



Citizen Involvement Commission
Regular Meeting Agenda
Wednesday, June 7, 2023
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. 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.

- E. New Business**

- 1. A Motion to Conduct a Volunteer Applicant Interview for the Following Individual to be Considered for an Advisory Board, Commission and/or Committee:
 - a. William Coats – Community Relations Commission
 - b. Kurt Roskopf – Civic Information Systems Commission
 - c. Nicholas Mann – Community Design Commission/Community Development Advisory Commission
 - d. Seth Jansen – Community Design Commission, Community Development Advisory Commission
 - e. Turquoise Peart – Housing Programs Advisory Committee
- 2. Review of Vacancy Report
- 3. Advisory Board, Commission or Committee Appointments at [Board of Trustees Meeting June 5, 2023](#) - None

- F. Advisory Committees, Commissions, and Boards CIC Liaison Reports**

This section is intended to be informational.

- G. Consideration of Motion to Adjourn to Executive Session**

- 4. 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.

- H. Reconvene to Regular Meeting**

- I. New Business Continued**

- 1. A Motion to Approve the Volunteer Appointment Recommendation to the Village President of William Coats to the Community Relations Commission
- 2. A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Kurt Roskopf to the Civic Information Systems Commission
- 3. A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Nicholas Mann to the Community Design Commission
- 4. A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Seth Jansen to the Community Design Commission
- 5. A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Turquoise Peart to the Housing Programs Advisory Committee
- 6. Discussion of Agenda Items to be Added to Upcoming Citizen Involvement Commission Meetings

- J. Old Business**

- 7. Discussion of [2023 Work Plan](#)

- K. 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.



Board and Commission Vacancy and Chair Expiration Date Report

Updated on: Monday, June 5, 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	8	1
Community Relations Commission	9	7	2
Disability Access Commission	7	5	2
Environment & Energy Commission	9	9	0
Farmers Market Commission	11	8	3
Fire And Police Commission	3	3	0
Historic Preservation Commission	11	10	1
Housing Programs Advisory Committee	7	5	2
Liquor Control Review Board	5	5	0
Plan Commission	9	9	0
Transportation Commission	7	6	1
Zoning Board Of Appeals	7	7	0
Totals:	151	131	20

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	Pickrell, Robert	12/7 /2023
Historic Preservation Commission	Garapolo, Louis	3 /6 /2026
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



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

1. William Coats

- a. [Community Relations Commission](#)
 - i. Vacancies: 2
 - ii. Pending Applications: 1 (listed as second choice)
 - iii. VOP Staff Liaison: Dr. Danielle Walker, Chief DEI Officer
 - iv. CIC Liaison: Commissioner Curtis Lott

2. Kurt Roskopf

- a. [Civic Information Systems Commission](#)
 - i. Vacancies: 1
 - ii. Pending Applications: 3
 - iii. Commission Chair: David Baker
 - iv. VOP Staff Liaison: Dan Yopchick, Chief Communications Officer & Alvin Nepomuceno, IT Director
 - v. CIC Liaison: Commissioner Ron Elling

3. Nicholas Mann

4. Seth Jansen

- a. [Community Design Commission / Community Development Citizens Advisory Committee](#)
 - i. Vacancies: CDC – 5; CDCAC – 1
 - ii. Pending Applications: CDC – 1; CDCAC – 2
 - iii. Commission Chair: CDC – Juan Betancur; CDCAC – Andrew Celis
 - iv. VOP Staff Liaison: CDC – Craig Failor, Village Planner; CDCAC – Vanessa Matheny, Grants Supervisor
 - v. CIC Liaison: CDC – Commissioner Jill Eid; CDCAC – Commissioner Annemarie Kill

5. Turquoise Peart

- a. [Housing Programs Advisory Committee](#)
 - i. Vacancies: 2



**Citizen Involvement Commission
Regular Meeting Applicant List
Wednesday, June 7, 2023
7:00 PM**

Village Hall 123 Madison Street, Room 101

- ii. Pending Applications: 2
- iii. Commission Chair: Dominic Tocci
- iv. VOP Staff Liaison: Jeff Prior, Neighborhood Service Manager
- v. CIC Liaison: Commissioner Drew Miller

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.			