

DIVERSITY, EQUITY AND INCLUSION (DEI) PRACTICES UPDATE

Project Name

Review Diversity, Equity and Inclusion Practices

Description

The project consists of two phases, an Internal Phase and External Phase. During the internal phase (current phase), work is focused on organizational management topics that directly affect Village employees, including:

- Creating Awareness and Training
- Identifying DEI Assessment Methods and Best Practices
- Employee Hiring, Promotion and Compensation Practices

During the external phase, the work will focus on the services the Village provides to the public and how the Village interacts with the community. The Village Council will direct these efforts. Topics may include:

- Service Levels
- Budgeting and Capital Projects
- Community Engagement Practices
- Purchasing

Schedule

The project began in January 2021 and will continue through May 2023 and beyond.

Recent Actions

- Drafted Mission and Vision Statements (see attached)
- Completed multiple staff training sessions (see attached)
- Analyzed the demographic makeup of the current employees and hiring practices over the past fifteen years (see attached)
- Broadened recruitment efforts to attract a larger, more diverse applicant pool.
- Ensured fair and equitable succession planning (promotions).

Next Steps

Continue to Train Staff - Staff members will continue to receive training on DEI related topics.

Continue to Participate in MMC Diversity Task Force - Staff members will continue to participate in the MMC Diversity Issues Task Force.

Continue to Broaden and Expand Recruitment Efforts - Staff will continue to proactively outreach into different markets to attract a larger, more diverse applicant pool. All hiring managers are fully invested in DEI, as a strategic advantage.

Launch DEI Team - Staff will create an interdepartmental team to focus on DEI efforts.

Vision

To be an organization of choice where employees are valued, celebrated, hired, and promoted without bias or discrimination.

Mission

To attract and retain a diverse staff, create equitable opportunities for all, and celebrate differences knowing that diversity makes us better.

Staff Training

Inclusive Leadership Training - In November 2021, the Walker Thomas Group facilitated an Inclusive Leadership training session for approximately 35 staff members in leadership and management roles.

Diversity, Welcoming & Inclusion Training - In April 2022, the Walker Thomas Group provided training to all staff members. These cross-departmental training helped uncover bias, promoted fair and equitable processes, offered strategies for conflict resolution, and set expectations of employees as the Village continues on our DEI journey. Staff has the opportunity to further advance efforts of open and supportive dialogue

Sexual Harrassment and Discrimination Prevention Training - All staff members are required to receive Sexual Harrassment and Discrimination Prevention training annually. The 2022 training was completed in July.

YMCA Cultural Humility Training - In late 2020, over 35 staff members in leadership and management positions participated in Cultural Humility training led by the YWCA of Metropolitan Chicago.

Northwestern DEI Training - Three leadership level staff members successfully completed a course entitled *Leading Diversity Equity and Inclusion* at Northwestern University.

Stanford University Graduate School of Business Diversity and Equity Training - One staff member successfully completed a course entitled *Leverage Diversity and Equity for Organizational Excellence*.

Illinois City County Managers Association DEI Webinar - Several members of the leadership team participated in the ILCM Webinar entitled *Diversity, Equity and Inclusion: Where Do I Begin?* held in April. The webinar included presentations from local municipalities which are currently undertaking DEI initiatives.

Metropolitan Mayors Caucus Diversity Issues Task Force - A few staff members have joined and are participating in the MMC Diversity Issues Task Force. Manager Fieldman participated in a task force round table discussion and presented the Village of Downers

Grove DEI initiative. Other presenters included Park Forest, Berwyn, Oswego, Arlington Heights and Wilmette.

DEI Workshop with RC Communications - Five staff members participated in an informal workshop hosted by a Washington, DC based firm RC Communications. The workshop was tailored specifically to help the Village start our DEI initiative.

Race and Ethnicity of Current Staff and Hired Employees

	Downers Grove	VoDG Current Staff*	VoDG Hiring				
			2006-10	2011-15	2015-20	2021	'22 YTD
White	88.0%	90.7%	87.3%	87.0%	86.8%	84.0%	73.3%
Black	4.1%	1.5%	5.0%	3.7%	--	4.0%	--
Hispanic	4.7%	3.6%	4.5%	5.6%	9.8%	8.0%	13.3%
Asian	5.6%	3.4%	--	3.1%	--	4.0%	13.3%
Pacific	--	0.5%	--	--	2.9%	--	--

Gender of Current Staff by Department

Department	Male		Female	
	Count	Percentage	Count	Percentage
Managers and Clerks Offices	4	50%	4	50%
Building Services	5	83%	1	17%
Legal and Human Resources	0	0%	5	100%
Information Technology	6	75%	2	25%
Finance	0	0%	10	100%
Community Development	9	60%	6	40%
Communications	3	75%	1	25%
Public Works	52	84%	10	16%
Police	67	81%	16	19%
Fire	77	95%	4	5%
Total	223	79%	59	21%
