

AGENDA
THE CITY OF ST. CHARLES
EQUITY & INCLUSION COMMISSION
THURSDAY, FEBRUARY 20, 5:00 PM
2 EAST MAIN STREET
DENS A&B, SECOND FLOOR

Phone conference dial-in 630-762-7087

1. Call to Order
2. Roll Call
3. Approval of January 16 Equity & Inclusion Meeting Minutes
4. Subcommittee Reports
 - A. Culture and Religion
 - B. Disability
 - C. Identifying bias
 - D. Mental health
 - E. Immigrants
 - F. LGBTQIA+
5. Education Spotlight – Susan – Women’s History Month
6. Finalize quarterly Report
7. Census data/Survey Discussion
8. Marketing Materials Discussion
9. New business/Concerns
10. Public comment
11. Adjourn

COMMISSION PURPOSE – Make recommendations to the City Council that are in line with the Strategic Plan’s Guiding Principles; help the City foster an inclusive, welcoming community to all residents, businesses, employees, and visitors, regardless of age, gender, race, culture, sexual orientation, religion, or abilities; encourage engagement and active listening to achieve these objectives.

ADA Compliance

Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the ADA Coordinator, Jennifer McMahon, at least 48 hours in advance of the scheduled meeting. The ADA Coordinator can be reached in person at 2 East Main Street, St. Charles, IL, via telephone at (630) 377 4446 or 800 526 0844 (TDD), or via e-mail at jmcmahon@stcharlesil.gov. Every effort will be made to allow for meeting participation. Notices of this meeting were posted consistent with the requirements of 5 ILCS 120/1 et seq. (Open Meetings Act)

MINUTES
THE CITY OF ST. CHARLES
EQUITY & INCLUSION COMMISSION
THURSDAY, JANUARY 16, 2025, 5:00 PM
2 EAST MAIN STREET
DENS A&B, SECOND FLOOR

1. Call to Order

Chair Newman called the meeting to order at 5:01 pm.

2. Roll Call

Present: Susan Sanders, Cris Anderson, Michael Castro, Lisa Macione, Erica Johnson, Mary Kruse, Trudy Nichol, Patrick O'Connor. Absent: None

Others present: Brianna Bacigalupo, Bob Gehm, Tara Strachan

3. Approval of November 21 Equity & Inclusion Meeting Minutes

Motion by Macaione, second by Nichol to approve November 21, 2024, Equity & Inclusion Meeting minutes.

Voice vote: Ayes: Sanders, Anderson, Castro, Macione, Johnson, Kruse, Nichol, O'Connor. Nays: none. Absent: None. Newman did not vote as Chair. **Motion Carried.**

4. Subcommittee Reports

Disability:

Nichol met with all City departments and is working with Economic Director Derek Conley on funding, which can include ADA improvements. The budget will be sent to the city council, and discussions will continue about a hearing loop system at police and fire department meetings. Nichol plans to address bathroom accessibility issues and raise awareness with the city council. Additionally, she will meet with the Community and Economic Development Departments to explore grants for business owners and possibly host a grant workshop with the Business Alliance.

Identifying bias:

Castro met with the City and will review the 2026 budget to examine potential biases.

Mental health:

Sanders noted that the City's website has the same information as the health department, but it is hard to find. Nichol inquired about ways to share this information. Sanders suggested using the police department marquee, while Macione mentioned the City newsletter.

Immigrants:

Sanders shared that she helped organize a "Know Your Rights" seminar in Batavia, which was not publicized for safety concerns. Commission members inquired about the invitees, and Sanders explained it was primarily immigrants that attended online and citizens who wanted to help attended the seminar in person. She mentioned that the mayor confirmed the City will adhere to the SAFE-T Act, and that libraries, schools, churches, and hospitals are currently designated as safety zones in Illinois. Sanders intends to distribute a handout to the appropriate individuals and locations.

LGBTQIA+:

Newman provided details about a Community Education series that will be held at the library featuring PFLAG, a gender-affirming care doctor, and Belong Fox Valley, with the potential to expand into a series for all subcommittees. The mini Pride Fest is set for June 2, with a food truck and the same three organizations involved. Permissions are still required from the police department. It was noted that the City will not be selling anything at the event.

Culture and Religion:

Johnson discussed analyzing the census data, including age, race, ethnicity, veterans, disability, and other relevant information, before creating a survey. She noted Geneva had a community survey, but Newman has been unable to contact anyone there.

Johnson proposed holding a cultural fair in collaboration with the library, with Phase 1 planned for May and Phase 2 for next year, which would be larger. The event would include a pamphlet/survey to hand out, a world music playlist, and food trucks or a potluck-style setup.

Macione suggested adding a proclamation request feature to the City's website, similar to the governor's, and will need to contact City staff about it. She also wrote a post for the February newsletter for Black History Month and addressed the sign-up for the upcoming months.

5. Education Spotlight – Trudy

Nichol explained the City's budgeting process. She noted that the first budget workshop is on January 27, 2025, at 5:00 p.m. and is open to the public. The new budget will start on May 1, 2025, and must be approved by the city council in April. Bacigalupo noted that budget proposals should be introduced by November and finalized by December, and that E & I currently has a line item of approximately \$2,000.00.

6. Quarterly report – February

Newman noted that the Action Plan slides need to be updated and sent to the city council by February 13, covering impact, budget, progress, and expenses. A discussion followed on how to approach updating the Action Plan.

7. Youth position/subcommittee members discussion

Samantha met with Ald. Jayme Muenz and learned that the Youth Commission has been established for some time and has bylaws. She raised the question of whether to create a youth subcommittee or have youth citizens participate in existing subcommittees. The discussion then shifted to O'Connor, who will now serve on the Mental Health subcommittee with Sanders. Bacigalupo will research how citizens can get involved with subcommittees.

8. Bylaws preliminary discussion

Newman supports creating bylaws, and Jonson and Sanders inquired about the benefits and asked for examples. Newman agreed to research it further.

9. New business/Concerns

Nichol suggested decorating the Municipal Building windows, and Strachan recommended contacting the reception desk to reserve.

Nichol will send a letter to the city council regarding budget line items affecting the people with disabilities community and will share it with the group for review.

Castro inquired about holding a public subcommittee meeting. Bacigalupo explained the Open Meetings Act and clarified that it is permissible as long as no more than two commissioners are present.

10. Public comment

3rd Ward Alderperson Bob Gehm spoke to subcommittee meetings and commended the commission for its work.

11. Adjourn

Motion by Nichol, second by Kruse to adjourn the meeting at 6:14 pm.

Voice vote: Ayes: Sanders, Anderson, Castro, Macione, Johnson, Kruse, Nichol, O'Connor. Nays: none. Absent: None. Newman did not vote as Chair. **Motion Carried.**

:ts

COMMISSION PURPOSE – Make recommendations to the City Council that are in line with the Strategic Plan's Guiding Principles; help the City foster an inclusive, welcoming community to all residents, businesses, employees, and visitors, regardless of age, gender, race, culture, sexual orientation, religion, or abilities; encourage engagement and active listening to achieve these objectives.

ADA Compliance

Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the ADA Coordinator, Jennifer McMahon, at least 48 hours in advance of the scheduled meeting. The ADA Coordinator can be reached in person at 2 East Main Street, St. Charles, IL, via telephone at (630) 377 4446 or 800 526 0844 (TDD), or via e-mail at jmcmahon@stcharlesil.gov. Every effort will be made to allow for meeting participation. Notices of this meeting were posted consistent with the requirements of 5 ILCS 120/1 et seq. (Open Meetings Act).