

**Lake County Forest Preserve District  
Diversity and Cultural Awareness Committee  
February 5, 2024**

On Monday, February 5, 2024, the Diversity and Cultural Awareness Committee met at the District's General Offices, 1899 West Winchester Road, Libertyville, Illinois.

**1.0 Call to Order** – With a quorum present in the room, Chair Mary Ross Cunningham called the meeting to order at 11:00 a.m. and confirmed electronic attendance for member Gina Roberts.

**2.0 Roll Call** - Committee Secretary Gragnani called the roll and four committee members responded: Chair Mary Ross Cunningham, Vice Chair Marah Altenberg, Carissa Casbon, and Gina Roberts. Absent: Esiah Campos.

**Also Present:**

Angelo Kyle, President  
Diane Hewitt, Commissioner  
Alex Ty Kovach, Executive Director  
Matt Norton, Corporate Counsel  
Mary Kann  
Laurel Diver  
Kevin Kleinjan  
Pati Vitt  
Ron Davis

**Also Present:**

Dan Stearns  
Rebekah Snyder  
Alex Eichman  
Alyssa Firkus  
Julie Gragnani  
Anamaria Chavez Stiller  
Maureen Shelton  
Kim Mikus Croke

**3.0 Pledge of Allegiance** – Member Casbon led the pledge of allegiance.

**4.0 Addenda to the Agenda** – None

**5.0 Approve Minutes** – Motion by Vice Chair Altenberg, second by member Casbon to approve the Minutes of February 6, 2023. Voice vote being had, the motion passed unanimously and the minutes were passed for signatures.

**6.0 Public Comment** – None

**7.0 Correspondence** - None

**8.0 Unfinished Business** – None

**9.0 New Business**

**9.1 Diversity Update** –Deputy Director Laurel Diver gave a presentation highlighting the status of the District's diversity initiatives. In accordance with the Diversity Inclusion and Equity Policy, annual staff training was held on workplace diversity. She reviewed volunteering by director level and above; and the Employee Diversity Committee activities over the past year. Director Mary Kann reported on community engagement initiatives including implementing Spanish language brochures and phone prompts and a new community engagement specialist position. She then gave an update on the District's ADA Transition Plan Phase I, which will end in December 2024 with Phase II beginning in 2025. She summarized the Duck Farm Off-leash Dog Area, Preserve benches, the new Education Center at Ryerson, and a website chat box feature available 24/7 going live by March 1, 2024. Administration Director Kann continued with a staffing profile comparing the District's hiring from 2019-2023 to the

2020 census data. Education Director Alyssa Firkus gave an update on bilingual outreach through programming, hikes, and community outreach. She also reviewed the Museum sensory hours and programs adapted for participants with varying disabilities. Committee members provided comments at the conclusion of the presentation.

9.2 Policy direction regarding use of applicant tracking system or ADP Recruitment Module – Administration Director Mary Kann explained the current applicant tracking tool, which blocks names and other identifying criteria of candidates prior to them being forwarded by HR to the hiring manager for review. HR has to manually redact much information, which is time-consuming and negates the blind feature for HR staff. Implementing this tool has not resulted in the hiring of more diverse candidates. Two other hiring processes implemented -- an “open until filled” system and rolling recruitment – have expanded the applicant pool and resulted in the hiring of more diverse candidates. Staff recommended implementing the ADP Workforce Now recruitment module resulting in better system integration and to allow the District to resume hosting and attending job fairs. Following discussion the consensus of the committee was to proceed with the ADP recruitment module.



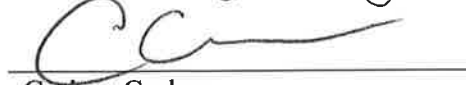
10.0 **Miscellaneous Business** – None

11.0 **Closed Session** – None

12.0 **Potential Action following Closed Session** - None

13.0 **Adjournment** – With no further business, Chair Cunningham noted that the next meeting is scheduled for August 5, 2024 and adjourned the meeting at 11:40 a.m.

**APPROVED:**

	<u>Yea</u>	<u>Nay</u>		<u>Yea</u>	<u>Nay</u>
 Mary Ross Cunningham, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
			Gina Roberts		
 Marah Altenberg, Vice Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
			Esiah Campos		
 Carissa Casbon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____		