

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS
MINUTES – BOARD STUDY SESSION
TUESDAY, NOVEMBER 2, 2021
6:30 PM-8:00 PM
PLANNING AND OPERATIONS FACILITY
1011 E. KERR AVENUE
URBANA, ILLINOIS 61802**

The study session meeting of the Urbana Park District Board of Commissioners was held Tuesday, November 2, 2021 at the Planning and Operations Facility, 1011 E. Kerr Avenue, Urbana, IL at 6:30 pm. The notice and agenda of the meeting were posted at the park district administrative office and at the location of the meeting. Copies of the notice and agenda were received by each commissioner of the district and by local newspapers, radio, and television stations at least forty-eight hours before the meeting in compliance with the Open Meetings Act of the State of Illinois. A copy of the notice and agenda is attached to the minutes. Also available for inspection are all documents that were reviewed or approved at the meeting.

COMMISSIONERS	PRESENT	ABSENT
President Michael Walker	X	
Vice-President Nancy Delcomyn	X	
Commissioner Cedric Stratton	X	
Commissioner Roger Digges	X	
Commissioner Meredith Blumthal		X

Also present were Tim Bartlett, Executive Director;
Derek Liebert, Planning and Operations Superintendent;
Corky Emberson, Superintendent of Recreation;
Caty Roland, Superintendent of Business Services;
Andy Rousseau, Project Manager;
Fred Coleman, Coleman and Associates;
Allison Jones served as Recorder.

I. Call to Order

President Walker called the meeting to order at 6:40 PM.

A. Remote Attendance

There was no remote attendance requested.

II. Accept Agenda

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO ACCEPT THE AGENDA AS PRESENTED. ALL SAID “AYE”, MOTION CARRIED.

III. Public Comment

There were no comments from members of the public.

IV. Discussion

A. Minority and Women Owned Business Enterprise (MWBE) Addition to Prequalified Provider Program

UPD staff introduced Dr. Fred Coleman and the Minority and Women Owned Business Enterprise (MWBE) Prequalified Provider Program (PPP). Dr. Coleman reviewed the work to incorporate MWBE into UPD's Prequalified Provider Program. He reviewed background information, the PPP's historical use and function, relevant local MWBEs, the PPP application process to remove barriers for MWBE, the system for evaluating PPP projects and MWBEs to pair with appropriate projects in tier 1 and tier 2 system, presented strategies for measuring success (15% MWBE projects in first year), outlined an outreach campaign to potential MWBE vendors early in the year, and reviewed the timeline for implementation.

The Board and staff discussed the best ways to implement this program and develop a broad reach to MWBE in the community.

B. Other Diversity, Equity, and Inclusion Updates

Staff reviewed two other items that UPD staff have been working on:

- Attracting diverse staff – promoting benefits, promoting a focus on diversity, removing barriers in job description, updating interview questions.
- Diversity training and evaluation – evaluating staff, staff diversity training events and ongoing education, personal evaluation and organizational evaluation, how to measure growth.

Board and staff provided feedback on these processes and discussed best strategies for getting staff buy-in on the process.

V. Comments from Commissioners

Commissioner Delcomyn inquired about the reception and impact on staff of the covid-19 vaccine requirement thus far. Staff provided feedback on implementing the program and discussed next steps.

VI. Adjourn

President Walker adjourned the meeting at 8:35 PM.

Michael W. Walker, President

Timothy A. Bartlett, Secretary

(Seal)

Date Approved: December 14, 2021