

Record of Meeting
Citizen Involvement Commission
Wednesday, October 4, 2017 - 7:00 P.M.
Village Hall Room 130

Call to Order

Chair Troelstrup called the meeting to order at 7:01pm.

Roll Call

Present: Commissioners Frank Pond, Erika Washington, Lance Taylor, Emily Masalski, Natalie Coon (7:05 P.M.), and Chair John Troelstrup.

Absent: Commissioner Conrad Terry

Also present: Village Clerk Vicki Scaman

Public Comment

There was no public comment.

Approval of Agenda

It was moved by Commissioner Pond and seconded by Commissioner Washington to approve the agenda for October 4, 2017 as presented. A voice vote was taken and the motion was approved.

Approval of Minutes

It was moved by Commissioner Pond and seconded by Commissioner Masalski to approve the minutes from August 2, 2017 with the correction of spelling for Brian Turnbull's name on page 2. A voice vote was taken and the motion was approved.

Applicant Interviews

Chair Troelstrup welcomed the applicants and asked each applicant to introduce themselves, share with the Citizen Involvement Commission (CIC) why they would like to be on the Commission requested, what skills they would bring to that commission and answer questions from members of CIC related to serving on a commission.

Applicants interviewed:

- Brian Turnbull, Civic Information Systems Commission
- Dina Ross, Farmers Market Commission
- Natalie Serratos, teen applicant for Board of Health

Clerk Scaman explained the next steps in the process for potential appointment to the commission they have requested and thanked each applicant for appearing.

Reports

Administrative Report:

Clerk Scaman reviewed with members of CIC the Vacancy and Chair Expiration Date Report that is provided for the Village Board monthly. Currently there are 13 vacancies out of 146 members, an average of 9% vacant. Ms. Scaman reported there have been a number of recent

unexpected resignations for personal reasons; travel, work, moving, etc. The Commission reviewed openings one by one. Clerk Scaman shared the OPFYI announcement recruiting volunteers to serve on commissions that went out that week to every home in Oak Park and that VOP-TV Manager Joe Kreml is working on a short social media post. A new recruitment idea mentioned was advertising with the Oak Park River Forest Chamber of Commerce positions that require a specific skill set.

Old Business

Members of CIC discussed whether they should revisit assigning themselves as liaisons to other commissions. Frank Pond shared his experience in being a liaison as the senior member of the commission. The role of liaisons is to provide training support to Chairs when needed, particularly newer Chairs, and be able to share with CIC what recruitment needs a commission has. The concern is to not duplicate responsibilities of staff or dictate to commissions what their needs should be. Liaisons have reportedly been less needed because the Clerk's office keeps the database on volunteers and vacancies and provides every new applicant with the background information for the commission they wish to apply for. The appointment process also includes applicants observing a meeting to help determine if they feel they are a good fit for the commission they wish to serve on.

Members of CIC requested a copy of every commissions work plan for 2017 and 2018 (when they become available). Clerk Scaman will provide for members of CIC the same background information provided to applicants on the commission they are applying for in preparation for interviewing.

New Business

Applicant discussion, decisions and recommendations:

The commission discussed the candidate interviews. It was motioned by Commissioner Pond and seconded by Commissioner Washington to recommend the applicants that appeared before the Citizen Involvement Commission to President Abu-Taleb for appointment to perspective commissions as listed below:

- Brian Turnbull, Civic Information Systems Commission
- Dina Ross, Farmers Market Commission
- Natalie Serratos, teen applicant for Board of Health

A voice vote was taken and the motion was approved.

The Citizen Involvement Commission discussed the FY 2018 CIC Work Plan. Members discussed project goals and outcomes for volunteer recruitment, commission support and volunteer recognition. A motion to approve the FY 2018 CIC Work Plan was made by Commissioner Pond and seconded by Commissioner Masalski. A voice vote was taken and the motion was approved.

Adjournment

It was moved by Commissioner Masalski and seconded by Commissioner Coon to adjourn at 8:37pm.

Respectfully submitted,

Vicki Scaman, Village Clerk