



**Schaumburg Township  
DEI Committee  
Meeting Minutes**  
Township of Schaumburg  
1 Illinois Blvd  
Hoffman Estates, IL 60169  
Upper Level – Board Room  
**Wednesday, January 3, 2023**  
**7:00 PM**

- I. Call to Order  
Meeting called to order at 7:00 PM
  
- II. Roll Call  
Roosevelt Groves-Committee Chair-Present  
Jessica Harren-Co-Chair-Present  
Sohail Durrani-Secretary-Present  
Thais Perez- Present  
Saadia Abdul-Present  
Ayaan Abdul-Present  
Laurin Atkinson-Present  
Tim Heneghan-Present  
Muhittin Er-Present  
Max Harris-Present  
Gianne James-Present  
Hiroko Teshikawara-Present  
Felipe Villagomez-Excused
  
- III. Public Comments (limited to 3 minutes)  
No public comment
  
- IV. Approval of December 6, 2023 Minutes  
Motion to approve the meetings  
Aye's 5 Nay 0
  
- V. Reports  
No reports

## VI. Old Business

- Dr. Bailey (Harper College) presented how DE&I committee can better organize and plan initiatives that are more impactful and result oriented.
  - o Shared some Sample Outcomes – DE&I committee can have at least 3-5 high level outcomes. Shared examples of measurable outcomes.
  - o Shared sample goals/ objectives that the committee can work on.
  - o DE&I committee can have sub-committees (e.g. policies, training & development, community engagement etc.).
  - o Presented a toolkit, part of a Strategic Plan. A similar document can be made by the DE&I committee to document best practices, processes and initiatives.
  - o Dr. Bailey's team to support the DEI Committee.
  - o Q&A session.
  
- A member shared demographic information with the committee as first draft to discuss possibilities of incorporating more languages in the in the Town Crier.
  
- Q&A to Melissa Williams (Administrator):
  - o Can we have translation of website in multiple languages: Yes
  - o Can we do a survey in Town Crier to ask which languages should be incorporated in the hard copy of the issue: Yes but in an electronic way
  - o Are we measuring the reach of the Town Crier: Yes
  
- Mr. Bob Ogilvie from Township's Mental Health Board presented what they are doing for the Township
  - o 1<sup>st</sup> Tuesday of each month the Mental Health Board meets. Mr. Bob Ogilvie invited the members to attend the meetings with the family.
  
- Budget 2024: Discussion open for the members to propose any items, initiatives, and its subsequent cost.
  - o Committee Chair suggested some budget allocation (around \$7k) for events like: Juneteenth, Black History Month, Women, Hispanic heritage, Ramadan Iftar dinner, Asian American etc. etc.
  
  - o May be partnering with other Townships to manage funding is also an option that the Committee can investigate and explore.
  
- Suggestion to create a Google Drive to put all materials for easy access, post checking with the Township if there are any concerns related to Cyber security.
- Suggestion about a Diversity Fair to ensure no group is left behind and everyone gets a chance for representation.
- The Turkish artist and Music group members will meet with Chair, Secretary as per their availability. Online meeting invite shall be shared accordingly.

VII. New Business

- a. Action: Lauren Atkinson to get list of languages from E-check-in from Melissa Williams. That information has to be married with the demographic data.
- b. Action: Jessica Harren to share with the Chair and Secretary list of events/ activities to finalize.
- c. Chair to share an online meeting date for next week for the team and connect and finalize list of events/ activities.

VIII. Next meeting-

- i. Continue conversation about Objectives, Outcomes and Subcommittees of the DE&I committee.
- ii. Continue the language suggestions for the Town Crier.
- iii. Muhittin's guest, Mr. Serdar, to attend the next meeting in February.

IX. Adjournment

- a. Motion to adjourn meeting at 8:35 pm
  - i. 5 ayes 0 nay's

**Next Meeting: Wednesday February 7, 2024 @ 7:00 PM**