

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		