



**MEETING MINUTES
CITIZEN INVOLVEMENT COMMISSION (CIC)
Wednesday, December 1, 2021, 5:30p.m.
Remote Participation**

1. Call to Order

Chair Kolar called the meeting to order at 5:43 p.m.

2. Roll Call

Present: Commissioners AnnMarie Kill, Jill Eid and Acting Chair Greg Kolar.

Absent: Commissioners Curtis Lott and Rebecca O'Brien

Commissioner Lott joined the meeting at 5:46 p.m.

Also present: Village Clerk Christina Waters

Village Clerk Waters read into the record a statement that the Village President has determined that an in-person public hearing is not practical or prudent due to the COVID-19 outbreak during Governor Pritzker's current disaster proclamation. It is also not feasible to have a person present at the public hearing due to the safety concern related to the COVID-19 outbreak.

3. Approval of Agenda

It was moved by Commissioner Eid and seconded by Commissioner Kill to approve the agenda as presented. A roll call was taken and the motion was approved. The roll call was as follows:

Ayes: Commissioners Eid, Kill and Chair Kolar.

Nayes: None

Absent: Commissioners O'Brien and Lott

4. Approval of Minutes

It was moved by Commissioner Kill and seconded by Commissioner Eid to approve the November 3, 2021 and November 9, 2021 meeting minutes as presented. A roll call was taken and the motion was approved. The roll call was as follows:

Ayes: Commissioners Kill, Eid and Chair Kolar.

Nayes: None

Absent: Commissioners O'Brien and Lott

5. Public Comment:

There was no public comment.

6. New Business:

a) Commission Liaison Role

Commissioner Eid was assigned to the Transportation Commission.

Commissioner Kill asked if she could respond to the email Clerk Waters sent to the commission Chairs, and the staff, trustee and Citizen Involvement liaisons within the Open

Meetings Act (OMA) guidelines. Clerk Waters confirmed it is okay to respond to those emails. Clerk Waters will send a link to the OMA training once the training site is operable.

Chair Kolar would like the Citizen Involvement Commission liaison to build a rapport with the Chair. Which could help in volunteer recruitment and the type of members they are looking for. Commissioner Lott suggested formulating questions for the Citizen Involvement Commission Liaisons to ask during committee and commission meetings.

Clerk Waters will include the Citizen Involvement Commission liaisons on the quarterly term expiration emails to commission Chairs.

Commissioner Kill suggested discussing onboarding and work plan with the Commission Chairs.

Commissioner Eid suggested liaisons should go to Commission Chairs to check-in with Commission Members whose terms are expiring. She also suggested to ask Commission Chairs what they could use most help with from their Citizen Involvement Commission Liaison.

Chair Kolar suggested getting Commission Chair feedback during the quarterly Commission Chair meetings.

Chair Kolar recommended Citizen Involvement Commission Liaisons make initial contact with their Commission Chair by March 31st

Commissioner Eid suggested the following process when connecting with each Commission,

1. Reach out to the Commission Chair
2. Meet the Commission Chair virtual/in-person to discuss details
3. Attend the Commission meeting to be introduced to full Commission and share the purpose of the Citizen Involvement Commission Liaison
4. Repeat steps 1-3 as needed

Chair Kolar and Clerk Waters noted that a high-level overview of the Citizen Involvement Commission liaison role is available in the [Procedure Manual](#).

Clerk Waters will research the best way for the commission to collaborate on documents through Google Docs, Drop Box, or a link to VOP website

7. Old Business

Timing of Work Plan Projects

Chair Kolar suggested dividing the projects between Commissioners,

1. Recruitment process/plan: Commissioners Annemarie Kill, Jillian Eid
2. On-boarding process/ Off-boarding process: Commissioner Jillian Eid
3. Citizen Involvement Commission Liaison process: Commissioners Annemarie Kill
4. Volunteer Recognition: Commissioners Curtis Lott, Gregory Kolar
Chair Kolar will touch base with Commissioner O'Brien

The Citizen Involvement Commissioners will return in January or February 2022 to report back on project details and deadlines.

6. Adjourn

It was moved by Commissioner Lott, seconded by Commissioner Kill, to adjourn the meeting. A roll call vote was taken at 6:39 PM. The roll call was as follows:

Ayes: Commissioners Lott, Kill, Eid and Chair Kolar.

Nayes: None

Absent: Commissioner O'Brien

NEXT MEETING: January 5, 2022

Respectfully Submitted,
Christina M. Waters, Village Clerk