

**APPROVED MINUTES OF THE  
COMMUNITY RELATIONS COMMISSION  
Wednesday, March 15, 2023  
Village Hall Rm 215 @ 7:00 p.m.**

**PRESENT:** Comms. Rodriguez, Puentes, Sakiyama, Terreta, Bencola

**ABSENT:** Comm. Quinn

**STAFF:** Cassandra Adediran, Dr. Danielle Walker

**CALL TO ORDER:** 7:13 p.m. Meeting was held in room 130 due to electricity outage in room 215

**APPROVAL OF AGENDA:** Motion by Comm Terretta; seconded by Comm Sakiyama.

**APPROVAL OF MINUTES:** Motion by Comm Terretta; seconded by Comm Sakiyama for Approval of minutes from the January 12, 2023 Special Meeting, January 18, 2023 Regular Meeting, and the February 15, 2023 Regular Meeting

**PUBLIC COMMENT:** None

**ANNOUNCEMENTS:**

1. Upcoming Events:

Concerning the grant program, One Earth has their programming in March 2023. A couple more grantees have programming coming up in July and August. After today's meeting, CRC will get a form to start getting feedback from grantees. In response to a question put forth by a CRC member, all funds have been allocated for grants.

2. Work Plan Update:

Chairperson Rodriguez recapped the Board's questions specifically regarding the feedback and follow-up on the program/grant activities. The Board approved the work plan. DEI Chief Officer Dr. Walker suggested that the CRC creates a more equitable and clearer follow-up which can alleviate the Board's concerns. Chairperson Rodriguez related that the presentation to the Board also included that the CRC is evaluating the entire process.

**NEW BUSINESS:**

1. Grant application and follow up process

a. Discuss and complete the final wording of the application

CRC members reviewed the existing grant application and determined that the grant application should be more equitable by providing language centered around expectations for the grant in terms of:

- the amount of funding to each grantee
- how the awarding of funds is determined (modification of the score card)
- the number of times an organization can apply/be awarded a grant
- the grantees completing the projects/programs/activities funded for
- if there should be tiered-funding or funding by categories then by tiers

It was brought to the CRC's attention that the questions on the application did not center around diversity, equity, and inclusion. Questions were asked about accommodating people with disabilities who may not be able to complete the form version of the application.

Other discussions about the application centered around:

- whether or not an organization's programming was a fit for the CTC mission
- if the focus should be on start-up organizations since this this a microgrant program
- digging deeper into the applicant's past participation with the grant program
- possibly allocating 70% of funding to new applicants and 30% to returning applicants
- using a point system to level the playing field between new and returning applicants
- how to determine the impact of a grantee's program
- looking at Equitable Educational programs which focus on all of the tenets of what it takes to be an equitable village (already a frame work through GARE)
- adding a volunteer component to the application

Chairperson Rodriguez reiterated that the CRC needs to be clear with the application so that the CRC understands its own process and understands that there should be feedback because that I show the CRC determines if the program was feasible, if it worked, if it was successful, and its impact. Members continued discussing how to address particular situations which may arise. Members agreed that the CRC should have flexibility to move things around, support grantees financially, and build grantee capacity. Trustee Enyia offered that the Chamber of Commerce could be a resource for grantees to partner with other groups.

b. Discuss and complete the final wording of the follow-up form.

The current grant application asks for a report within 30-days of the completion of the grantee's project. Chairperson Rodriguez wants to have something available for people who have completed their projects so that the CRC can gather information. The CRC member discussed several options including:

- giving a statement of the CRC's mission at the top of the feedback
- adding reflective questions from both the grantee and their participants/audience
- inserting a QR code with one questions for the event

Once received, feedback would be gathered, reviewed/analyzed so that the CRC can continue to evaluate the programming and effectively communicate with the Village Board.

## 2. Upcoming quarter preliminary conversation

During the 2<sup>nd</sup> quarter, the CRC will use a regularly scheduled meeting time for training on the Racial Equity Toolkit instead of adding a special meeting. The CRC will also have a workshop for the grant program. The CRC member talked about their participation in upcoming events such as Juneteenth and PRIDE activities. Chairperson Rodriguez will put something together to distribute to the CRC.

Motion to adjourn was made by Comm. Puentes and seconded by Comm. Bencola. Meeting adjourned at 9:08p.m.

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