

Record of Meeting
Citizen Involvement Commission
Wednesday, January 7, 2015 - 7:00pm
Village Hall - Room 101

Present: Members Kristen Hollinden, Brian Holt, Frank Pond, Ed Schmitt, Conrad Terry, Sally Wallace and Anne Warden; Chair Jim Kelly; Village Clerk Teresa Powell

Absent: Member Charlene Jones-Foster

Call to Order: Chair Kelly called the meeting to order at 7:00 p.m.

Public Comment

There was no public comment.

Approval of Agenda

It was moved and seconded to approve the January 7, 2015 agenda as written. Motion approved.

Approval of Minutes

It was moved and seconded to approve the December 3, 2014 minutes as written. Motion approved.

Chair Kelly welcomed Anne Warden to the commission.

Prospects Interviews

Todd Moore, Kathleen Yannias and Brian Roman were interviewed by the commission. There was a discussion regarding the candidates interviewed as well as pending candidates who were previously interviewed.

Member Holt raised a discussion regarding the current “first come, first served” policy regarding recommendation and suggested that qualifications should be considered first and foremost. Village Clerk Powell referred to Forest Park’s volunteer application and its language stating that submitting an application does not guarantee appointment to a board or commission. Member Hollinden noted that if there is not a professional requirement for the chosen commission, the “first come, first served” policy should stay in place.

Chair Kelly spoke about candidates who have chosen only one commission and noted that the CIC has gone against their own policy regarding that. He also noted that they should keep in mind what is best for the commissions regarding their recommendations. Member Holt asked for clarification as to whether the scope of the CIC is to help people find volunteer opportunities or to help the commissions get people who will do the best work for them. Chair Kelly stated that helping the commissions is the primary duty of the CIC, although it is rewarding to help people find volunteer work. The opinions of the chairs should be taken into consideration as well, as there may be someone interested in their commission who they feel is not suited to their work plan. Following further discussion, the commission agreed to postpone any final decisions regarding recommendations on the current pending candidates to next month.

Reports

Administrative Report

Village Clerk Powell spoke about the recent passing of a former commission chair's spouse as well as the passing of a newly appointed commissioner. She discussed the new online Board agenda software that makes it necessary to submit agenda items earlier than before. Appointment recommendations will need to be submitted two weeks prior to a meeting. The commission work plans have not been approved by the Board but are expected to be approved in January or February. Village Clerk Powell also noted that there were two new openings due to resignations on the Community Relations Commission. She noted that Catharine Schutzius, whose recommendation was approved by Village President Abu-Taleb, had never been voted on by the CIC.

Marketing Subcommittee Report

There was nothing to report.

Old Business

Report and Votes on Pending Applicants

It was moved and seconded to recommend the appointment of Catharine Schutzius to the Housing Programs Advisory Committee.

The roll call was as follows:

AYES: Members Hollinden, Holt, Pond, Schmitt Terry, Wallace and Warden; Chair Kelly

NAYS: None

ABSENT: Member Jones-Foster

The motion was approved.

Chair Kelly stated that the last group interviewed has been very diligent regarding staying in touch regarding their progress. Many commissions cancelled their December meeting so there will be candidates from November attending January commission meetings along with the December and current candidates.

Volunteer Recognition Event

Village Clerk Powell stated that the budget for the event is \$3,500, and was submitted as part of the work plan. Trustee Liaison Glenn Brewer suggested that only commission members, as opposed to commission members and their guests, be invited to keep costs down. Village Clerk Powell will check on whether alcohol may be served. Cheney Mansion is donating their venue for the event; however they did request that CIC members stay behind and help clean up afterwards.

At the last chair meeting, it was made clear that chairs did not want the event to include presentations by commissions; the event should be strictly social and to recognize all volunteers.

Chair Kelly suggested that a Save the Date be sent by email and thought that a mailed paper invitation would be appropriate. There was a discussion regarding attendance by the Board of Trustees and their role in the event and other details.

Members Hollinden, Terry, Pond and Warden volunteered to be on the planning subcommittee.

Draft of Process for Applicants

Chair Kelly stated that Member Holt had volunteered to outline the CIC process from start to end in order to explain it to candidates prior to attending a meeting. This would be sent immediately after applications are received. Chair Kelly distributed the revised draft.

There was a discussion that included changes to the draft, how much information to include on the website, the order in which to complete the required task, the timing in which to send the information to the applicants and possible changes to the application.

Commissioners' Input

Chair Kelly stated that tonight he begins his ninth year on the CIC. He noted that he has accomplished all that he had set out to do and felt it was time for him to step down. The commission is currently strong with many talented members; the vacancies are small and there are now waiting lists. The February meeting of the CIC will be his last. He has advised the staff and trustee liaisons. Chair Kelly stated that he is recommending Member Wallace as his replacement. However, the Village President has the prerogative to appoint anyone he wishes but it would be extremely difficult for someone without commission experience to become chair of the CIC.

Adjournment

It was moved and seconded to adjourn. A voice vote was taken and the motion was approved. Meeting adjourned at 9:35 p.m.

Respectfully submitted,

MaryAnn Schoenneman
Recording Secretary