

Record of Special Meeting  
Citizen Involvement Commission (CIC)  
Wednesday, February 5, 2020, 7:00 p.m.  
Village Hall, room 101

**I. Call to Order**

Commissioner Pond called the meeting to order at 7:00 p.m.

**II. Roll Call**

Present: Commissioners Robbie Erickson, Curtis Lott, Emily Masalski, Sandra Novack-Gottshall, and Chair ProTem Frank Pond.

Absent: Commissioners Conrad Terry, Erika Washington, and Chair John Troelstrup.

Also present: Village Clerk Vicki Scaman

**III. Approval of Agenda**

It was moved by Commissioner Masalski and seconded by Commissioner Lott to approve the agenda for February 5, 2020. A voice vote was taken and the motion was carried.

**IV. Approval of Minutes**

It was moved by Commissioner Lott and seconded by Commissioner Erickson to approve the minutes from November 6, 2019 as amended, with spelling correction and addition of Commissioner Novack-Gottshall's first name in roll call. A voice vote was taken and the motion carried.

**V. Public Comment**

There was none.

**VI. Applicant Interviews:**

- Jodi Walker, Community Development Citizens Advisory Committee (CDCAC)  
Ms. Walker is Speech Pathologist, she volunteers with Kids Express in Austin, and is passionate on concerns related to homelessness.
- John Michelotti, Building Codes Advisory Committee (BCAC)  
Mr. Michelotti was unable to attend. He will be rescheduled for a future meeting.
- Greg Kolar, Citizen Involvement Commission (CIC)  
Mr. Kolar is currently a commissioner on the Community Design Commission (CDC). He believes he would be better serving the community as a member of CIC. He would be interested in assisting with recruitment of new voices to commissions.

## VII. Reports

### • **Vacancy Report**

Clerk Scaman provided a brief update on current vacancies, recent appointments, and resignations. The commission highlighted the ongoing need for recruitment to the Building Codes Advisory Commission (BCAC). Clerk Scaman has included recent appointments from Village Board meetings:

- November 18, 2019
  - Terry Herbstritt, Disability Access Commission
  - Victoria Ferrarini, Disability Access Commission
- December 2, 2019
  - Ravi Parakkat, Environment & Energy Commission
  - Monique Chase, Historic Preservation Commission
  - Noel Weidner, *reappoint* Historic Preservation Commission
- January 13, 2020
  - Thomas Gallagher, Plan Commission
- February 3, 2020
  - Jack Powers, Citizen Police Oversight Committee
  - Crystal Hodges, Environment & Energy Commission
  - Tim Thomas, Environment & Energy Commission

Members of the CIC reviewed recent appointments, noting those that came through CIC and those who did not, and to what extent that they add to the need on the commission for which they were appointed. The Village Clerk will continue to include appointment sheets with the CIC packet.

### • **Commission Liaison Assignments Reports**

Members of CIC reviewed previous Commission Liaison assignments and either reaffirmed their assignment or chose a new commission to serve. The goal is to get to know the commission's needs for benefit of recruitment and providing functional support. Members of CIC shared examples of how Commission Liaisons' can assist:

- Sharing knowledge learned for how different commissions operate and topics of interest for each commission so to better recruit candidates that meet the needs of each commission.
- Provide support to the Chair for when they are dealing with challenges related to leading a commission.
- Share information found in the Commission Procedure Manual.

## VIII. Work Plan Updates

### • **Volunteer Appreciation**

Members of CIC would like to investigate purchasing Volunteer T-Shirts. The Village Clerk will provide Thank you cards for members of CIC to provide a more personal Thank you to outgoing commissions. John Troelstrup, Frank Pond, and Clerk Scaman will work on planning this year's event.

- **Commission Support**
  - **Orientation Planning**

Members of CIC discussed the potential need for orienting new commissioners. The Village Clerk shared that she hosts quarterly meetings with Chairs to share information between commissions and leadership skills relevant to chairing meetings. Clerk Scaman provided the agenda and support materials from the most recent Chair meeting as an example; consensus building and commission challenges (staying on task, managing personalities, parliamentary procedure help, recruitment, attendance challenges, clear expectations, budget guidance, and potential for collaboration between commissions). Members of CIC would be interested in helping to plan future Chair meetings.

Members of CIC discussed options for orientation planning; creating a video with information?, focusing on education for the Chair, setting a tone for accountability, creating a test?. Skills discussed included good listening skills, role of Chair to include everyone, create a safe space for sharing ideas, identifying shared goals and strategic planning skills.

Members of CIC will visit commission assignments to report back additional areas of need for including in an orientation.

Robbie, Emily, and Sandra will work together on a Commission Support action plan.

Curtis, Erika, and Vicki will work on a Volunteer Recruitment action plan.

**IX. New Business**

- **Applicant Discussion**

After discussion, Commissioner Masalski moved to recommend the applicants to the commission for which they interviewed. The motion was seconded by Commissioner Lott. A voice vote was taken and the motion was unanimously approved.

**X. Adjourn**

Commissioner Masalski moved to adjourn. Commissioner Erickson seconded the motion. A voice vote was taken and the motion was unanimously approved. Chair ProTem Pond adjourned the meeting at 8:24 p.m.

Respectfully submitted,  
Village Clerk Vicki Scaman