

Record of Meeting
Citizen Involvement Commission
Wednesday, February 4, 2015 - 7:00pm
Village Hall - Room 101

Present: Members Brian Holt, Charlene Jones-Foster, Frank Pond, Conrad Terry, Sally Wallace and Anne Warden; Chair Jim Kelly; Village Clerk Teresa Powell

Absent: Members Kristen Hollinden and Ed Schmitt

Also Present: Scott Cooper and Meg Herman (observers); Trustee Liaison Glenn Brewer

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 February 4, 2015 agenda as written. Motion approved.

Approval of Minutes

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

Applicant Interviews

Jordan Mann was interviewed by the commission.

Chair Kelly discussed openings on various commissions with the two observers at the meeting.

Reports

Administrative Report

Village Clerk Powell stated that the new agenda software requires that all items be submitted two weeks in advance of each meeting. This includes board and commission appointments. She has a meeting scheduled with President Abu-Taleb regarding all outstanding recommendations and hopes to have them on the February 17 or March 2 agenda. She will notify all applicants when this is confirmed. She also reminded the liaisons for DAC, Transportation and Plan that there are upcoming first term expirations on these commissions. Those members need to be contacted regarding whether they are interested in serving a second term.

Chair Kelly raised a discussion regarding the earlier deadline for submitting appointments. Trustee Brewer and Village Clerk Powell explained that the Granicus software generates board packages, streams board meetings and posts the agenda to the website. This requires additional time to complete the necessary steps involved and once an agenda is created, it is difficult to add to it.

Marketing Subcommittee Report

There was nothing to report.

Volunteer Recognition Committee Report

Village Clerk Powell stated that the committee has met and reviewed tasks that have been completed and that needed to be addressed. Cheney Mansion has been reserved and a meeting has been set up with a representative to discuss catering options. She noted that approval for the boards and commissions work plans, which include budgets, should be formally approved at the February 17 board meeting. It was decided that commission members not be allowed to bring guests and no alcohol will be allowed per Village policy. The next step will be sending out "Save the Date" notices. There was a discussion regarding design and mailing of invitations.

Old Business

Report and Votes on Pending Applicants

There was a discussion regarding the candidate interviewed.

It was moved and seconded to recommend the appointment of Jordan Mann to the Community Relations Commission.

The roll call was as follows:

AYES: Members Holt, Jones-Foster, Pond, Terry, Wallace and Warden; Chair Kelly

NAYS: None

ABSENT: Members Hollinden and Schmitt

The motion was approved.

Chair Kelly stated that former CIC member Jassen Strokosch was interested in becoming a member of the Board of Health. Unless the commission wanted to have a special meeting, they would be unable to interview him, as the reason he left the CIC was due to a scheduling conflict on Wednesdays. He suggested that Jassen be recommended based on their experience with him on the CIC.

It was moved and seconded to recommend the appointment of Jassen Strokosch to the Board of Health.

The roll call was as follows:

AYES: Members Holt, Jones-Foster, Pond, Terry, Wallace and Warden; Chair Kelly

NAYS: None

ABSENT: Members Hollinden and Schmitt

The motion was approved.

Revised Draft of Interview Letter to Applicants

Chair Kelly noted the revisions. The commission felt that the point in the process in which this is received should be immediately after submitting an application. There was a brief discussion.

It was moved and seconded to approve the Draft Letter to Applicants. A voice vote was taken and the motion was approved.

New Business

Liaison Assignments

Member Warden agreed to take over the commissions assigned to former member Jassen Strokosch.

Selection of Interim Chair

It was moved and seconded that Member Wallace be designated as Interim Chair pending appointment of a permanent chair by President Abu-Taleb.

The roll call was as follows:

AYES: Members Holt, Jones-Foster, Pond, Terry and Warden; Chair Kelly

NAYS: None

ABSTAIN: Member Wallace

ABSENT: Members Hollinden and Schmitt

The motion was approved.

Commissioners' Input

Chair Kelly spoke about his tenure on the CIC. The commission members and Village Clerk Powell thanked him for his dedication throughout his years of service. Village Clerk Powell presented him with a Certificate of Appreciation and a letter of appreciation from Village President Abu-Taleb.

Adjournment

It was moved and seconded to adjourn. A voice vote was taken and the motion was approved. Meeting adjourned at 8:13 p.m.

Respectfully submitted,

MaryAnn Schoenneman
Recording Secretary