



Citizen Involvement Commission  
Regular Remote Meeting Agenda Packet  
[Wednesday, December 7, 2022](#)  
7:00 PM

1. December 7<sup>th</sup> Agenda
2. DRAFT November 2<sup>nd</sup> Meeting Minutes
3. Applicant List
4. Board and Commission Vacancy & Chair Expiration Date Report
5. Board and Commission Term Expiration Report
6. Advisory Boards, Commissions, and Committees Application and Selection Process  
(for review)
7. Memo: Proposed Recruitment Process/Plan and other matters (for discussion)
8. Citizen Involvement Commission Liaison Report Template
9. 2022 Work Plan for Citizen Involvement Commission (Supporting Diversity)
10. DRAFT 2023 Work Plan for Citizen Involvement Commission (Supporting Diversity)



**Citizen Involvement Commission  
Regular Remote Meeting Agenda  
Wednesday, December 7, 2022  
7:00 PM**

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**Join Zoom Meeting**

<https://oak-park-us.zoom.us/j/84410779306>

Meeting ID: 844 1077 9306

**One tap mobile**

+13126266799, 84410779306# US (Chicago)

A regular remote meeting of the Citizen Involvement Commission will be conducted with live audio and optional video on December 7, 2022 at 7:00 p.m. The meeting will be archived online for on-demand viewing at [www.oak-park.us/commissiontv](http://www.oak-park.us/commissiontv) the following day. Remote meetings are authorized pursuant to Section 7(e) of the Illinois Open Meetings Act.

The Village President has determined that an in-person meeting is not practical or prudent due to the COVID-19 outbreak during Governor J.B. Pritzker's current disaster proclamation. It is also not feasible to have persons present at the regular meeting location due to public safety concerns related to the COVID-19 outbreak.

- I. **Call to Order**
- II. **Roll Call**
- III. **Agenda Approval**
- IV. **Approval of Past Meeting Minutes – [November 2<sup>nd</sup> Regular Meeting](#)**
- V. **Public Comment**

Public statements of up to three minutes will be read into the record at the meeting. Individuals should email statements to [PublicComment@oak-park.us](mailto:PublicComment@oak-park.us) to be received no later than 30 minutes prior to the start of the meeting. If email is not an option, you can drop comments off in the Oak Park Payment Drop Box across from the entrance to Village Hall, 123 Madison Street, to be received no later than the day prior to the meeting.

- VI. **New Business**
  - A) A Motion to Conduct Volunteer Applicant Interviews for the Following Individuals to be Considered for an Advisory Board, Commission and/or Committee:
    - a. Jenna Holzberg – Transportation Commission
    - b. Josh Vanderberg – Civic Information Systems Commission
  - B) A Motion to Approve the DRAFT 2023 Work Plan for Citizen Involvement Commission (Supporting Diversity)
  - C) Discussion of the [Advisory Boards, Commissions and Committees Volunteer and Application and Selection Process](#)

**VII. Consideration of Motion to Adjourn to Executive Session**

- D) 5 ILCS 120/(c)(1) – Motion to Enter into Executive Session to Discuss the Appointment Recommendations of Volunteers to the Village of Oak Park’s Advisory Commissions, Committees and Boards.

**VIII. Reconvene to Regular Meeting**

**IX. New Business Continued**

- E) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Jenna Holzberg to the Transportation Commission
- F) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Josh Vander Berg to the Civic Information Systems Commission
- G) Discussion of the Agenda Items to be Added to Upcoming Citizen Involvement Commission Meetings

**X. Old Business**

- H) Discussion of the Citizen Involvement Commission Liaison Assignment of new Citizen Involvement Commissioners Ronald Elling, Drew Miller, Ronald Roman and Carollina Song
- I) Update regarding on-boarding discussions for advisory board, commission and committee members

**XI. Adjourn**



**MEETING MINUTES  
CITIZEN INVOLVEMENT COMMISSION (CIC)  
Wednesday, November 2, 2022, 7:00 p.m.  
Remote Participation**

**I. Call to Order**

Village Clerk Waters called the meeting to order at 7:07 p.m.

**II. Roll Call**

**Present:** Commissioners Eid, Elling, Lott, Roman, Song, Wesonga

**Absent:** Commissioners Kill, Miller and Chair Kolar (late)

**Also present:** Village Clerk Christina M. 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.

**III. Acting Chair**

It was moved by Commissioner Wesonga and seconded by Commissioner Lott to appoint Commissioner Eid as Acting Chair in Chair Kolar's absence. A roll call was taken and the motion was approved. The roll call was as follows:

**Ayes:** Commissioners Eid, Elling, Lott, Roman, Song, Wesonga

**Nays:** None

**Absent:** Commissioners Kill, Miller and Chair Kolar (late)

**IV. Approval of Agenda**

Commissioner Elling requested to add two agenda items: liaison assignments and application review. Village Clerk Waters responded that those items were not included in the agenda because there are three interviews to be conducted in this meeting and the Work Plan discussion will be lengthy and may be better addressed in a special meeting. Commissioner Song wondered if amending the agenda would violate the Open Meetings Act. Acting Chair Eid recommended the agenda to be approved as presented and this matter be revisited by the commission at a future date. It was moved by Commissioner Elling and seconded by Commissioner Song to approve the agenda as presented. A roll call was taken and the motion was approved. The roll call was as follows:

**Ayes:** Acting Chair Eid and Commissioners Elling, Lott, Roman, Song, Wesonga

**Nays:** None

**Absent:** Commissioners Kill, Miller and Chair Kolar (late)

**V. Approval of Past Meeting Minutes (October 12, 2022)**

Commissioner Roman noted Section I has a typo of “pan” instead of “plan” and Julie Johnston-Ahlen is included in both Sections G and H. Commissioner Eid responded that Section G is correct as is and in Section H, the “Julie Johnston-Ahlen” should be replaced with “Kate Odom.” It was moved by Commissioner Roman and seconded by Commissioner Wesonga to approve the minutes of the October 12, 2022 meeting as amended. A roll call was taken and the motion was approved. The roll call was as follows:

**Ayes:** Acting Chair Eid and Commissioners Elling, Lott, Roman, Song, Wesonga

**Nays:** None

**Absent:** Commissioners Kill, Miller and Chair Kolar (late)

**VI. Public Comment:**

There was no public comment.

**VII. New Business:**

**A) A Motion to Conduct Volunteer Applicant Interviews for the Following Individuals to be Considered for an Advisory Board, Commission and/or Committee:**

It was moved by Commissioner Lott and seconded by Commissioner Wesonga to Conduct Volunteer Applicant Interviews for the Individuals to be Considered for an Advisory Board, Commission and/or Committee. A roll call was taken and the motion was approved. The roll call was as follows:

**Ayes:** Acting Chair Eid and Commissioners Elling, Lott, Roman, Song, Wesonga

**Nays:** None

**Absent:** Commissioners Kill, Miller and Chair Kolar (late)

***George Bailey – Aging in Place Commission***

George Bailey is a 30-year Oak Park resident. He has done youth advocacy work and served on the Youth Services Committee for many years. He is involved in the Oak Park Area Arts Council. He is a retired educator from the English Department at Columbia College. He has a personal interest in aging in place and the issues confronting the Boomer generation in particular and how they will be affected by the changes in our democratic republic and realize their full capacity to do what they envision themselves doing as they age gracefully. He also mentioned issues of adequate housing, representation, and a sense of value and worth.

*Chair Kolar joined the meeting at 7:20 p.m.*

***Carl Spight – Aging in Place Commission***

Carl Spight is a 35-year Oak Park resident who is a homeowner and believes Oak Park’s real estate taxes are intimidating. He is retired and works part-time teaching STEM at a private school on Chicago’s west side. His 50+ year career was as a scientist, researcher, and educator at all levels of education. He has been an activist in Oak Park as long as he has been a resident and was past president of African American Parents for Purposeful Leadership in Education (APPLE). He was involved with OPRF’s efforts to understand discipline and achievement gaps and he authored a landmark study from 2003. He is interested in the issues of aging in place as he experiences them firsthand.

***Emily Neumann – Environment & Energy Commission***

Emily Neumann is a 7-year Oak Park resident who is a renter and owns an eco-friendly flower company in Forest Park that specializes in event floral and interior plantscaping. She was an eco-friendly wedding planner previously. As a younger person, the climate crisis facing this community, the country, and the globe is shaping her awareness. She loves nature and wants access to more green space as a renter. She has a degree in sustainability and used to live in Washington state so she has education and exposure to places that are ahead of others. She is interested in sharing her knowledge and being part of these types of initiatives in Oak Park.

**VIII. Motion to Chair**

It was moved by Commissioner Wesonga and seconded by Commissioner Song to re-appoint Chair Kolar as Chair effective 7:56 p.m. A roll call was taken and the motion was approved. The roll call was as follows:

**Ayes:** Commissioners Eid, Elling, Lott, Roman, Song, Wesonga and Chair Kolar

**Nays:** None

**Absent:** Commissioners Kill, Miller

**IX. New Business (continued):**

**B) A Motion to Discuss the 2022 Work Plan Accomplishments and 2023 Work Plan Goals**

Chair Kolar said some items not started in 2022 will roll over to 2023 now that the commission is fully staffed and new items can be added to 2023. Chair Kolar led the commission through a discussion of the 2023 Work Plan, which Chair Kolar and Village Clerk Waters will draft based on the commission's feedback and recommendations and will present the draft 2023 Work Plan for approval at the December meeting.

*Commissioner Eid left the meeting at 8:32 p.m.*

**X. Motion to Enter into Executive Session**

It was moved by Commissioner Roman, seconded by Commissioner Wesonga, to enter into Executive Session pursuant to 5 ILCS 120/2(c)(1) – to discuss the appointment of volunteers to the Village at 8:39 P.M. A roll call vote was taken. The roll call was as follows:

**Ayes:** Commissioners Elling, Lott, Roman, Song, Wesonga and Chair Kolar

**Nays:** None

**Absent:** Commissioners Eid, Kill, Miller

**XI. Return to Open Session**

The meeting returned to Open Session at 8:45 P.M.

- C) It was moved by Commissioner Wesonga, seconded by Commissioner Song, to Approve the Recommendation to the Village President to Appoint George Bailey to the Aging in Place Commission. A roll call vote was taken. The roll call was as follows:  
**Ayes:** Commissioners Elling, Lott, Roman, Song, Wesonga and Chair Kolar  
**Nays:** None  
**Absent:** Commissioners Eid, Kill, Miller
- D) It was moved by Commissioner Wesonga, seconded by Commissioner Song, to Approve the Recommendation to the Village President to Appoint Carl Spight to the Aging in Place Commission. A roll call vote was taken. The roll call was as follows:  
**Ayes:** Commissioners Roman, Song, Wesonga and Chair Kolar  
**Nays:** Commissioners Elling, Lott  
**Absent:** Commissioners Eid, Kill, Miller
- E) It was moved by Commissioner Roman, seconded by Commissioner Wesonga, to Approve the Recommendation to the Village President to Appoint Emily Neumann to the Environment & Energy Commission. A roll call vote was taken. The roll call was as follows:  
**Ayes:** Commissioners Elling, Lott, Roman, Song, Wesonga and Chair Kolar  
**Nays:** None  
**Absent:** Commissioners Eid, Kill, Miller

## **XII. Old Business**

Chair Kolar will connect with Village Clerk Waters to make recommendations for the four remaining commissioners and will present them at the December meeting for commissioners' feedback. Commissioner Elling inquired about the process for amending an agenda. Chair Kolar responded that items may be removed and rearranged, but new items cannot be added at a meeting. Village Clerk Waters confirmed this, as items are required to be posted 48 hours in advance of a meeting. Commissioner Elling requested a permanent item be added to request items from commissioners for the subsequent meeting. Chair Kolar agreed to add some language like "Items for Next Month's Agenda" between Old Business and Adjournment going forward.

## **XIII. Adjourn**

It was moved by Commissioner Roman, seconded by Commissioner Elling, to adjourn the meeting. A roll call vote was taken at 8:54 p.m. The roll call was as follows:

- Ayes:** Commissioners Elling, Lott, Roman, Song, Wesonga and Chair Kolar  
**Nays:** None  
**Absent:** Commissioners Eid, Kill, Miller

***NEXT MEETING: Wednesday, December 7, 2022 7:00 p.m.***

Respectfully Submitted,  
Cindy Hansen, Deputy Village Clerk



**Citizen Involvement Commission  
Regular Remote Meeting Applicant List  
Wednesday, December 7, 2022  
7:00 PM**

**1. Jenna Holzberg**

*a. Transportation Commission*

- i. Vacancies: 2
- ii. Chair: Ron Burke
- iii. CIC Liaison: Commissioner Jill Eid

**2. Josh Vanderberg**

*a. Civic Information Systems Commission*

- i. Vacancies: 2
- ii. Chair: David Baker
- iii. CIC Liaison: Commissioner Curtis Lott





# Board and Commission Vacancy and Chair Expiration Date Report

Updated on: Friday, December 2, 2022

## Vacancies

Board or Commission	# of Members	Current # Filled	Vacancies
Aging in Place Commission	7	7	0
Board of Health	7	7	0
Building Codes Advisory Commission	9	7	2
Citizen Involvement Commission	9	9	0
Citizen Police Oversight Committee	7	7	0
Civic Information Systems Commission	7	5	2
Community Design Commission	11	6	5
Community Development Citizens Advisory Committee	9	5	4
Community Relations Commission	9	6	3
Disability Access Commission	7	5	2
Environment & Energy Commission	9	9	0
Farmers Market Commission	11	9	2
Fire And Police Commission	3	3	0
Historic Preservation Commission	11	8	3
Housing Programs Advisory Committee	7	4	3
Liquor Control Review Board	5	5	0
Plan Commission	9	8	1
Transportation Commission	7	5	2
Zoning Board Of Appeals	7	6	1
<b>Totals:</b>	<b>151</b>	<b>121</b>	<b>30</b>

## Chair Expirations

Board or Commission	Chairperson	Term Expiration Date
Aging in Place Commission	Blesoff, Marc	8 /1 /2025
Board of Health	Chavez, Noel	3 /15/2024
Building Codes Advisory Commission	Kelly, Tim	5 /18/2022
Citizen Involvement Commission	Kolar, Greg	12/7 /2023
Citizen Police Oversight Committee	Pepper, Donovan	11/7 /2023
Civic Information Systems Commission	Baker, David	11/4 /2025
Community Design Commission	Betancur, Juan	12/7 /2023
Community Development Citizens Advisory Committee	Celis, Andrew	5 /2 /2025
Community Relations Commission	Rodriguez, Jacquelyn	10/3 /2025

Disability Access Commission	Arnold, Gary	9 /6 /2025
Environment & Energy Commission	Lukehart, Liz	10/17/2025
Farmers Market Commission	Knier, Julia	3 /21/2025
Fire And Police Commission	Hedgeman, John	2 /22/2017
Fire And Police Commission	Pickrell, Robert	12/7 /2023
Housing Programs Advisory Committee	Tocci, Dominic	8 /1 /2022
Liquor Control Review Board	Corbin, Sarah	9 /17/2024
Plan Commission	Sims, Iris	10/5 /2023
Transportation Commission	Burke, Ron	7 /29/2025
Zoning Board Of Appeals	Lencioni, Jim	10/18/2026

## Board and Commission Term Expiration Report

Printed on: Friday, December 2, 2022

### 2022 May

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Days to Expiration	Commissioner	Ter	Start Date	Term Expire	Board or Commission
198	Kelly, Tim	2	5 /21/2018	5 /18/2022	Building Codes Advisory Commission

### 2022 August

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Days to Expiration	Commissioner	Ter	Start Date	Term Expire	Board or Commission
123	Tocci, Dominic	2	11/4 /2019	8 /1 /2022	Housing Programs Advisory Committee

### 2022 December

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Days to Expiration	Commissioner	Ter	Start Date	Term Expire	Board or Commission
-8	Ruszczuk, Steve	2	12/10/2017	12/10/2022	Zoning Board Of Appeals
0	Chase, Monique	1	12/2 /2019	12/2 /2022	Historic Preservation Commission

## Board and Commission Term Expiration Report

Printed on: Friday, December 2, 2022

### 2023 January

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Days to Expiration	Commissioner	Ter	Start Date	Term Expire	Board or Commission
-42	Gallagher, Thomas	1	1 /13/2020	1 /13/2023	Plan Commission

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### 2023 February

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Days to Expiration	Commissioner	Ter	Start Date	Term Expire	Board or Commission
-78	Lott, Curtis	1	2 /18/2020	2 /18/2023	Citizen Police Oversight Committee
-63	Powers, John "Jack"	1	2 /3 /2020	2 /3 /2023	Citizen Police Oversight Committee

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**To: Oak Park Citizen Involvement Commission (CIC)**  
**From: Jill Eid and Annemarie Kill, CIC “Recruitment Process/Plan” Work Group**  
**Date: May 9, 2022 with redlines per CIC meeting**  
**Re: Proposed Recruitment Process/Plan and other matters**

Below is a summary of our CIC “Recruitment Process/Plan” Work Group discussion. We look forward to reviewing this further with the CIC and continuing to revise as necessary.

**I. PROPOSED PROCESS:**

**#1. Develop a profile/job description.** In consultation with Commission Chair, identify community members who:

- a. Have the appropriate expertise/skill set based on enabling language and needs of commission
- b. Represent Oak Park in ways relevant to the Commission (i.e. race, sex, age, renter v. owner, or other factors)
- c. Have the time and energy to devote to the work of the Commission (is it seasonal, year round, etc.)
- d. Have the interest

*To do: Develop a system, including a format for drafting the profile, and timeline to engage in review (perhaps 1/30, 4/30, 7/30, 10/30).*

**#2. Review.** Village Attorney and Communications Department review and approve the profile.

**#3. Consistently promote the profile.** Post it in appropriate social media groups (including Facebook, Twitter, Linked-In), community groups, schools, township, library, park district, local businesses, senior residences, churches, community events, etc. Distribute hard copies of brochure with QR code. Encourage residents to suggest/propose/nominate themselves or other community members based on relevant work in the community. Market as an honor and civic responsibility.

*To do: Develop a marketing brochure for all commissions in both hard copy and digital formats. Include a QR code; brainstorm and draft comprehensive list of relevant Facebook groups and other groups which would be appropriate to target given the profile. (See attached draft to start.)*

**#4. Accept applications.** Revise applications to make it more inclusive. Potential revisions of demographic and employment sections. Invite applicants to attach an additional statement about themselves focused on categories in #1(a-d) above, in addition to providing a resume. A request for a resume may result in exclusion of some community members.

*To do: Revise application and website interface to be more inclusive and eliminate barriers. New website suite will soon be implemented. Add a section for nominations.*

**#5. Pre-Interview meeting.** Applicant speaks with Village Clerk and/or Chair of Commission to learn more about the responsibilities of the positions.

**#6. CIC Interview process.** Consider a consistent procedure where CIC liaison takes the lead in the interview, and perhaps connects with the applicant beforehand. Consider other ideas to make the process more inclusive and ways to consider qualities that are not apparent from work history, etc., but again focus on #1(a-d).

*To do: Develop standard questions for interview, to be combined with questions more specific to position*

**#6. Board approval.**

**#7. Onboarding.**

- a. Prior to the first meeting of the Commission, new member meets with Chair again about specific work of Commission, what information should be reviewed (agendas, minutes, procedure manual, etc.), and what forms must be completed (OMA training, conflict of interest policies, etc.)
- b. At first meeting, new member introduced to the group, and perhaps assigned a mentor.
- c. After the first meeting, Chair or mentor debrief with new member, answer questions, etc. Mentor/Chair remains available for questions, and perhaps arranges one-on-one meeting with another Commissioner.
- d. Staff or CIC liaison follows-up after first meeting, to ensure trainings scheduled or completed and to see how all went.
- e. Staff or CIC liaison follows-up after 6 months to thank member and check-in, inquire what they need, what could have better prepared them.

**#8. Exit Interview.** After end of term or separation from Committee, staff or CIC liaison conducts an exit interview to get feedback for future improvements.

**II. TEST THE PROCESS WITH CIC RECRUITMENT.** Follow the procedure above in order to recruit for CIC, and perhaps Aging in Place. Evaluate effectiveness and revise as necessary.

**III. DAY IN OUR VILLAGE IDEAS.** CIC members will have list of all Commissions, and hard copies of revised applications. Should have brochure for commissions, QR Code, and large

board listing all Commissions—residents are usually surprised about how many opportunities for involvement there are. Perhaps talk to people with a brief survey consisting of:

1. Are you aware of citizen Commissions? If so, any reason you are not involved? (If no, discuss Commissions.)
2. Would you like to be involved? If so, get their info and application. (If not, find out why and make note for future improvements.)
3. Do you know of anyone you think should be involved?

## OAK PARK COMMISSION PROFILE POSTINGS

<b>Social Media</b>		
<b>Facebook Groups</b>		
Oak Park Residents		
Oak Park Area Neighbors		
Oak Park Friends		
Northeast Oak Park Community Group		
NEOP Quadrant Group		
South Oak Park Neighbors		
Northwest Oak Park Community Group		
Oak Park Area Arts District Neighbors		
SOEPCO South East Oak Park Community Organization		
Black Residents of Oak Park		
Latinos of Oak Park and River Forest		
Oak Park Area Asian Americans		
United Renters of Oak Park		
Arbor West Neighbors (seniors)		
Oak Park Area Sandwich Generation Support Group		
Oak Park Area Special Parents		
Suburban Unity Alliance		
Oak Park Progressives		
Oak Park Progressive Women		
Polite Politics Oak Park		
Inspire Oak Park		
Moderate Citizens of Oak Park		
Oak Park Property Tax Watch		
Oak Park Development Watch		
Madison Street Corridor Residents for Sensible Development		
Oak Parkers Focused on Fixing the Flooding		
Preservation Oak Park		
Oak Park Working Moms		
Oak Park Moms		
OPRF MOMentum		
Mamatrube Oak Park		
Oak Park Dad's's' Group		
Supporting our ADHD kids in Oak Park		
Parents of Extra Special Kids (Oak Park)		



Zero Waste Oak Park		
OPRF High School Parents		
Gender Inclusion in OPRF Schools		
E-Team Oak Park		
Oak Park PTO Diversity Committees		
Oak Park Area Home Schooling		
Oak Park Area Crime Discussion		
Austin & Oak Park Community Watch		
Oak Parkers Discussing America to Me		
Oak Park Austin Moms Demand Action		
Oak Park Area Garden Club		
North Avenue District		
Take Out 25		
Mission Driven Consumers of the Oak Park and River Forest area		
Shop Local Oak Park		
What's Happening in Oak Park		
Oak Park Business Owners		
Oak Park Therapists		
Oak Park Farmers Market		
Oak Park Lawyer Mamas		
<b>Twitter</b>		
<b>Linked In</b>		
<b>Instagram</b>		
<b>Government</b>		
Village Hall		
Township		
Park District		
Main Library		
Maze Branch (845 Gunderson)		
Dole Branch (255 Augusta)		
OPRF HS		
Brooks Junior High (325 S. Kenilworth)		
Julian Junior High (416 S. Ridgeland)		
Beye (210 N. Cuyler)		
Hatch (1000 N. Ridgeland)		
Holmes (508 N. Kenilworth)		
Irving (1125 S. Cuyler)		
Lincoln (1111 S. Grove)		
Longfellow (715 S. Highland)		
Mann (921 N. Kenilworth)		

Whittier (715 N. Harvey)		
<b>Churches</b>		
<b>Community/Civic Groups/Seniors</b>		
Arbor West Neighbors		
Chamber of Commerce		
<b>Businesses/Day Cares</b>		
<b>Others</b>		



# Advisory Boards, Commissions and Committees

## Application and Selection Process

Thank you for your interest in serving on an advisory board, commission or committee. Citizen involvement enhances and promotes Oak Park's character and values. Advisory boards, commissions and committees serve as additional resources and support to the Village Board of Trustees and Village staff.

### How To Apply

- Review board and commission information at [www.oak-park.us/volunteer](http://www.oak-park.us/volunteer) and choose two or three that interest you.
- Attend at least one meeting of those that interest you. Speak with the commission chair.
- Complete an application and provide a resume listing your employment, education and prior experience in civic service with the Village or other organizations. Submit these materials via U.S. Mail to:

Village Clerk  
Village of Oak Park  
123 Madison St.  
Oak Park, IL 60302

or via e-mail to [clerk@oak-park.us](mailto:clerk@oak-park.us)

### Application Review Process

- The Village Clerk's office will review your application and contact you.
- You will be invited to a group interview with the Citizen Involvement Commission (CIC), which manages the selection process.
- The CIC will find an appropriate fit for you on a board, commission or committee based upon your application, open positions and any other specific needs or requirements of the boards or commissions. You are not guaranteed an appointment. The CIC strives to find and recommend the best candidates based upon skills, aptitude, experience, training and temperament for each commission
- The CIC will either recommend you for a position, hold your application for future openings or decline your application.
- The CIC recommendation is forwarded to the Village President and Board of Trustees for review and approval.
- The Clerk's office will notify you of the date the Board of Trustees will vote on your appointment. You are welcome to attend this meeting, but are not required to.

### If You are Appointed

- The Clerk's office will notify you.
- You will receive a Performance Pledge to sign and return to the Village Clerk prior to assuming your position.

### If Your Appointment is on Hold

- Your name may remain on file with the Village Clerk for up to 12 months.
- After 12 months, you are welcome to reapply.

For more information, call 708.358.5670 or e-mail [clerk@oak-park.us](mailto:clerk@oak-park.us).



# Volunteer Application

The Village of Oak Park  
Village Hall  
123 Madison Street  
Oak Park, Illinois 60302-4272

708.383.6400  
Fax 708.383.6692  
TTY 708.383.0048  
village@oak-park.us

Name \_\_\_\_\_ Application Date \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_ Preferred E-mail (required) \_\_\_\_\_

Years Oak Park resident \_\_\_\_\_ Select one:  Rent  Own  Other

Preferred Telephone Number \_\_\_\_\_ Alternate Telephone Number \_\_\_\_\_

## Commission Choices

First Choice \_\_\_\_\_ Date Attended \_\_\_\_\_  
Board/Commission/Committee

Reason Interested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Second Choice \_\_\_\_\_ Date Attended \_\_\_\_\_  
Board/Commission/Committee

Reason Interested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Third Choice \_\_\_\_\_ Date Attended \_\_\_\_\_  
Board/Commission/Committee

Reason Interested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I would be willing to serve on another commission.

## Availability

Monthly  Semi-Monthly  Weekly  As Needed  Anytime

In the space below, please explain why you are interested in serving on a board, commission or committee and how you can contribute to the work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## Demographic Data

The Village of Oak Park promotes diversity among Board and Commission members. The information below helps track recruitment efforts. Declining to provide any or all of the information below will not affect the selection process.

Female  Male  Transgender Race/Ethnicity: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Marital Status  Married  Partnered  Single  Widow/Widower No. of Dependents Under 18: \_\_\_\_\_

Profession: \_\_\_\_\_

Please list any disabilities that would require accommodations to enable participation:

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How did you hear about the Village's volunteer boards and commissions?

OP/FYI  VOP-TV  Village Website  Word of mouth  Flyer  Other

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## Employment

Employer Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_ Type of business \_\_\_\_\_

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## Community Activity, Professional Organizations, Other Interests

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## References

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

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### Please Return Completed Form to:

Village Clerk  
Village of Oak Park  
123 Madison Street  
Oak Park, IL 60302



# Citizen Involvement Commission Liaison Report

Commission: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Meeting date: \_\_\_\_\_

Number of commissioners: \_\_\_\_\_

Current vacancies: \_\_\_\_\_

Expected vacancies in the next 6 months (generally commissioners may serve two (2) terms):

Name:	Term expiration:	Expertise/qualifications/demographics:

Desired qualifications/demographics of new commissioners per the Chair:

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Next steps for recruitment (determined in consultation with Chair):

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2022  
 Work Plan for Citizen Involvement Commission  
 Supporting Diversity

## 2022 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Volunteer Recruitment	Participate in at least two community events a year (e.g. Day in Our Village, Farmers Market, etc.)	Increase awareness of commission work and variety of volunteer opportunities.	Ongoing	\$400
	Host at least one volunteer recruitment event each quarter with varying community partners.	Increase number of first time applicants accurately representing the demographics of our Village by 15%.		
	Review volunteer application process and make updates as necessary	With rollout of new village website, provide updates to application process for commissions.		
	Identify culturally competent marketing materials. Better utilize social media.	Build trust amongst sectors of our community who feel less ownership over opportunities to get involved.		
	Assess our weaknesses and evaluate progress forreaching goal of seeking a volunteer base that accurately reflects the demographics of our Village and continue to monitor demographics.	Commission makeup that reflects the demographics of our Village.		
Commission Support	Review interview and selection process. Interview at least two candidates for each vacancy.	Maintain a vacancy rate not to exceed 10% with well suited volunteers.	Ongoing	
	Maintain a database of commission members and terms.	Provide monthly commission vacancy reports, Chair expiration report, and results of survey data.		
	Establish a committee liaison process that connects us with the chair/commission to help in identification of commission needs	Filling commissions with the needed skills/expertise they require to be a successful commission		

2022  
 Work Plan for Citizen Involvement Commission  
 Supporting Diversity

## 2022 Initiatives

	Creating a new onboarding process for commissions members	75% of new commissioners complete the onboarding training.		
	Co-Host with Village President quarterly Chair meetings for peer learning and support.	Increase knowledge, skills, and abilities of commission leadership for effective and efficient commissions.		
Volunteer Recognition	Host the annual Volunteer Appreciation Event.	Express appreciation to Village Volunteers.	September 2022	\$2,000
	Thank you video honoring Village Volunteers.			
	Thank you cards signed by Village Board and staff.			



2021  
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 Supporting Diversity

2020 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Volunteer Recruitment	Participated in Day in Our Village to spread awareness of volunteer opportunities.	The unfortunate reality is that while recruitment efforts continued during COVID-19 and all commissions have enough members to meet commissions have been active to varying degrees from not at all to busy meeting priority needs of the village board.	Ongoing	\$80
	Created marketing materials that advertise purpose of commissions.			
	Conducted commission demographic survey to identify our baseline data for diversity amongst volunteers.			
Commission Support	Interview and provide recommendation for commission placements to the Mayor and Village Board.	The Village Board appointed 15 new commissioners and 3 reappointments.	Ongoing	
	Maintain a database of commission members and terms.	Provided commission vacancy and Chair expiration reports.		
	Reinstate chair liaison program to provide support to citizen chairs and commissions.	Chair liaisons have been actively observing commission meetings to gain knowledge of commission scope, be more affective with recruitment, and provide assistance.		
	Village Clerk holds quarterly Chair meetings for peer learning and support.	Postponed until after COVID-19		
Volunteer Recognition	Partner with the Park District to host the annual Volunteer Appreciation Event.	Postponed until after COVID-19. Members of CIC wrote a “Thank you” to commissioners, printed in the WJ December 2020.	<del>June</del> December	\$990

2023  
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## 2023 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Volunteer Recruitment	Participate in at least three community events a year (e.g. Day in Our Village, Farmers Market, Thursday Night Out etc.)	Increase awareness of commission work and variety of volunteer opportunities.	Ongoing	\$1,000
	Host at least one volunteer recruitment event each quarter with varying community partners.	Increase number of first-time applicants accurately representing the demographics of our Village by 15%.		
	Review volunteer application process and make updates as necessary	With rollout of new village website, provide updates to application process for commissions.		
	Update marketing materials and look into ways to better utilize social media and other outlets such as local newspaper (e.g. Village Social Media Outlets, Tik-Tok, etc.)	Build trust amongst sectors of our community who feel less ownership over opportunities to get involved.		
	Continue to gather demographic data of volunteer base.	Assess our weaknesses and evaluate progress for reaching goal of seeking a volunteer base that accurately reflects the demographics of our Village.		
	Review timeline of applicants process from time of application to CIC interview and placement on village board agenda.	Decrease the time it takes in the process once applicants submit an application.		
Commission Support	Review interview and selection process. Interview at least two candidates for each vacancy.	Maintain a vacancy rate not to exceed 10% with well suited volunteers.	Ongoing	
	Maintain a database of commission members and terms.	Provide monthly commission vacancy reports, Chair expiration report, and results of survey data.		
	Continue a committee liaison process that connects us with the chair/commission to help in identification of commission needs			
	Formalize a new onboarding process for commissions members	75% of new commissioners complete the onboarding training.		

2023  
 Work Plan for Citizen Involvement Commission  
 Supporting Diversity

2023 Initiatives

	Co-Host with Village President quarterly Chair meetings for peer learning and support.	Increase knowledge, skills, and abilities of commission leadership for effective and efficient commissions.		
Volunteer Recognition	Host the annual Volunteer Appreciation Event.	Express appreciation to Village Volunteers.	Fall 2023	\$3,000
	Thank you video honoring Village Volunteers.			
	Thank you cards signed by Village Board and staff.			

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