

**RAILS BOARD EQUITY, DIVERSITY & INCLUSION COMMITTEE:  
STAFF TRAINING, LEADERSHIP & ADVOCACY SUBCOMMITTEE MEETING**

October 5, 2021 | 3:00 p.m.

**MINUTES**

**1. WELCOME AND CALL TO ORDER**

Leah White greeted members and called the meeting to order at 3:04 p.m.

**2. ROLL CALL OF MEMBERS**

Stacy Palmisano called the roll of the RAILS Board Staff Training, Leadership & Advocacy Subcommittee: Victoria Blackmer, Nate Gass, Anna Wassenaar (joined at 3:11), Leah White  
Absent: Sarah McHone-Chase

**3. RECOGNITION OF GUESTS AND ANNOUNCEMENTS**

Leah White read the following: In accordance with the Governor's Emergency Proclamation, the RAILS Board of Directors finds an in-person meeting is not practical or prudent and believes it is in the best interest of RAILS to hold a virtual meeting to perform essential business.

*Guests in attendance in Burr Ridge:* Monica Harris, Stacy Palmisano (designated note taker)

*Guests in attendance via Zoom:* Deirdre Brennan, Joseph Filapek, Anna Duff, Jody Rubel, Dianne Hollister, Thomas Stagg, Biz Lindsay-Ryan

**4. PUBLIC COMMENTS**

There were no public comments.

**5. CONSENT AGENDA**

5.1. Adoption of Agenda

5.2. Approval of the RAILS Board EDI Staff Training, Leadership & Advocacy Subcommittee Minutes of July 6, 2021

Victoria Blackmer moved and Nate Gass seconded that

THE RAILS BOARD EQUITY, DIVERSITY & INCLUSION COMMITTEE CONSENT AGENDA BE APPROVED

Roll call was taken: Ayes: Victoria Blackmer, Nate Gass, Anna Wassenaar, Leah White. Nays: None

**6. REVISED STRATEGIC DIRECTION OF COMMITTEE**

Deirdre Brennan reviewed the revised direction of the EDI Committee, which was previously discussed at the EDI Committee meeting on September 14, 2021. The focus of the committee will be on EDI training so that all committee members have the same level of understanding and shared vocabulary. Starting in 2022, the RAILS staff will transition to do the work on all projects and the committee's role will be an advisory capacity. Biz Lindsay-Ryan opened the discussion regarding a letter received from two EDI Committee members, Sarah Steiger and Michelle Mistalski. Within the letter, several concerns were raised regarding the EDI Committee. Lindsay-Ryan outlined four key areas of concerns within the letter and how RAILS will approach changes. The first is the representation of the EDI committee members. To determine the identities represented on the committee, an anonymous survey will be sent to the committee. RAILS can then move forward with accurate information regarding recruitment. The second concern was a shared commitment to learning. A creation of a committee agreement is a way for committee members to understand what the expectations are for being a committee member. The third concern within the letter is on the topic of meeting engagement. Prompt questions and post meeting reflection questions at the

EDI committee meetings is a strategy being considered as ways to encourage more open discussion and dialog. The last concern was the lack of information being shared on the work being created by all the subcommittees and the opportunity to have open discussions on the work. RAILS and Lindsay-Ryan will revise the current reporting format to allow for more conversations. Each subcommittee member had the opportunity to discuss their thoughts and to comment on the solutions RAILS is proposing. Leah White questioned if the current subcommittee structure is working and if the large amount of committee members was seen as a barrier. Brennan responded that there is a possibility of dissolving the three subcommittees in the future but not at this time, RAILS will re-access this in early 2022. Victoria Blackmer addressed the concern of identity representation and offered members of her staff to replace her seat on the committee to bring in different voices. Blackmer also brought up the topic of the Zoom format's inability to hear all voices. Nate Gass appreciated the letter written by Steiger and Mistalski and agreed with the issues that were raised.

## 7. PROGRESS REPORTS ON PRIORITIES

### 7.1. Report on Finding and Using an Equity Lens

Victoria Blackmer created an Equity Impact Assessment Guide for the subcommittee to use when reviewing the resources collected on Finding and Using an Equity Lens and for EDI in Marketing and Messaging. The next step is for the RAILS staff to assess the guide.

### 7.2. Report on Bystander Intervention Training

Leah White reported that she has contact information for a consultant who holds bystander intervention training with staff at the village of Skokie. Joe Filapek, RAILS Director of Consulting and Continuing Education will contact the consultant and review training options to offer RAILS members. Biz Lindsay-Ryan cautioned as to the timing of offering a bystander intervention training and that prior EDI training is a necessary first step.

### 7.3. Report on EDI Board and Administration Training

Anna Wassenaar started a document of wants and needs to review the list of presenters for board and administration training. Since there is significant overlap with another subcommittee's project, it was determined that the EDI Board and Administration Training project now be handed off to the EDI Programs, Services and Outreach Subcommittee. A presenters list has been created that will include EDI trainers. Monica Harris is the RAILS liaison for the EDI Programs, Services and Outreach subcommittee and will send a link to the presenter list for this subcommittee to review and offer suggestions.

### 7.4. Report on EDI in Marketing and Messaging

Victoria Blackmer, as mentioned in agenda item 7.1, created an Equity Impact Assessment Guide to use to review the list of resources compiled on EDI in Marketing and Messaging. The resources are located in the shared Google Data Studio report that RAILS created for the EDI Committee. The next step in the project is to have the subcommittee members review all five resources in EDI Marketing and Messaging and come to the next meeting ready to have a discussion.

## 8. NEXT STEPS

Leah White reviewed the next steps from each report; RAILS staff to access the Equity Impact Assessment Guide Blackmer created and report any updates, White to pass along the consultant's contact information to Filapek, Harris will send link to presenter list for subcommittee to review, subcommittee members to look over the EDI in Marketing and Messaging resources in the shared Google Data Studio Report to prepare for the next meeting.

**9. MEETING RECAP**

Leah White gave a meeting recap and next steps in agenda item eight.

**10. AGENDA BUILDING FOR THE NEXT STAFF TRAINING, LEADERSHIP & ADVOCACY SUBCOMMITTEE MEETING**

The next RAILS Board EDI Staff Training, Leadership & Advocacy Subcommittee meeting will be on December 7, 2021 at 3:00 p.m. The agenda will include an update on the Equity Impact Assessment Guide, a review of the presenter's database, an update on bystander intervention training from RAILS, a discussion on the EDI in Marketing and Messaging priority and a review of the resources compiled.

**11. ADJOURNMENT**

The meeting adjourned at 4:09 p.m.

FINAL VOTE OR ACTION MAY BE TAKEN AT THE MEETING ON ANY AGENDA ITEM SUBJECT MATTER LISTED ABOVE, UNLESS THE AGENDA LINE ITEM SPECIFICALLY STATES OTHERWISE.