



# **VILLAGE OF WILMETTE HUMAN RELATIONS COMMISSION WORK PLAN**



APPROVED DRAFT  
January 18, 2022

# Human Relations Commission

Approved DRAFT – Work Plan

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## **Mission Statement and Goals**

### ***Mission Statement***

To foster and promote an inclusive community where all feel safe and welcome.

### ***Goals***

To make recommendations to the Village Board regarding the following:

- To promote the well-being of all members of the community;
  - To increase diversity in the community;
  - To support all segments of the population including, but not limited to, youth, seniors, veterans, persons with disabilities, black, indigenous, and people of color (BIPOC), lesbian, gay, bisexual, transgender, and queer or questioning (LGBTQ), all persons regardless of their religious beliefs, and low income groups;
  - To support, address and make recommendations concerning emerging community needs;
  - To serve as an advocate, educator, communicator, and a point of contact for all segments of the population in the community;
  - To promote justice and equity in the community;
  - To encourage and facilitate solutions to social issues in the community;
  - To plan or support community events and programs that bring together and support diverse members of the community;
  - To provide recommendations to the Village Board on matters pertaining to community welfare; and
  - To develop ways of anticipating, preparing for and relieving community tensions arising from intergroup conflict.
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## **Heritage Celebrations and Forums**

### **Background**

#### *Heritage Celebrations*

Heritage Celebration Months are periods within the year that are designated to celebrate and acknowledge various ethnic and marginalized groups. These are times not only to celebrate, but also to educate others on various groups' histories and contributions to American History. The proposed Heritage Celebration Months for Wilmette are aligned with those historically recognized by the Federal Government:

- February African American History Month
- March National Women's History Month
- May Asian/Pacific Islander Heritage Month
- June LGBTQ+ Pride Month
- September/October National Hispanic Heritage Month
- October National Disability Employment Awareness Month
- November Native American Heritage Month

#### *Heritage Forums*

Aligned with heritage celebrations are opportunities for the HRC to reach out to the different segments of the population to discuss the issues facing them as Wilmette community members. In alignment with the celebration calendar, these forums will focus on specified community segments or topics. In addition to community members who identify as members of the groups included in the celebration calendar, other identified groups may include seniors, youth, and low-income, working, or single-parent families.

Aside from focusing on these identified groups, there is value in the HRC building strong relationships with other Village entities and other organizations throughout the community. To that end, the HRC proposes the following:

- Development of an interfaith panel to engage persons with different religious beliefs
- Joint forum with the Wilmette Housing Commission to engage on crossover issues
- Alignment of forums and other engagements with the Village's Comprehensive Plan

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### **Objectives and Goals**

#### *Heritage Celebrations*

Heritage Celebration Months support the goal of becoming a more inclusive and welcoming community. Heritage celebrations demonstrate to current residents, prospective residents, and neighboring towns that Wilmette recognizes, respects, and welcomes the complexities and richness of each cultural identity.

Wilmette Heritage Month Celebrations will provide the space to teach and learn about cultural history and to examine the way in which these cultures are viewed within American discourse. Wilmette Heritage Month Celebrations are intended to support and encourage residents to learn about and interact with people that have different heritages and cultures.

## **Heritage Celebrations and Forums**

### *Heritage Forums*

Wilmette Heritage Forums are intended as informational gathering opportunities from members of the HRC and community to hear the concerns and experiences of community members. These forums will provide the space for individuals to express their concerns and for community members to learn about different heritages, cultures, and life experiences. Information gathered and discovered at these forums can be used to inform future HRC efforts.

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### **Format and Administration**

Both the Heritage Celebrations and Forums are intended to be implemented over a number of years given the time required to successfully coordinate programming.

The programming, events, and ideas below are conceptual in nature and examples of how the HRC can commemorate and hold discussions each month. The actual programming, events, and recognition for each month will be determined through a planning process by HRC commissioners.

### *Heritage Celebrations*

Each of celebrations will utilize platforms for each of the celebration months designated by the Village of Wilmette. Each of these platforms may use different awareness tools but the intent is to use a platform tool in each of the celebration months.

- Awareness – Proclamations, Signage, Social Media
- Education – Podcast, Reading List, Lectures/Panels
- Social – Food, Festivals
- Cultural – Art, Music
- Business – Patronage

### *Heritage Forums*

Forums would be setup so community members could participate either in-person or remotely. In the instance of any hybrid forums a moderator would be required to manage communications with remote participants; this would include tracking questions.

The forums would be widely publicized through the methods outlined in the Community Outreach section of the work plan. This would include the identification of community leaders and groups that could get the word out in a more personal way. Where appropriate, community leaders could be invited to speak at the forums.

The format of each forum would be to introduce the mission and history of the Wilmette HRC, introduce the Wilmette HRC commissioners (and guest community leaders if appropriate), and discuss the purpose and ground rules of the forum. Then we would have open-ended conversation prompts to stimulate conversation.

## **Heritage Celebrations and Forums**

### **African American History Month- February**

#### *Awareness*

- Village Board Proclamation
- Village Website Banner (Landing Page)
- Social Media – share proclamation and event notification
- Banners and other public displays

#### *Education*

- Black History Month Essay Contest (Local School Districts)
- Partner with Wilmette Library for Recommended Reading/Podcast
- Partner to sponsor an education series on Blacks in Wilmette/North Shore (Historical Museum, Library, HEROS, etc.)
- Community Forum

#### *Social*

- To Be Determined

#### *Cultural*

- Curate an art exhibit for Black Artists (Village Hall, Library, Museum, other)
- Host a discussion/concert with Black Musicians on the history of Blacks in music

#### *Business*

- Feature Black Business owners in the village
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### **National Women’s History Month - March**

#### *Awareness*

- Village Board Proclamation
- Village Website Banner (Landing Page)
- Social Media – share proclamation and event notification
- Banners and other public displays

#### *Education*

- Women’s History Month Essay Contest (Local School Districts)
- Partner with Wilmette Library for Recommended Reading/Podcast
- Partner to sponsor an education series on history of women in Wilmette/North Shore (Historical Museum, Library, Women’s Club of Wilmette, League of Women Voters, etc.)
- Community Forum

#### *Social*

- Sponsor events such as a Wilmette “Women’s History Fun Run” with proceeds to benefit women causes

#### *Cultural*

- Curate an art exhibit for Women Artists (Village Hall, Library, Museum, other)

#### *Business*

- Feature Women Business owners in the Village

## **Heritage Celebrations and Forums**

### **Asian American/Pacific Islander Heritage Month - May**

#### *Awareness*

- Village Board Proclamation
- Village Website Banner (Landing Page)
- Social Media – share proclamation and event notification
- Banners and other public displays

#### *Education*

- AAPI History Month Essay Contest (Local School Districts)
- Partner with Wilmette Library for Recommended Reading/Podcast
- Partner to sponsor an education series on Asian/Pacific Islander Heritage
- Community Forum

#### *Social*

- AAPI Festival at Village Hall (Music, Food, Artist, etc.)

#### *Cultural*

- Curate an art exhibit for AAPI Artists (Village Hall, Library, Museum, other)

#### *Business*

- Feature AAPI Business owners in the Village
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### **LGBTQ+ Pride Month – June**

#### *Awareness*

- Village Board Proclamation
- Village Website Banner (Landing Page)
- Social Media – share proclamation and event notification
- Banners and other public displays

#### *Education*

- Partner with Wilmette Library for Recommended Reading/Podcast
- Partner to sponsor an education series on LGBTQ+ Community
- Community Forum

#### *Social*

- Pride Walk

#### *Cultural*

- Curate an art exhibit for LGBTQ+ Artists (Village Hall, Library, other)

#### *Business*

- Feature LGBTQ+ Business owners in the Village

## **Heritage Celebrations and Forums**

### **National Hispanic Heritage Month – Sept. 15 to Oct. 15**

#### *Awareness*

- Village Board Proclamation
- Village Website Banner (Landing Page)
- Social Media – share proclamation and event notification
- Banners and other public displays

#### *Education*

- Hispanic Heritage Month Essay Contest (Local School Districts)
- Partner with Wilmette Library for Recommended Reading/Podcast
- Partner to sponsor an education series on Hispanic Heritage
- Community Forum

#### *Social*

- Concerts with Hispanic musicians/bands

#### *Cultural*

- Curate an art exhibit for Hispanic Artists (Village Hall, Library, other)

#### *Business*

- Feature Hispanic Business owners in the Village
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### **National Disability Employment Awareness Month - October**

#### *Awareness*

- Village Board Proclamation
- Village Website Banner (Landing Page)
- Social Media – share proclamation and event notification
- Banners and other public displays

#### *Education*

- Disability Month Essay Contest (Local School Districts)
- Partner with Wilmette Library for Recommended Reading/Podcast
- Partner to sponsor an education series on persons with disabilities
- Community Forum

#### *Social*

- To be Determined

#### *Cultural*

- Curate an art exhibit for artists with disabilities (Village Hall, Library, other)

#### *Business*

- Feature Businesses that hire employees with disabilities in the Village



## **Heritage Celebrations and Forums**

### **National Native American Heritage Month – November**

#### *Awareness*

- Village Board Proclamation
- Village Website Banner (Landing Page)
- Social Media – share proclamation and event notification
- Banners and other public displays

#### *Education*

- Native American Month Essay Contest (Local School Districts)
- Partner with Wilmette Library for Recommended Reading/Podcast
- Partner with Historical Society and others to sponsor an education series on history of Native Americas in Wilmette
- Community Forum

#### *Social*

- To be Determined

#### *Cultural*

- Curate an art exhibit for Native American Artists (Village Hall, Library, other)

#### *Business*

- To be Determined

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### **Other Celebration and Forum Opportunities**

In addition to the community forums that are included in the above scheduling, there are other efforts that the HRC could help develop

<b>Community Forum</b>
Housing Commission Joint Forum
Realtor Open House
Interfaith Panel
Seniors
Youth
Low-income/working parents/single-parent families

## **Community Outreach**

### **Objectives and Goals**

Use the Village’s current channels of communication to include HRC updates, initiatives, and content so that we are the voice of diversity, equity, and inclusion in Wilmette. Look for ways to contribute content that is aligned to the mission and values of the HRC through Village channels to help us reach a larger audience and highlight the position that Wilmette values diversity, equity, and inclusion. Items that the HRC should communicate include mission statement, community survey (both the survey and results), community forums, and celebration events.

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### **Communication Methods**

Below is a list of different communication methods that the HRC can utilize in promoting its efforts through the community. This is a dynamic list and can be updated as new forms of communication are identified.

#### **Social Media and Virtual**

Types:

- Facebook
- Twitter
- Nextdoor
- Village Homepage
- Press Releases

Uses:

- Highlight important dates and events
- Message important updates to the community
- Share pictures, stories, etc. from the community
- Re-share content from other organizations

#### **Email and Direct Mail**

Types:

- E-News
- Communicator Newsletter
- New Resident Welcome Packet

Uses:

- Detailed message around our mission, purpose, and outcomes
- Highlight other organizations/partnerships
- Communicating the why or context for the HRC and HRC programming

#### **In-Person**

Types:

- Listening Sessions
- Meetings
- Community Forums
- Celebration Events

Uses:

- Getting feedback from the community
- Social interactions/building relationships
- Delivering messages with a purpose

#### **Other**

Types:

- Realtors
- Businesses

Uses:

- Education on Village’s efforts for DEI
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## **Community Outreach**

### **Partnership Identification**

Below is a list of different community organizations, businesses, and groups that would be beneficial to work with on outreach. These places may be where members from particular segments of the population may congregate or may be organizations that have goals that align with the HRC. This is a dynamic list and can be updated as new organizations, businesses, and groups are identified.

#### *Businesses*

Identify businesses at which various groups congregate or those which are minority owned. These businesses can be utilized to post flyers or provide other informational materials.

#### *Community Organizations*

- Chamber of Commerce
- Wilmette Woman's Club
- League of Women Voters
- Rotary
- Wilmette Historical Society

#### *Government Entities*

- Wilmette Public Library
- Wilmette Park District
- New Trier Township
- School Districts
- Other Municipalities

#### *Youth Organizations*

- Student Council
- Informational Groups

#### *Other Organizations*

- Religious Institutions
  - Youth Connections
  - HAVEN
  - HEROS
  - Youth Connections
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## **Community Survey**

### **Objectives and Goals**

- The development and administration of a community wide survey is intended to gauge community feelings and attitudes on the diversity, equity, and inclusion of the Village. The survey is intended to develop a baseline so that the Human Relations Commission can evaluate the effectiveness of programs or efforts of the Commission.

### **Survey Development**

- The Village of Wilmette will work with a professional survey firm in the development and administration of a statistically significant survey. The firm will develop questions in conjunction with commissioners of the HRC and other Village staff members. The firm will develop a timeline for the survey, will administer the survey, and will present survey findings.

### **Survey Questions**

- Survey questions will be based upon the following points of interest:
  - Demographic Information
  - Rating community attitudes
  - Areas that the community can improve
  - Events or recognition efforts of the community
  - Other topics as determined by the survey firm

## **Metrics**

### **Objectives and Goals**

- The development and measuring of community metrics is intended to evaluate and measure the successes and areas of improvement for the Human Relations Commission. The metrics will help to track efforts of the Commission against the mission statement of the Commission.

### **Metric Development**

- The Commission will develop metrics that will measure the efforts of the Commission in several key areas including program and event participation, community attitudes, public engagement efforts. The metrics will help to refine and focus the efforts of the Commission. The Commission will develop the metrics during the first and second quarters of 2022. As part of the metric development, the timing of measurement will also be determined.

### **Metric Concepts**

- Metrics are meant to measure the impact of the Commission against the mission statement and may include the following items:
  - Demographic Information
  - Change in Black History Month Contest participation
  - Number of residents participating in engagement sessions
  - Number of events held by the HRC