



Citizen Involvement Commission Agenda Packet

Regular Meeting

Wednesday, February 1, 2022

7:00 PM

Village Hall 123 Madison Street, Room 101

- 1. February 1, 2023 Meeting Agenda**
- 2. DRAFT Regular Meeting Minutes**
 - a. December 7th, 2022**
 - b. January 4th, 2023**
- 3. Applicant List**
 - a. Karen Schneller – Community Development Citizens Advisory Committee**
 - b. Summer Fields – Farmers’ Market**
- 4. Board and Commission Vacancy Report**
- 5. Appointments Report from the January 17, 2023 Board of Trustees Regular Meeting**
- 6. Draft Resolution for Enhanced Citizen Involvement in the Village of Oak Park’s Governance Processes Through the use of Online Meeting Platforms**
- 7. Protocol for Interviewing Recently Appointed Commissioners**
- 8. Draft 2023 Work Plan for Citizen Involvement Commission (Supporting Diversity)(for reference / pending Village Board approval)**



Citizen Involvement Commission
Regular Meeting Agenda
Wednesday, February 1, 2023
7:00 PM
Village Hall 123 Madison Street, Room 101

I. Call to Order

II. Roll Call and Declaration of a Quorum

III. Agenda Approval

IV. Approval of Past Meeting Minutes

- a. [December 7, 2022 Regular Meeting](#)
- b. [January 4, 2023 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 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 a Volunteer Applicant Interview for the Following Individual to be Considered for an Advisory Board, Commission and/or Committee:
 - a. Karen Schneller – Community Development Citizens Advisory Committee
 - b. Summer Fields – Farmers’ Market Commission
- B) Review of Vacancy Report
- C) [Review of Appointments Report from the January 17, 2023 Board of Trustees Regular Meeting](#)

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 Karen Schneller to the Community Development Citizens Advisory Committee
- F) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Summer Fields to the Farmers’ Market Commission
- G) Discussion of Draft Resolution for Enhanced Citizen Involvement in the Village of Oak Park’s Governance Processes Through the use of Online Meeting Platforms
- H) Discussion of the Protocol for Interviewing Recently Appointed Commissioners
- I) Discussion of Agenda Items to be Added to Upcoming Citizen Involvement Commission Meetings

X. Old Business

- J) Update regarding on-boarding discussions for advisory board, commission and committee members

XI. Adjourn

If you require assistance to participate in any Village program or activity, contact the ADA Coordinator at 708.358.5430 or email ADACoordinator@oak-park.us at least 48 hours before the scheduled activity.



**MEETING MINUTES
CITIZEN INVOLVEMENT COMMISSION
WEDNESDAY, DECEMBER 7, 2022
REMOTE PARTICIPATION**

I. Call to Order

Chair Kolar called the regular meeting to order at 7:01 p.m.

II. Roll Call

Chair Kolar 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.

Present: Commissioners Ron Elling, Annemarie Kill, Curtis Lott, Ron Roman, Carollina Song and Chair Greg Kolar

Absent: Commissioners Jill Eid, Drew Miller (late), Sheila Wesonga (late)

Also present: Chief DEI Officer Dr. Danielle Walker, Deputy Village Clerk Cindy Hansen

III. Agenda Approval

Chair Kolar requested to move Agenda Items D, E, F after Item A. Commissioner Roman moved to approve the agenda as amended; Commissioner Kill seconded. A roll call was taken and the motion was approved as amended. The roll call was as follows:

Ayes: Commissioners Roman, Kill, Elling, Lott, Song and Chair Kolar

Nays: None

Absent: Commissioners Eid, Miller, Wesonga

IV. Minutes Approval

Commissioner Elling moved to approve the minutes of the November 2, 2022 regular meeting as presented; Commissioner Song seconded. A roll call was taken and the motion was approved. The roll call was as follows:

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

Nays: None

Abstain: Commissioner Kill

Absent: Commissioners Eid, Miller, Wesonga

V. Public Comment

There was no public comment.

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

Commissioner Elling moved; Commissioner Lott seconded. A roll call was taken and the motion was approved. The roll call was as follows:

Ayes: Commissioners Elling, Lott, Kill, Roman, Song and Chair Kolar

Nays: None

Absent: Commissioners Eid, Miller, Wesonga

Jenna Holzberg – Transportation Commission

Jenna grew up in Oak Park and has been involved in multi-modal active transportation advocacy since 2018. She helped start Bike Walk Oak Park. She is passionate about the issue of transportation equity. She has a professional background in workforce development for 13 years working with low-income populations, particularly seniors, for which access to reliable transportation is a primary barrier. She has experience as a cyclist in the community. She wants to take a step back from the advocacy work but still remain involved. She watches Transportation Commission meetings and knows commissioners.

Commissioner Miller joined the meeting at 7:08 p.m.

Commissioner Wesonga joined the meeting at 7:19 p.m.

Josh Vanderberg – Civic Information Systems Commission

Josh has an educational background in physics and mathematics and a computer science degree. He has a long and varied career in technology including freelance consulting. He co-founded a successful 100-person start-up software company. He founded a new local venture focused on using technology to grow and enrich local communities and reinvigorate the local newspaper business model using social media platforms. He has lived in Oak Park for 10 years. He ran a 4,000-user Facebook group focused on hyperlocal data analysis of COVID-19 trends. He is passionate about data availability and transparency.

VII. Executive Session

- B) 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.

Commissioner Lott moved; Commissioner Wesonga seconded. A roll call was taken and the motion was approved. The roll call was as follows:

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

Nays: None

Absent: Commissioner Eid

The Commission adjourned to Executive Session at 7:43 p.m.

VIII. Reconvene to Regular Meeting

The Regular Meeting reconvened at 7:48 p.m.

- C) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Jenna Holzberg to the Transportation Commission.

Commissioner Elling moved; Commissioner Wesonga seconded. A roll call was taken and the motion was approved. The roll call was as follows:

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

Nays: None

Absent: Commissioner Eid

- D) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Josh Vanderberg to the Civic Information Systems Commission.

Commissioner Lott moved; Commissioner Miller seconded. A roll call was taken and the motion was approved. The roll call was as follows:

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

Nays: None

Absent: Commissioner Eid

IX. Commissioner Appointment as Acting Chair

- E) A Motion to Appoint Commissioner Kill as Acting Chair for the remainder of the Meeting.

Commissioner Wesonga moved; Commissioner Miller seconded. A roll call was taken and the motion was approved. The roll call was as follows:

Ayes: Commissioners Wesonga, Miller, Elling, Kill, Lott, Roman, Song

Nays: None

Absent: Commissioner Eid and Chair Kolar

Chair Kolar left the meeting at 7:50 p.m.

X. New Business (Continued)

- F) A Motion to Approve DRAFT 2023 Work Plan for Citizen Involvement Commission (Supporting Diversity)

Commissioner Miller left the meeting at 8:29 p.m.

Commissioner Kill made real-time updates during the discussion and has the revised work plan. She requested an amendment to the motion to add \$2,500 to the work plan for additional advertising.

Commissioner Song moved; Commissioner Wesonga seconded. A roll call was taken and the motion was approved as amended. The roll call was as follows:

Ayes: Commissioners Song, Wesonga, Elling, Kill, Lott, Roman

Nays: None

Absent: Commissioners Eid, Miller and Chair Kolar

XI. Old Business

- G) Discussion of the Citizen Involvement Commission Liaison Assignment of new Citizen Involvement Commissioners Ronald Elling, Drew Miller, Ronald Roman and Carollina Song

Updated Assignments:

- Aging in Place – Wesonga, *Roman as an alternate*
- Board of Health – Song
- Building Codes – Elling
- Citizen Involvement– Kolar
- Citizen Police Oversight – Lott
- Civic Information Systems – Lott, *Elling as an alternate*
- Community Design – Eid
- Community Development Citizens Advisory – Kill
- Community Relations – Lott
- Disability Access – Roman
- Environment & Energy – Wesonga
- Farmers’ Market – Eid
- Fire and Police – Wesonga
- Historic Preservation – Kill, *Roman as an alternate*
- Housing Programs Advisory – Roman
- Liquor Control Review – Kolar
- Plan – Kolar
- Transportation – Eid
- Zoning Board of Appeals – Song (*subject to availability*)

Commissioner Kill will send these updated assignments to Chair Kolar. Commissioner Miller still needs to be assigned. Assignments can be finalized in January.

- H) Update regarding on-boarding discussions for advisory board, commission and committee members

Commissioner Roman requested this discussion be moved to the January meeting.

XII. Adjourn

Commissioner Wesonga moved to adjourn; seconded by Commissioner Lott. A roll call was taken and the motion was approved. The roll call was as follows:

Ayes: Commissioners Wesonga, Lott, Elling, Kill, Roman, Song

Nays: None

Absent: Commissioners Eid, Miller and Chair Kolar

The meeting adjourned at 9:16 p.m.

Respectfully Submitted,
Cindy Hansen, Deputy Village Clerk



**MEETING MINUTES
CITIZEN INVOLVEMENT COMMISSION
WEDNESDAY, JANUARY 4, 2023
VILLAGE HALL, ROOM 101**

I. Call to Order

Chair Kolar called the regular meeting to order at 7:01 p.m.

II. Roll Call

Present: Commissioners Jill Eid, Ron Elling, Annemarie Kill, Curtis Lott, Ron Roman, Carollina Song, Sheila Wesonga and Chair Greg Kolar

Absent: Commissioner Drew Miller

Also present: Deputy Village Clerk Cindy Hansen

III. Agenda Approval

Chair Kolar requested to move the approval of the December 7 meeting minutes to the February 1 meeting. Commissioner Lott moved to approve the agenda as amended; Commissioner Wesonga seconded. A roll call was taken and the motion was approved as amended. The roll call was as follows:

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

Nays: None

Absent: Commissioner Miller

IV. Public Comment

There was no public comment.

V. New Business

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

a. Dave Bates – Historic Preservation Commission

Commissioner Roman moved; Commissioner Wesonga seconded. A roll call was taken and the motion was approved. The roll call was as follows:

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

Nays: None

Absent: Commissioner Miller

Dave Bates – Historic Preservation Commission

Dave is a history professor at Concordia University. He is from a historic town in New Jersey and has lived in Oak Park for two years. He submitted his 1921 home for historic status. His expertise is late 19th and early 20th century U.S. history so Oak park architecture is in his wheelhouse. He thinks a challenge is trying to balance the need for Oak Park to be a place that is unique versus the needs of a living

community. An opportunity is that Oak Park takes its historic identity very seriously. Making the determination of what is historic is the difficult but rewarding work of the Commission.

VI. Executive Session

- B) 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.

Commissioner Song moved; Commissioner Lott seconded. A roll call was taken and the motion was approved. The roll call was as follows:

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

Nays: None

Absent: Commissioner Miller

The Commission adjourned to Executive Session at 7:20 p.m.

VII. Reconvene to Regular Meeting

The Regular Meeting reconvened at 7:22 p.m.

- C) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Dave Bates to the Historic Preservation Commission.

Commissioner Eid moved; Commissioner Wesonga seconded. A roll call was taken and the motion was approved. The roll call was as follows:

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

Nays: None

Absent: Commissioner Miller

VIII. New Business (Continued)

- D) Discussion of Agenda Items to be Added to Upcoming Citizen Involvement Commission Meetings.

Chair Kolar said the February meeting will review the CDCAC which has four vacancies. Commissioner Kill suggested reviewing the May onboarding memo and finalizing the liaison assignments.

Commissioner Roman suggested adding the discussion of onboarding, work plan, and recruitment strategies as a permanent agenda item under old business. Chair Kolar will follow up with President Scaman regarding chair vacancies. Commissioner Song requested a regular report on whether the recommended candidates get appointed. Chair Kolar said he will follow up with Clerk Waters.

Chair Elling volunteered to draft a resolution to the Board of Trustees stating that all public meetings should be hybrid with an option to participate remotely. Commissioner Wesonga agreed. Chair Kolar said he will invite President Scaman to join the February meeting for that discussion. Commissioner Song recommended knowing the state laws prior to the discussion.

IX. Old Business

E) Update Regarding On-Boarding Discussions for Advisory Board, Commission and Committee Members

Commissioner Roman said this commission cannot discuss its internal process of onboarding outside of a public meeting. Commissioner Elling felt that doing housekeeping is not public business. Chair Kolar clarified that two commissioners may have discussions outside of a public meeting. The next chair commission meeting is January 30.

Commissioner Roman recommended the CIC liaisons take the lead with communicating and following up with the candidates and that each commission be assigned a CIC liaison. Commissioner Elling had requested that Clerk Waters introduce him to the Building Codes Commission chair. Deputy Clerk Hansen said she will follow up with Clerk Waters.

Chair Kolar said commission agendas are posted on the Village website. Commissioner Kill said she prefers to receive them by email. Commissioner Eid said the CIC created a process for connecting with your chair so she will share that again with commissioners.

Updated committee liaison assignments:

Eid: Community Design, Farmers' Market

Elling: Building Codes, Civic Information Systems

Kill: Community Development, Historic Preservation

Kolar: Citizen Involvement, Plan

Lott: Citizens Police Oversight, Community Relations

Miller: Transportation, Housing Programs

Roman: Disability Access, Liquor Control Review

Song: Board of Health, Zoning Board of Appeals

Wesonga: Aging in Place, Fire & Police, Environment & Energy

Commissioner Roman said the CIC liaison would first introduce themselves to the chair and then do a survey or call to ask recent commissioners about their experience and onboarding. Commissioner Eid and Commissioner Kill had previously discussed that same process. Commissioner Elling recommended a structured format with the same questions. Chair Kolar said the Village Board should approve the work plan in January and then projects can be delegated.

Commissioner Elling raised the issue of commissioners having freedom of expression to speak to the press as private citizens, not as commissioners. He suggested this be included in the orientation. Chair Kolar added that commissioners can draft an opinion piece in an open meeting and then publish it. Commissioner Song suggested writing a letter encouraging participation in commissions. Commissioner

Elling said the work plan includes money for advertising. Commissioner Roman said the *Wednesday Journal* may also include new appointment announcements.

X. Adjourn

Commissioner Elling moved to adjourn; seconded by Commissioner Wesonga. A roll call was taken and the motion was approved. The roll call was as follows:

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

Nays: None

Absent: Commissioner Miller

The meeting adjourned at 8:27 p.m.

Respectfully Submitted,

Cindy Hansen, Deputy Village Clerk



Citizen Involvement Commission
Applicant List
Regular Meeting
Wednesday, February 1, 2023
7:00 PM
Village Hall 123 Madison Street, Room 101

1. Karen Schneller

- a. [Community Development Citizens Advisory Committee](#)
 - i. Vacancies: 4
 - ii. Commission Chair: Andrew Celis
 - iii. VOP Staff Liaison: Vanessa Matheny, Grants Supervisor, Development Customer Services Department
 - iv. CIC Liaison: Commissioner Annemarie Kill

2. Summer Fields

- a. [Farmers' Market Commission](#)
 - i. Vacancies: 2
 - ii. Commission Chair: Julia Knier
 - iii. VOP Staff Liaison: Sara Semelka, Health Education Manager, Health Department
 - iv. CIC Liaison: Commissioner Jillian Eid



Board and Commission Vacancy and Chair Expiration Date Report

ID VI | B | 02 01 2023
Updated on: Monday, January 30, 2023

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	6	1
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	3	4
Liquor Control Review Board	5	5	0
Plan Commission	9	7	2
Transportation Commission	7	5	2
Zoning Board Of Appeals	7	5	2
Totals:	151	119	32

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



APPOINTMENTS

01/17/2023

Civic Information Systems Commission

Appoint as Member

Name: Joshua Vanderberg

Term: 1

Term Expiration Date: 1 /17/2026

Historic Preservation Commission

Appoint as Member

Name: Dave Bates

Term: 1

Term Expiration Date: 1 /17/2026

Transportation Commission

Appoint as Member

Name: Jenna Holzberg

Term: 1

Term Expiration Date: 1 /17/2026

Resolution for Enhanced Citizen Involvement in the Village of Oak Park's Governance Processes Through the Use of Online Meeting Platforms

Whereas the Village of Oak Park (hereinafter "the Village") desires the broadest possible participation of its citizens in governance processes;

Whereas the Village's Citizen Involvement Commission was established "...to foster citizen participation in the various boards, commissions and committees of the Village,,,";

Whereas online meeting platforms (e.g., Zoom, Google Meets, etc.) enfranchise people like:

- Residents with child care responsibilities at the time of a Village commission meeting;
- Residents with hearing impairments who could use meeting app closed captioning in lieu of a more expensive sign language interpreter;
- Residents with mobility limitations who find it difficult and time consuming to leave their residence and navigate an unfamiliar space;
- Residents who do not own private transportation, who cannot afford a taxi/ride service and who otherwise need to rely on less than ubiquitous and timely public transportation;
- Consultants, expert witnesses and appellants who may not be local at the time of a scheduled meeting;
- Commissioners who for any reason cannot attend in person and might jeopardize a quorum;

Whereas participants at in-person meetings must be provided with copies of non-confidential meeting materials, this necessitates that the Village increase its costs for additional printing and copying or disenfranchise attendees who do not have access to a portable internet-enabled device in order to obtain materials from the Village's website;

Whereas the Village has adopted its "*Climate Ready Oak Park*" plan which includes these statements:

- "More than a quarter of Oak Park's greenhouse gas emissions is due to conventional cars and trucks, making this the second largest driver of climate change in our community."
- "TS01. Include priority criteria to reduce vehicle emissions and vehicle miles traveled (VMT) community-wide..."
- "VT07. Adopt a telecommuting work policy to reduce carbon emissions due to commuting."

Whereas the Village, its staff and its Commissioners have for two years proven the utility, efficacy, sustainability and equity inherent in online meeting platforms; now, therefore, be it

Resolved that the Village's Citizens Involvement Commission

1. urges the Village of Oak Park to move expeditiously to ensure that any meeting subject to (5 ILCS 120/) Open Meetings Act is available to Village residents and other meeting participants in, at least, a hybrid format utilizing an online meeting platform.

Protocol for Interviewing Recently Appointed Commissioners

[TO BE DELETED BEFORE DISTRIBUTION: We will need to obtain from Clerk Waters, Name, Date of Appointment, telephone, email address (I think we should send email first to get good times to call and the general purpose of our call) and Commission to which appointed for all Commissioners appointed in the last six months before the time we launch this process.]

Hello, my name is _____. I am a Commissioner with the Village of Oak Park's Citizen Involvement Commission [if appropriate: and liaison to the Commission/Board/Committee (hereinafter "Commission") on which you serve]. One of our mandates is to manage an onboarding, some people call it an "orientation" process so that all Commissioners get the knowledge and support they need to perform their duties as effectively as possible.

In concert with your Commission Chair, we are reaching out to you in the hopes that, from your own experiences, you can give us suggestions on what to include in our proposed onboarding program. Our primary interest is in your recommendations as it pertains to being a volunteer Commissioner, irrespective of the specific Commission to which you have been appointed.

Our information shows that you were appointed to the _____ Commission on or about _____. Is that correct?

About how long was it between the time you applied to serve as a Commissioner and your appointment date?

What information and support were you given that was helpful for you to prepare to serve as a Commissioner on **any** Commission/Board/Committee, not necessarily the one you've been appointed to, without your needing to hunt for it?

In your opinion, what information and/or support were you lacking to prepare you to serve as a Commissioner that we should definitely include in our onboarding program?

Thinking more specifically about your role on the _____ Commission, what information and support should the Chair, other Commission members and/or the Commission's staff liaison have offered that would have better prepared you to serve on that specific Commission?

If you have time, we'd like to ask you some specific questions about how prepared you were to serve as a volunteer Commissioner for the Village of Oak Park.

Did you have any issues with registering for Open Meetings Act training, taking the training, passing the review quiz and/or sending your Certificate of Completion to the Village Clerk?

After you were appointed, but before attending your first meeting, which of the following did you do?

_____ Reviewed the Procedure Manual for Boards and Commissions in the Village of Oak Park

_____ Attended a meeting of your Commission and/or reviewed minutes and/or recordings of previous meetings

_____ Reviewed the agenda and any meeting materials for the upcoming meeting

_____ Reviewed my Commission's most current work plan

How comfortable were you to perform your role as a volunteer Commissioner for the Village of Oak Park at the time of your first meeting?

How comfortable are you with the following terms/concepts/resources?

_____ The Commissions page on the Village of Oak Park website

_____ Enabling language for your Commission

_____ Attendance requirement for Commissioners

_____ The Open Meetings Act

_____ The definitions of “quorum” and “majority of a quorum”

_____ Basic parliamentary procedures as outlined in the Procedure Manual for Boards and Commissions in the Village of Oak Park

Do you have any additional recommendations for us about issues, materials, policies and/or laws that we should make sure to include in our onboarding program?

Thank you so much for your time and for your willingness to serve as a volunteer Commissioner for the Village of Oak Park.

2023
 Work Plan for Citizen Involvement Commission
 Supporting Diversity

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	\$2,500(to also include 2 flyers in the Wednesday Journal which are \$1,300 for 2 flyers
	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 Recruitment Process and 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 assigns a liaison to each Commission/Committee, and that connects us with the chair/commission to help in identification of commission needs			

2023
 Work Plan for Citizen Involvement Commission
 Supporting Diversity

2023 Initiatives

	Formalize a new onboarding process for commissions members and an exit interview process to gather information which may help commissions in the future	75% of new commissioners complete the onboarding training.		
	Co-Host with Village President quarterly Chair meetings for peer learning and support, and quarterly meetings with new commissioners for training (and not for purposes of business in order to not violate OMA pending legal dept opinion)	Increase knowledge, skills, and abilities of commission leadership and commissioners 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.			

DRAFT