



**Citizen Involvement Commission
Regular Remote Meeting Agenda Packet
[Wednesday, October 12, 2022](#)
7:00 PM**

1. Applicant List
2. Board and Commission Vacancy & Chair Expiration Date Report
3. Board and Commission Term Expiration Report
4. Advisory Boards, Commissions, and Committees Application and Selection Process
(for review)
5. Citizen Involvement Commission Liaison Report Template
6. 2022 Work Plan for Citizen Involvement Commission (Supporting Diversity)



**Citizen Involvement Commission
Regular Remote Meeting Applicant List
Wednesday, October 12, 2022
7:00 PM**

- 1. Emily Lloyd**
 - a. Disability Access Commission
- 2. Britta Cochran**
 - a. Farmers' Market
- 3. Christina Welter**
 - a. Board of Health
- 4. Madiysn Burke**
 - a. Environment & Energy Commission
- 5. Julie Johnston Ahlen**
 - a. Transportation Commission



Board and Commission Vacancy and Chair Expiration Date Report

Updated on: Thursday, October 6, 2022

Vacancies

Board or Commission	# of Members	Current # Filled	Vacancies
Aging in Place Commission	7	5	2
Board of Health	7	5	2
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	4	3
Environment & Energy Commission	9	7	2
Farmers Market Commission	11	9	2
Fire And Police Commission	3	3	0
Historic Preservation Commission	11	9	2
Housing Programs Advisory Committee	7	5	2
Liquor Control Review Board	5	4	1
Plan Commission	9	9	0
Transportation Commission	7	4	3
Zoning Board Of Appeals	7	6	1
Totals:	151	116	35

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 /2022
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	Derks, Laura	9 /16/2022
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
Historic Preservation Commission	Weidner, Noel	2 /16/2024
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: Thursday, October 6, 2022

2022 May

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

2022 August

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

2022 September

Days to Expiration	Commissioner	Ter	Start Date	Term Expire	Board or Commission
20	Derks, Laura	1	9 /16/2019	9 /16/2022	Environment & Energy Commission
20	Kuhn, Julia	1	9 /16/2019	9 /16/2022	Community Design Commission

2022 October

Days to Expiration	Commissioner	Ter	Start Date	Term Expire	Board or Commission
-12	Cianciolo, Dominic	2	10/18/2018	10/18/2022	Farmers Market Commission

2022 November

Days to Expiration	Commissioner	Ter	Start Date	Term Expire	Board or Commission
-46	May, Paul	2	11/4 /2019	11/21/2022	Plan Commission
-43	Herbstritt, Terry	1	11/18/2019	11/18/2022	Disability Access Commission
-29	Ross, Cynthia	1	11/4 /2019	11/4 /2022	Community Design Commission
-29	Baker, David	1	11/4 /2019	11/4 /2022	Civic Information Systems Commission

2022 December

Days to Expiration	Commissioner	Ter	Start Date	Term Expire	Board or Commission
-65	Ruszczuk, Steve	2	12/10/2017	12/10/2022	Zoning Board Of Appeals
-57	Chase, Monique	1	12/2 /2019	12/2 /2022	Historic Preservation Commission



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 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

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.



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:

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:

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

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

Employment

Employer Name _____ Telephone Number _____

Address _____ Type of business _____

Community Activity, Professional Organizations, Other Interests

References

Name _____ Telephone Number _____

Name _____ Telephone Number _____

Name _____ Telephone Number _____

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:

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

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
 Work Plan for Citizen Involvement Commission
 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.	June December	\$990