

**AGREEMENT #24371
FOR PROFESSIONAL SERVICES
For LAKE COUNTY**

This Agreement for Professional Services ("**Agreement**") is between the County of Lake ("**County**") and It's About Time Events, LLC dba Equality Institute ("**Consultant**"), whose principal business address is 914 Circle Avenue, Forest Park, IL 60130.

RECITALS

1. Lake County requested a proposal to provide a comprehensive Diversity Equity and Inclusion (DEI) Program ("**Services**").
2. Consultant responded timely with a proposal dated July 25, 2024 ("**Proposal**").
3. Based on Consultant's Proposal, the County and Consultant have negotiated terms under which Consultant will perform the Services.
4. To memorialize the terms and conditions under which Consultant will perform the Services, the parties have drafted this Agreement.

In light of the foregoing, Lake County and Consultant agree as follows:

SECTION 1. AGREEMENT DOCUMENTS

The documents that encompass the parties' understanding are listed below and shall be considered in the following order of precedence, with the Consultant's proposal or the RFP supplying terms or specifications only where not superseded by the terms or specifications contained in this Agreement.

- A. This Agreement and its exhibits.
 - Exhibit A – Consultant's Proposal

SECTION 2. SCOPE OF WORK

The scope of work that Consultant agrees to perform is set forth in Exhibit A to this Agreement.

SECTION 3. EFFECTIVE DATE; TERM

This Agreement shall be effective from September 3, 2024 through June 30, 2025, unless terminated under the provisions for doing so further below or the work set forth in this Agreement is completed before the end of the term. The work is complete upon a determination of completion by Lake County, as measured against any statements of work or other documents or contractual terms that the parties have memorialized. A determination of completion shall not constitute a waiver of any rights or claims that Lake County may have or thereafter acquire with respect to any provision of this Agreement. At the end of the Agreement term Lake County

reserves the right to extend the Agreement for an additional period up to 60 days for the purpose of negotiating a new or extended agreement.

Effective Date. Unless a different effective date is provided above, this Agreement will become effective when all of the parties have signed it, and the date this Agreement is signed by the last party to sign it (as indicated by the date associated with that party's signature) will be deemed the "Effective Date" of this Agreement. If a party signs but fails to date a signature, the date that the other party receives the signing party's signature will be deemed to be the date that the signing party signed this agreement, and the other party may inscribe that date as the date associated with the signing party's signature.

SECTION 4. AGREEMENT PRICE

The County will pay Consultant a firm fixed fee of \$49,000 for deliverables identified in Section 2 of Consultant's proposal dated July 25, 2024, and will invoice the County not more than once per month based upon the actual expense reimbursement.

SECTION 5. INVOICES & PAYMENT

- A. At the start of this Agreement, the County will issue a purchase order for the work and Consultant shall submit invoices detailing the products and services provided and identify the purchase order number on all invoices.
- B. Consultant shall maintain records showing the actual time its employees and agents devoted to the project, and the costs incurred. Consultant shall permit a representative from Lake County to inspect and audit all of Consultant's data and records for the work and services provided under this Agreement. Consultant shall make these records available at reasonable times during the Agreement period and for one year after the end of the Agreement.
- C. All payments shall be made in accordance with the Illinois Local Government Prompt Payment Act, which generally requires approval of a vendor's bill within 30 days of receiving the invoice for the services contained in it, and payment within an additional 30 days (50 ILCS 505/1 *et seq.*).
- D. Lake County's fiscal year ends on November 30. Invoices for services the Consultant has rendered up until November 30 of each year must be received by Lake County on or before January 15 of the subsequent calendar year.

Other than the timeframe for payments related to the end of Lake County's fiscal year, as stated above, Lake County shall not be held financially liable for payment of any services rendered if the invoice for such services is not sent to the County within 90 days from the date the services were provided.

If this Agreement is terminated prior to its expected expiration date, the Consultant must submit all invoices to Lake County no later than 30 days after the effective date of the termination.

Payment for invoices received beyond the time periods in this subsection will be denied, absent an agreement to the contrary. Failure of the Consultant to invoice the County in the timeframes noted in this section shall constitute the Consultant's waiver of the Consultant's right to payment.

SECTION 6. CONTRACT MODIFICATIONS

In the event changes to the scope of the project or additional work become necessary or desired (a "Modification"), the parties shall follow the procedures set forth in this Section to memorialize the modification (a "Contract Modification"). A Contract Modification shall be effective only if documented in writing, dated and signed by both parties, and expressly referencing this Agreement. The Contract Modification shall set forth in detail: (i) the Modification requested, (ii) the reason for the proposed Modification; (iii) the cost of the Modification; and (iv) the Modification's impact on the time for completing the project.

In the event either party desires a Modification, the Project Manager for such party shall submit to the other party's Project Manager a proposed Contract Modification. If the receiving party does not accept the Contract Modification in writing within 10 business days, the receiving party shall be deemed to have rejected the Contract Modification. If the parties cannot reach agreement on a proposed Modification, Contractor shall nevertheless continue to render performance under this Agreement in accordance with its (unmodified) terms and conditions.

Modifications that involve or increase in the amounts payable by the County may require execution by the County Purchasing Agent. Some increases may also require approval by the County Board. In cases where the Purchasing Agent's signature is required, or where County Board approval is needed, the Contract Modification shall not be deemed rejected by County after 10 days if the County's Project Manager has indicated in writing within the 10-day period an intent to present the Contract Modification for appropriate signature or approval.

SECTION 7. INDEMNIFICATION

Consultant agrees to indemnify and defend Lake County (its employees, elected officials, executives, and agents) from all claims, actions, demands, judgments or liabilities, fines, penalties, and expenses, including without limitation reasonable legal fees and expert costs, arising out of this Agreement and arising from the Consultant's (its employees', executives', and agents') actions, whether negligent, reckless, or intentional. Lake County shall provide notice to Consultant promptly of any such claim, suit, or proceeding, and will assist Consultant, at Consultant's expense, in defending any such claim, suit, or proceeding.

SECTION 8. INSURANCE

The Consultant must obtain, for the Contract term and any extension of it, insurance issued by a company or companies qualified to do business in the State of Illinois with an A.M. Best Rating of at least A and provide the County with a Certificate of Insurance 15 days before the start of the project, and thereafter annually upon each renewal date for contracts/projects that will last more than one year. Insurance in the following types and amounts is necessary:

Commercial General Liability Insurance

In a broad form on an occurrence basis shall be maintained, to include, but not be limited to, coverage for property damage, bodily injury (including death), personal injury and advertising injury in the following coverage forms where exposure exists:

- Premises and Operations
- Independent Contractors
- Products/Completed Operations
- Liability assumed under an Insured Contract/ Contractual Liability
- Personal Injury and Advertising Injury

With limits of liability not less than:

\$ 1,000,000 Each Occurrence

\$ 1,000,000 Products-Completed Operations

\$ 1,000,000 Personal and Advertising injury limit

\$ 2,000,000 General aggregate; the CGL policy shall be endorsed to provide that the General Aggregate limit applies separately to each of the contractor's projects away from premises owned or rented to contractor.

Automobile Liability Insurance

Automobile liability insurance shall be maintained through personal policies by Consultant's employee traveling to perform work under the Agreement. A copy of the personal policies shall be submitted to the County's Risk Manager at least one business day prior to the employees' travel to conduct County related business. This requirement is intended to respond to claims for damages because of bodily injury, death of a person, or property damage arising out of ownership, maintenance, or use of a motor vehicle.

Consultant shall maintain a corporate Non-Owned Automobile Liability policy (also known as Hired/Non-Owned Liability) as an additional coverage, should the personal policy not entirely cover any expenses incurred and shall be written with limits of insurance not less than the following:

\$1,000,000 Combined single limit (each accident)

Consultant understands they are responsible to verify that any agent or subcontractor

holds an active policy which meets the requirements outlined above. In the event of an auto accident occurs during the employee's travel under the Agreement,, the Consultant accepts full liability, releasing the County from any claim arising as a result of any Consultant's employee or agent or subcontractor failing to carry the required coverage.

Liability Insurance Conditions

Contractor agrees that with respect to the above required insurance:

- a) The CGL policy shall be endorsed for the general aggregate to apply on a "per Project" basis;
- b) The Contractor's insurance shall be primary & non-contributory over Lake County's insurance in the event of a claim.
- c) Contractor agrees that with respect to the above required insurance, Lake County shall be named as additional insured, including its agents, officers, and employees and volunteers and be provided with thirty (30) days' notice, in writing by endorsement, of cancellation or material change. A blanket additional insured ISO endorsement is preferred for Contractors who have multiple projects with the County.
- d) Lake County shall be provided with Certificates of Insurance and should include the appropriate corresponding ISO form endorsements evidencing the above required insurance, prior to commencement of this Contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least thirty (30) days prior to the expiration of cancellation of any such policies. No manuscript endorsements will be accepted. Any hard copies of said Notices and Certificates of Insurance and Endorsements shall be provided to:

**Lake County
Purchasing Division
18 N. County 9th Floor
Waukegan, Illinois 60085**

- e) **Electronic copies of Notices, Certificates of Insurance and Endorsements can be emailed to Purchasing@lakecountyil.gov in place of hard copies.**

Failure to Comply: In the event the Contractor fails to obtain or maintain any insurance coverage required under this agreement, Lake County may purchase such insurance coverage and charge the expense to the Contractor.

SECTION 9. INDEPENDENT CONTRACTOR; LICENSURE OR CERTIFICATIONS; KEY PERSONNEL

- A. **Independent Contractor Status.** The parties intend that the Consultant will be an independent contractor.
- B. **Licensure or Certifications.** If required by law, the Consultant must at all times be and remain licensed or certified as a qualified provider of the services provided in this Agreement. Consultant shall submit copies of the required licenses or certifications upon the County's request. Consultant shall promptly notify County in writing of any citation Consultant receives from any licensing or certification authority, including all responses and correction plans.
- C. Where the parties have identified particular individuals as being critical to a project ("Key Employees"), then Consultant shall not replace Key Employees without the County's prior written consent, which shall not be unreasonably withheld. Should Key Employees be reassigned, become incapacitated, separate from the Consultant, or be otherwise unable to perform the functions assigned to them, Consultant shall (i) within 10 business days, temporarily replace the person with another properly qualified employee and (ii) within 30 calendar days, permanently replace the person.

Lake County shall have the right to request that Consultant replace Key Employees from the project by setting forth in writing the grounds for the request. Consultant shall have a reasonable time period in which to address the grounds or make a substitution.

- D. Consultant shall complete its obligations under this Agreement in a sound, economical and efficient manner and in accordance with this Agreement and all applicable laws. Consultant agrees to notify Lake County immediately whenever it is unable to comply with applicable State, Federal, or local laws, rules and regulations. Where non-compliance materially impairs the Consultant from performing the services under this Agreement, the County may terminate the Agreement for cause.

SECTION 10. DISPUTE RESOLUTION

All issues, claims, or disputes that the Consultant raises or makes related to this Agreement shall be resolved in accordance with the Contract Disputes provision of the Lake County Purchasing Ordinance, § 33.097.

SECTION 11. NO IMPLIED WAIVERS

Waivers of a term or condition of this Agreement shall be in writing, and that writing must describe the circumstances giving rise to the waiver. The parties intend that no waiver of any term or condition shall be deemed or construed as a waiver of any other term or condition of this Agreement, and waiver of any breach shall not be deemed to be a waiver of any subsequent breach, whether of the same or a different provision of this Agreement.

SECTION 12. SEVERABILITY

If any provision of this Agreement is unenforceable to any extent, the remainder of this Agreement (or application of that provision to any persons or circumstances other than those as to which it is held unenforceable) will not be affected by that unenforceability and will be enforceable to the fullest extent permitted by law.

SECTION 13. JURISDICTION, VENUE, CHOICE OF LAW AND PROFESSIONAL STANDARDS

This Agreement shall be governed by and construed according to the laws of the State of Illinois. Jurisdiction and venue shall be exclusively found in the 19th Judicial Circuit Court of Lake County, Illinois.

SECTION 14. NOTICES AND COMMUNICATIONS

All notices and communications which may be given by Lake County to Consultant relative to this Agreement shall be addressed to the Consultant at the address shown herein below:

Bernadette Smith
The Equality Institute
bernadette@theequalityinsitute.com

Copies of any notices and communications which propose to modify or terminate this Agreement shall be provided to: Lake County Purchasing Division, 18 North County Street, 9th Floor, Waukegan, Illinois 60085-4350; Attention: Purchasing Agent.

SECTION 15. ASSIGNMENT, ALTERATIONS AND MODIFICATIONS

This Agreement shall not be assigned, delegated, or modified without the express written consent of both parties. This Agreement supersedes all other agreements, oral or written, between the parties with respect to the subject matter of this Agreement.

If Lake County agrees that the Consultant may assign, delegate, or subcontract the work under this Agreement, Consultant shall remain contractually liable to Lake County unless otherwise agreed in writing.

SECTION 16. TERMINATION

Lake County reserves the right to terminate this Agreement as set forth below.

a. Termination for Convenience:

Lake County reserves the right to terminate this Agreement, or any part of this Agreement, with or without cause, upon 30 days' written notice. In case of such termination, Consultant shall be entitled to receive payment from Lake County for work

completed to the date of termination in accordance with the terms and conditions of this Agreement.

b. Termination Due to Material Breach:

In the event that this Agreement is terminated due to the Consultant's material breach, Lake County shall be entitled to purchase substitute items or services elsewhere and charge Consultant with losses the County incurs, including attorney's fees and expenses, notwithstanding any damage limitations the parties may agree to elsewhere.

c. Termination Due to Lack of Appropriations:

If sufficient funds are not appropriated by the Lake County Board to continue the services under this Agreement, then Lake County may terminate this Agreement. Lake County agrees to give written notice of termination to Consultant at least 30 days prior to the end of the last fiscal year for which appropriations were made. Lake County shall remit payment for all work completed and approved or accepted by the County, to the date of termination. Termination under this subsection shall not entitle the Consultant to contractual damages of any kind.

d. Termination Due to Force Majeure Events:

(i) If a Force Majeure Event prevents a party from complying with any one or more obligations under this agreement, that inability to comply will not constitute breach if (1) that party uses reasonable efforts to perform those obligations, (2) that party's inability to perform those obligations is not due to its failure to (A) take reasonable measures to protect itself against events or circumstances of the same type as that Force Majeure Event or (B) develop and maintain a reasonable contingency plan to respond to events or circumstances of the same type as that Force Majeure Event, and (3) that party complies with its obligations under section 16(d)(iii), below.

(ii) For purposes of this agreement, "Force Majeure Event" means, with respect to a party, any event or circumstance, whether or not foreseeable, that was not caused by that party and any consequences of that event or circumstance.

(iii) If a Force Majeure Event occurs, the noncomplying party shall promptly notify the other party of occurrence of that Force Majeure Event and may terminate the Agreement based on it, with an obligation to pay only for services performed prior to the Force Majeure Event.

SECTION 17. CONFIDENTIALITY

Both parties acknowledge that Consultant's documents and dealings related to this Agreement are subject to the Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*) and the Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*). Consultant agrees to comply with all pertinent federal and state statutes, rules and regulations and County ordinances related to confidentiality.

SECTION 18. COPYRIGHTED WORK

Any of the following copyrighted materials are governed by the terms of this agreement: all training units, components, systems, workshops, training procedures, participant materials and other material in print and other media and services collectively referred to as ("Materials"), ordered by the Client on and after the date of this agreement. It is understood that the Consultant's presentation may not be recorded or broadcast in any manner without written permission from the Consultant with the following exceptions:

The Consultant grants the County unrestricted worldwide rights to replay the Speaker recordings by any Event attendees or County employees (current or future). Any inclusion of Consultant's recordings in paid offerings except for conference attendance packages is not covered under this agreement and must be negotiated separately.

The Consultant grants the County unrestricted worldwide rights to distribute complete and unedited read-only (PDF format) presentation slides to any Event attendees or County employees (current or future). Any inclusion of Consultant materials in paid offerings except for conference attendance packages is not covered under this agreement and must be negotiated separately.

SECTION 19. PRESS/NEWS RELEASES

Consultant may not issue any press or news releases regarding this Agreement without prior approval from Lake County. Consultant shall provide notice to Lake County's Chief Communications Officer if contacted by the media regarding the services set forth in this Agreement.

SECTION 20. DEBARMENT AND SUSPENSION

The Lake County Purchasing Ordinance § 33.125 through 33.126 defines the County's Authority and Decision to Debar.

The Consultant certifies to the best of his or her knowledge and belief that the Consultant:

- A. Is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.
- B. Has not within a 3-year period preceding this contract been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;

- C. Is not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- D. Has not, within a three-year period preceding this contract, had one or more public transactions (Federal, State, or local) terminated for cause or default.

Consultant agrees that, during the term of this Agreement, Consultant shall report to the County's contract administrator, within 10 days, any allegations to or findings by the National Labor Relations Board (NLRB) or Illinois Labor Relations Board (ILRB) that Consultant has violated a statute or regulation regarding labor standards or relations. If an investigation by the County results in a final determination that the matter adversely affects Consultant's responsibilities under this Agreement, then the County may terminate this contract.

SECTION 21. NON-DISCRIMINATION

During the term of this agreement, Consultant agrees to and shall comply with (1) the Equal Opportunity Employer provisions of Section 2000e of Chapter 21, Title 42 of the United States Code and Federal Executive Order Number 11246, as amended by Executive Order 11375, and (2) Chapter 33 of Title III of the Lake County Code of Ordinances (titled "Purchasing").

Signed:

COUNTY OF LAKE

By: Patrice Sutton
Its Purchasing Agent

Date: 8/28/2024

IT'S ABOUT TIME EVENTS LLC

By: BT
Its CEO

Date: August 27, 2024

Exhibit A
Consultant's Proposal

DIVERSITY, EQUITY, AND INCLUSION (DEI), LEARNING & DEVELOPMENT PROPOSAL FOR LAKE COUNTY, ILLINOIS

SUMMARY

Equality Institute is proud to present this comprehensive DEI learning and development proposal to Lake County, IL. Our program is designed to reach as many of your up to 2700 employees as possible. We're recommending a combination of in-person and virtual options, and mandatory and optional workshops.

In advance of the workshop series, our CEO, Bernadette Smith will meet with key staff to better understand goals, concerns, lingo, and key internal messaging so she can tailor the sessions for your audience. Our goal is always to maximize engagement and buy-in.

MONTHS 1-2: LEADERSHIP WORKSHOPS

The leadership workshops will be held in-person in Lake County, and we recommend that they be mandatory for Department Heads and Elected Officers. We recommend the workshops in the following sequence. Both workshops will be 3 hours in length, highly interactive, and facilitated by Bernadette Smith.

WALK THIS WAY: YOUR DEI FAQ

This workshop introduces PSA (Purpose + Strategy + Accountability), a model for making meaningful DEI impact. This workshop will provide DEI talking points to senior leadership team members, Board members, DEI Committee members, and other leaders. The goal is to empower these leaders to

articulate their own DEI purpose, define key terms, and reference impactful data.

This interactive session will give attendees the tools to speak about their organization's DEI journey with confidence, even when being challenged by people who are anti-diversity. By sharing a variety of approaches to DEI, individuals will walk away with their own curated set of talking points they can use in their interactions at work and in life. This session builds in time to ask the facilitator anything, leaving no question unanswered.

Learning objectives:

- Learn how to clarify and achieve DEI goals using our PSA formula
- Define five key terms and provide examples/analogies for each
- Share three pieces of data that can make the business case
- Develop 3-4 personalized talking points

FOLLOW THE ARC: LEVERAGE DIVERSE TEAMS TO BUILD A PROFITABLE CULTURE OF INCLUSION

When leaders bring diversity and inclusion into their leadership practices, they strengthen the culture and become much better equipped for the future. In this session, we share the critical, must-know practices for leaders to minimize hidden bias, empower under-represented team members, and create a profitable culture of inclusion. While based on the most current and relevant research and behavior science, the training is practical and actionable.

After this session, leaders will have a greater understanding of diversity and inclusion, as well as simple, practical tools to strengthen their leadership skills. Employees will leave with key takeaways and tools they can use to be more inclusive with all colleagues. A powerful differentiator in this deliverable is the use of our proprietary model, the ARC Method.

Learning Objectives:

- Learn why a diverse workforce is critical in today's competitive job market
- Discover the core of implicit bias and its effect on hiring, promotions, and leadership development
- Practice the ARC Method to identify powerful questions that can be used to challenge the status quo and set organizational priorities
- Discuss practical solutions to create a culture of inclusion that helps you retain top talent
- Practice the ARC Method of communication, used to gain clarity in any situation

MONTH 3-4: STAFF WORKSHOPS (8 TOTAL DATE/TIME OPTIONS)

Voices Carry is our foundational session that we recommend all employees attend. This session will first be presented in-person in Lake County by Bernadette Smith as a high-energy, one-hour kickoff event. We recommend that this be in the largest meeting space and aim for the highest attendance.

Bernadette will then offer 7 additional virtual workshops for those who cannot attend in-person. She'll deliver the same high-energy, impactful experience.

Equality Institute will provide Lake County with a recording of Bernadette's Voices Carry virtual session for permanent internal use. We recommend this as mandatory viewing as part of employee onboarding.

VOICES CARRY: EVERYONE'S ROLE AS AN ALLY IN THE WORKPLACE

As organizations strive to cultivate inclusion and belonging, they often encounter challenges such as unconscious biases, microaggressions, and missed opportunities for genuine connection. These issues can undermine

efforts to create an engaged and psychologically safe workplace, leading to distrust and disconnection among team members.

This interactive session tackles these critical issues by addressing the assumptions and biases that can permeate everyday interactions. Participants will gain insights into their own and others' implicit biases and learn practical techniques they can use as individuals to foster a more inclusive and connected work environment. A powerful differentiator in this deliverable is the use of our proprietary model – the ARC Method.

This one-hour workshop is facilitated by Bernadette Smith. It will be offered once in-person and five times virtually to ensure all have an opportunity to attend.

Learning Objectives:

- Discover how to identify and mitigate assumptions that hinder team and client relationships
- Develop skills to strengthen relationships and improve collaboration within diverse teams using the ARC Method of communication
- Learn how to recover from accidentally offending someone and how to speak up if you witness it

MONTHS 5–10: ONGOING STAFF TRAINING

We recommend you start ongoing, optional workshops with a more general session on inclusive language. The rest of these workshops address more specific concepts, most of which can be mapped to some heritage months.

Each of these will be presented virtually and last one hour. We will include recording access for 30 days so anyone who was unable to attend live can watch the replay.

JUST THE WAY YOU ARE: THE POWER OF INCLUSIVE LANGUAGE

Language takes on many forms from the verbal to non-verbal and everything in between. It is in a constant state of evolution and change even though sometimes that change can be slower than the reality we live in. Just because idioms, phrases, or words are normalized does not mean they have to stay a part of our language when they have become problematic and irrelevant.

This practical series on language provides framework, tools, and actionable items you can use immediately to change the impact of your language not only in business settings but in your day to day. When we harness the power of our language, we become stronger allies.

This one-hour virtual workshop is facilitated by Erika Latines.

Learning Objectives:

- Describe examples of historical exclusive language
- Name three key concepts of language in each module
- Know how to recover after using exclusive language
- Explain how to use inclusive language in sales and customer service

FEBRUARY / BLACK HERITAGE MONTH:

WHAT'S GOING ON: AN INTRODUCTION TO ANTIRACISM

Many of your employees now expect your organization to speak out against racism and have an internal plan to address racial equity. What happens inside a company now is an important clue to how they will succeed going forward.

This research-based session shares some of the systems of racism present in the U.S., describes their legacy, and provides specific systemic antiracist ways to move forward. The goal is to help start your process of authentically

leading your organization on a sustainable path towards antiracism and a workplace culture that builds loyal employees.

This virtual workshop is delivered as a 60-minute event facilitated by Daniel Downer.

Learning Objectives:

- Locate yourself in this work
- Describe examples of systemic racism
- Discover how implicit bias leads to racism within an organization
- Identify specific internal changes and systemic changes that lead to changing the racial landscape

APRIL: AUTISM ACCEPTANCE MONTH:

SAY MY NAME: THE EXTRAORDINARY BENEFITS OF DISABILITY INCLUSION

Research shows that up to 20% of people are living with some form of disability, including invisible disabilities and neurodivergence. The daily challenges these employees experience to exist in workspaces not designed to include them require them to develop different abilities to succeed. This workshop highlights some of the assets that disabled employees can bring to your team, then provides tangible ways that managers and individual contributors can best support these employees.

This one-hour virtual workshop is facilitated by Erika Latines

Learning Objectives:

- Define disabilities and provide examples of invisible disabilities and neurodivergence, and associated stereotypes.

- Explain the difference between people-first language and identity-first language.
- Describe some of the assets these employees can bring to your team.
- Name at least three ways to be inclusive of these employees.

JUNE: LGBTQ PRIDE MONTH

I WILL SURVIVE: AN INTERSECTIONAL EXPLORATION OF LGBTQ+ HISTORY

In this workshop, we explore key milestones in 20th and 21st century LGBTQ+ history with an intersectional lens. Attendees will learn about a cast of diverse characters as we discuss the LGBTQ experience during WWII, the Lavender Scare, Stonewall Riots, the fight for marriage equality, and the recent Bostock decision by the U.S. Supreme Court.

Through these and other stories, we'll share trivia and mini lessons in allyship that provide inspiration for your own ally journey.

This virtual workshop is delivered as a 60-minute event facilitated by Daniel Downer.

PROPOSED SCHEDULE

Month 1-2: Leadership Workshops

Walk this Way. Your DEI FAQ

Follow the ARC: Leverage Diverse Teams to Build a Profitable Culture of Inclusion

Facilitator: Bernadette Smith
Time: 3 hours each, in-person

Month 3-4: Staff Workshops

Voices Carry: Everyone's Role as an Ally in the Workplace
Facilitator: Bernadette Smith
Time: 1 hour each; 1 in-person session; 7 virtual sessions

Months 5-10:

Just the Way You Are: The Power of Inclusive Language
Facilitator: Erika Latines
Time: 1 hour, virtual

What's Going On: An Introduction to Antiracism
Facilitator: Daniel Downer
Time: 1 hour, virtual

Say My Name: The Extraordinary Benefits of Disability Inclusion
Facilitator: Erika Latines
Time: 1 hour, virtual

I Will Survive: An Intersectional Exploration of LGBTQ+ History
Facilitator: Daniel Downer
Time: 1 hour, virtual

INVESTMENT

This package includes 14 workshops designed for leadership and all staff. Our fee is \$5,000 per workshop, or \$7,500 for those led by Bernadette. The total list price is \$95,000. We are offering the workshop bundle for a total fee of \$49,000.

A permanent recording of the virtual Voices Carry is included. We recommend this as part of new employee onboarding.

RECOMMENDED NEXT STEPS

The most critical next step for Lake County is to conduct a full DEI analysis and establish a roadmap towards inclusion. We recommend that as a top priority after hiring a DEI-dedicated employee. **We can provide Lake County with some sample job descriptions for this employee.**

Additionally, we recommend that Lake County hold at least one all-staff DEI workshop annually, and a bi-annual Follow the ARC workshop for new people leaders. Equality Institute can become your longer-term DEI partner.

PRESENTERS

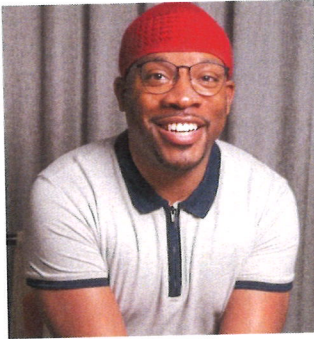


BERNADETTE SMITH (SHE/HER)

CEO

Bernadette Smith is Founder and CEO of the Equality Institute and an award-winning author of four books, including the bestseller, *Inclusive 360: Proven Solutions for an Equitable Organization*. She is frequently requested as a keynote speaker to help promote an inclusive work environment and celebrate diversity. She has presented to a variety of audiences, including CEOs, leadership teams, human resource and diversity leaders, sales and marketing professionals and more.

Because of her insight and impact as a change agent, she has been featured in the New York Times, Forbes, the Washington Post, and Fast Company. Her media exposure includes appearing on CNN, the Today Show, the BBC, and National Public Radio. Bernadette has been named one of Chicago's Notable LGBTQ Executives by Crain's Chicago Business.



DANIEL DOWNER (HE/HIM)

ASSOCIATE FACILITATOR

Daniel J. Downer is a dynamic community activist with a profound legacy in Central Florida's LGBTQ+ movement. Over the past decade, he has seamlessly blended his lived experiences as a Black Queer man with a rich educational and professional background,

championing movements in Central Florida focused on diversity, equity, and inclusion.

Throughout his career, Daniel has consistently prioritized coalition building, meaningful connections, and mutual learning as essential tools for societal transformation. Daniel's impactful work has been recognized by GLAAD in 2018 with the Rising Star Award, Watermark's Most Remarkable Person in Central Florida in 2020, and an Honorable Mention in OUT Magazine's 2023 OUT100.



ERIKA LATINES (SHE/HER)

ASSOCIATE FACILITATOR

Erika Latines, also known as Erika with a "K", is a queer Latine poet, humanitarian, and activist. Her background spans from corporate finance and international business to, more recently, a non-profit focused on violence prevention. She

has 10 years of experience as a facilitator and trainer in areas such as equity, diversity and inclusion, queer rights, civil rights, and team building. She is the daughter of immigrants.

Erika was born and raised on the southside of Chicago, IL and lived in Mexico as an adult for 10 years. She has traveled all over the country sharing her poetry and story in English and Spanish to educate, empower and encourage youth and adults to be leaders of change.

ABOUT EQUALITY INSTITUTE

Equality Institute is a boutique diversity, equity, and inclusion firm whose mission is to help organizations fulfill the promise of diversity by embedding equity and inclusion into organizational systems and culture, enhancing outcomes for everyone. Our vision is for a world where every human feels

safe to express their authentic selves. Equality Institute is a certified woman and LGBTQ+-owned business.

PARTIAL CLIENT LIST

Northern Trust Bank

Morrison & Foerster LLP

American Bankers Association

Arch Capital Group

Grant Thornton LLP

CME Group

WHAT THEY SAY

"Bernadette was awesome! Loved her speaking style, examples, and ability to keep everyone's attention. A heartfelt, engaging, and powerful conversation that I continue to think about as I work with others."

—Steve S, Association Management Center

“WOW! Blurred Lines was a workshop to remember. Thank you so much for being vulnerable and creating content that hits home. We are thrilled you joined us today, Patti.”

— *Julie, Gusto*

“Everyone felt that the information was impactful. Erma did a wonderful job with the presentation of information. Erma was very informative and patient with all of the questions our staff had.”

— *Charity, NT*

“Daniel Downer did a great job explaining concepts in a way that resonated with people. I've gotten a lot of internal feedback already about how great the experience it was.”

— *Sara, CGI Federal*

“The presentation was extremely effective - the content was new for the team and it was organized very well and delivered in an engaging manner. Darnell did a great job at making the presentation relevant for the audience and providing tips and tricks.”

— *Madison, Good Apple*

Contact Rita@theequalityinstitute.com or 773.744.8740 to schedule your workshop.



