human Services Committee, 12/3/18 | | | |
| Resources, meeting packet | | Revised draft | | Memo to HS Committee | | | |
| **Strategy 2:**  
  Develop community engagement policy and tool | Committee (Alejandra, Delores) to draft | Commission discussion | | | | | |
| Resources, meeting packet | Committee draft | | Revised draft | | | | |
| **Strategy 3:**  
  Define data needs, gather data | Committee (Kathy and Pat) to draft | Commission discussion | | | | | |
| Resources, meeting packet | Committee draft | | Revised draft | | | | |
| **Strategy 4:**  
  Develop equity lens, systems analysis | Assign committee | Racial equity training. Committee: Alejandra and Pat | Committee to draft | Commission discussion | Commission approval | | |
<table>
<thead>
<tr>
<th>Resources, meeting packet</th>
<th>Assign committee</th>
<th>Committee to draft</th>
<th>Commission discussion</th>
<th>Commission approval</th>
<th>Present to Human Services Committee, 3/4/19</th>
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<tbody>
<tr>
<td><strong>Strategy 5: Develop evaluation tool</strong></td>
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<td>Resources, meeting packet</td>
<td>Assign committee</td>
<td>Committee to draft</td>
<td>Commission discussion</td>
<td>Commission discussion</td>
<td>Commission approval</td>
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<tr>
<td><strong>Strategy 6: Recommend equity goals</strong></td>
<td>Committee: Mario</td>
<td>Committee to draft</td>
<td>Commission discussion</td>
<td>Commission discussion</td>
<td>Commission approval</td>
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<td>Resources, meeting packet</td>
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<td><strong>Strategy 7: Ongoing work</strong></td>
<td>Appoint committee</td>
<td>Commission discussion</td>
<td>Commission discussion</td>
<td>Commission discussion</td>
<td>Commission discussion</td>
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<td>Resources, meeting packet</td>
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<td><strong>Translation services policy</strong></td>
<td>Staff to research (add comparables)</td>
<td>Staff to draft, Commission discussion</td>
<td>Commission approval</td>
<td>Present to Rules Committee, 12/3/18</td>
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<td>Resources, meeting packet</td>
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<td><strong>EPL equity consulting report</strong></td>
<td>Commission discussion</td>
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**Resources, meeting packet**
- Strategy 5: Develop evaluation tool
- Resources, meeting packet
- Strategy 6: Recommend equity goals
- Resources, meeting packet
- Strategy 7: Ongoing work
- Resources, meeting packet
- Translation services policy
- Resources, meeting packet
- EPL equity consulting report

**Committee draft**
- Assign committee
- Committee to draft
- Committee to draft
- Committee draft
- Staff to research (add comparables)
- Revised draft

**Revised draft**
- Commission discussion
- Commission discussion
- Commission discussion
- Commission approval
- Memo to Rules Committee

**Present to Human Services Committee, 3/4/19**

**Commission approval**
- Committee to draft
- Commission discussion
- Commission discussion
- Commission discussion
- Commission discussion

**Memo to Rules Committee**
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<th>Resources, meeting packet</th>
<th>EPL report (DeEtta Jones, consultant)</th>
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<tr>
<td><strong>Commission workplan</strong></td>
<td>Committee (Alejandra and Jane) to draft; Commission discussion</td>
<td><strong>Commission approval [done]</strong></td>
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<tr>
<td><strong>Resources, meeting packet</strong></td>
<td>Draft workplan</td>
<td>Revised draft workplan</td>
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<td><strong>Commission budget</strong></td>
<td>Committee (Delores, Monte) to draft, Commission discussion</td>
<td><strong>Commission approval</strong></td>
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<td><strong>Resources, meeting packet</strong></td>
<td>FY2018 expenses; Committee draft for FY2019 (estimate of training, consulting, speaking expenses, etc.)</td>
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**July 2018:** Adopted of Annie E Casey Foundation race equity guide as model for Equitable Evanston framework.

**July 2018:** Adopted of race equity priority, internal/City of Evanston focus. for race equity framework.

**September 2018:** Adopted Six-Month Workplan, 2018-2019.
For future Commission consideration:

- Professional development
  - Community orientation:
    - Black Business Consortium Tour
    - Snapshot Evanston (Evanston Community Foundation)
  - Guest speakers, discussions:
    - Terry Keleher, Director of Strategic Innovations, Race Forward
  - Diversity and inclusion training
    - Terry Keleher, Director of Strategic Innovations, Race Forward

- Tasks
  - Environmental justice ordinance
  - FY2019, FY2020 budgets
  - Truth and reconciliation, community restorative justice initiative

- Prospective meeting hosts
  - School District 65
  - Second Baptist Church
  - Foster Senior Club
  - Fleetwood-Jourdain Community Center
  - Gibbs Morrison Community Center
  - Levy Recreation Center
  - Y.O.U.
  - St. Nicholas Catholic Church
  - McGaw YMCA (background on Emerson Branch YMCA)
  - Evanston Community Foundation
  - Northwestern University
  - St. Francis Hospital
  - Beth Emet Synagogue

- Meeting hosts
- Shorefront Legacy Center (April 2018)
- Center for Independent Futures (May 2018)
- Students Organized Against Racism, Evanston Township High School (June 2018)
- Joining Forces, Connections for the Homeless (July 2018)
- Evanston/Northshore YWCA (September 2018)
Policy Statement: The City of Evanston values equitable community engagement, processes and activities that contribute to program, policy and services decisions by providing City Council with the best possible information to support decision making.

The purpose of this policy is to ensure that the City of Evanston: Achieves an equitable, consistent, coordinated and outcomes-driven approach to community engagement; Facilitates community input to decision making through effective and efficient involvement, collaboration and empowerment processes; and assures that community engagement is consistent and includes communities that have historically been excluded.

This policy does this by describing:

• The conditions under which the policy will be applied
• The role of decision-makers in public engagement
• The importance of respectful and safe discussion
• A clear definition of community engagement
• Key supporting elements for community engagement

This policy is supplemented by the Public Engagement Procedure which will guide the implementation of the policy and outlines the key administrative components of community engagement.

This policy is informed by the city of Evanston’s Racial Equity framework.

Application:

The policy applies to all of the City’s policies, programs, and services that have an impact on the public. Community engagement should support decision making processes for:

• Designing or implementing a new policy, program, or service
• Evaluating, changing or ending an existing policy, program, or service
• Responding to a community-initiated request

This Policy applies to Community engagement regarding all of the City’s policies, programs, and services whether they are planned and delivered by City staff, or external contractors or community volunteers.

Role of Decision Makers

The role of decision makers - in Community engagement is to strive for the best understanding of the public’s views and perspectives on topics and issues, consider
community input in decision making and communicate to the public how their input was used and why decisions were made.

**Community engagement offers the opportunity for staff to:**

- Strengthen its role as community representatives through a better understanding of the interests, values, and perspectives of the public.
- Identify areas where Community engagement can and will make a meaningful difference to decisions.
- Promote and direct the public to Community engagement activities,
- Carefully and thoughtfully consider public input as part of the decision-making process,
- Ensure Community expectations for Community engagement opportunities and influence are balanced with the awareness of resource capacity, fiscal realities, and other important context and considerations, and
- Clearly explain the rationale for decisions and how public input was used in decision making.

**Accessible, Safe, and Respectful Discussion**

The policy also recognizes that the discussion that underlies Community engagement activities will be accessible, safe and conducted in a respectful manner by all participants – City Council, City staff, stakeholders and residents.

**Definition of Community Engagement**

Community Engagement is the set of activities undertaken by the City Council, City staff, stakeholders, and residents by which members of all four groups can contribute input to the decision makers on City policies, processes and services. It includes the communication and full accessibility to all participating parties of how public input is collected and used.

**Public Engagement Spectrum**

The Public Engagement Spectrum is a tool that explains the four roles the public can play when they participate in City of Evanston public engagement activities. As you move within the spectrum, there is an increasing level of public influence and commitment from the City and the public.

- Advise - The public is consulted by the City to share feedback and perspectives that are considered for policies, programs, projects, or services.
- Refine - The public is involved by the City to adapt and adjust approaches to policies, programs, projects, or services.
- Create - The public collaborates with the City to develop and build solutions regarding policies, programs, projects, or services. This can include community initiated engagement.
• Decide - The public is empowered to make decisions directly or on behalf of the City about policies, programs, projects, or services.

Guiding Principles for Public Engagement

Shared responsibility – Engagement of people in an authentic way contributes to equitable and sustainable solutions to challenging issues.

Relationship-building and perspective seeking - Meaningful engagement values all perspectives and community experiences; it recognizes that respect and equitable processes foster trust and stronger relationships.

Proactive, timely, and transparent - People have enough time and notice to engage early in the process which clearly communicates how input will be assessed and used during engagement and reported on afterwards.

Inclusive and accessible – Community Engagement planning and delivery is inclusive and accessible, which includes but is not limited to language accessibility and physical accessibility. It encourages two-way conversations and strategies that reach diverse communities and ensure people feel and are heard and know their input is valued.

Innovative and continuously improving – The City of Evanston strives to aspire to co-create and embrace new and better engagement processes resulting in a sound approach to evaluating success.

Supporting Activities for Public Engagement

Communications - The City and the public are informed about, listen and learn about City policies, programs, and services through accessible, clear, and transparent communications focused on plain language, active listening, and responsiveness. This is a key activity underlying all four levels of the public engagement spectrum.

Project management - Carrying out engagement within a project management process.

Decision making - Clearly identifying decisions, decision makers and decision-making processes for every public engagement process.

Relationship Building - Developing and enhancing relationships through meaningful dialogue based on respect and trust.

Capacity Building - Providing the knowledge and tools to engage by building capacity internally and within communities.

Leadership Development - Building community and staff leadership by facilitating leadership development opportunities.