



# Village of Hanover Park Administration

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**Village President**  
Rodney S. Craig

**Village Clerk**  
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**Trustees**  
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Jon Kunkel  
Herb Porter  
Bob Prigge  
Rick Roberts  
Sharmin Shahjahan

**Village Manager**  
Juliana A. Maller

## **VILLAGE OF HANOVER PARK EQUITY & INCLUSION SUBCOMMITTEE**

### **REGULAR MEETING**

**Village Hall – Room 123  
2121 Lake Street  
Hanover Park, IL 60133**

**Tuesday, August 13, 2019  
7:00 p.m.**

### **MEETING MINUTES**

#### **1. CALL TO ORDER – ROLL CALL**

Took place at 7:14 p.m.

**PRESENT:**      **Committee Members:** Sharmin Shahjahan, Victoria Akinde, Ray Alvarez,

**ABSENT:**      **Committee Members:** None.

**OTHER:**      Dawn Scott (Interim Staff Liaison), Eira Corral Sepúlveda (guest for first few minutes of the meeting)

#### **2. ACCEPTANCE OF AGENDA**

Sharmin Shahjahan motioned to accept the agenda:

Voice Vote:

Victoria Akinde accepted

Ray Alvarez seconded the acceptance

All Ayes

Motion carried

#### **3. PRESENTATIONS/ REPORTS:**

**3-a.** None Scheduled.

#### **4. APPROVAL OF MINUTES:**

Not applicable, this was the first meeting.

#### **5. ACTION ITEMS**

**5-a.**      **Developing a framework to understand racial equity in Hanover Park.**

Sharmin Shahjahan began the meeting and Eira Corral Sepúlveda provided the other members with an overview of the most recent Village Board meeting and workshop that took place. Eira explained that at the last Village Board meeting, residents attended the meeting because of the fear of ICE that existed in the community. Sharmin explained that the residents requested that the Village be an inclusive community and put out something to show that their families won't be broken apart. They wanted to know the Police Chief's stance on ICE.

Sharmin explained that from the meeting and workshop, her take a way was as follows:

- This committee needs to put together an equity plan and have a discussion about it.
- The committee needs to develop a framework for the equity plan and determine the components that need to be within the framework and define what equity and inclusion mean and then ask the board if they agree and determine what they should do.
- The committee also needs to identify their existing tools and resources, build a stakeholder group, and find experts and a leadership group, then invite those people to another workshop.
- The committee needs to provide the Village Board with a recommendation of what to do and what resources they have to use so that the Board can consider the actions that they recommend.

Sharmin explained that the subcommittee needs to engage experts' thoughts and get feedback from them on how they should move forward. Sharmin suggested reaching out to the Harris Group. The subcommittee discussed using the Village's GIS system to identify the groups that exist in the community. It was also discussed that the subcommittee needs to:

- Determine what their milestones are
- Come up with a timeline
- Present to the CIDC Committee, get their recommendations as to if the subcommittee has come up with a strategy that CIDC would like them to present to the Village Board
- Afterwards, have a stakeholder meeting to focus on the recommendations
- Determine if the Village staff needs training

Ray Alvarez stated that based on what he has heard, it appears that the Village Board and residents want action. Ray asked Sharmin if the subcommittee is going to make a resolution using data and their stakeholders? Ray stated that he understood that they should identify actions to take and use the resolution as a guide to serve all groups equally.

Sharmin stated that the resolution is a guiding document and that an ordinance is law, she asked the committee if they want a resolution or an ordinance. It was not decided.

Victoria stated that she thought that the subcommittee was supposed to look at the Village current ordinances and see if they are still relevant to this day and age.

Sharmin stated that, that would be too much work for the subcommittee and that it is very important to get buy in from the Village staff and the Village Board. Sharmin stated that they need to include employees, residents, etc. at the Stakeholders meeting. Sharmin stated that the Village has a Language Pay policy for employees that can translate and that the individuals don't always utilize that service. It was explained that the Village needs to make sure that the residents know that the Village has a language service that they can use and that it is important that the Village has staff that can translate present. Sharmin stated that first the subcommittee needs to report to the Village Board what they want to do and focus on.

Ray stated that he conducted some research on what other cities have done and reviewed a case study from New Orleans. He presented/showed the committee the "Equity New Orleans" brochure that is on their website.

<https://www.mayorsinnovation.org/images/uploads/pdf/20 - Equity New Orleans - The Road to Equitable Government.pdf>

Ray explained that he found this information through the National League of Cities/NLC case studies. Ray stated that the committee needs to get internal buy in to promote equity and that they need to determine how they will inform the community and ensure that they are committed and involved. Ray explained that the committee needs to determine who to partner with. Ray wants to create a similar brochure and include in it:

- A letter from the mayor like the one on the "Equity New Orleans" brochure that promotes it as a city-wide initiative, include a letter from CIDC, and get and include a resolution so that the community can see what the Village is trying to accomplish
- The brochure should list the Village's mission, values, and vision to show the residents what the Village stands for, what the Villages ethos is, show our power and resources and how it can provide equity, show what equality and equity is, and display a vision of a high quality community
- Define and include what equitable government means
- Promote happiness and make people feel they are involved, build the people's trust
- Use and include data to identify what the Village needs to improve on and explain the goal of the equity process
- Create and include a word map from feedback from the community
- Include a list of what the Village is doing to improve
- Define and include information on the Village's pathway to building a culture of equity

Sharmin stated that they can use the Village's strategic plan and goals and add equity to it, that they need to define who their partners will be, the organizations that they know, and give this document to CIDC. Sharmin stated that getting all partners to the table is critical to get buy in, the subcommittee needs to have their own plan and present it to the Village Board.

Victoria discussed a two day empathy building exercise that she attended at Hoffman Estates High School that the principle created, called the Equitable Access experience where many community partners got together and reviewed scenario's that were 7 minutes long that went

through a week in the life of a poverty level student and the challenges and barriers that exist for their family to get the kids places, pay for their needs, feed them, find transportation for them, pay their bills on time, etc. Victoria suggested that the Village go through a similar exercise to shed light on the challenges that our residents have so that the staff can understand how they feel and how hard it is for some to pay bills and try to pay for tickets that the Village gives out for ordinance violations.

Sharmin stated that the role of the subcommittee is more advisory and to get buy in from everyone and determine our involvement, they need to make a list of what they have to do and then implement it. Further, she explained that the subcommittee needs to determine how to align the work that they have already done with a goal, for example, have customers fill out a survey about the services that they have received, or their interaction with customer service. The committee needs to measure their success and report it to CIDC.

Sharmin created a list on the white board of things that the subcommittee needs to do, the list is as follows:

#1 – Define the title of this subcommittee. The subcommittee agreed upon the title of “Equity & Inclusion Subcommittee.”

#2 – Define their purpose

- Alleviate challenges and barriers to access of Hanover Park services
- Identify who the stakeholders are and use data driven processes to guide the Village in fostering an equitable and inclusive government
- Define equity and define inclusion

#3 – Determine how we do it/Identify our Stakeholders, Partners, and Tools. Determine who we can lean on to identify best practices and direct people to. The following is what the subcommittee came up with:

#### Identified Tools

A5 branding survey

Social media

GIS system

Village’s Strategic Plan

Village’s Communications Plan

Past Stakeholder’s meeting notes

ART meetings

Police Department’s Crime Analyst

Each Department can help spread the word

Customer satisfaction survey

#### Identified Stakeholders

Village Departments

Police Department

Residents and Youth

Schools and Community Organizations

Service Providers

Business Owners  
Elected Officials

Identified Partners

Northwest Municipal Conference  
Chicago Metropolitan Agency for Planning  
National League of Cities  
Race Equity and Leadership  
University of Chicago – Harris School of Public Policy  
New York City

Identified Resources

City of Chicago  
City of Oak Park  
City of Skokie

Sharmin stated that she will send out to the subcommittee a list of partners, stakeholders, and ask them to add to it. Sharmin requested that each subcommittee member get a hold of the tools that were identified.

**6. TOWNHALL SESSION:**

Persons wishing to address the public body must register prior to Call to Order. Please note that public comment is limited to 5 minutes per speaker.

No members of the public attended.

**7. OLD BUSINESS (NON-ACTION ITEMS):**

7-a. None Scheduled

**8. NEW BUSINESS (NON-ACTION ITEMS):**

8-a. None Scheduled

**9. ADJOURNMENT**

The meeting adjourned at 9:15 p.m., a motion was made by Sharmin Shahjahan, accepted by Ray Alvarez and seconded by Victoria Akinde.

Voice Vote:  
All Ayes.  
Motion Carried