

# Lake County Illinois

*Lake County Courthouse and Administrative Complex  
18 N County Street  
Waukegan, IL 60085-4351*



## **Meeting Minutes - Final**

**Monday, May 13, 2019**

**2:00 PM**

**Assembly Room**

**Diversity and Inclusion Committee**

**1. Call to Order**

*Chair Cunningham called the meeting to order at 2:00 p.m.*

**Present** 8 - Chair Cunningham, Vice Chair Kyle, Member Barr, Member Danforth, Member Taylor, Member Wilke, Member Witherspoon and Member Prosen

**Absent** 1 - Member Frank

*Others present:*

*RuthAnne Hall, Purchasing*

*Karla Hasty, Human Resources*

*Brooke Hooker, Communications*

*Mark Pfister, Health Department*

*Rodney Marion, Human Resources*

*Amy McEwan, County Administrator's Office*

*Jennifer Serino, Workforce Development*

*Patrice Sutton, Finance*

*Blanca Vela-Schneider, County Board Office*

*Dakisha Wesley, County Administrator's Office*

**2. Pledge of Allegiance**

*Member Witherspoon led the Pledge of Allegiance.*

**3. Addenda to the Agenda**

*There were no additions or amendments to the agenda.*

**4. Public Comment**

*There were no comments from the public.*

**5. Chair's Remarks**

*Chair Cunningham reminded the audience to turn off electronic devices and reviewed the duties and charges of the committee.*

**6. Old Business**

*There was no old business to discuss.*

**7. New Business****CONSENT AGENDA (Item 1)****Approval of Minutes****7.1 [19-0838](#)**

Minutes from March 13, 2018.

**Attachments:** [D&I 3.13.18 Minutes - Final](#)

**A motion was made by Member Wilke, seconded by Member Taylor, that the minutes be approved. Motion carried by voice vote.**

**Aye:** 7 - Chair Cunningham, Vice Chair Kyle, Member Danforth, Member Taylor, Member Wilke, Member Witherspoon and Member Prosen

**Present:** 1 - Member Barr

**Absent:** 1 - Member Frank

## REGULAR AGENDA

### 7.2 [19-0833](#)

Discussion and review of the 2019 Cultural Diversity and Inclusion Program and Luncheon.

**Attachments:** [Diversity Program Take Aways](#)

*Chair Cunningham reported on the 2019 Cultural Diversity and Inclusion program and luncheon. Assistant County Administrator Dakisha Wesley reported Dr. Logan's informative presentation included changing demographics, buying power, talent and skill shortages, globalization and technology, and employee expectations. The program also included best practices for training on cultural competencies and inclusivity on leadership teams and the organization, creating mentoring programs, inclusive marketing and recruitment strategies, developing diversity councils, increasing flexibility to allow to work remotely, developing employee resource groups, the need for clarity regarding employee expectations, and focusing on contributions that improve worker satisfaction, engagement wellness and alignment.*

**This item was discussed.**

### 7.3 [19-0834](#)

Presentation of Health Department Current Diversity and Inclusion Programs.

**Attachments:** [Health Department Presentation 2019](#)

*Health Department Executive Director Mark Pfister provided a presentation regarding efforts the Health Department is initiating to promote diversity and inclusion in the department. Staff is being repurposed to accommodate needs of the community which include material in different languages and outreach to faith based communities and cultural groups. Human Resource efforts in the Health Department include diversifying the workforce in ethnicity and generation, increasing training of interpreters, and providing healthcare job fairs, hands-on training, and experiential learning. The Health Department's clinical services include language interpretation services and public health efforts to provide a diverse array of services throughout Lake County in medical, dental services, and food safety. Discussion ensued.*

**A presentation was provided.**

### 7.4 [19-0835](#)

Presentation of Workforce Development Participants and Programs.

**Attachments:** [Workforce Development Presentation 2019](#)

*Workforce Development Director Jennifer Serino provided a presentation regarding*

*Workforce Development's efforts in diversity and inclusion. She reviewed the roles of the Workforce Development Board, Workforce Development staff, and the Job Center of Lake County. Lake County's unemployment rate is currently at 5.9 percent, and is trending higher than the average for the state and nation. The increase is, in part, due to the number of individuals who are seeking to re-enter the workforce. Ms. Serino reviewed Workforce Development's targeted population and the demographics of the participants in the Workforce Development program.*

*Ms. Serino reported that Workforce Development Programs include Revive Lake County, Snap to Success, Disability Employment Initiative, College of Lake County, ConstructionWorks, Career Crossroads, Family Centered Employment (Community of Practice), and Waukegan Housing Authority in partnership with Associated Builders and Contractors Inc. Ms. Serino reviewed the key stakeholders involved in the Job Center of Lake County. Discussion ensued.*

**A presentation was provided.**

**7.5 [19-0836](#)**

Presentation of Economic Opportunity Program Progress Report.

**Attachments:** [Finance Economic Opportunity Presentation 2019](#)

*RuthAnne Hall, Purchasing, presented efforts by the Finance and Administrative Services, to increase diversity in its vendors. The goal of the Buy Local, Build Local, Work Local program is to provide opportunities for suppliers and contractors that reflect the composition of Lake County, increase Lake County dollars spent in Lake County, and increase local job creation and job training. The progress report includes outreach and vendor registrations, courthouse expansion project construction results, Job Order Contracting program results, and overall local purchasing.*

*Ms. Hall reviewed 2018 vendor outreach events and planned events for 2019. Ms. Hall reported that vendors are requested to self report the category in which they see is the best fit for their business. The Courthouse Expansion Project, a significant project for Lake County, included a minority workforce totaling 142,668 hours of which 35,483 hours were performed by individuals who live in Lake County and 4,307 female workers. Subcontractor for the project included 83 vendors locally owned, 39 women owned companies, and 66 minority owned companies. Discussion ensued on the challenges facing minority, local, and women based contractors who do not have sufficient funding to bond the projects at 100 percent.*

*Ms. Hall reviewed the JOC Program of which the County has issued \$16,400,000 purchase orders since June, 2014.*

**A presentation was provided.**

**7.6 [19-0837](#)**

Presentation of Human Resources Update on Diversity Training and Recruitment Strategies.

**Attachments:** [Human Resources Presentation 2019](#)

[2019 HR Diversity Presentation Revised on 051319](#)

*Human Resources Director Rodney Marion and Karla Hasty, Human Resources, presented efforts by the Human Resources Department to increase diversity at Lake County. A review of active employee demographics at Lake County between 2018 and 2019 reflect an increase of .3 percent in Asians, a decrease by 2.75 percent for caucasians, an increase of .93 percent in hispanics, and an increase of 1.93 percent in blacks.*

*Human Resources continues to monitor vacancies in departments, conducts unconscious bias e-learning of its 1500 employees, and provides internal reports regarding departmental demographic statistics. Human Resources has hired a talent acquisition manager to help increase diversity and improve training at Lake County.*

*Ms. Hasty reviewed Equal Employment Opportunity Commission (EEOC) claims, which total 26 between the years 2014 and 2019. Discussion ensued.*

**A presentation was provided.**

**8. Executive Session**

*The Committee did not enter into Executive Session.*

**9. County Administrator's Report**

*There was no County Administrator's report.*

**10. Members' Remarks**

*There were no remarks from members.*

**11. Adjournment**

*The meeting was adjourned at 3:56 p.m.*

**A motion was made by Member Kyle, seconded by Member Danforth, to adjourn the meeting. The motion carried unanimously.**

**Aye:** 8 - Chair Cunningham, Vice Chair Kyle, Member Barr, Member Danforth, Member Taylor, Member Wilke, Member Witherspoon and Member Prosen

**Absent:** 1 - Member Frank

**Next Meeting: To Be Determined**

*Minutes prepared by Blaca Vela-Schneider.*

*Respectfully submitted,*

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*Chairman*

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*Vice-Chairman*

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*Diversity and Inclusion Committee*