

AGENDA
THE CITY OF ST. CHARLES
EQUITY & INCLUSION COMMISSION
TUESDAY, JULY 11, 2023, 5:00 PM
2 EAST MAIN STREET
DENS A & B, SECOND FLOOR

1. Call to Order

City Administrator Heather McGuire called the meeting to order at 5:10 pm.

2. Roll Call

Present: Heather McGuire, Lisa Stricker, Cris Anderson, Michael Castro,
John Fitzgerald, Erica Johnson, Mary Kruse, Lisa Macaione,
Samantha Newman, Trudy Nichol, Sue Sanders, and Tracey Conti

Absent: None

3. Welcome & Introductions

The commission members introduced themselves and briefly explained why they wanted to join the Equity & Inclusion Commission.

4. Election of Commission Leadership

During the meeting, Heather informed everyone that the group needed to elect a Chair, Vice-Chair, and Secretary. She requested the Commission Members to consider who would be best suited for these positions and to vote at the next meeting. The Chair would be responsible for leading the meetings, handling inquiries, creating agendas, and reporting to the City Council. If the Chair was not available, the Vice-Chair would take over. The Secretary will be responsible for roll call, and assist both the Chair and Vice-Chair as needed.

5. Roles and Responsibilities

Lisa Stricker, a consultant specializing in equity and inclusion (E&I), discussed the role of the Equity & Inclusion Commission. She emphasized that the Commission will make recommendations to the City Council based on equity (recognizing that each person has unique and different circumstances and providing the necessary resources and opportunities needed to reach an equal outcome) and inclusion (all people receive the same treatment, feel as if they belong, and are safe and welcome).

6. Creation of Commission Norms and Expectations

Heather and Lisa clarified that the Commission is required to meet quarterly according to the ordinance, but they have the option to schedule additional meetings. It may be necessary to hold more frequent meetings during this initial phase of establishing the Commission.

Heather, the City liaison for the Commission, will attend all meetings. Tracey Conti will also attend meetings, and will help with posting agendas, minutes, and related tasks. Heather reminded members to be cautious when responding to emails, as including three or more members would constitute a quorum and violate the Open Meetings Act. The same rule applies to in-person meetings.

7. Training Discussion

Lisa Stricker suggested that the Commission start with Micro Aggression and Unconscious Bias training. She also asked the members to consider other types of training that could be beneficial. The training is essential for creating policies and recommendations. The Commission Members agreed to communicate their training preferences to Lisa, who will organize future training sessions for the Commission.

8. Public Comment

Heather reviewed the City of St. Charles Public Comment Policy and clarified that the Chair would regulate public comment during meetings if needed. Copies of the Policy can be found outside Council Chambers and on the City's website.

During the meeting, a question was brought up regarding how to handle emails received from the public. Heather recommended that any email a Member receives from the public should be forwarded to the Commission Chair for discussion at the next meeting. It is vital that Commission Members do not respond to these emails on behalf of the entire Commission.

Additionally, it was asked whether it's okay to share information about the Commission on social media accounts belonging to Commission members. Heather responded that all information discussed during the meetings is public and can be shared. However, it's essential to be cautious when engaging with others on social media as people can sometimes be argumentative.

9. Additional Items

- Lisa Stricker proposed that the group prioritize their goals for the first 12 months and develop an action plan to achieve them.
- Tracey Conti will create and distribute a contact list to all the Commission Members.

- The group scheduled their next meeting on Tuesday, August 8, 2023.
- The Commission Members will provide training topics at the next meeting.

10. Adjourn

The meeting adjourned at 6:26 pm.

:tc