



Citizen Involvement Commission
Regular Meeting Agenda
Wednesday, September 4, 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
 - C) August 7, 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) A Motion to Conduct Volunteer Applicant Interviews for the Following Individuals to be considered for an Advisory Board, Commission and/or Committee:
 - i. Holly Bruce – Plan Commission
 - ii. Sarah Torres – Housing Programs Advisory Committee
 - iii. Frank Heitzman – Environment & Energy Commission
 - iv. Kathleen O’Dell – Environment & Energy Commission
 - v. Mark Ruda – Zoning Board of Appeals & Housing Programs Advisory Committee
 - vi. Richard Katz – Building Codes Advisory Commission & Environment Energy Commission
 - B) Review of Board and Commission Vacancy and Chair Expiration Date Report - [September 3, 2024](#)
 - C) Review of Advisory Board, Commission, or Committee Appointments at Regular Board of Trustees Meeting(s) – [August 27, 2024](#)
 - D) A Motion to the Village Board to Recommend to the Village Board a 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 Ronald Elling
- 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, and to Review the 2024 Executive Session Minutes of the Citizen Involvement Commission
- J. **Reconvene to Regular Meeting**
- K. **New Business Continued**
 - A) A Motion to Approve the 2024 Executive Session Minutes
 - B) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Holly Bruce to the Plan Commission.

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.



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- C) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Sarah Torres to the Housing Programs Advisory Committee.
 - D) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Frank Heitzman to the Environment & Energy Commission.
 - E) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Kathleen O'Dell to the Environment & Energy Commission.
 - F) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Mark Ruda to the Zoning Board of Appeals & Housing Programs Advisory Committee.
 - G) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Richard Katz to the Building Codes Advisory Commission & Environment Energy Commission.
 - H) Discuss the 2024 Achievements, and 2025 Work Plan goals
 - I) Discuss the Volunteer Recognition Event scheduled to take place in November 2024
 - J) Discussion on Agenda Topics for Upcoming Citizen Involvement Commission Meeting(s)
- L. Old Business**
- A) Confirm October 2nd Meeting Date, or choose alternate meeting date
 - B) Discuss [Calendarization of Activities](#)
 - C) Reminder to Commission Members to Send Clerk Waters the Exit Interview Feedback
- M. Adjourn**

Upcoming Meeting: Wednesday, October 2, 2024 at 7:00 PM (holiday?)

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**MEETING MINUTES
CITIZEN INVOLVEMENT COMMISSION
WEDNESDAY, JULY 24, 2024, 7:00 P.M.
VILLAGE HALL, ROOM 101**

A. Call to Order

Chair Kolar called the regular meeting to order at 7:02 P.M.

B. Roll Call

Present: Commissioners Eid (joined at 7:10 P.M.), Elling, Kill, Lott, Miller (joined at 7:10 P.M. and left at 9:01 P.M.), Roman, Song, Wesonga (arrived at 7:10 P.M.), and Chair Kolar

Also present: Clerk Waters, President Scaman (joined after the applicant interviews and left at 9:09 P.M.)

C. Agenda Approval

Commissioner Kill moved to approve the agenda as amended; Commissioner Roman seconded. A voice vote was taken and the motion was approved.

D. Minutes Approval

Commissioner Song moved to approve the minutes of the June 5, 2024 meeting; Commissioner Lott seconded. A roll call vote was taken and the motion failed.

Aye: Lott, Roman, Song, Chair Kolar

Abstain: Elling, Kill

Absent: Eid, Miller, Wesonga

E. Public Comment

None

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. Jill Baker – Board of Health (BOH)
- ii. Rachel Michelin – Historic Preservation Commission (HPC)
- iii. Ericka Johnson – Transportation Commission (TC)
- iv. Germinal Van – Housing Programs Advisory Committee (HPAC) and/or Plan Commission (PC)
- v. Sarah Beck – Housing Programs Advisory Committee (HPAC)
- vi. Ricardo Hinojosa – Liquor Control Review Board (LCRB)

Commissioner Lott moved; Commissioner Elling seconded. A voice vote was taken and the motion was approved.

Jill Baker is a registered nurse in an emergency department with a background in IT project management. She sees the consequences of bad behavior every day and believes there is so much prevention that can be done with better education. She has met with the BOH chair and discussed the public health director vacancy.

Rachel Michelin is a licensed architect with an area of expertise in building envelopes, roofing and exterior walls, restoration and repair. She co-leads a large firm of 100 people and has primarily commercial experience. She wants to bring her expertise and she still needs to meet with the HPC chair.

Ericka Johnson is a deputy agency head for the Illinois Department of Financial and Professional Regulation with a mission of consumer protection. She is a former trial attorney and criminal prosecutor for the Cook County States Attorney. She wants to serve at the local level and she still needs to meet with the TC chair.

Germinal Van has a political science degree and a master's degree in political management. He is a business owner and owns a publishing company. He is very drawn to economic analysis to formulate policies to facilitate people's access to housing resources. He prefers to serve on the PC but is open to other commissions as well.

Sarah Beck has been doing affordable housing development and project management for 12 years. She works with the low-income housing tax credit program to create new and substantially rehab old affordable housing. She works with the rental assistance demonstration program which moves Section 9 to Section 8 housing.

Ricardo Hinojosa works in health care in the Lawndale community and does clinic operations involving protocols and inspections. He volunteers for events and used to deejay and work with clubs and promoters. He can bring both the public health and entertainment perspectives.

B. Review of Board and Commission Vacancy and Chair Expiration Date Report – July 23, 2024
Commissioner Song noted the Zoning Board of Appeals has only four commissioners, which is the minimum number needed for a quorum.

Commissioner Kill said this report would be more helpful if the number of pending applicants is added. She said the website application should have a disclaimer that these commissions may be full. Clerk Waters noted the ongoing challenges with the Granicus software. In order to add that column, the data has to be tracked in order to be extracted. We are currently recruiting for the Environment & Energy Commission (EEC) and Building Codes Advisory Committee (BCAC).

Commissioner Lott inquired about the difficulty in appointing 5 members to the Community Relations Commission (CRC). President Scaman said we are working with the new chair, Chief DEI Officer, and Trustee Liaison Enyia to define the required skill set and then we can have targeted discussions on recruitment.

President Scaman said she and Clerk Waters should determine how to handle applicants who have been waiting who are not likely to be appointed. The Community Design Commission (CDC) and Zoning Board of Appeals (ZBA) are both currently on pause because we are considering merging those two commissions. We

are waiting on the legal language for what the new commission would look like. President Scaman recommended pausing EEC recruitment for the month of August as the new Chief Sustainability Officer is onboarded. She will make an announcement at the next Village Board meeting. Clerk Waters said she will then add language to the landing page.

C. Review of Advisory Board, Commission, or Committee Appointments at Regular Board of Trustees Meetings – July 9, 2024 and July 16, 2024

There were no additional comments.

G. CIC Liaison Reports

Commissioner Wesonga reported the Transportation Commission needs three commissioners.

H. Staff Liaison Report

Clerk Waters reported events she has done recruitment: Black History Month event (February), Neighborhood Clean-Up (April), Good Life Race (April), OPRF Block Party (May), Day in Our Village (June), Juneteenth (June), and Concert in the Park (July). Upcoming events are Fall Fest, Barrie Fest, and OPRF Civics Fair. The staff liaison orientations are going really well.

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 Roman motioned; Commissioner Wesonga seconded. A voice vote was taken and the motion was approved. The Commission adjourned to Executive Session at 9:09 P.M.

J. Reconvene to Regular Meeting

The Regular Meeting reconvened at 9:22 P.M.

K. New Business

A. A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Jill Baker to the Board of Health

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, Elling, Kill, Lott, Roman, Song, Wesonga, Chair Kolar

Absent: Commissioner Miller

B. A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Rachel Michelin to the Historic Preservation Commission

Commissioner Roman 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, Elling, Kill, Lott, Roman, Song, Wesonga, Chair Kolar

Absent: Commissioner Miller

- C. A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Ericka Johnson to the Transportation 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, Elling, Kill, Lott, Roman, Song, Wesonga, Chair Kolar

Absent: Commissioner Miller

- D. A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Germinal Van to the Housing Programs Advisory Committee and/or Plan Commission

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

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

Absent: Commissioner Miller

- E. A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Sarah Beck to the Housing Programs Advisory Committee

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, Elling, Kill, Lott, Roman, Song, Wesonga, Chair Kolar

Absent: Commissioner Miller

- F. A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Ricardo Hinojosa to the Liquor Control Review Board

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

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

Absent: Commissioner Miller

- G. Review and Assign CIC Liaisons to Advisory, Boards, Commissions and Committees.

Chair Kolar said Commissioner Wesonga can no longer serve as the liaison for Aging in Communities.

Commissioner Eid said she will take Aging in Communities.

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

The August 7 meeting will not have applicant interviews. We will reschedule the October meeting date.

L. Old Business

- A. Calendarization of Activities we discussed at our working meeting

This item is tabled to the August meeting.

- B. Discussion to Coordinate Volunteer Time Slots for Go Green Days and Thursday Night Out

These events are on hold.

- C. Review of Onboarding Documents

These documents will be discussed at the August or September meeting.

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	10	1
Housing Programs Advisory Committee	7	6	1
Liquor Control Review Board	5	4	1
Plan Commission	9	8	1
Transportation Commission	7	7	0
Zoning Board Of Appeals	7	5	2
Totals:	151	131	20

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	Yoko Terretta	08/27/2027
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

08/21/24

Citizens Police Oversight Committee

Appoint as Commissioner

Name: Justin Johnson

Term: 2nd Term

Term Expiration Date: Aug 27, 2027

Community Relations Commission

Appoint as Chair

Name: Yoko Terretta

Term: 1st Term

Term Expiration Date: Aug 27, 2027

Environment & Energy Commission

Appoint as Commissioner

Name: Cassandra West

Term: 2nd Term

Term Expiration Date: Aug 27, 2027

Historic Preservation Commission

Appoint as Commissioner

Name: Asha Andriana

Term: 2nd Term

Term Expiration Date: Aug 27, 2027

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