



## CHAMPAIGN COUNTY BOARD - DEIA+ TASK FORCE

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

Thursday, April 3, 2025 - 6:30 p.m.

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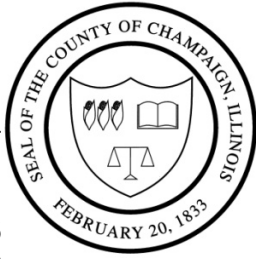
Shields-Carter Meeting Room  
Brookens Administrative Center  
1776 E. Washington St., Urbana

**Committee Members:** Benjamin Beaupre, Jason Benda, Barb Bressner, John Farney (Vice-Chair), Jacqueline Kalipeni, Don Owen, Cecelia Phillips, Kathleen Robbins, Jilmala Rogers (Chair), and Heather Rumble

### Agenda Items

- I. **Call to Order**
- II. **Roll Call**
- III. **Approval of Agenda/Addendum**
- IV. **Approval of the Minutes**
  - A. December 10, 2024
  - B. February 18, 2025
- V. **Public Participation**
- VI. **Communications**
- VII. **New Business**
  - A. 2004 RFP to Conduct a Disparity Study (*discussion only*)
  - B. Review Draft RFP (*discussion only*)
  - C. Recommend Approval and Release of Request for Proposal of Evaluation of Employment for the County of Champaign
- VIII. **Other Business**
  - A. Date of Next Meeting
- IX. **Chair's Report**
- X. **Adjournment**

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**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, December 10, 2024  
TIME: 6:30 p.m.  
PLACE: Shields-Carter Meeting Room  
Brookens Administrative Center  
1776 E. Washington St., Urbana, IL 61802

**Committee Members:**

<b>Present</b>	<b>Absent</b>
Benjamin Beaupre	Barb Bressner
Jason Benda	John Farney
Cecelia Phillips	Heather Rumble
Jacqueline Kalipeni	Irene Weathersby
Kathleen Robbins	
Jilmala Rogers	

**Others Present:** Michelle Jett (Director of Administration & Recording Secretary)

**Agenda Items**

**I. Call to Order**

Chair Rogers called the meeting to order at 6:40 p.m.

**II. Roll Call**

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

**III. Approval of Agenda/Addendum**

**MOTION** by Ms. Kalipeni to approve the agenda; seconded by Ms. Phillips. Upon vote, the **MOTION CARRIED** unanimously.

**IV. Approval of the Minutes**

A. September 23, 2024

**MOTION** by Mr. Benda to amend line number 106 to say “people who look like the people we serve” and approve the minutes of September 23, 2024 with the amendment; seconded by Ms. Robbins. Upon vote, the **MOTION CARRIED** unanimously.

**V. Public Participation**

None

45 **VI. Communications**

46  
47 None

48  
49 **VII. Presentations**

50 A. Shauna Clayborn, Officer of Procurement and DEI, SURS

51  
52 Ms. Clayborn gave a presentation about Building Diversity, Equity and Inclusion in Contracting and the  
53 Workplace. She began with her background, a historical perspective of contracting and why diversity is  
54 important. She explained the key drivers of growth and success in supplier diversity programs, how to  
55 strengthen supplier diversity and ways to get the program started. She then moved on to DEI in human  
56 resources: discussing recruiting, on-boarding, training and other efforts. She ended her presentation  
57 with some final tips and discussion/questions with the Task Force members.

58  
59 B. Janel Gomez, Community Relations Manager & Compliance Officer, City of Champaign Equity and  
60 Engagement Department

61  
62 Ms. Gomez gave a presentation about the City of Champaign's Diversity, Equity & Inclusion Division. The  
63 City of Champaign has an Equal Opportunity in Purchasing Ordinance. This ordinance ensures companies  
64 doing business with the City practice non-discriminatory hiring processes and it promotes the full  
65 realization of equal employment opportunities of those contracting with the City. The City also has a  
66 Diversity Advancement Program that encourages everyone to increase the amount of goods/services  
67 provided by local businesses owned by minorities, women and other socially and economically  
68 disadvantaged groups. Ms. Gomez stated the City's mission is to promote quality of life for all residents.  
69 Her division specifically focuses on education, outreach and enforcement of the City's Human Rights  
70 Ordinance, Equal Opportunity in Purchasing Ordinance, Police Conduct Review, Americans with  
71 Disabilities, LGBTQ+ and Immigrant Communities. Discussion continued with the Task Force members.

72  
73 **VIII. New Business**

74 A. RFP #1 – Data Collection and Analysis

75  
76 A draft of the first RFP was provided to the Task Force members. They discussed the draft and provided  
77 feedback to staff.

78  
79 B. RFP #2 – Evaluation of Employment Accessibility based on EEO Categories

80  
81 A draft of the second RFP was provided to the Task Force members. They discussed the draft and  
82 provided feedback to staff.

83  
84 C. Extending Task Force Timeline

85  
86 The Task Force members would like to request a six-month extension from the County Board. They  
87 would also like to replace outgoing County Board Member Owen with County Board member Carter and  
88 appoint Don Owen as a community member.

89

90 D. Next Steps

91  
92 After the deadline has been extended and the new members appointed, they will meet after the first of  
93 the year to review final drafts of the RFP's.

94

95 **IX. Other Business**

96 A. Date of next meeting

97 Staff will send an email to find a date that works for the majority of members.

98 **X. Chair's Report**

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100 None

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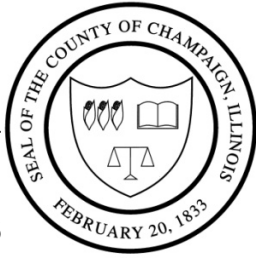
102 **XI. Adjournment**

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104 Chair Rogers adjourned the meeting at 8:00 p.m.

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**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**

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DATE: Tuesday, February 18, 2025  
TIME: 6:30 p.m.  
PLACE: Shields-Carter Meeting Room  
Brookens Administrative Center  
1776 E. Washington St., Urbana, IL 61802

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**Committee Members:**

<b>Present</b>	<b>Absent</b>
Benjamin Beaupre	Barb Bressner
Jason Benda	John Farney
Heather Rumble	Jacqueline Kalipeni
Jilmala Rogers	Don Owen
	Cecelia Phillips
	Kathleen Robbins

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**Others Present:** Jennifer Locke (County Board Chair), Michelle Jett (Director of Administration & Recording Secretary)

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**Agenda Items**

**I. Call to Order**

Chair Rogers called the meeting to order at 6:36 p.m.

**II. Roll Call**

Mr. Benda suggested absence of a quorum.

A verbal roll call was taken, and a quorum was not present.

In the absence of a quorum, the Task Force could not vote on any items but chose to continue the discussion on the proposed RFP's.

**VI. Communications**

Mr. Beaupre apologized for his recommendation of someone he originally trusted.

Mr. Benda & Ms. Rogers thanked everyone that continues to serve on this Task Force.

**CHAMPAIGN COUNTY BOARD**

**DEIA+ Task Force**

**February 18, 2025 Minutes**

44 **VII. New Business**

45 A. Review Draft RFP #1 – Data Collection and Analysis

46  
47 Ms. Jett explained that while she was preparing the two RFP’s it seemed like splitting them would make  
48 it more difficult to get the desired data. So, she put everything into one RFP and would like everyone’s  
49 feedback. Mr. Benda would prefer to get all of the information from one firm, if possible.  
50 Ms. Rogers asked if there would be a third RFP regarding procurement. Ms. Jett thought they had  
51 decided to get the employment RFP released and then work on updating the Purchasing Policy. Mr.  
52 Benda read the resolution creating this Task Force and pointed out that they were supposed to focus on  
53 employment. Mr. Benda believes they should recommend the County Board revisit the RFP from 2004.  
54 Mr. Beaupre would like for the Task Force to address employment and procurement.

55  
56 Ms. Jett suggested adding language for companies to only write a proposal for the parts that they can  
57 complete and then there would be the possibility that they sign two separate contracts to get all of the  
58 information required.

59  
60 B. Review Draft RFP #2 – Evaluation of Employment Accessibility based on EEO Categories

61  
62 Where the RFP lists the number of County employees, Mr. Benda requested to add information about  
63 the number of facilities that those employees are spread across. Ms. Jett believes adding this  
64 information could be very helpful in getting companies to understand the broad range of different types  
65 of jobs.

66  
67 Task Force members continued to discuss the issue of elected officials not having to follow any  
68 suggestions that come from this RFP, but they would still like to discuss with potential companies on  
69 creative ways to get more buy-in from the elected officials. They also discussed including RPC in the  
70 proposal and ultimately decided to wait.

71  
72 C. Next Steps

73  
74 Another meeting will be scheduled to discuss final revisions and information about the RFP that was  
75 released in 2004.

76  
77 **VIII. Other Business**

78 A. Date of next meeting

79  
80 Staff will send an email to find a date that works for the majority of members.

81  
82 **IX. Chair’s Report**

83  
84 None

85  
86 **X. Adjournment**

87  
88 Chair Rogers ended the discussion at 7:23 p.m.