



## CHAMPAIGN COUNTY BOARD - DEIA+ TASK FORCE

Joint Subcommittee of the Labor Committee & Justice and Social Services Committee

County of Champaign, Urbana, Illinois

Monday, September 23, 2024 - 6:30 p.m.

---

Shields-Carter Meeting Room

Brookens Administrative Center

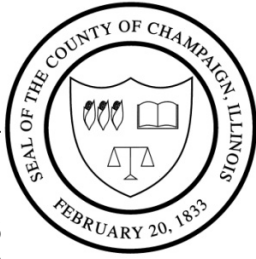
1776 E. Washington St., Urbana

**Committee Members:** Benjamin Beaupre, Jason Benda, Barb Bressner, John Farney (Vice-Chair), Akua Forkua-Sekyere, Jacqueline Kalipeni, Donald Owen, Cecelia Phillips, Kathleen Robbins, Jilmala Rogers (Chair), Heather Rumpel, Irene Weathersby

### Agenda Items

- I. **Call to Order**
- II. **Roll Call**
- III. **Approval of Agenda/Addendum**
- IV. **Approval of the Minutes**
  - A. August 20, 2024
- V. **Public Participation**
- VI. **Communications**
- VII. **New Business**
  - A. Sample RFP's from other entities (*information only*)
  - B. Employment data (*information only*)
  - C. Bidding process for minority applicants (*information only*)
  - D. Next Steps (*discussion only*)
- VIII. **Other Business**
  - A. Date of next meeting
- IX. **Chair's Report**
- X. **Adjournment**

*All meetings are at Brookens Administrative Center – 1776 E Washington Street in Urbana – unless otherwise noted. To enter Brookens after 4:30 p.m., enter at the north (rear) entrance located off Lierman Avenue. Champaign County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities. Please contact Administrative Services, 217-384-3776, as soon as possible but no later than 48 hours before the scheduled meeting.*



## CHAMPAIGN COUNTY BOARD - DEIA+ TASK FORCE

Joint Subcommittee of the Labor Committee & Justice and Social Services Committee  
County of Champaign, Urbana, Illinois

### MINUTES – Subject to Approval

---

DATE: Tuesday, August 20, 2024  
TIME: 6:30 p.m.  
PLACE: Shields-Carter Meeting Room  
Brookens Administrative Center  
1776 E. Washington St., Urbana, IL 61802

---

#### Committee Members:

Present	Absent
Benjamin Beaupre	Donald Owen
Jason Benda	
Barb Bressner	
John Farney	
Akua Forkua-Sekyere	
Jacqueline Kalipeni	
Cecelia Phillips	
Kathleen Robbins	
Jilmala Rogers	
Heather Rumble	
Irene Weathersby	

**Others Present:** Michelle Jett (Director of Administration), Samantha Carter (County Board Chair), and Megan Robison (Recording Secretary)

---

#### Agenda Items

##### I. Call to Order

Chair Rogers called the meeting to order at 6:31 p.m.

##### II. Roll Call

A verbal roll call was taken, and a quorum was declared present.

##### III. Approval of Agenda/Addendum

**MOTION** by Mr. Benda to approve the agenda; seconded by Mr. Farney. Upon vote, the **MOTION CARRIED** unanimously.

##### IV. Public Participation

Aaron Ammons, County Clerk, spoke about diversity being a major issue his entire life and listed his qualifications for speaking about diversity. He mentioned County Board Resolution No. 4872 Endorsing an Economic Development Policy from 2004, it has been twenty years since that resolution was passed and he believes the County still has a lot of work to do. This is an economic discussion for him, and he wants to see the group that he represents, the African American Community, have access to all the

40 same opportunities. He mentioned the current County building projects not having diversity goals. Mr.  
41 Ammons wanted to impress upon the Task Force that diversity, equity and inclusion goes beyond staff  
42 and should include vendors and contractors.  
43

44 Patrick Thompson, President/Owner of VEYA Inc., gave some background on his construction company  
45 and his work around diversity. He is here to talk about minority contracting and he believes that his  
46 company would not be used if the state didn't have diversity goals on their projects. The State of Illinois  
47 has an Equity and Inclusion Program, and he would like to see the County adopt this program as other  
48 municipalities have done.  
49

50 Antwuan Neely, local contractor, listed some of the projects he has worked on in the area. He wanted to  
51 share the idea of "if we build it, they will come" because most people only go where they feel welcome.  
52 He shared a variety of ways to focus on diversity. He would love to be included in the conversations on  
53 ways to grow a diverse program.  
54

55 **V. Communications**

56  
57 Chair Rogers asked the members to go around the room and introduce themselves.  
58

59 **VI. New Business**

60 A. Mission/purpose for Task Force

61  
62 Chair Rogers read a statement about the mission/purpose for the task force members.  
63

64 B. County Purchasing Policy and RFP Process Overview  
65

66 Ms. Jett gave a brief overview of the County's purchasing policy and why they are required to complete  
67 the RFP process. She showed them an example of an RFP and what sections this Task Force will need to  
68 complete. She suggested the members begin thinking about their immediate expectations they want  
69 from a company. Then she moved on to the evaluation of any proposals they receive because this Task  
70 Force will be creating the grading tool. She showed an example form, different items that can be  
71 included and explained how the scoring of each company would work.  
72

73 Mr. Benda asked about the differences between an RFP and an RFQ. Ms. Jett explained that she is using  
74 the term RFP as a general term and the Task Force could decide if this would be better suited as an RFQ  
75 (Request for Qualifications). He also asked some clarifying questions about the grading tool and Ms. Jett  
76 explained that her example was very basic, and the Task Force would be able to control how the  
77 evaluation is written and completed, and then would have a larger discussion about the scores before a  
78 company is chosen.  
79

80 Ms. Rogers asked if vendors and contractors could be included in this process. Ms. Jett stated that it  
81 could be included, explaining they could write a section that is geared more toward staff and another  
82 that is geared towards vendor contracting diversity.  
83

84 Ms. Carter would like to add a contractor as a member of the Task Force and would like to see the  
85 County hire a DEIA Officer. Both of these items would be done by resolution of the County Board.  
86  
87

88 C. Necessary Resources

89  
90 Mr. Farney and Ms. Robbins would like to see examples of other RFP's that were written for DEI work.

91  
92 Ms. Carter had originally asked for someone from the City of Champaign Diversity Equity and Inclusion  
93 Department to be on this Task Force. Ms. Jett explained that due to time constraints they were not able  
94 to be a member, but they are willing to come and give a presentation.

95  
96 Ms. Kalipeni suggested they explore what the State of Illinois has in place, as suggested in public  
97 comment.

98  
99 D. Next Steps

100  
101 Mr. Farney suggested the next meeting should be used as a study session to see what others have  
102 written into their RFP's.

103  
104 Mr. Benda reminded everyone they are charged with presenting an RFP to the County Board at their  
105 December meeting. He also emphasized the statement made in public comment about a welcoming  
106 environment and believes that is the end goal for this process.

107  
108 Ms. Kalipeni requested the statistics for the County building projects that were mentioned in public  
109 participation. Ms. Jett will be gathering the Project Labor Agreements, statistics from the building  
110 projects and the annual statistics from all vendors.

111  
112 Ms. Carter suggested contacting Larry Ivory and Will Kyles as they are great resources and she shared  
113 that she does not like the deadline as it takes a lot of time to gather all of the information. Ms. Jett  
114 explained that if the Task Force needs more time, they can extend the deadline out further.

115  
116 Task Force members agreed they would like to review information at their next meeting and then have  
117 presentations at the following meeting.

118  
119 Ms. Rogers asked for information about the bidding and recruitment processes along with additional  
120 information about Resolution No. 4872.

121  
122 **VII. Other Business**

123 A. Date of next meeting

124  
125 The Task Force members discussed the dates they will be unavailable next month. The clerk will try to  
126 work around those dates and find a date for the next meeting in September.

127  
128 **VIII. Chair's Report**

129  
130 None

131  
132 **IX. Adjournment**

133  
134 Chair Rogers adjourned the meeting at 7:31 p.m.