



Citizen Involvement Commission
Regular Meeting Agenda
Wednesday, August 7, 2024, 7:00 PM
Village Hall 123 Madison Street, Room 101

- A. **Call to Order**
- B. **Roll Call and Declaration of a Quorum**
- C. **Agenda Approval**
- D. **Approval of Past Meeting Minutes** *(if a member is not present at a commission meeting, it is important to listen to the meeting at [Commission TV](#))*
 - A) [June 5, 2024](#) – Regular Meeting Minutes
 - B) [July 24, 2024](#) – Regular Meeting Minutes
- E. **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 before 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 before the meeting.
- F. **New Business**
 - A) Review of Board and Commission Vacancy and Chair Expiration Date Report [July 30, 2024](#)
 - B) Review of Advisory Board, Commission, or Committee Appointments at Regular Board of Trustees Meeting(s) – [July 30, 2024](#)
 - C) Discuss Interview and Exit Interview Questions and Protocol.
 - D) Discuss onboarding process outlined within the Proposed Recruitment Process/Plan and other matters Memo dated May 9, 2022
- G. **CIC Liaison Reports**

This section is intended to be informational
- H. **Staff Liaison Report**

This section is intended to be informational
- I. **Consideration of Motion to Adjourn to Executive Session**

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.
- J. **Reconvene to Regular Meeting**
- K. **New Business Continued**
 - A) Discuss [2024 Achievements](#), and 2025 Work Plan goals
 - B) Discuss Volunteer Recognition Event
 - C) Commissioner Attendance and Best Practices
 - D) Discuss Agenda Topics for Upcoming Citizen Involvement Commission Meeting(s)
- L. **Old Business**
 - A) [Calendarization of Activities](#) we discussed at our working meeting
 - B) Discussion to Coordinate Volunteer Time Slots for [Go Green Days \(Farmers’ Market\)](#), and [Thursday Night Out](#)
- M. **Adjourn**

Upcoming Meeting: Wednesday, September 4, 2024 at 7:00 PM

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, JUNE 5, 2024, 7:00 P.M.
VILLAGE HALL, ROOM 101**

A. Call to Order

Chair Kolar called the regular meeting to order at 7:19 P.M.

B. Roll Call

Present: Commissioners Eid, Lott, Song, Wesonga, and Chair Kolar

Absent: Commissioners Elling, Kill, Miller, Roman

Also present: Clerk Waters

C. Agenda Approval

Chair Kolar noted the updated Agenda with the removal of Jill Baker for the Board of Health and Vic Guarino for Plan Commission who were not able to attend the meeting. Commissioner Wesonga moved to approve the agenda as amended; Commissioner Song seconded. A voice vote was taken and the motion was approved as amended.

D. Minutes Approval

Commissioner Wesonga moved to approve the minutes of the May 1, 2024 meeting; Commissioner Lott seconded. A voice vote was taken and the motion was approved.

E. Public Comment

Commissioner Wesonga said Harriet Robinet was a wonderful author of children's books and a visionary here in Oak Park. Her services will be at her home church St. Edmunds this Saturday at 10:00 A.M.

Clerk Waters said the Juneteenth Luncheon is June 9th where the oratory winners will give their speeches. The flag-raising will be June 12th at Village Hall. The community cookout will be June 15th at Village Hall.

F. 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:

- i. Rachel Gresk – Community Relations Commission (CRC)
- ii. Cheryl Wisniewski – Community Relations Commission (CRC)
- iii. Aaron Vanderbilt – Building Codes Advisory Commission (BCAC)
- iv. Amanda Massie – Historic Preservation Commission (HPC)

Commissioner Wesonga moved; Commissioner Eid seconded. A voice vote was taken and the motion was approved.

Rachel Gresk works in higher education and has lived overseas and moved to Oak Park in 2020. She has lived in a lot of different communities. She feels like her background and education and expertise can contribute in this area and she is excited to get involved and serve her community. She is open to other commissions.

Cheryl Wisniewski has lived in Oak Park for a total of 20 years. She has worked for nonprofits her entire career, mostly focusing on the southwest and south side of Chicago. She serves on the Community Foundation in Oak Park and was in Leadership Lab. She also considered running for office but she thinks this is her road of being involved in this way in shared governance. She is passionate about making Oak Park the best it can be for everybody.

Aaron Vanderbilt has been a resident of Oak Park for four years and is a former longtime Austin resident. He is in real estate sales and development throughout Chicago. He has three businesses and is a general contractor in Oak Park. He wants to bring more building opportunities to the Village and a different perspective to the commission as a younger man of color.

Amanda Massie owns a historic home in Oak Park and underwent a long restoration process. She said they went to the HPC a number of times and had some run-ins with the architect and the commission. She learned a lot and has a lot more ideas of what things cost and take to restore a home. She wants to be a voice that's not an architect but a homeowner who has gone through it.

B. Review of Board and Commission Vacancy and Chair Expiration Date Report - June 4, 2024

Commissioner Song said she attended a recent Board of Health (BOH) meeting and the commissioners were unclear about their renewals. Clerk Waters said she spoke about it to BOH Chair Welter and Dr. Chapple. She announced Jonathan Burch was recently appointed to Assistant Village Manager/Neighborhood Services Director, which creates a vacancy on the Housing Programs Advisory Committee (HPAC). Commissioner Wesonga noted that she cannot be the liaison for Aging in Communities anymore due to a scheduling conflict. Clerk Waters said recruitment is paused for the Community Design Commission (CDC) and Zoning Board of Appeals (ZBA) to determine the future of those two commissions.

C. Review of Advisory Board, Commission, or Committee Appointments at Regular Board of Trustees Meeting(s) – None

D. A Motion to the Village Board to Approve the Proposal of Oak Park's Citizen Involvement Commission to Enable Every Volunteer Board, Commission, and Committee to Have the Option to Retain Previous Members as an Emeritus Member | presented by Commissioner Elling
Commissioner Elling was not in attendance so the Item was tabled.

G. CIC Liaison Reports

There were no reports.

H. Staff Liaison Report

Clerk Waters announced the flag raising on June 12 and cookout on June 15 for Juneteenth. There will be a Pride

Party on June 22.

- I. **Consideration of Motion to Adjourn to Executive Session.** 5 ILCS 120/2(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 motioned; Commissioner Wesonga seconded. A roll call vote was taken and the motion was approved. The roll call was as follows:

Ayes: Commissioners Eid, Lott, Song, Wesonga, and Chair Kolar

Absent: Commissioners Elling, Kill, Miller, Roman

The Commission adjourned to Executive Session at 8:41 P.M.

- J. **Reconvene to Regular Meeting**

The Regular Meeting reconvened at 8:55 P.M.

- K. **New Business**

- A. A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Rachel Gresk to the Community Relations Commission

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

Ayes: Commissioners Eid, Lott, Song, Wesonga, and Chair Kolar

Absent: Commissioners Elling, Kill, Miller, Roman

- B. A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Cheryl Wisniewski to the Community Relations Commission

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

Ayes: Commissioners Eid, Lott, Song, Wesonga, and Chair Kolar

Absent: Commissioners Elling, Kill, Miller, Roman

- C. A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Aaron Vanderbilt to the Building Codes Advisory Commission

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

Ayes: Commissioners Eid, Lott, Song, Wesonga, and Chair Kolar

Absent: Commissioners Elling, Kill, Miller, Roman

- D. A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Amanda Massie to the Historic Preservation Commission

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

Ayes: Commissioners Eid, Lott, Song, Wesonga, and Chair Kolar

Absent: Commissioners Elling, Kill, Miller, Roman

E. Discussion to Coordinate Volunteer Time Slots for Go Green Days (Farmers' Market) and Thursday Night Out.

Chair Kolar said Farmers' Markets are every Saturday through the end of October. Commissioner Wesonga said she attends every Thursday Night Out. Commissioner Eid said she can do July 20 or 27 for the Farmers' Market. Chair Kolar said he will find out what dates are available for Thursday Night Out and the Farmers' Markets and send potential dates next week.

F. Discussion on Agenda Topics for Upcoming Citizen Involvement Commission Meeting(s)

The emeritus discussion will be put on the next agenda. Clerk Waters will follow up with the other commissioners to reschedule the July 4 meeting for Wednesday, July 24 at 7:00 P.M.

L. Old Business

A. Calendarization of Activities we discussed at our working meeting

There was no discussion.

M. Adjourn

Commissioner Wesonga moved to adjourn; Commissioner Eid seconded. A voice vote was taken and the motion was approved. The meeting adjourned at 9:09 P.M.

Respectfully submitted,
Deputy Clerk Hansen



Board and Commission Vacancy and Chair Expiration Date Report

Vacancies

Board or Commission	# of Members	Current # Filled	Vacancies
Aging in Communities Commission	7	7	0
Board of Fire and Police Commissioners	3	3	0
Board of Health	7	7	0
Building Codes Advisory Commission	9	9	0
Citizen Involvement Commission	9	9	0
Citizens Police Oversight Committee	7	7	0
Civic Information Systems Commission	7	7	0
Community Design Commission	11	6	5
Community Development Citizens Advisory Committee	9	9	0
Community Relations Commission	9	4	5
Disability Access Commission	7	7	0
Environment & Energy Commission	9	6	3
Farmers' Market Commission	11	10	1
Historic Preservation Commission	11	9	2
Housing Programs Advisory Committee	7	5	2
Liquor Control Review Board	5	4	1
Plan Commission	9	8	1
Transportation Commission	7	6	1
Zoning Board Of Appeals	7	5	2
Totals:	151	128	23

Chair Expirations

Board or Commission	Chairperson	Term Expiration Date
Aging in Communities Commission	Marc Blesoff	08/01/2025
Board of Fire and Police Commissioners	Robert Pickrell	10/30/2026
Board of Health	Christina R Welter	04/11/2027
Building Codes Advisory Commission	Tim Kelly	05/21/2023
Citizen Involvement Commission	Greg Kolar	10/04/2024
Citizens Police Oversight Committee	Kevin Barnhart	12/04/2026
Civic Information Systems Commission	David Baker	11/05/2025
Community Design Commission		
Community Development Citizens Advisory Committee	Andrew Celis	05/02/2025
Community Relations Commission		
Disability Access Commission	Gary Arnold	09/06/2025

Environment & Energy Commission	Liz Lukehart	10/17/2025
Farmers' Market Commission	Julia Knier	03/21/2025
Historic Preservation Commission	Louis Garapolo	03/06/2026
Housing Programs Advisory Committee	Keith Spencer	07/09/2027
Liquor Control Review Board	Sarah Corbin	09/17/2024
Plan Commission	Michael Sturino	12/04/2026
Transportation Commission	Ron Burke	07/30/2025
Zoning Board Of Appeals	Mas Takiguchi	04/11/2029



APPOINTMENTS

07/30/24

Board of Health

Appoint as Member

Name: Jill Baker Term: 1st Term
Term Expiration Date: Jul 30, 2027

Jill is a registered nurse and has a strong interest in public health. Jill's work experience as a nurse will help bring perspective on how to best approach the most needed and influential aspects of what the community may need.

Citizen Involvement Commission

Appoint as Commissioner

Name: Jill Eid Term: 2nd Term
Term Expiration Date: Aug 03, 2027

Historic Preservation Commission

Appoint as Commissioner

Name: Rachel Michelin Term: 1st Term
Term Expiration Date: Jul 30, 2027

Rachel has nearly two decades of experience with a focus on the restoration and repair of existing building facades. Rachel has a wealth of knowledge gained from her experience of the years, and is looking for a way to give back to the community.

Housing Programs Advisory Committee

Appoint as Commissioner

Name: Sarah Louise Beck Term: 1st Term
Term Expiration Date: Jul 30, 2027

Sarah's career has been in affordable housing research and development. For the last 11 years Sarah has worked as a developer of affordable housing through the Low Income Housing Tax Credit program and the HUD Rental Assistance Demonstration Program, bringing rental developments through entitlements, funding applications, investor/lender due diligence, construction, and into asset management.

Liquor Control Review Board

Appoint as Member

Name: Ricardo Hinojosa Term: 1st Term
Term Expiration Date: Jul 30, 2027

Ricardo believes the commission plays a key role in ensuring Oak Park establishments operate responsibly. As a former DJ and Sound Engineer, Ricardo has experience with both clubs and the restaurant entertainment industry. Ricardo's experience at a Federally Qualify Health Center honed their ability to make informed decisions and solve problems in a fast-paced environment.

Transportation Commission

Appoint as Commissioner

Name: Ericka Johnson Term: 1st Term
Term Expiration Date: Jul 30, 2027

Ericka has lived in Oak Park for over 20 years and is looking forward to becoming involved with a community board. Ericka also has over 20 years of public service to the people of the State of Illinois.

Advisory Boards, Commissions & Committees Exit Survey

It is your commitment to the community that allows the Village to continue to be a vibrant, diverse community represented by its citizens.

* Indicates required question

1. Email *

2. Which option *

Check all that apply.

- Completed 2 full terms
- Completed first full term only
- Completed 3 full terms (either two as member, one as chair; or one as member, two as chair)
- Early resignation as a Member or Chair

3. If you resigned early, please share reasons why.

4. Which advisory board, commission or committee did you serve on? *

Check all that apply.

- Aging in Communities Commission
- Board of Fire and Police Commissioners
- Board of Health
- Building Codes Advisory Commission
- Citizen Involvement Commission
- Citizens Police Oversight Committee
- Civic Information Systems Commission
- Community Design Commission
- Community Development Citizens Advisory Committee
- Community Relations Commission
- Disability Access Commission
- Environment & Energy Commission
- Farmers' Market Commission
- Historic Preservation Commission
- Housing Programs Advisory Committee
- Liquor Control Review Board
- Plan Commission
- Transportation Commission
- Zoning Board of Appeals

5. Under what circumstances, if any, would you consider serving as a volunteer on another citizen advisory board, commission or committee? *

6. Did you feel you had the tools and resources to be successful in your role as a board, commission or committee member? If not, which areas could be improved, and how? *

7. What was the best part of your role as a board, commission or committee member? *

8. Do you think the Village Board adequately recognized your contributions? If not, how do you think recognition could be improved? *

9. Were there any practices within the Procedure Manual, Open Meetings Act or Robert's Rules you found difficult to understand? If so, how can the Village make them clearer? *

10. Do you feel the work of the advisory board, commission and/or committee was aligned with the Enabling Language/Village Code? If so, in what ways? *

11. Do you feel the work of the advisory board, commission and/or committee was aligned with the Village Board goals? If so, in what ways? *

12. How would you describe the perfect volunteer to replace you? *

13. Would you recommend volunteering on an advisory board, commission or committee to a friend? Why, or why not? *

14. Is there anything else you'd like to add? *

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Google Forms

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.

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

Social Media		
Facebook Groups		
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		
Twitter		
Linked In		
Instagram		
Government		
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)		
Churches		
Community/Civic Groups/Seniors		
Arbor West Neighbors		
Chamber of Commerce		
Businesses/Day Cares		
Others		

Process for Developing CIC Onboarding Program

In the draft 2024 Work Plan for the Citizen Involvement Commission (CIC) we have a goal to “Formalize a new onboarding process for commissions [sic] members and an exit interview process to gather information which may help commissions in the future.” Outlined below are some tasks to accomplish this goal. Adoption of this or similar list of activities would constitute a “work plan” within the CIC work plan.

There are several decision points within this process that must be agreed to before proceeding to involve other V.O.P. Commissions.

The overarching schema for this plan is as follows:

1. Develop an interview protocol with which to gather the input of recent commissioner appointees as to their opinion about what an onboarding process should contain.
2. Interview the most recent 15-20 appointed Commissioners using this protocol.
3. With their input, develop a formal, standardized on-boarding program.
4. Implement the on-boarding program as soon as possible, inviting new Commissioners to participate as he or she can (or, possibly, make it mandatory).

But, the devil is in the details, particularly if broad involvement is desired. Below, then, the four overarching tasks are teased out and some decision points are included for decision making.

1. Develop a draft interview protocol to be used with recently appointed commissioners to ascertain what they believe is important to include in an onboarding program. **This has been accomplished as of 2/2023.**
2. Have CIC Commissioners review the draft interview protocol and make their recommendations for changes.
3. Incorporate CIC Commissioner recommendations into the interview protocol.
4. Advise Chairs of other Commissions about our project by sending them the CIC approved interview protocol along with a note from Chair Kolar letting them know
 - a. We may be contacting some of their Commissioners to get their input via the interview and
 - b. CIC liaisons will be contacting their respective Chairs to get their input on a preferred onboarding program.
5. Using the database of Commissioner appointments and demographics, Clerk Waters selects the most recent 15-20 appointees. The information she abstracts is
 - a. Commissioner’s name
 - b. Commissioner’s preferred phone number
 - c. Commissioner’s email address
 - d. Commission appointed to and
 - e. Date appointed
6. Engage recently appointed Commissioners to gain their participation in this phase of the project.
 - a. Clerk Waters sends interview protocol to all of the 15-20 most recent appointees with an explanation that their input is being sought to develop a structured onboarding program – in other words, their input will be used to design the onboarding program.
 - b. CIC Commissioners contact Commissioners on commissions for which they are liaisons; Ron Roman and Ron Elling assist as needed.
7. Utilize input from recently appointed Commissioners to design a structured onboarding program including.
 - a. Topics to be covered and in what order
 - b. Materials to be handed out
 - c. References to external resources such as OMA and Village policies
 - d. Method of delivery – in-person, Zoom, taped
 - e. Frequency of delivery in the case of in-person and/or Zoom
8. Pass the draft/recommended onboarding program through whatever approval mechanisms are desired, modify as needed and implement in 2024



Citizen Involvement Commission

Commission Liaison Report

Submitted By: _____

Meeting Date: _____

Commission: _____

Number of commissioners: _____ Current vacancies: _____

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

NAME	TERM EXPIRATION	EXPERTISE/QUALIFICATONS

Desired qualifications/demographics of new commissioners per the Chair:

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

Additional Notes:

Enabling Language	Project	Quarter One	Quarter Two			Quarter Three			Quarter 4			
		March	April	May	June	July	August	September	October	November	December	
Volunteer Recruitment - Anne Marie and Ron E.	Participate in 3 Community Events (i.e. Day in our Village, Farmers Market, Thursday Night Out, Barrie Fest etc.)				Day in our Village June 2nd	4th of July Parade???	Thursday Night Out June 6th to August 29th	Thursday Night Out June 6th to August 29th	BarrieFest September 14th?	Oaktoberfest ??? September 12th		
	Host 2 events with community partners				Reach out to the Park District to see if there are opporunities to recruit at their events https://pdop.org/upcomingevents/	??????	??????	??????	??????	Reach out to Downtown Oak Park to see if there are any 2025 events we can piggy-back on	??????	
	Review recruitment process and volunteer process, make updates as necessary				Update marketing materials in preparation for 2024 activities	Update/refresh listings on volunteer recruitment sites (e.g., VolunteerMatch , Idealist.org, Chezuba, etc?)		Wednesday Journal Flyer inviting people to see us at BarrieFest	Update/refresh listings on volunteer recruitment sites (e.g., VolunteerMatch , Idealist.org, Chezuba, etc?)	Update marketing materials in preparation for 2025 activities	Agree on what should be posted on social media in 2025 and who will post in what outlets	
	Update marketing materials and better leverage social media and other media outlets to drive recruitment				Request data from staff for last 12 months to include application date, CIC interview date and Board approval date		Analyze data to see if there are bottlenecks and/or process improvement opportunities		Recommend process improvements and agree on data collection protocol			
	Review prioritization of candidates from time of application to CIC Interview and Placement on Village Board Agenda											
Commission Support - Carolina, Sheila, and Jill	Review candidate interview and selection process.		- Create 1pger for Formalizing Interview Structure (include bank of interview questions, who "kicks-off" the meeting, formalize time limits) --- <i>Carolina</i>	- Present in order to get feedback at May meeting --- <i>Carolina</i>	- Re-tool and launch --- <i>Carolina</i>			- Check-in on how the process is working and make edits				
	Continue providing a CIC Committee Liaison to each Commission/Committee		- Provide easily accessible Commission Liasion report -- <i>Sheila</i> ;			- <i>Lead a discussion for April 2 meeting on Best Practice Sharing for supporting our Commission Chairs</i> --- <i>Sheila</i> ; - <i>Re-do Liasion Report and present to Commission</i> --- <i>Sheila</i>	- Synthesize best practice conversation and create 1pger --- <i>Jill</i> - Edit Liasion report and create formal plan --- <i>Sheila</i>	- <i>Lead a discussion for April 2 meeting on Best Practice Sharing for supporting our Commission Chairs</i> --- <i>Sheila</i> ; - <i>Re-do Liasion Report and present to Commission</i> --- <i>Sheila</i>			1. Schedule a 2025 work plan working meeting in early January 2025	
	Create a feedback structure for all commisioners						- DRAFT of Survey --- <i>Sheila</i>	- Present DRAFT Survey at Commission meeting --- <i>Sheila</i>	- Make edits to survey AND develop a distribution strategy --- <i>Sheila</i>	- Talk about how we'll distribute the survey --- <i>Sheila</i>	- Distribute Survey to Commisioners --- <i>Sheila</i>	

2024 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, Barrie Fest, etc.)	Increase awareness of commission work and variety of volunteer opportunities	Ongoing	\$2,500.00
	Host two events with varying community partners.	Increase number of first-time applicants accurately representing the demographics for 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 of volunteer base.	Assess our weakness and evaluate progress for reaching goal of seeking a volunteer base that accurately reflects the demographics of our Village.		
	Review prioritization from time of application to CIC interview and placement on Village Board agenda.	Process put in place that attempts to align interview schedules etc to when commissions need new members.		
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	\$0.00
	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.			
	Formalize a new onboarding process for commission 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 department opinion)	Increase knowledge, skills, and abilities of commission leadership and commissioners for effective and efficient commissions.		
Volunteer Recognition	Host the annual Volunteer Celebration Event.	Express appreciation to Village Volunteers and hope to have representation of all commissions at the event.	Fall 2024	\$5,000.00
	Thank you video honoring Village Volunteers			
	Thank you cards signed by Village Board and staff.			

3-5 bullet points explaining year to year changes